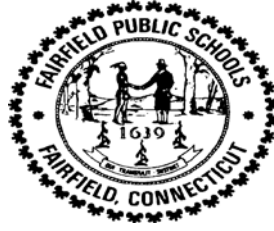


FAIRFIELD PUBLIC SCHOOLS HANDBOOK



2019-2020

HOLLAND HILL ELEMENTARY SCHOOL

105 Meadowcroft Road, Fairfield, CT 06824

Telephone: 203-255-8314 Fax: 203-255-8202

Molly Farrell, 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 (with hyperlinks)

[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

F.E.R.P.A.

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

General School Information

HOLLAND HILL ELEMENTARY SCHOOL

Principal Molly Farrell mfarrell@fairfieldschools.org

Location 105 Meadowcroft Road
Fairfield, CT 0682

School Phone 203-255-8314

School Fax 203-255-8202

IMPORTANT PHONE NUMBERS/WEB SITES

PHONE NUMBERS		WEB SITES	
ABSENTEE CALL-IN LINE:	203-255-8412	FPS Web Site:	www.fairfieldschools.org
EARLY CLOSING HOTLINE:	203-255-TALK (8255)	PTA Web Site:	www.hollandhillpta.org

School Office Hours 7:45-4:00

Website www.fairfieldschools.org/schools/hh

Online Directory www.myschoolanywhere.com

Staff e-mail Staff members first initial & last [name@fairfieldschools.org](mailto:firstname.lastname@fairfieldschools.org)
(example: mfarrell@fairfieldschools.org)

LEADERSHIP TEAM

Principal.....Molly Farrell
Elementary Program Facilitator.....Leslie Ford
Language Arts SpecialistMelissa Rodrigue
Language Arts SpecialistAmy Martin
Language Arts SpecialistParaskevi Rountos
Library Media Center Specialist.....Clare Stafstrom
Math/Science Specialist.....Lynne Fuchs
Psychologist.....Brie Roberts
Social Worker.....Christine Olson
English Language Teacher.....Veronica Sanford

OFFICE STAFF - HOURS 7:45 A.M. TO 4:00 P.M.

School Secretary.....Rita Ioanna
Part-Time Secretary.....Jill Delet-Kanic
Part-Time Secretary.....Kathy Aquila
School Nurse.....Micki Vipond

CUSTODIAL STAFF

Head Custodian.....Chis Sideris
Night Custodian.....Matt Paris

SCHOOL HOURS

Grades K-5	8:10 A.M. to 2:45 P.M.
Early Dismissal	8:10 A.M. to 12:55 P.M.
Delayed Opening	10:10 A.M. to 2:45 P.M.

**Student drop-off begins at 8:00 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 8:00 A.M.**

Central Office Information

Executive Directors

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

Mike Cummings	Superintendent of Schools	203-255-8371
TBA	Chief Academic Officer	203-255-8390
Colleen Deasy	Executive Director of Personnel and Legal Services, Title IX Coordinator	203-255-8462
Doreen Munsell	Executive Director of Finance and Business Services	203-255-8383
Robert Mancusi	Executive Director of Special Education and Student Services	
Angelus Papageorge	Executive Director of Operations	203-255-8373
Frank Arnone	Executive Director of Innovation, Curriculum and Programs	203-255-8390
Thomas Honohan	Executive Director of Digital Learning	203-255-7968

Directors

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

Nancy Byrnes	Director of Technology	203-255-8367
Walter Wakeman	Director of Elementary Math, Science and Enrichment	203-255-7368
Lynn Holcomb	Director of Elementary Literacy and Learning	203-255-8392
Dr. Gregg Pugliese	Director of Social Studies and Student Centered Learning	203-255-8281
Dr. Jennifer Swingler	Director of Secondary Literacy and Learning	203-255-8286
Justine LaSala	Director of Secondary Science and STEAM	203-255-8282
Dr. Paul Rasmussen	Director of Secondary Math and Student Achievement	203-255-735

Board of Education Information

Board of Education Members

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

Christine Vitale	Board Chairman
Nick Aysseh	Board Vice-Chairman
Jessica Gerber	Board Secretary
Philip Dwyer	Board Member
Jennifer Jacobsen	Board Member
Jennifer Leeper	Board Member
Jeff Peterson	Board Member
Jennifer Maxon-Kennelly	Board Member
Trisha Pytko	Board Member

Board of Education Meeting Dates Include

Tuesday, August 27, 2019	Regular
Tuesday, September 10, 2019	Regular
Tuesday, September 24, 2019	Regular
Thursday , October 10, 2019	Regular
Tuesday, October 22, 2019	Regular
Thursday , November 21, 2019	Organizational/Regular
Tuesday, December 10, 2019	Regular

Principal's Message



*Molly Farrell
Principal*

mfarrell@fairfieldschools.org

Welcome to the 2019-2020 school year. We are going to have a great year of learning together. I am so proud to be the Principal of such wonderful students, faculty members, and parents.

At Holland Hill we are a family and together we will grow and achieve great things together – and have fun along the way!

Let's make this our best year yet!!

School Staff Information

Molly Farrell, <u>Principal</u>	Leslie Ford, <u>Elementary Program Facilitator</u>
Rita Ioanna, <u>Secretary</u>	Micki Vipond, <u>School Nurse</u>
<u>Kindergarten</u> Bridget Kurtz Meghann Ralabate Stephanie Rosado	<u>First Grade</u> Jackie DePierro Laura Dacorte Kayla O'Donnell
<u>Second Grade</u> Catherine Grady Stacey Moore Cindy Pierce	<u>Third Grade</u> Tara Bainer Pat Tyler
<u>Fourth Grade</u> Michelle Correll Dennis Pryor Paulette White Kristy Macoy	<u>Fifth Grade</u> Kim Battista Maureen Mocker Tara Shay
<u>Language Arts Specialists</u> Amy Martin Paraskevi Rountos Melissa Rodrigue	<u>Math and Science Teacher</u> Lynne Fuchs
<u>Special Education Teachers</u> Jill Jarvis Ali Fuchs Erica Mueller Danielle Wood Maite Petrosini	<u>Speech and Language Pathologists</u> Briana Blaney
<u>School Psychologist</u> Brie Roberts	<u>School Social Worker</u> Chris Olson
<u>Gifted /STEAM</u> Ryan Carroll	<u>OT</u> - Eva Provost <u>PT</u> - Daniella Rhoades
<u>Art</u> Helen Cihl	<u>Library Media Specialist</u> Clare Stafstrom
<u>Music</u> Jon Noyes	<u>Physical Education</u> Kathryn Klaassens Chris Lovelett (Part time)
<u>Band-Grade 5</u> Brian Borrelli	<u>Strings-Grades 4 and 5</u>
<u>English Language Learner Teachers</u> Veronica Sanford	<u>Spanish-Grades 3, 4 and 5</u> Suzanne Sugrue
<u>Custodians</u> Chris Sideris (day) Matt Paris (night)	<u>Informational Technology</u> Luke Altieri
<u>Building Substitute:</u> Lyndsey Bulkley <u>Intern:</u> Shelby Roy	<u>Lunch Aides:</u> Christine Cutler Melissa Goodman Merlee Lange
<u>Afternoon Clerical</u> - Kathy Aquila	<u>Morning Clerical</u> - Jill Delet-Kanic
<u>Paraprofessionals</u>	
Maria Corbett Lynne Coppola Zaida DeAbreu Dorene Herron Bernadette Falletta	Kristen Schopps Mary Miner Michelle Bisack Gretchen von der Linden

REACHING STAFF BY E-MAIL:

Use first initial last name, followed by: @fairfieldschools.org
Example: jbrown@fairfieldschools.org

IMPORTANT LINKS

Link to Infinite Campus Information

<http://fairfieldschools.org/parent-resources/infinite-campus/>

Link to Fairfield Public School's Family Guide

<http://fairfieldschools.org/parent-resources/family-guide/>

Link to Transportation

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

Link to Food Services

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

Link to school's Website

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

Link to Holland Hill School's PTA Website

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

Communication

Infinite Campus

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

- student legal name
- student address
- student 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://campus.fairfieldschools.org/campus/portal/fairfield.jsp> to your internet browser to access the new online student information system (Safari, Internet Explorer, 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 and they will help you resolve your issue promptly.

Please keep in mind that Infinite Campus (IC) is used by Fairfield Public Schools to communicate with you effectively and in a timely fashion. You can access your child's progress reports and assessment information through IC. It is very important to keep this information current throughout the school year and make sure to enter ALL fields of information requested such as phone numbers, emergency contacts, and make sure you check the box that allows your child to use technology in school. If you find you are not receiving notices from the school on IC – please contact the HH main office and staff will help you.

Arrival and Dismissal Procedures

Hours of Operation	(8:10-2:45)	
	Grades K-5	8:10 A.M. to 2:45 P.M.
	Early Dismissal	8:10 A.M. to 12:55 P.M.
	Delayed Opening	10:10 A.M. to 2:45 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 stations (WICC – 600AM, WEZN – 99.9FM) 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. ***Please see the Emergency Alert System section in this document for additional information.***

Holland Hill Parking/Traffic Information/Traffic reminders

- Meadowcroft Road is One Way. Please enter from Jeniford or Marsh Road and follow road in front of school to exit onto High Street.
- The area near the gym door entrance is a Drop-off/Pick-up Zone only. You may stop and wait for car drop off in the morning or car pick up in the afternoon in that area, but you may not leave your car. If you need to pick up your child at the door, you will need to park in a designated parking space, or park in the neighborhood and walk onto campus.
- PLEASE don't **leave your car with the motor running** and unattended.
- Please help our environment by not keeping cars running within our campus.

Animals on School Property: There are signs posted on school grounds that animals **are not permitted** in town parks or school property for any reason. This is in compliance with a town ordinance. Please remember to keep animals at home or make other arrangements if they are with you during drop off or pick up.

Arrival Procedures

- Building doors (the front doors and the gym doors) will open for student arrival at **8:00 A.M.** **Please do not drop your child off before 8:00 A.M. as there is no adult supervision available until that time.** At Holland Hill, if you need childcare before 8:00 we encourage you to contact our ECC Before/After School Care Program. Casey.jadach@eastoncc.com 203-459-9700 (phone) or 203-445-1798 (fax).
- As you enter the school's driveway from Jeniford Road, please drive straight in the lane for student drop-off. Staff members and safety patrollers will be waiting in front of the flagpole to assist your child.
- Please do not park in the parking lot and walk your child to the door. If you wish to drive to school and escort your child to the door, park on the road and walk on to the campus. The parking lot will be blocked between 8:00-8:10 to assure smooth traffic through the flagpole drop off lane.
- Students arriving on buses will enter through the front doors at 8:00 a.m.
- Students cannot wait outside or on the playground before school. No supervision is in place in these areas.
- PLEASE help your children by making sure all school materials (i.e. homework/glasses/instruments) are placed in backpacks the night before. This really helps minimize class disruptions. For this purpose and our increased security measures we ask you to do the following in the event you need to drop off a forgotten item:
 - An "oops" cart is placed outside the front doors for these items.
 - Please put your child's name and classroom (i.e. John Smith, 5-O) on the item.
 - Please ring the doorbell and notify the office staff.

The office staff will collect the items and deliver them to the classrooms. This will minimize classroom interruptions and help students maintain their focus on learning.

Students arriving to school after 8:10 should come in the front door to the office and will be given a tardy slip before proceeding to class. This will also be reflected on the progress report. Students may not be dropped off at the curb, or taken directly to the classroom.

Holland Hill Dismissal Procedures

Please be sure to notify the classroom teacher as to what your child's dismissal plan is!

ECC Afterschool Care – Students will be called to the All Purpose Room.

Walkers (without parents) – This option is available for Grade 3 and above. They will exit through the front doors of the school.

Buses 86, 87, Wakeman and YMCA will exit through front doors of the school.

Car Pick up (no longer flagpole) – Students will gather in the gym and be escorted out to cars by staff members. **No student may be picked up in this area on foot.** If you wish to pick your child up on foot, please follow Back Door Pick Up instructions below.

Back Door Pick Up –

At outside classroom doors for all K-2

Grade 3 at outside Door 7 (front of building)

Grade 4 at outside Door 14 (back of building)

Grade 5 at outside Door 16 (back of building)

Change of 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. Children can only ride on the bus they are assigned to.

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 of Dismissal at the Start of the School Day

We need a note sent in with your child in the morning to the teacher each time there is a change unless you have provided the teacher with a note stating a permanent change (i.e. every Tuesday is a parent pick up).

- HH Dismissal Options
 - Bus
 - Car Pick Up and Back Door Pick Up
 - Dismissed to walk home independently
 - Dismissed to ECC Program
 - Dismissed to Wakeman Bus (to Southport Clubhouse)
 - Dismissed to YMCA Bus
 - Seeds of Enrichment – PTA run afterschool programs at Holland Hill

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 must be signed out 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 1:30 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 EDUCATIONAL INSTRUCTION AND SCHOOL SAFETY.**

Requesting an Emergency Change of Dismissal

We will only accept dismissal changes over the phone in the event of an emergency. We do realize that there are times when emergencies do occur and we will try to accommodate phone requests as they arise.

Additional Dismissal Guidelines

1. Teachers will not accept a verbal dismissal change from students.

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 listed on Infinite Campus.**

2. Teachers cannot accept dismissal notes for future dates.

Teachers work on a daily dismissal schedule and do not have the resources to track weekly dismissal changes for multiple students. **Please DO NOT send in a note that says "Ray will be picked up at 12:00 next Friday" or "Jane is being picked up early for a Dr. appt. at 2:00 tomorrow and will also go to Afterschool Care after school on Thursday".**) If you do have changes for multiple days within the same week, you must send a note for each day that your child's dismissal plan will change. If the dismissal changes will be permanent, please refer to #3 below.

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 ECC Afterschool 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 office staff.

Please refrain from emailing a change of dismissal request, unless directed by the office staff. As the school server occasionally experiences server outages, the office staff cannot count on this method of communication to be an effective way to manage the dismissal process. A written note sent in with your child in the morning works best to ensure your dismissal changes are recorded properly.

In addition, teachers may only have time to check emails at lunch or at the end of the school day, which would prevent them from responding to your request in a timely fashion.

Finally, the office staff may not see a late afternoon email sent by a parent until after the school has been dismissed. The last hour of the school day is extremely busy for the office staff as they are typically dismissing students that have planned early dismissals, in addition to calling dismissal for the entire school.

5. Students MAY NOT be called out of class to wait in the office for an early dismissal.

Please arrive to school a few minutes early—this will give the office staff time to locate your child and will allow the child adequate time to pack-up and come to the Main Office to meet you.

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 – HH ECC Program – Please refer to the ECC handouts regarding specifics. If school is cancelled – ECC is also cancelled.

Emergency Procedures

Lockdown

Lockdown drills are scheduled several times throughout the school year. School staff will be 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. **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.**

Cancellations/Emergency Closings/Delayed Openings

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.

Delayed Opening/Early Dismissal/Other Notifications (continued)

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://campus.fairfieldschools.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 a location, which will serve as the district's temporary emergency shelter and family reunification site. If for any reason the need for a reunification center is need it will be announced via infinite campus.
- 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.

Celebrations

Student Birthday Lunches with Parents

We are happy to welcome parents to school for a special birthday lunch with their child on his or her birthday. If your child has a summer birthday – another date can be set to celebrate during the school year.

Please contact the Main Office to add your birthday lunch to our Visitor Calendar, which will assist our Head Custodian in preparing for your visit. A private table will be set up for you in the All Purpose Room.

As a reminder, the birthday lunch table is reserved for parents and their children only.

Celebrations with friends or other family members should be scheduled outside of the school day.

Please refer to the Recess and Lunch Procedures Section of this handbook for specifics on HH Birthday Celebrations guidelines.

Schedules and Calendars

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 **Thursday, August 29, 2019**. Specific information on orientation will be sent or posted from the schools.

2019-2020 Fairfield Public Schools Student Calendar

Amendment to BOE Student Calendar - Approved by BOE March 12, 2019

Amendment to BOE Student Calendar - Approved by BOE December 11, 2018

July 2019						
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 4—Independence Day

August 2019 (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 26, 27, 28—PD days

August 29—First Day of School

September 2019 (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					

Sept 2—Labor Day

Sept 24—Early Dismissal PK-12 (PD)

Sept 30—Rosh Hashanah

October 2019 (22)						
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 9—Yom Kippur

Oct 10—Early Dismissal, Conference Day **PK-8** (Not HS)

Oct 15—Early Dismissal, Conference Day **PK-8** inc. PM Conf (Not HS)

Oct 16—Early Dismissal **PK-12**, Conference Day and HS PSAT

November 2019 (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

November 5—All Day PD

November 11—Veterans Day

November 27—Early Dismissal PK-12

November 28-29—Thanksgiving

December 2019 (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	31				

December 23-31—Winter Break

January 2020 (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	

Jan 1—New Year's Day

Jan 17—Early Dismissal PK-12 (PD)

Jan 20—MLK Jr. Day

February 2020 (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

Feb 13—Early Dismissal PK-12 (PD)

Feb 14—February Break

Feb 17—Washington's Birthday

March 2020 (22)						
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 10—Early Dismissal PK-12 (PD)

March 18, 19, 26—Early Dismissal **PK-5 Elementary Only** (Conference Days, PM Conf on Mar 26)

April 2020 (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 10—Good Friday

April 13-17—Spring Break

April 28 - Primary

May 2020 (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						

May 25—Memorial Day

May 26—All Day PD

June 2020 (12)						
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 15 - Early Dismissal PK-12

June 16 - 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. Additional snow days will reduce the April Break beginning with the last day, April 17.

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.



2019-2020 Fairfield Public Schools Student Calendar A-F DAYS

Amendment to BOE Student Calendar - Approved by BOE March 12, 2019
 Amendment to BOE Student Calendar - Approved by BOE December 11, 2018

July 2019						
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 4–Independence Day

August 2019 (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	A	B	31

August 26, 27, 28–PD days

August 29–First Day of School

September 2019 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	C	D	E	F	7
8	A	B	C	D	E	14
15	F	A	B	C	D	21
22	E	F	A	B	C	28
29	30					

Sept 2–Labor Day

Sept 24–Early Dismissal PK-12 (PD)

Sept 30–Rosh Hashanah

October 2019 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
		D	E	F	A	5
6	B	C	9	D	E	12
13	F	A	B	C	D	19
20	E	F	A	B	C	26
27	D	E	F	A		

Oct 9–Yom Kippur

Oct 10–Early Dismissal, Conference Day PK-8 (Not HS)

Oct 15–Early Dismissal, Conference Day PK-8 inc. PM Conf (Not HS)

Oct 16–Early Dismissal PK-12, Conference Day and HS PSAT

November 2019 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
					B	2
3	C	5	D	E	F	9
10	11	A	B	C	D	16
17	E	F	A	B	C	23
24	D	E	F	28	29	30

November 5–All Day PD

November 11–Veterans Day

November 27–Early Dismissal PK-12

November 28-29–Thanksgiving

December 2019 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
1	A	B	C	D	E	7
8	F	A	B	C	D	14
15	E	F	A	B	C	21
22	23	24	25	26	27	28
29	30	31				

December 23-31–Winter Break

January 2020 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	D	E	4
5	F	A	B	C	D	11
12	E	F	A	B	C	18
19	20	D	E	F	A	25
26	B	C	D	E	F	

Jan 1–New Year's Day

Jan 17–Early Dismissal PK-12 (PD)

Jan 20–MLK Jr. Day

February 2020 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	A	B	C	D	E	8
9	F	A	B	C	14	15
16	17	D	E	F	A	22
23	B	C	D	E	F	29

Feb 13–Early Dismissal PK-12 (PD)

Feb 14–February Break

Feb 17–Washington's Birthday

March 2020 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
1	A	B	C	D	E	7
8	F	A	B	C	D	14
15	E	F	A	B	C	21
22	D	E	F	A	B	28
29	C	D				

March 10–Early Dismissal PK-12 (PD)

March 18, 19, 26–Early Dismissal PK-5 Elementary Only (Conference Days, PM Conf on Mar 26)

April 2020 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
			E	F	A	4
5	B	C	D	E	10	11
12	13	14	15	16	17	18
19	F	A	B	C	D	25
26	E	28	F	A		

April 10–Good Friday

April 13-17–Spring Break

April 28 - Primary

May 2020 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
					B	2
3	C	D	E	F	A	9
10	B	C	D	E	F	16
17	A	B	C	D	E	23
24	25	26	F	A	B	30
31						

May 25–Memorial Day

May 26–All Day PD

June 2020 (12)						
Su	Mo	Tu	We	Th	Fr	Sa
	C	D	E	F	A	6
7	B	C	D	E	F	13
14	A	B	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 15 - Early Dismissal PK-12

June 16 - 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. Additional snow days will reduce the April Break beginning with the last day, April 17.

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.

Fall		Spring	
Thursday, October 10, 2019	<i>Afternoon</i>	Wednesday, March 18, 2019	<i>Afternoon</i>
Tuesday, October 15, 2019	<i>Evening</i>	Thursday, March 19, 2019	<i>Afternoon</i>
Wednesday, October 16, 2019	<i>Afternoon</i>	Thursday, March 26, 2019	<i>Evening</i>

You will receive specific information regarding the scheduling of your conference from the staff of your child's school.

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.

Open House

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.** 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.

The date for Open House for the 2019-2020 school year - Wednesday, September 11

6:00-6:30 Grades K-2

6:35-6:55 All in APR for School-wide information

7:00-7:30 Grades 3-5

Progress Reports

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.

<http://fairfieldschools.org/curriculum-instruction/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:

Wednesday, December 18

Wednesday, March 18

Thursday, June 16

(Tentative; will depend on snow days)

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/>

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

CogAts and Naglieri

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 Reports

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 and Skills Comprehension Strategies and Constructing Meaning Numbers and Operations Alphabetic Principle Concept of Word 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:

- To be completed by 9/20-Grades 1-5-Math and Reading
- 1/06-1/17-Kdg-Early Literacy and Grades 1-5-Math and Reading
- 5/04-5/15- Kdg-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*.

Special Schedule

	Frequency:	Grade level/Duration
Art:	Once every 6 days for Grades K-5	Kindergarten/ 40 minutes Grade 1/ 55 minutes Grade 2/ 55 minutes Grade 3/ 55 minutes Grade 4/ 70 minutes Grade 5/ 70 minutes
Music:	Twice every 6 days for Grades K-5	Grade K-4 th /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 th /40 minutes
Tech Time:	Once every 6 days for Grades K-5	Grade K-5 th /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 th /30 minutes
Library:	Flexible Setting	Flexible
STEAM:	Once every 6 days for Grades K-5	Grade K-5 th /40 minutes

School Policies and Procedures

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.
• Field trips are subsidized by the HH PTA and scholarships are available if needed. Contact Mrs. Farrell at MFarrell@fairfieldschools.org.
• Siblings are not permitted to attend any field trip.

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 Educations 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.

Building Use

Reservations must be made if you plan an activity in the building before or after school. In many cases, our PTA review requests for building use so make sure to refer to the chair person of the event. The district has implemented an on-line reservation system "School Dude." To access School Dude go directly to the Fairfield Public Schools website – www.fairfieldschools.org. All building use reservations require a minimum 7 days advance notice. In accordance with the BOE Policy #5516 "Life Threatening Allergies" all areas of HH are food free zones before and after school except the All Purpose Room. Please make arrangements to utilize the APR for snacks if you are using the building before or after school.

Communication

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. Please use the following URL to access district information.

<http://fairfieldschools.org/parent-resources/ Infinite Campus>

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. Below is a link to a manual that offers suggestions on how to set up your account. 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.

http://fairfieldschools.org/parent_resources_infinite_campus.htm

Please be aware that you need an activation code in order to create a user name and password. Email 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 POLICY: *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

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. By 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.
5. Please be aware that if your child accumulates four unexcused absences in one month or ten over the course of a year, you will receive a letter from the school and school's social worker, Chris Olson, will be contacting you.

Absences and Tardies- HH

- If your child is absent or will be tardy from school, please call the **HH Absence Line – (203) 255-8412**. A recorded message will ask for your child's name, teacher's, name and reason for absence (this helps us determine if it is an excused absence and prevents us from calling home to verify attendance). It helps us greatly if you call in the absence promptly as we are required to call home if a child is not in school and an absence not called in. *Thanks!*

Locking of school doors

For the safety of our students, ALL school doors are locked throughout the day. However, between 8:00-8:10 a.m., the front doors will be open for students who are being dropped off. After 8:10 a.m., please ring the bell located at the front of the building to gain access. At 2:45 the doors to the Gym are staffed for dismissal.

Recess and Lunch Procedures

GRADE	RECESS	LUNCH
4th grade	10:40-11:00	11:05-11:25
1st grade	11:00-11:20	11:25-11:45
Kindergarten	11:20-11:40	11:45-12:05
5th grade	11:40-12:00	12:05-12:25
2nd grade	11:55-12:15	12:20-12:40
3rd grade	12:05-12:25	12:30-12:50

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%20FAQ%20Application%20for%20Free%20Reduced-price%20Meals.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/>

Birthday Celebrations

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

Birthdays are very special to us at HH, and we celebrate them in a variety of ways that do not include the sharing of food. We announce birthdays during morning announcements and each grade level teaching team celebrates class birthdays in a special way that will be explained in grade level handouts or at Open House Night. Feel free to send in a special snack for your own child ONLY when it is his or her birthday. We do not allow students to pass out birthday party invitations at school – so please do not send them in to your child’s teacher. We also prefer that you do not send in goody bags for distribution to the class as they can contain items that may pose a threat to the safety of students on the bus home.

Valentine’s Day – students love celebrating this day at school. Please honor our food policy and make sure you do not send in valentines with candy or food attached.

Food Services

Elementary Schools Lunch Cost	\$2.85
-------------------------------	--------

<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>

Program and Support Services

Language Arts Support

The Language Arts Specialists will assist students who have been identified by the SRBI (Scientifically Research Based Intervention) Team as needing language arts support. These specialist work with students in all areas of reading and writing. The SRBI team through a formal SRBI process determines the frequency and duration of their services.

Math and Science Support

The Math/Science Specialist will assist students who have been identified by the SRBI Team as needing math or science support. The SRBI Team through a formal SRBI process determines the frequency and duration of their services.

Speech and Language Support

Speech and Language services provide a remedial 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
- 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. She is also available to parents to address any behavioral/ emotional issues at home. Chris Olson is the Social Worker for Holland Hill. She can be reached by calling the Main Office at 203-255-8314 or by email colson@fairfieldschools.org

Library Learning Commons

Ours School’s library media program is co-planned and co-taught by the classroom teacher and the Library Media Specialist, Mrs. Clare Stafstrom. 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, 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:	Once every 6 days for Grades K-5	Grade K-5th/40 minutes
------------	---	--

Special Education

The Special Education Department exists to facilitate the instructional and administrative aspects of the total program with students that have an Individual Education Plan (IEP). This department includes one speech and language pathologist, five 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

Gifted education is provided for those students who show high performance capability in intellectual areas and need differentiated instruction or services not ordinarily provided by the regular education program. Identification processes differ for students by level. The process for identifying students with gifted abilities is available to students beginning in kindergarten. In grades K-2, a parent or teacher can request a review for gifted identification and services. The school team then conducts a review of the child's strengths and abilities to determine eligibility for formal evaluation utilizing the Sages Reasoning Assessment. Students in grade 3 take the Naglieri Non-Verbal Ability Test and the Cognitive Abilities Test for eligibility for gifted education. Teachers and parents can request a review for gifted education if students are not identified through standardized test results.

Gifted education in grades 3-5 is delivered in a multi-disciplinary approach to students for two hours per week. Students engage in a curriculum that is focused on conceptual thinking, higher level processes, real-world interdisciplinary inquiry and problem solving. 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.

If you have any additional questions you can refer to the Gifted Handbook

<http://fairfieldschools.org/curriculum-instruction/gifted-education-program/>

F.E.R.P.A./School Records

The Fairfield Public Schools recognize that there are times during the course of a student's educational career when a parent or eligible student (18 years or older) might wish to review (make an appointment with the school, and visually inspect) their educational records. Educational records include student cumulative files, special education files, Section 504 files and health records. The Federal Educational Right to Privacy Act (FERPA) affords parents and eligible students that right. For more information about the process for requesting a review of educational records and/or a request to obtain copies of educational records, please refer to the district website at <http://fairfieldschools.org/district-information/student-records/>.

Curriculum

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.

<http://fairfieldschools.org/curriculum-instruction>

SRBI

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

A Note from our Nurse

- The school is responsible for first aid only, i.e., the immediate and temporary care given to a student whose illness or injury occurs on the school premises during school hours or in school sponsored/supervised activities. Parents should consult their family physician for accidents or illnesses, which occur at home.
- Students should not attend school when ill.
- Please contact the School Nurse as soon as possible when your child has a communicable disease and don't forget to report this even if this occurs over the weekend. This includes strep throat, conjunctivitis, bronchitis, chicken pox, impetigo, pinworm, pneumonia and Lyme disease.
- Please do not send any medication to school with the children unless they have pre-arranged special permission (this includes vitamins, cough drops, prescription and non-prescription drugs). A parent may come to school at any time to give a medication to their child, but the nurse can only give a medication if the Doctor and parent have given written permission. If your child will need medication in school, please obtain a special form for this purpose from the nurse.
- Children are encouraged to bring their own lip balm to school (label them), if needed.
- District policy states that if a student has a temperature at night, in the morning or is sent home from school with one, they must stay home until they have been "temperature free" for 24 hours.
- Please do not send children to school if they have vomited during the night or in the morning. Although there is no specific school policy, we find that those children frequently are not able to work and we have to send them home.
- A parent cannot give a medication to anyone except his or her own child.
- During the winter months, children need to dress warm enough to be outside for fifteen minutes of recess.
- During the warm months, we discourage flip-flops as they present a safety risk while at recess. If children choose to wear them, they should bring in a pair of sneakers or other appropriate footwear to change into for recess or P.E. class.

Policies on Medication in Schools

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.21%20-%20Administration%20of%20Medication%20in%20the%20Schools.pdf>

Physical Assessments/Immunizations

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.3%20-%20Health%20Assessments%20&%20Immunizations.pdf>

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.213%20-%20Administering%20Medication.pdf>

Screenings

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.3%20-%20Health%20Assessments%20&%20Immunizations.pdf>

Students with Special Health Needs

<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>

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

Volunteers Guidelines

We appreciate you taking the time to volunteer at Holland Hill 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 PARENT VOLUNTEERS IN SCHOOL:

Thank you for offering to lend a hand as a parent volunteer at our school. Our teachers are outstanding, yet it is a challenge to meet the academic, social, and emotional needs of each child within the classroom setting. As a staff, we firmly believe that there is a direct correlation

between the quality of education that can be achieved in a school and the visible presence of caring parent volunteers. In order to keep all minds and bodies appropriately focused and “on task” during instructional sessions, additional adult eyes and hands can dramatically improve the efficiency and productivity of the children’s participation in a lesson or activity.

Below is a list of **ethical standards** for parents who serve as volunteers at our school. The school reserves the right to “dis-invite” a parent volunteer who is not able to adhere to these standards. Please be aware that secretaries will ask any visitor to our school a few basic questions to ascertain why they are visiting our school. Please be patient with them. This is a safety procedure implemented at all of Fairfield’s schools and is not meant to prevent parents from accessing our school.

1. 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 regarding the following:

- Perceived strengths, weaknesses, or “styles” of individual children or teachers
- Children who display developmental delays or a need for special education or social services (School Psychologist, Social Worker, Speech and Language Pathologist, etc.)
- Children’s social, economic, academic, or emotional challenges or advantages

2. Volunteers must try to adhere to the schedules they have worked out with their cooperating teachers. **If you are not able to keep to your scheduled arrangement, please notify the classroom teacher as soon as possible in advance.**

Volunteers with questions about the methods or practices of a teacher should make arrangements to seek clarification **from the teacher.**

3. Volunteers may be asked to work with children directly or handle management tasks (laminating, copying, etc.) as determined by the teacher.

Also, if you are going to volunteer at our school, please keep in mind the following requirements from the district’s policy.

- If a volunteer (parents, etc.) is coming for a one-time or occasional visit (ex: read to a class, work at the book fair, etc.), please confirm your visit with the classroom teacher or staff member where you will be doing the volunteering.
- If a volunteer is coming regularly, over a period of time, and/or will have direct contact with students when no staff member is present, they will need to fill out the form AND need to contact Kristen Hardiman in Human Resources. They will need to

have fingerprints done, have a check done through DCF, and have the PPD Mantoux tuberculin test.

Your role as a parent volunteer is important to our overall success and to the quality of learning we are able to provide our school children. **We want and need your involvement as a volunteer.**

Visitation

Parents and other visitors are both welcome and encouraged to visit the school, attend selected assemblies, participate in special events, and volunteer. All visitors must report to the office immediately upon entering the building. Classroom instruction should not be interrupted. Below are some important reminders to help maximize the learning environment for your children and decrease classroom disruptions:

- When visiting the school, please make sure you sign your name in the book in the Main Office, pick up and wear a visitor's tag.
- Please make an appointment with your child's teacher to address any concerns.
- If it is necessary to drop off your child's lunch or a forgotten item from home, please leave it on the OOP's cart located outside the main entrance. Office secretaries will check the cart multiple times throughout the day.
- Please refrain from unannounced visits to your child's classroom.

Building Use

- Reservations are necessary if you plan an activity in the building before or after school. The district has implemented an on-line reservation system "School Dude." To access School Dude go directly to the Fairfield Public Schools website – www.fairfieldschools.org. All building use reservations require a minimum 7 days advance notice. In accordance with the BOE Policy #5516 "Life Threatening Allergies" all areas of HH are **food free zones** before and after school **except the All Purpose Room**. Please make arrangements to utilize the APR for snacks if you are using the building before or after school.

Safety and Behavior

School Rules and Behavior Expectations

Students need to treat all HH members respectfully – “be good to yourself and others!”

Bus Expectations

- *Stay in their seats
- *No food
- *No cell phones or other electronics
- *Listen to the Bus Driver

Transportation Office Link

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

Recess and Lunch Expectations

- *Keep noise level to “restaurant voices”
- *Stay in their seats
- *Raise hand for adult help
- *No sharing of food
- *Listen to the adult monitors

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.)
- **Various “fad” games such as *Pokeman* cards should be kept at home.**

*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. Farrell, the EPF, Mrs. Ford, 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

Safety and Student Use

Electronics

Publishing of Student Images

The school system routinely makes use of videotaping, digital, and traditional photography for educational purposes. Examples include but are not limited to the videotaping of concerts, assemblies, and sporting events. Students' images without names may be displayed in a variety of ways including, but not limited to, bulletin boards, publications, and the school or district 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 and send in a written note for the school's files.** 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.

PTA

Holland Hill PTA – www.hollandhillpta.org

Howl Newsletter

The Howl is an electronic newsletter and a great vehicle for sharing important information about activities at HH. Email the PTA President, Mary Lupo at mary_lupo@yahoo.com for more information.

PUBLIC NOTICE

Each school building's asbestos containing materials management plan is available for review at the school office.

E.P.A. Reg. 763.93 (4)