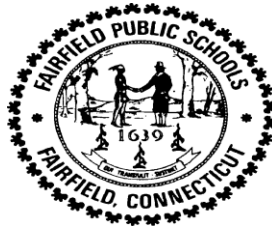


FAIRFIELD PUBLIC SCHOOLS HANDBOOK



2019-2020

Burr Elementary School

1960 Burr Street, Fairfield, CT 06824

Telephone: 203-255-7385 Fax: 203-255-8244

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

Jason Bluestein, Principal

Learn, Collaborate, Achieve, Respect, Grow

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.

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General School Information

Principal Jason Bluestein jbluestein@fairfieldschools.org

Location 1960 Burr Street
Fairfield, CT 06824

School Phone 203-255-7385

School Fax 203-255-8244

IMPORTANT PHONE NUMBERS/WEB SITES

PHONE NUMBERS		WEB SITES
ABSENTEE CALL-IN LINE:	203-255-7387	FPS Web Site: www.fairfieldschools.org
EARLY CLOSING HOTLINE:	203-255-TALK	PTA Web Site: www.burrpta.org

School Office Hours 8:30-4:30

Website www.fairfieldschools.org/schools/ns

Online Directory www.myschoolanywhere.com

Staff e-mail Staff members first initial & last name@fairfieldschools.org
(example: jbluestein@fairfieldschools.org)

LEADERSHIP TEAM

Principal.....Jason Bluestein
Elementary Program Facilitator.....Lydia McCarthy
Language Arts SpecialistGina Dignon
Language Arts SpecialistLisa Henkel
Library Media Center Specialist.....Judy Salemme (Kate Balzano LTS)
Math/Science Specialist.....Kerry Gilhuly (Jennifer Morrison LTS)
Psychologist.....Matthew Varrone

OFFICE STAFF - HOURS 8:30 A.M. TO 4:30 P.M.

School Secretary.....Carol Rossomando
Part-Time Secretary.....Leslie Meyers
Part-Time Secretary.....Denise Penna
School Nurse.....Joan Miller

CUSTODIAL STAFF

Head Custodian.....Kevin Taylor
Night Custodians.....Steve Parisi and Roger Keller

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.

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

Dear Burr Community,

Welcome to Burr's handbook -- Inside you will find valuable information to help you get acclimated to our school. There are different policies, regulations, and services discussed in this handbook. Please read and keep the handbook for reference throughout the year. Many of your questions have been anticipated and are discussed within this document. Of course, if you have any additional questions, please don't hesitate to reach out to Burr's staff, office, or me. We are here to help.

Our goal every year is to provide you and your child with a supportive, challenging, safe environment. We want your children to love school and love learning. We are very proud of the school we have created, and together, we will continue to make Burr a great school for all students and all families.

My best for a great school year.

Jason Bluestein

Principal

jbluestein@fairfieldschools.org

Burr School Staff Information

Principal	Jason Bluestein	Special Education	Caitlin Frank
Kindergarten	Lori Thompson	Special Education	Susan Shea
	Kelsey Hegarty	Special Education	Haley Vitko
	Kate Schallau	CLC Teacher	Jordanna Andrea
		CLC Teacher	Brendan McGill
Grade 1	Leslie Gorzkowski	CCSN Consultant	Gosia Bochenska
	Olivia Zaleski	Speech and Language	Kyra Umbreit
	Julie Sherwood	Speech and Language	Leah Petrucci
		Occupational Therapist	Deirdre McCann
Grade 2	Kristin Kurimai	Physical Therapist	Michele Farrelly
	Mei Ling Uliasz	BCBA	Lauren Bull
	Karen Giaquinto	Strings Teacher	Cynthia Eckhard
		Band Teacher	Brian Borrelli
Grade 3	Natalie A. Ciancetta	ELL Teacher	Maria Magalhaes
	Nicole Pentore	Computer Technician	Luke Altieri
	Cinzia Bruno		
Grade 4	Lisa Carpenter	Paraprofessional	Barbara Reiniger
	Inara Coleman	Paraprofessional	Cathy Sondheim
	Nancy de Regt	Paraprofessional	Kate McGuinness
		Paraprofessional	Nicole Brower
		Paraprofessional	Darlene Chatlos
		Paraprofessional	Cathy Farrell
Grade 5	Alex Ludel	Paraprofessional	Chris Arcuri
	Sabrina Phillips	Paraprofessional	Judy Weiss
	Elizabeth Roy	Paraprofessional	Diana Maver
		Paraprofessional	Bridget Murphy
Elementary Program Facilitator	Lydia McCarthy	Paraprofessional	Jill Bargas
Math/Science Teacher	Kerry Gilhuly	Paraprofessional	Maria Preslar (CLC)
Math/Science LTS	Jennifer Morrison	Paraprofessional	Annie Kwan (CLC)
Library Media Specialist	Judy Salemme	Paraprofessional	Michelle Chapman (CLC)
Library Medial LTS	Kate Balzano	Paraprofessional	Michelle Katz (CLC)
Language Arts Specialist	Gina Dignon	Paraprofessional	Dalina Piroli (CLC)
Language Arts Specialist	Lisa Henkel	Ed-Trainer –CLC	Hannah Riccobono (CLC)
Psychologist	Matthew Varrone	Ed Trainer – CLC	Peg Fitzpatrick (CLC)
Social Worker	Amelia Steele	School Substitute	Jennifer Morrison
Art Teacher	Nina Weiss	Intern	Elizabeth Groenstein
Art Teacher	Kristen Ciarletto	Secretary	Carol Rossomando
Physical Education Teacher	Kelly Haines	Clerical Assistant	Leslie Meyers
Physical Education Teacher	Philip Hyudic	Clerical Assistant	Denise Penna
Music Teacher	Carole Maravich	Nurse	Joan Miller
Spanish Teacher	Laura Williams	Head Custodian	Kevin Taylor
STEAM Teacher	Christine Paradise	Custodians	Steve Parisi and Roger Keller
Gifted Teacher	Elba, Llantín-Cruz	Cafeteria Manager	Donna Achille
		Cafeteria Aide	Pam Bader, Melissa Speight
		Cafeteria Aide	Katie Holland, Smita Arora

School Staff Information (Con't.)

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 school's PTA Website

<http://www.burrpta.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 Burr main office and staff will help you.

Arrival and Dismissal Procedures

Hours of Operation	(8:55-3:30)	
	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.

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.***

Arrival 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.** At Burr if you need child care before 8:45 we encourage you to contact Kids Care.
- During arrival time (8:45-8:55) we ask parents to refrain from entering the building for safety reasons as we prioritize safe entry of students during this time.
- 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:
 - A “stop drop and go” 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.
 - You do not need to ring the doorbell, staff check the cart during the day.

The office staff will collect the items and either place them in teacher mailboxes (non-urgent items), or deliver them to the classroom. This will minimize classroom interruptions and help students maintain their focus on learning.

Students arriving to school after 9:00 should proceed to the office for a late slip and will be marked tardy. This will also be reflected on the progress report. Students arriving after 9:00 AM should be walked to the main office door and **signed in by an adult**. Students may not be dropped off at the curb, sent, or taken directly to the classroom. Upon the child's return to school following an absence of any kind, parents are required to send a note to the classroom teacher regarding the nature of the child's absence.

Burr Dismissal Procedures

Students picked up by parents are dismissed from the cafeteria. Students that ride the bus are dismissed from the gym. Please avoid picking up your child early for non-medical/-emergency reasons. Students who **must** be dismissed early for medical or dental appointments must have updated dismissal plan in dismissal manager. If you need to pick up your child early, please do so **before 3:10**. Parents are encouraged to make these appointments **outside of school hours**. Parents must meet their child in the school office.

Dismissal Manager

Dismissal Manager is an online program that we use at Burr. It takes the place of writing a note for your child's dismissal. It can be accessed on your computer or your phone (through an App) and conveniently allows you to set and change your child's dismissal plans. Imagine. No more notes. No more e-mails. No more phone calls to school at the last minute. This program conveniently and seamlessly allows parents to let Burr know your child's after school plans. The following link will take you to *Dismissal Manager's* website and give you some beginning information about how the program works.

https://www.schooldismissalmanager.com/school_direct.asp#FastLane

Some other things to note:

- Each of your children must have a default set. This is what your child does (take the bus, etc.) on most afterschool days. For those families new to Dismissal Manager, emails with set up directions will be e-mailed before school starts.

- If you want to set up your account or use Dismissal Manager on your phone, please download the app (and use the app.) If you try to use your phone browser, *Dismissal Manager* won't work properly.
- The system locks at 2:00 each day (12:00 on early Dismissal Days.) Please make sure you make changes to your child's afterschool plans by that time if they will not be following their regular default plan. In an emergency only, you can call the office after 2:00 to change your child's plans.
- This is the only system we have at Burr to change students' afterschool plans. It is very convenient and easy to use. No more notes please.
- Please be reminded that the policy of the Fairfield Public Schools **prohibits students from riding on any bus other than the one to which they have been assigned.** However, if your child is going home with another child on the **same** bus (the one taken every day), he or she may get off at a different stop, provided this is noted in Dismissal Manager.

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 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.

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	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	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	D	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.

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 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 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 Windows:

- September-Grades 1-5-Math and Reading and Grade 1 Early Literacy
- January -Kdg-Early Literacy and Grades 1-5-Math and Reading
- May- 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
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/Tech Time	Once every 6 days	Grade K-4 th /40 minutes
STEAM:	Once every 6 days for Grades K-5	Grade K-5 th /40 minutes

School Policies and Procedures

Field Trips

Each grade level has several field trips throughout the year that provide for increased learning in specific curriculum areas. 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 hired for longer trips. Parents are often needed as chaperones and can volunteer by contacting their child's teacher or Classroom Coordinator (depending on the arrangement.) Note: Field trip costs are subsidized by the Burr Elementary School PTA, and scholarships are available.

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.

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.

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. reghelp, 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, Amelia Steele, will be contacting you.

Absences - Burr

- If your child is absent from school, please call the **Burr Absence Line at 203-255-7387**. 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.

Recess and Lunch Procedures

Schedule

Grade level	Lunch	Recess
K	11:55-12:15	11:35-11:55
1	12:10-12:30	11:50-12:10
2	11:40-12:00	11:20-11:40
3	1:00-1:20	12:40-1:00
4	1:10-1:30	12:50-1:10
5	12:35-12:55	12:15-12:35

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

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.

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>

Program and Support Services

Language Arts Support

The Language Arts Specialists will assist students who have been identified by the SRBI Team as needing language arts support. These specialist work with students in all areas of reading and writing. The EIP 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. He is also available to parents to address any behavioral/ emotional issues at home.

Library Learning Commons

Ours School's library media program is co-planned and co-taught by the classroom teacher and the Library Media Specialist. 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-4	Grade K-4th/40 minutes
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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 two speech and language pathologists, four 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 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

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**.

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 Burr. 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 classroom 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, 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 badge.
- 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 NSS 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

[Link to Burr Behavior Handbook](#)

[Burr Behavior Handbook](#)

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.)
- 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, Mr. Bluestein, 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

Burr PTA – <http://www.burrpta.org/>

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)