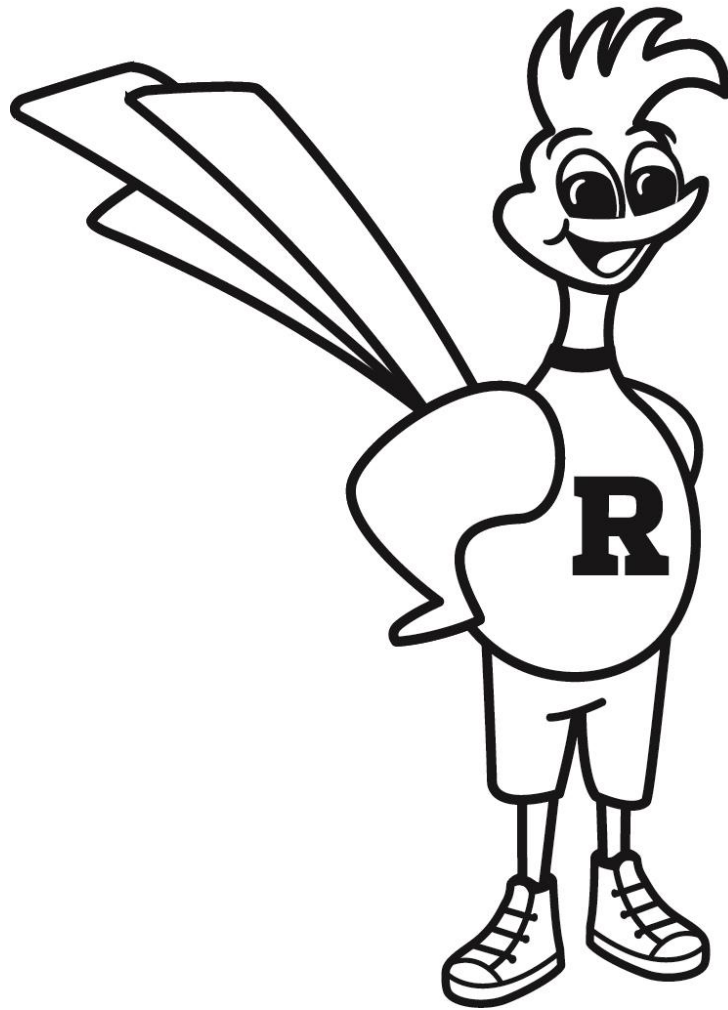


# RIVERFIELD ELEMENTARY SCHOOL FAMILY GUIDE



Dear Families:

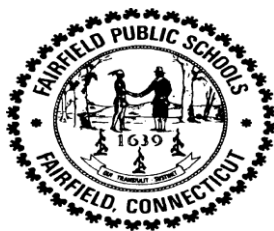
The Riverfield Family Guide, along with the district publication, *A Family Guide to the Fairfield Public Schools* <https://www.fairfieldschools.org/parents/family-guide> will help you be informed about all that is going on in our district.

Welcome to the 2019-20 school year and have a great year!

Sincerely,

Brenda Anziano, Principal

# School Mission Statement



## **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

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# GENERAL SCHOOL INFORMATION

RIVERFIELD ELEMENTARY SCHOOL  
1625 MILL PLAIN ROAD  
FAIRFIELD, CT 06824

PHONE: (203) 255-8328  
FAX: (203) 255-8207

RIVERFIELD WEB SITE: <https://riv.fairfieldschools.org/>

## LEADERSHIP TEAM

Principal.....Ms. Brenda Anziano  
Elementary Program Facilitator.....Mr. Scott Mazuroski  
Language Arts Specialist .....Mrs. Laurie DeAngelis  
Language Arts Specialist .....Mrs. Siobhan McCormack  
Library Media Center Specialist.....Mrs. Joelle Kilcourse  
Math/Science Specialist.....Mrs. Pam Williams  
Psychologist.....Mrs. Libby Katz

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

School Secretary.....Mrs. Cindy Ficalora  
Part-Time Secretary.....Mrs. Doreen Wheeler  
Part-Time Secretary.....Mrs. Sue O'Neill  
School Nurse.....Mrs. Patty Erikson

## CUSTODIAL STAFF

Head Custodian.....Mr. Chris Chappa  
Night Custodian.....Mr. John McCormack

## SCHOOL HOURS

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

## IMPORTANT PHONE NUMBERS/WEB SITES

PHONE NUMBERS	WEB SITES
Absence/Tardy Call-In Line: 203-255-8419	FPS Web Site: <a href="https://www.fairfieldschools.org/">https://www.fairfieldschools.org/</a>
Early Closing Hotline: 203-255-TALK (8255)	PTA Web Site: <a href="https://riverfieldschoolpta.membershiptoolkit.com/home">https://riverfieldschoolpta.membershiptoolkit.com/home</a>

# Central Office Information

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# Central Office Information

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## **Executive Directors**

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

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

## **Directors**

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

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

# Board of Education Members

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## **Board of Education Members**

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

<a href="#">Christine Vitale</a>	Board Chairman
<a href="#">Nick Aysseh</a>	Board Vice-Chairman
<a href="#">Jessica Gerber</a>	Board Secretary
<a href="#">Philip Dwyer</a>	Board Member
<a href="#">Jennifer Jacobsen</a>	Board Member
<a href="#">Jennifer Leeper</a>	Board Member
<a href="#">Jeff Peterson</a>	Board Member
<a href="#">Jennifer Maxon-Kennelly</a>	Board Member
<a href="#">Trisha Pytko</a>	Board Member

## **Board of Education Meeting Dates**

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

# Principal's Message

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# Principal Message

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Ms. Brenda J. Anziano, Principal

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

Welcome to Riverfield School for the 2019-20 school year! Riverfield is a vibrant community with great students, families, and staff. As principal, I will continue to work closely with the staff, students, and families to ensure that every student reaches their full potential!

Riverfield is a fully renovated school with approximately 406 students in grades K-5 and 77 staff members to support their needs. In addition to our emphasis on high academic achievement, physical fitness, school celebrations, and community service, we work diligently to create good citizens. We begin each day reciting our student-created school pledge, which is based on our school acronym, **RFLD**. “We pledge each day to be Responsible and Respectful, Friendly and Fair, Leaders and Learners, Determined and Dedicated, and to do our best and have fun learning.” We strive to make our classrooms rigorous academic communities that are caring, empathetic, and collaborative, which promotes a positive classroom culture and a strong sense of community among students.

The Riverfield P.T.A. is also an active body and contributes greatly to our success. They provide talent and resources as well as enrichment activities and financial support. If you are a PTA Member, you will also receive the weekly Sneak Peek to keep you updated on our school events throughout the year. We are a successful school community because of the collaboration between our families and staff members!

Finally, please be sure to check your Infinite Campus account periodically to be sure your contact information is current. Infinite Campus is the tool by which the school and district communicates with families throughout the school year.

# School Staff Information

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# School Staff Information

## RIVERFIELD ELEMENTARY SCHOOL 2019-2020 SCHOOL STAFF AND PA/PHONE INTERCOM #'S

Position	Room	Teacher	*PA # / Phone IC
<b>Leadership Team</b>			
Acting Principal	Main	Mrs. Eileen Roxbee	N/A
Elem. Program Facilitator	001	Mr. Scott Mazuroski	N/A
Lang. Arts Spec.	002	Mrs. Laurie DeAngelis	*002
Lang. Arts Spec.	002	Mrs. Siobhan McCormack	*002
LMC Specialist	108	Mrs. Joelle Kilcourse	*108
Math/Science Spec.	021	Mrs. Pam Williams	*021
Psychologist	29A	Mrs. Libby Katz	*N/A
<b>Office Staff</b>			
School Secretary	Main	Mrs. Cindy Ficalora	*801
<i>Monday - Friday: 8:00 - 4:00</i>			
P/T Secretary	Main	Mrs. Susan O'Neill	*800
<i>Monday: SCHED. DAY OFF</i>		<i>Thurs.: 8:30 - 12:30</i>	
<i>Tues. and Wed.: 12:30 - 4:30</i>		<i>Friday: 8:30 - 4:30</i>	
P/T Secretary	Main	Mrs. Doreen Wheeler	*800
<i>Monday: 8:30 - 4:30</i>		<i>Thurs.: 12:30 - 4:30</i>	
<i>Tues. and Wed.: 8:30 - 12:30</i>		<i>Friday: SCHED. DAY OFF</i>	
Nurse	Main	Mrs. Patty Erikson	*103
<b>Teaching Staff</b>			
Kindergarten	020	Mrs. Marcia Aliberti	*020
	019	Mrs. Koren Brown	*019
	036	Mrs. Jennifer Harvey	*036
Grade 1	003	Mrs. Cheryl Bitzer	*003
	005	Mrs. Nicole DiGiovanni	*005
	004	Mrs. Beth Eaton	*004
Grade 2	024	Mrs. Dianne Cordon	*024
	025	Mrs. Edie Dutton	*025
	023	Mrs. Mary Ann Fichera	*023
	026	Mrs. Lisa Jackson	*026
Grade 3	033	Mrs. Lindsay Masterson	*033
	034	Mrs. Martha Murphy	*034
	032	Ms. Jayme Weyel	*032
Grade 4	018	Mr. Kevin Nealy	*018
	017	Mrs. Donna Pierpont	*017
	016	Ms. Tara Tietjen	*016
Grade 5	013	Mrs. Robin Berndt	*013
	015	Mrs. Joann DeMaso	*015
	014	Mrs. Pam Murphy	*014
	012	Mr. Erik Roos	*012
<b>Room Intercoms</b>			
APR	104	N/A	*156
Lg. Conference Room	126	N/A	*152
Faculty Room	112	N/A	*028
Tech. Lab	022	N/A	*022

Position	Room #	Teacher	*PA # / Phone IC
<b>Specialized Teaching Staff</b>			
Art Teacher	027	Mr. Robert Matarazzo	*027
Band Teacher	030	Mr. Brian Borrelli	*030
ELL Teacher	037	Ms. Maria Magalhaes	*037
LAS Teacher	037	Ms. Monica Schaper	*037
LMC Assistant	108	Mrs. Betsy Bonney	*037
IT Tech.	109	Mr. Chris Baranyar	*108
Music Teacher	029	Mrs. Donna Beatty	*029
P/T Music Teacher	030	Mrs. Cidalia Kettles	*030
Orchestra Teacher	030	Mrs. Cindi Eckhardt	*030
OT	001	Mrs. Kelly Orsino	*001
PT	001	Mrs. Catherine Cote	*001
P.E. Teacher	136	Mr. Gennaro Gelsi	*127
P/T P.E. Teacher	136	Mr. Chris Lovelett	*127
Psychologist	011	Ms. Lindsay Feducia	*011
Spanish Teacher	109	Mrs. Marta Mwambulukutu	*108
Speech/Language Teachers	009	Mrs. Jennifer Camera	*009
	010	Ms. Kristen Tibbetts	*010
S.T.E.A.M./Gifted	035	Mrs. Sheila Ferrara	*035
<b>Therapeutic Learning Cohort (TLC) Staff</b>			
SPED Teacher	006	Mr. Michael Glasgow	*006
Psychologist	008	Ms. Aubrey Nolan	*008
District Behaviorist	006	Ms. Carrie Therriault	*006
CCSN Consultants	006	Ms. Adrianna Zambrycka	*006
	006	Ms. Ariana Torres	*006
Ed. Trainer	006	Ms. Allyson Popel	*006
Ed. Trainer	006	Ms. Nikkeda Baird	*006
Support Teacher	006	Ms. Ashlee Plourde	*006
Support Teacher	006	Mr. Kyle Faucher	*006
Support Teacher	006	Mr. Melvin Cardenas	*006
<b>Special Education Staff</b>			
SPED Teachers	125	Mrs. Lisa Eisman	*125
	037	Mrs. Robin Osborn	*037
	031	Mrs. Sarah Schilling	*031
	031	Mrs. Danielle Wood -.50	*031
<b>Support Teachers</b>			
Mrs. Erin Henderson	N/A	Mrs. Jennifer Mills	N/A
Ms. Nancy Kellerman	N/A	Mrs. Lisa Nobile	N/A
Mrs. Patrice Lebert	N/A	Mrs. Gina Reynolds	N/A
Mrs. Dianne Lillicraf	N/A	Mr. Joshua Tucker	N/A
Mrs. Gail Mead	N/A		
<b>Building Support Staff</b>			
Cafeteria Manager	106	Mrs. Janice Bouloubasis	*106
Cafeteria Staff	106	Mrs. Analizete Vasquez	*106
Head Custodian	127	Mr. Chris Chappa	N/A
Night Custodian	127	Mr. John McCormack	N/A
P/T Custodian	127	Mr. Roger Keller	N/A
Building Sub.	N/A	Mrs. Susan Lamontagne	N/A
Building Sub.	N/A	Mrs. Barbara Dunne	N/A
Student Teacher 5M	N/A	Ms. Samantha Bishop	*014

## Reaching Staff by Email

Use first initial, last name, followed by: @fairfieldschools.org. See staff list below.

Name	Position	Email Address
Aliberti, Marcia	Grade K Teacher	<a href="mailto:maliberti@fairfieldschools.org">maliberti@fairfieldschools.org</a>
Anziano, Brenda	Principal	<a href="mailto:banziano@fairfieldschools.org">banziano@fairfieldschools.org</a>
Baird, Nikkeda	ED Trainer - TLC	<a href="mailto:nbaird@fairfieldschools.org">nbaird@fairfieldschools.org</a>
Beatty, Donna	Music Teacher	<a href="mailto:dbeatty@fairfieldschools.org">dbeatty@fairfieldschools.org</a>
Berndt, Robin	Grade 5 Teacher	<a href="mailto:rberndt@fairfieldschools.org">rberndt@fairfieldschools.org</a>
Bishop, Samantha	Student Teacher - Grade 5	<a href="mailto:sbishop@fairfieldschools.org">sbishop@fairfieldschools.org</a>
Bitzer, Cheryl	Grade 1 Teacher	<a href="mailto:cbitzer@fairfieldschools.org">cbitzer@fairfieldschools.org</a>
Bonney, Betsy	LMC Assistant	<a href="mailto:ebonney@fairfieldschools.org">ebonney@fairfieldschools.org</a>
Borrelli, Brian	Band Teacher	<a href="mailto:bborrelli@fairfieldschools.org">bborrelli@fairfieldschools.org</a>
Bouloubasis, Janice	Cafeteria Manager	<a href="mailto:riverfield.cafe@gmail.com">riverfield.cafe@gmail.com</a>
Brown, Koren	Kindergarten Teacher	<a href="mailto:kfrys@fairfieldschools.org">kfrys@fairfieldschools.org</a>
Camera, Jennifer	Speech/Lang. Teacher	<a href="mailto:jcamera@fairfieldschools.org">jcamera@fairfieldschools.org</a>
Cardenas, Melvin	Support Teacher - TLC	<a href="mailto:mcardenas@fairfieldschools.org">mcardenas@fairfieldschools.org</a>
Chappa, Chris	Head Custodian	<a href="mailto:cchappa@fairfieldschools.org">cchappa@fairfieldschools.org</a>
Cordon, Dianne	Grade 2 Teacher	<a href="mailto:dcordon@fairfieldschools.org">dcordon@fairfieldschools.org</a>
Cote, Catherine	PT Teacher	<a href="mailto:ccote@fairfieldschools.org">ccote@fairfieldschools.org</a>
DeAngelis, Laurie	Lang. Arts Specialist	<a href="mailto:ldangelis@fairfieldschools.org">ldangelis@fairfieldschools.org</a>
DeMaso, Joann	Grade 5 Teacher	<a href="mailto:jdemaso@fairfieldschools.org">jdemaso@fairfieldschools.org</a>
DiGiovanni, Nicolle	Grade 1 Teacher	<a href="mailto:ndigiovanni@fairfieldschools.org">ndigiovanni@fairfieldschools.org</a>
Dunne, Barbara	Building Sub	<a href="mailto:bdunne@fairfieldschools.org">bdunne@fairfieldschools.org</a>
Dutton, Edie	Grade 2 Teacher	<a href="mailto:edutton2@fairfieldschools.org">edutton2@fairfieldschools.org</a>
Eaton, Beth	Grade 1 Teacher	<a href="mailto:beaton@fairfieldschools.org">beaton@fairfieldschools.org</a>
Eckhardt, Cindi	Orchestra Teacher	<a href="mailto:ceckhardt@fairfieldschools.org">ceckhardt@fairfieldschools.org</a>
Eisman, Lisa	SPED Teacher	<a href="mailto:leisman@fairfieldschools.org">leisman@fairfieldschools.org</a>
Erikson, Patty	School Nurse	<a href="mailto:perikson@fairfieldschools.org">perikson@fairfieldschools.org</a>
Faucher, Kyle	Support Teacher - TLC	<a href="mailto:kfaucher@fairfieldschools.org">kfaucher@fairfieldschools.org</a>
Feducia, Lindsay	Psychologist	<a href="mailto:lfeducia@fairfieldschools.org">lfeducia@fairfieldschools.org</a>
Ferrara, Sheila	S.T.E.A.M./Gifted Teacher	<a href="mailto:sferrara@fairfieldschools.org">sferrara@fairfieldschools.org</a>
Ficalora, Cindy	School Secretary	<a href="mailto:cficalora@fairfieldschools.org">cficalora@fairfieldschools.org</a>
Fichera, Mary Ann	Grade 2 Teacher	<a href="mailto:mfichera@fairfieldschools.org">mfichera@fairfieldschools.org</a>
Gelsi, Gennaro	P.E. Teacher	<a href="mailto:ggelsi@fairfieldschools.org">ggelsi@fairfieldschools.org</a>
Glasgow, Michael	SPED Teacher - TLC	<a href="mailto:mglasgow@fairfieldschools.org">mglasgow@fairfieldschools.org</a>
Harvey, Jennifer	Kindergarten Teacher	<a href="mailto:jharvey2@fairfieldschools.org">jharvey2@fairfieldschools.org</a>
Henderson, Erin	Support Teacher	<a href="mailto:ehenderson2@fairfieldschools.org">ehenderson2@fairfieldschools.org</a>
Jackson, Lisa	Grade 2 Teacher	<a href="mailto:ljackson@fairfieldschools.org">ljackson@fairfieldschools.org</a>
Katz, Libby	School Psychologist	<a href="mailto:ekatz@fairfieldschools.org">ekatz@fairfieldschools.org</a>
Kellerman, Nancy	Support Teacher	<a href="mailto:nkellerman@fairfieldschools.org">nkellerman@fairfieldschools.org</a>
Kettles, Cidalia	Music Teacher	<a href="mailto:ckettles@fairfieldschools.org">ckettles@fairfieldschools.org</a>
Kilcourse, Joelle	LMC Specialist	<a href="mailto:jkilcourse@fairfieldschools.org">jkilcourse@fairfieldschools.org</a>
Lamontagne, Susan	Building Sub	<a href="mailto:slamontagne@fairfieldschools.org">slamontagne@fairfieldschools.org</a>
Lebert, Patrice	Support Teacher	<a href="mailto:plebert@fairfieldschools.org">plebert@fairfieldschools.org</a>
Lillicraf, Dianne	Support Teacher	<a href="mailto:dlillicraf@fairfieldschools.org">dlillicraf@fairfieldschools.org</a>
Lovelett, Chris	P/T P.E. Teacher	<a href="mailto:clovelett@fairfieldschools.org">clovelett@fairfieldschools.org</a>
Magalhaes, Maria	ELL Teacher	<a href="mailto:mmagalhaes@fairfieldschools.org">mmagalhaes@fairfieldschools.org</a>
Masterson, Lindsay	Grade 3 Teacher	<a href="mailto:lmasterson@fairfieldschools.org">lmasterson@fairfieldschools.org</a>

## Reaching Staff by Email, cont.

Name	Position	Email Address
Matarazzo, Bob	Art Teacher	<a href="mailto:rmatarazzo@fairfieldschools.org">rmatarazzo@fairfieldschools.org</a>
Mazuroski, Scott	Elementary Program Facilitator	<a href="mailto:smazuroski@fairfieldschools.org">smazuroski@fairfieldschools.org</a>
McCormack, John	Night Custodian	<a href="mailto:jmccormack@fairfieldschools.org">jmccormack@fairfieldschools.org</a>
McCormack, Siobhan	Lang. Arts Specialist	<a href="mailto:smccormack@fairfieldschools.org">smccormack@fairfieldschools.org</a>
Mead, Gail	Support Teacher	<a href="mailto:gmead@fairfieldschools.org">gmead@fairfieldschools.org</a>
Mills, Jennifer	Support Teacher	<a href="mailto:jmills@fairfieldschools.org">jmills@fairfieldschools.org</a>
Murphy, Martha	Grade 3 Teacher	<a href="mailto:mmurphy3@fairfieldschools.org">mmurphy3@fairfieldschools.org</a>
Murphy, Pam	Grade 5 Teacher	<a href="mailto:pmurphy2@fairfieldschools.org">pmurphy2@fairfieldschools.org</a>
Mwambulukutu, Marta	Spanish Teacher	<a href="mailto:mmwambulukutu@fairfieldschools.org">mmwambulukutu@fairfieldschools.org</a>
Nealy, Kevin	Grade 4 Teacher	<a href="mailto:knealy@fairfieldschools.org">knealy@fairfieldschools.org</a>
Nobile, Lisa	Support Teacher	<a href="mailto:lnobile@fairfieldschools.org">lnobile@fairfieldschools.org</a>
Nolan, Aubrey	Psychologist - TLC	<a href="mailto:anolan@fairfieldschools.org">anolan@fairfieldschools.org</a>
O'Neill, Susan	Part-Time Secretary	<a href="mailto:soneill2@fairfieldschools.org">soneill2@fairfieldschools.org</a>
Orsino, Kelly	Occupational Therapist	<a href="mailto:korsino@fairfieldschools.org">korsino@fairfieldschools.org</a>
Osborn, Robin	SPED Teacher	<a href="mailto:rosborn@fairfieldschools.org">rosborn@fairfieldschools.org</a>
Pierpont, Donna	Grade 4 Teacher	<a href="mailto:dpierpont@fairfieldschools.org">dpierpont@fairfieldschools.org</a>
Popel, Allyson	ED Trainer - TLC	<a href="mailto:apopel@fairfieldschools.org">apopel@fairfieldschools.org</a>
Reynolds, Gina	Support Teacher	<a href="mailto:rreynolds@fairfieldschools.org">rreynolds@fairfieldschools.org</a>
Roos, Erik	Grade 5 Teacher	<a href="mailto:eroos@fairfieldschools.org">eroos@fairfieldschools.org</a>
Roxbee, Eileen	Acting Principal	<a href="mailto:eroxbee@fairfieldschools.org">eroxbee@fairfieldschools.org</a>
Schaper, Monica	LAS Teacher	<a href="mailto:mschaper@fairfieldschools.org">mschaper@fairfieldschools.org</a>
Schilling, Sarah	SPED Teacher	<a href="mailto:sshilling@fairfieldschools.org">sshilling@fairfieldschools.org</a>
Therriault, Carrie	District Behaviorist - TLC	<a href="mailto:ctherriault@fairfieldschools.org">ctherriault@fairfieldschools.org</a>
Tibbetts, Kristen	Speech/Lang. Teacher	<a href="mailto:ktibbetts@fairfieldschools.org">ktibbetts@fairfieldschools.org</a>
Tietjen, Tara	Grade 4 Teacher	<a href="mailto:tdempsey@fairfieldschools.org">tdempsey@fairfieldschools.org</a>
Tucker, Josh	Support Teacher	<a href="mailto:jtucker@fairfieldschools.org">jtucker@fairfieldschools.org</a>
Vasquez, Analizzete	Cafeteria Staff	<b>No email address</b>
Weyel, Jayme	Grade 3 Teacher	<a href="mailto:jweyel@fairfieldschools.org">jweyel@fairfieldschools.org</a>
Wheeler, Doreen	Part-Time Clerical Support	<a href="mailto:dwheeler@fairfieldschools.org">dwheeler@fairfieldschools.org</a>
Williams, Pam	Math/Science Teacher	<a href="mailto:pwilliams@fairfieldschools.org">pwilliams@fairfieldschools.org</a>
Wood, Danielle	SPED Teacher	<a href="mailto:dwood@fairfieldschools.org">dwood@fairfieldschools.org</a>



## **Important Links**

Click on the links below to view each of the web pages:

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

<https://www.fairfieldschools.org/parents/infinite-campus>

### **Link to Fairfield Public School's Family Guide**

<https://www.fairfieldschools.org/parents/family-guide>

### **Link to Transportation**

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

### **Link to Food Services**

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

### **Link to Riverfield Elementary School Website**

<https://riv.fairfieldschools.org/>

### **Link to Riverfield PTA Website**

<https://riverfieldschoolpta.membershiptoolkit.com/home>

# Communication

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# Communication

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## **Infinite Campus Student Database**

Infinite Campus is the tool by which the school and district communicates with families throughout the school year. As such, an Infinite Campus account is very important. We would recommend that you include e-mail and text as contact preferences. Links (such as school letters or newsletters) are only accessible through e-mail. Click on the link below to view a manual that offers suggestions on how to set up your account.

<https://www.fairfieldschools.org/parents>

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

Demographic and Emergency Contact Information changes may be made through the parent portal at with the following exceptions:

- student legal name
- student address
- student birth date

If any of the above 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 203-255-8398.

If your household does not have Internet access or if you feel you might need help completing the forms, please contact our registrar at 203-255-8398. 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 log in 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 Infinite Campus (Safari, Internet Explorer, and Firefox).

### **Classroom Communication**

Riverfield Elementary School uses Infinite Campus and the Riverfield School website to communicate school and classroom information. Teachers update their web pages at least monthly. Click on the link below to access Infinite Campus.

<https://campus.fairfieldschools.org/campus/portal/fairfield.jsp>

You may connect to the Riverfield School website by clicking on the following link:

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

In addition to our web pages, staff members can be reached by emailing them directly. Please refer to the “Staff Emails” section of this document for email links.

### **Keeping Infinite Campus Data Current**

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 your household information current throughout the school year and make sure to enter ALL fields of information requested such as phone numbers and emergency contacts.

In addition, please be sure to check the box that allows your child to use technology in school. If you have questions about using IC that are not answered by accessing the link to the Infinite Campus manual above, please contact the Main Office and the staff will be happy to assist you.

### **Infinite Campus Technical Support**

If you are having difficulties accessing the IC portal or if you are not receiving emails from IC, please contact our Information Technology Department at [reghelp@fairfieldschools.org](mailto:reghelp@fairfieldschools.org) for technical support.

# Arrival and Dismissal Procedures

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# Arrival and Dismissal Procedures

## Hours of Operation

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 Talk Line 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. As you enter the school's driveway, please bear to the right for student drop-off. Staff members will be waiting in front of the school to assist your child in exiting your vehicle.

**Please do not drop your child off before 8:45 A.M.  
as there is no adult supervision available until that time.**

Students arriving on buses will enter through the bus doors at 8:45 A.M.

**Any student arriving to school after 8:55 a.m. is considered tardy and must be signed in by an adult** in the Main Office. The student will then proceed to his/her classroom and will be marked tardy by the homeroom teacher. **Students may not be dropped off alone at the curb.**

Upon a student'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 student's absence.

## **Dismissal Procedures**

Students are dismissed at the end of the school day by grade level. Each grade level is called for dismissal at a specific time, as follows:

### **Kindergarten and Sibling Walkers Grades 3 - 5**

Dismissed at 3:23 p.m.

### **Grades 1 and 2:**

Dismissed at 3:25 p.m.

### **Grades 3, 4, and 5:**

Dismissed at 3:27 p.m.

The front doors will open at 3:30 p.m. for parent pick-up in the APR.

### **Students that Ride the Bus in Grades K - 5:**

Students that ride the bus will go to their bus line and wait to be escorted to their bus by a staff member.

### **Sibling Walkers that have Parent Permission to Walk Home Alone**

Sibling Walkers are students in Grades 3 – 5 that have permission to walk home with their younger siblings in Grades K – 2. All siblings will meet in the APR and will be released at 3:30 p.m. They will exit the building through the side door near the custodian's office.

### **Student Walkers that are Pick-ups in Grades K – 2 with a Sibling in Grades 3 - 5:**

All student walkers that are pick-ups in Grades K – 2 are dismissed from the APR. Older siblings in Grades 3 – 5 will also be dismissed to the APR to await parent pick-up with their younger siblings. This guideline applies even if the Grade K - 2 students are being picked up by a Grade 3 - 5 student from another family.

### **Students that are Walkers in Grades K – 2 and DO NOT have an older sibling:**

If students are walkers and **DO NOT** have an older sibling in Grades 3 – 5, they will await parent pick-up in the APR.

### **Students that are Walkers in Grades 3 – 5:**

Student walkers will exit the building through the doors that lead to the rear blacktop. If they are picking up younger siblings, they will proceed to the APR to meet their siblings and then go to the sibling pick-up area in the front hallway to the right of the main entrance doors.

## **Change of Dismissal Procedures**

### **ALL DISMISSAL CHANGES MUST BE RECEIVED IN THE MAIN OFFICE BY 2:30 P.M.**

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

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

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

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

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

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

### **Requesting a Change of Dismissal at the Start of the School Day**

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

- The change of dismissal note should be sent to school with your child to be given to the classroom teacher
- The note should list the current date, reason, and timing of the dismissal change
- The teacher will note all student dismissal changes for the day in the classroom
- Early dismissal notes are sent to the Main Office for use in dismissing students throughout the school day.
- If a student is dismissed from school early, he/she must be signed out in the Main Office by his/her parent/guardian. The office staff will then call the classroom to release the student.



## **Change of Dismissal Procedures, cont.**

### **Requesting a Change of Dismissal During the School Day**

If it is necessary to 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 notify the classroom teacher.

### **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 COMPROMISES SCHOOL SAFETY.**

**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. For security reasons – we do not dismiss students between 3:10 and 3:30.**

Please contact Ms. Anziano or Mrs. Ficalora directly if an emergency requires dismissal between 3:10 and 3:30 p.m. We do not permit visitors inside the building during this busy time of day so that we can ensure a safe and orderly dismissal of all students.

### **2. 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.

### **3. Teachers cannot accept dismissal notes for future dates.**

Teachers work on a daily dismissal schedule and do not have the ability to track weekly dismissal changes for multiple students. **Please DO NOT send in a note that says “Ray will be picked up at noon next Friday” or “Jane is being picked up early for a dr. appt. at 2:00 tomorrow and will also go to Kids 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 #4 below.

## **Additional Dismissal Guidelines, cont.**

**4. Write “PERMANENT” on the note if the dismissal plan will be changed permanently.**

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

**5. 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.

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.

**A written note sent in with your child in the morning works best to ensure your dismissal changes are recorded properly.**

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

Please arrive at 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.

**7. Daily dismissal change notes will be given back to students before dismissal.**

Students sometimes forget that they have dismissal changes at the end of the school day, even when they are reminded before they leave the classroom. Teachers will now give the notes back to the students as a visible reminder of the dismissal change, which should deter students from getting on a bus when they are supposed to attend an after-school program or be picked up by Mom/Dad/Guardian.

## **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.

If school ends up being canceled, Before and After School Care is also canceled.

## **Traffic Information**

- If you drive your child to school, **please pull up as far as you can go in the bus loop in front of the school.** The staff will come out at 8:45 a.m. to assist you in getting your child out of your car.
- If you park and walk your child to the front of the building for morning arrival, please do not allow him/her to cross the driveway alone as traffic is heavy at that time.
- Please **DO NOT** leave your vehicle with the motor running and unattended children inside.

## **Parking at School**

For safety reasons, parents should only park in the acceptable parking locations listed below:

<b><u>Acceptable Parking Locations</u></b>
➤ <b>The upper parking lot at entrance to the school property</b>
➤ <b>The first three parking spots on the left side of the driveway</b>
➤ <b>Visitor spots facing the basketball court</b>
➤ <b>Along Lakeside Drive or Mill Plain Road</b>

The following areas are no longer allowed for parent parking:

<b><u>No Parking Allowed</u></b>
➤ <b>BUS/FIRE lane in front of the school</b>
➤ <b>Staff parking lot on the right-hand side of the building</b>
➤ <b>In front of the Main Entrance or in Handicap Spots</b>
➤ <b>Staff parking spaces facing Walbin Court homes</b>
➤ <b>Basketball Court (it is now closed to all parking)</b>

### **Before and After School Care**

Kids Care is a state licensed, before and after school childcare program located at Riverfield School. The staff includes several paraprofessionals from Riverfield, as well as several experienced teachers who have been at Kids Care for the past 14 years. Morning sessions begin at 7:30 A.M. and afternoon sessions begin at 3:25 p.m. All classes are held in the Riverfield All Purpose Room (APR). Kids Care closes at 6:00 p.m. Daily tuition is \$15.00 for the morning session and \$20.00 for the afternoon session. Discounts are available for siblings.

There are no minimum usage requirements. Once you sign-up and pay the registration fee (\$100-\$150 per family) you may use the program as little or as much as you need each week. Payment is due at the end of each week for the number of days used. Enrollment forms are available by contacting Roseanne Young, Kids Care Director, at [kidscareriv@sbcglobal.net](mailto:kidscareriv@sbcglobal.net) or by clicking on the link on the PTA website. **All completed registrations must be mailed to Kids Care at 1334 Bronson Road, Fairfield, CT. 06824.** Please do not mail them to the school.

# Emergency Procedures

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# Emergency Procedures

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## **Lockdown Drills**

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

Lockdown and relocation procedures will be practiced a minimum of three times throughout the school year. Parents will be notified whenever a lockdown drill occurs. In the event of an emergency lockdown, all students will be secured in locked classrooms within the building or at designated lockdown locations during recess. A staff member may not be available to answer phone calls or emails during a lockdown.

All district communication and updates will be sent out through Infinite Campus. Please be sure to update all contact information at the beginning of each school year.

## **Fire Drills**

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

## **Cancellations/Emergency Closings/Delayed Openings**

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 to provide how they wish to be contacted in an emergency. Parents are responsible to complete and keep current emergency contact information for their children through the Fairfield District Infinite Campus Parent Portal. Click on the link below to access the portal.

<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 school closures, they must uncheck the home phone under emergency notifications. It is recommended that parents/guardians select a second contact option, such as a 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 any 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. Also, 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

### **Emergency Procedures, cont.**

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

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# Schedules and Calendars

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## **School Calendars**

The Board of Education has established a calendar containing 182 days for instruction. We will continue to use a six-day rotational schedule. Instead of a Monday-Friday schedule, we will rotate on an A-F letter day system. Your child will also be assigned special classes (Physical Education, Art, Library Learning Time, Music, Physical Education, and Spanish (for Grades 3-5 only) on a specific letter day. That schedule will be provided to you by your child's teacher so please post it in your home so that you will know when your child will attend these special classes.

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 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	3	4	5	6	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	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.

## **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 two identical sessions, which allows you to visit the classrooms for other children in the family.

The date for Open House for the 2019-2020 school year is Thursday, September 5<sup>th</sup>.

**Session #1 is 6:30 p.m.**

**Session #2 is 7:10 p.m.**

## **Parent/Teacher Conferences**

It is important to establish open communication with your child's teacher to ensure your child is 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. Students will be dismissed from school at 1:40 p.m. when conferences are scheduled. Please mark these dates on your calendars.

<b>Fall</b>	<b>Spring</b>
Thursday, October 10, 2019 – <b>2:00 – 4:00</b>	Wednesday, March 18, 2020 – <b>2:00 – 4:00</b>
Tuesday, October 15, 2019 – <b>6:00 – 8:00</b>	Thursday, March 19, 2020 – <b>2:00 – 4:00</b>
Wednesday, October 16, 2019 – <b>2:00 – 4:00</b>	Thursday, March 26, 2020 – <b>6:00 – 8:00</b>

**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.

## **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. Click on the link below to go to the IC Progress Report section.

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

If you should need further information on your child's progress please contact his/her 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, 2019
- Wednesday, March 18, 2020
- Thursday, June 16, 2020 (Tentative; will depend on snow days)

## **Smarter Balance Assessment (SBA)**

Students in the Fairfield Public Schools participate in several standardized testing programs. The Smarter Balanced Assessment (SBA) is a State mandated examination administered to students in grades 3-8 and grade 11. These assessments take place in the spring. Students will take two sections: English Language Arts (ELA) and Math. The ELA addresses reading, writing, and listening standards. Math addressed four components: Concepts and Procedures, Problem Solving, Modeling and Data Analysis, Communicating and Reasoning. Click on the following link for more information about the SBA's.

<https://ct.portal.airast.org/>

## **Next Generation Science Standards Assessment (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). Click on the following link for information about the science standards:

[www.nextgenscience.org](http://www.nextgenscience.org)

## **Cognitive Abilities (CogAts) and Naglieri Tests**

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

## **STAR Assessments**

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
- 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 Assessments, cont.**

### **STAR Testing Dates:**

- done by 9/20-Grades 1-5-Math and Reading
- 1/06-1/17-Kindergarten Early Literacy and Grades 1-5-Math and Reading
- 5/04-5/15- Kindergarten Early Literacy and Grades 1-5-Math and Reading

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

## **Specials Schedules**

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



# School Policies and Procedures

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# School Policies and Procedures

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## **Animals on School Property**

There are signs posted on school grounds that animals are not permitted in town parks or on school property for any reason, which complies with a town ordinance. Please keep your animals at home or leave them in your vehicle if they are with you during drop-off or pick-up.

## **Attendance/Tardiness and Absence Reporting**

Riverfield's attendance guidelines are based on the Fairfield Board of Education's policy about attendance and truancy. Click on the link below to review the district policy.

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

## **Reporting Absences on the Absentee Line**

If your child will be tardy to school or absent from school, please call the **Absence/Tardy Line – (203) 255-8319**. A recorded message will ask for your child's name, teacher's name, and reason for tardy arrival or absence (this assists the office staff in determining if it is an excused absence).

You may call the Absence/Tardy Line at any time in the morning – you do not need to wait for school to start to place the call.

It helps the office staff greatly if you call Absence/Tardy Line promptly as we are required to call home if a child is not in school and the reason for the absence was not called in.

## **Attendance Policy 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.
2. Appropriate documentation can be a note, an e-mail, or the return of a phone call from the Main Office.

### Attendance Policy Guidelines, cont.

3. 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.
4. Anything not listed above is considered an unexcused absence. Vacations are considered unexcused absences.
5. By Board policy, a student is considered truant when there are four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

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 principal and a phone call from the social worker.

### Bikes/Scooter/Skateboard Rider Policy

- **HELMUTS MUST BE WORN**, as required by law.
- Riders must walk their bike/scooter/skateboard while on school grounds.
- Riding to school is not recommended for students under grade 2.
- Bikes and scooters must be store in bike racks and locks are strongly recommended.

### Building Use Reservations

The building must be reserved a minimum of 7 days in advance of a before-school or after-school activity by using the district's School Dude Reservation System, which can be found at [www.fairfieldschools.org](http://www.fairfieldschools.org).

**In accordance with the BOE Policy #5516 "Life Threatening Allergies", all areas of the school are food free zones except the All Purpose Room. Please use the APR for snacks if you are using the building before or after school.**

## **Celebrations – Seasonal and Birthday**

**Per district policy, food is not allowed at any school celebrations (e.g., seasonal celebrations and birthdays.)**

### **Seasonal Celebrations**

All classrooms celebrate a variety of seasonal events. Because we have space limitations for some of these events, we limit participation to room parents only. Following are the events planned for the school year and the attendees:

<b><u>Event</u></b>	<b><u>Attendees</u></b>
Halloween Parade:	All parents are invited to the parade
Veteran's Day:	Space is limited to families with Veterans
Winter Music Concert:	Parents of Grade 5 students in Band/Chorus
Winter Celebration:	Limited to Room Parents
Valentine's Day:	Limited to Room Parents
Spring Music Concert:	Parents of Grade 4 – 5 students in Band/Chorus/ Orchestra

### **Birthdays**

Birthdays are very special to us 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.

### **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, we will celebrate it on his or her half birthday. 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 (APR).

**As a reminder, the birthday lunch table is reserved for parents and their children only. Celebrations with friends should be scheduled outside of the school day.**

## **Celebrations, cont.**

### **Birthday Party Invitations**

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. **Latex balloons are also not permitted at school.**

Please refer to the [Recess and Lunch Procedures](#) Section of this handbook for specifics on our Celebrations guidelines.

### **Crossing Guards**

Crossing guards are provided under the direction of the Fairfield Police Department. While the intent is to provide crossing guard service for school arrival and dismissal, parents and students are cautioned that circumstances beyond anyone’s control may result in a street crossing being unattended without prior notice. While every effort is made to avoid this situation, it is important for you to discuss the possibility with your child and establish a pre-determined course of action.

### **Dress Code**

At all Fairfield Public Schools, we take pride in our students and know that their dress reflects pride in the school and in themselves. At no time should clothing be a distraction to the students nor should their attire be a danger to their personal safety in the classroom or on the playground.

Appropriate footwear must be worn (no flip-flops, clogs, or open-toed sandals). Sneakers **must** be worn to participate in Physical Education classes. Outerwear, including coats, jackets, or windbreakers must be worn on cooler days.

### **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 click on the following link to access district information:

<https://www.fairfieldschools.org/parents>

## **Field Trips**

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

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

## **Food Guidelines**

The Fairfield Public Schools recognize that allergies may be life threatening. For this reason, the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening allergens. During school hours, peanut-free snacks are allowed in the classrooms. Students will then consume their lunches in the APR and a peanut-free table is provided for students with allergies.

Before and after school programs must follow the **NO FOOD** District policy for all classrooms and the gymnasium. Snacks for students in programs such as Kids Care, ASA Program, Girls Scouts, P.E. Games, or any other before or after school program, must be consumed in the APR.

## **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. Click on the link below to view the FPS Homework Policy:

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

### **Locking of School Doors**

For the safety of our students, **ALL** school doors are locked throughout the day. However, between 8:45-8:55 a.m., the front doors will be open for bus arrivals and students who are being dropped off. After 8:55 a.m., please ring the bell located at the front of the building to gain access. At 3:30 p.m., the front doors will be opened for dismissal.

### **Lost and Found Bin**

The Lost and Found bin is located to the right of the Main Entrance. All belongings found on the playground, in the APR, or anywhere else in the school can be found in this bin. Please label backpacks, lunch boxes, coats, hats, instruments, etc., with your child's full name. Items not retrieved by the end of the semester will be donated to local charities.

### **Registration of New Students**

Student registration takes place throughout the year at the FPS Central Office. **Please visit our website at [www.fairfieldschools.org](http://www.fairfieldschools.org) for all registration information.** You will find the registration link within the Parent Resources box on the left hand side of the home page.

An on-line registration **MUST** be completed before making an appointment to register. Your appointment will be cancelled if the on-line registration is not completed within 24 hours of your scheduled appointment.

**To register for ALL grades, please call the registration appointment line at (203) 255-8398 between 8:30 a.m. and 4:00 p.m.**

When registering a child in the Fairfield Public Schools, the parent or guardian will need to bring a copy of the **child's birth certificate, proof of residency, one current utility bill, a valid driver's license, car registration, immunization records, health assessment (physical examination) and school records** (if applicable). The health assessment form may be obtained from your child's school.

Parents who register students during the spring and summer for entry into the Fairfield Public Schools for the following fall will be asked to send health **requirements submitted after June 16, 2020** to the Fairfield Public Health Nursing Office instead of the school office.

***Fairfield Public Health Nursing  
100 Mona Terrace  
Fairfield, CT 06824  
Telephone: (203) 256-3150***

Questions concerning **health requirements** for entry into school may be directed to the Fairfield Public Health Nursing Office at the address and telephone number above.

### **Snow Policy**

We believe in sending students out to play every day except when it is raining or we have extreme wind chill conditions. In order for students to play in the snow, they must have snow pants and boots to wear. This will ensure that the students remain warm and dry following outdoor play. Students who do not wear snow pants and boots will not be allowed to play in the snow. However, they will be able to play on the blacktop.

### **Student 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/>.

### **Telephone Usage**

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.

### **Vacations When School is in Session**

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.



# Recess and Lunch Procedures

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# Recess, Lunch, and Snack Procedures

## School Lunch Program

Lunch may either be brought from home or purchased in the cafeteria. Milk is included in the hot lunch or it may be purchased separately. Hot lunch will be served on the opening day of school, Thursday, August 30, 2018.

### Prices for the 2019-2020 school year are:

Traditional Lunch - \$2.85

Reduced Lunch - \$ .40

Milk - \$ .55

### How do I know what is for lunch?

A monthly lunch menu is located on the Fairfield Public Schools website under Food Services. Click on the following link to obtain each month's menu:

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

You will also find the Nutritional analysis of this food in this link, as well.

## Recess/Lunch Schedule

<u>Grade</u>	<u>Recess</u>	<u>Walk to Cafeteria</u>	<u>Lunch</u>
Kindergarten	11:20 – 11:40	11:40 – 11:45	11:45 – 12:05
Grade 4	11:40 – 12:00	12:00 – 12:05	12:05 – 12:25
Grade 5	12:00 – 12:20	12:20 – 12:25	12:25 – 12:45
Grade 2	12:20 – 12:40	12:40 – 12:45	12:45 – 1:05
Grade 3	12:30 – 12:50	12:50 – 12:55	12:55 – 1:15
Grade 1	12:45 – 1:05	1:05 – 1:10	1:10 – 1:30

## Cafeteria Rules

1. Use “inside voices” to talk to the people at your table.
2. Sit appropriately with your feet under the table.
3. Remain in your seat.
4. Raise your hand if you need help.
5. Clean up your area.
6. Line-up quietly when dismissed.

### **School Lunch Payment System**

Online payments for your child's food service account are now processed through the Infinite Campus parent portal. Please follow the instructions provided at the following link to access the module. Look for the drop-down box entitled "Food Services – Payment Instructions. Click on the link below to view the food services web page.

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

### **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.

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 should be scheduled outside of the school day.**

### **Peanut Free Table**

A peanut free table is available for students with known nut allergies. A student can choose one friend to join them at the table. Any child joining a friend at this assigned table must have hot lunch. The only child that can bring a cold lunch to the peanut free table is the child with the nut allergy.

### **Snacks in the Classroom**

**All classrooms at Riverfield are nut-free.** During have snack time, it is important that you provide healthy snacks for your children that are free of any nut products. Additionally, students cannot have soda and candy during the day.

At Riverfield, we believe in promoting the importance of physical activity in our daily lives. But physical fitness is only part of the equation. Hand in hand with physical fitness is proper nutrition.

We would like to challenge all Riverfield families to make an effort to provide healthy, nutritious snacks for all children. Please leave the sugary, unhealthy treats behind and introduce smarter, healthier choices for our students.

### **Whitson's Allergy Letter**

Click on the following link to view Whitson's Allergy Letter.

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

### **Free and Reduced Lunch Application**

Click on the following link to open the application.

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

# Program and Support Services

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## Programs and Support Services

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### **Language Arts Support**

The Language Arts Specialists will assist students who have been identified by the EIP Team as needing language arts support. These specialist work with students in all areas of reading and writing. The EIP team through a formal EIP 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 EIP Team as needing math or science support. The EIP team through a formal EIP process determines the frequency and duration of their services.

### **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/Psychologist**

The Social Worker/Psychologist helps students, families, and staff deal with everyday issues affecting their school performance. The Social Worker/Psychologist provides group and individual counseling to students on varied topics such as: friendship, changing families, social skills, problem solving, etc. He/she is also available to parents to address any behavioral/emotional issues at home. The Social Worker/Psychologist is at Riverfield on A and C days from 8:30 a.m. – 3:30 p.m. and on F Day from 12:30 – 3:30 p.m.

### **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.

### **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.

### **Library Learning Commons**

Ours School's library media program is co-planned and co-taught by the classroom teacher and the Library Media Specialist, Joelle Kilcourse. 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:	<b>Once every 6 days for Grades K-5</b>	<b>Grade K-5<sup>th</sup>/40 minutes</b>
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## **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. Click on the link below to view the Gifted Handbook.

<https://www.fairfieldschools.org/academics/gifted-education-program>

## **S.T.E.A.M. (Science, Technology, Engineering, Arts, Mathematics)**

S.T.E.A.M. is an enrichment program for all K-5 Students. The vision of the S.T.E.A.M. program in Fairfield Public Schools is to promote curiosity and creativity through authentic inquiry. Grounded in the design process, the S.T.E.A.M. program centers on providing integrated, connected learning across the disciplines that empowers students to be adaptable and active participants in their communities. The S.T.E.A.M. program will foster respect and acceptance of diverse ideas, as students collaborate to create solutions for identified problems.



# Curriculum

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## Curriculum

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Please refer to the district website (see link below) for information about the scope and sequences for grades Kindergarten through fifth. You will find a map of the curriculum in all curricular subjects. Click on the link below to view the Curriculum web page.

[www.fairfieldschools.org/academics](http://www.fairfieldschools.org/academics)

# SRBI and EIP

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## SRBI & EIP

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

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

Also, the link below from the CT State Department of Education offers more information about how all schools in CT deliver intervention services. Click on the link below to view the SRBI and EIP web page.

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

# Health

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# Health

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## **Accidents and Illness at School**

The Riverfield nurse is responsible for first aid only, which is defined as the immediate and temporary care given to a student whose illness or injury occurs on the school premises during school hours or during school-sponsored activities. Although temporary care may be given in school as needed for accidents or illnesses that have occurred at home, parents should consult their family physician for advice/treatment.

The Riverfield nurse will call you if your child becomes ill or is injured at school. An emergency contact phone number should be on file on Infinite Campus. Parents are responsible to complete and keep current emergency contact information for their children through the Fairfield District Infinite Campus Parent Portal. Click on the link below to view the parent portal.

<https://campus.fairfieldschools.org/campus/portal/fairfield.jsp>

**Students are not to attend school when ill. It is recommended that you should not send your child to school if:**

- Vomiting in the past 24 hours or unable to eat due to an upset stomach
- Diarrhea in the past 24 hours
- Chills, persistent fever greater than 100.4 degrees orally, including a fever that requires control with medication, such as Tylenol
- Strep Throat (must have been taking an antibiotic for at least **24 hours** before returning to school). Please notify the school nurse.
- Bad cold, with a **very runny nose** or **bad cough**, especially if it has kept the child awake at night
- Head lice – until your child has been treated according to the nurse or doctor's instructions. Please notify school nurse.

In the event of a medical emergency, an ambulance will be called to transport the student to the hospital.

## **Communicable Diseases**

Communicable diseases or conditions should be reported to the school nurse. If your child is suspected of having one of the following diseases or conditions, or others not listed, your physician should be consulted immediately. These include but are not limited to:

Chickenpox	Head Lice	Mononucleosis	Salmonella	Tetanus
Coxsackie Virus	Hepatitis	Mumps	Scabies	Tuberculosis
Diphtheria	Impetigo	Pinkeye	Scarlet Fever/Scarletina	Vaccinia Disease
Fifth Disease	Influenza	Pneumonia	Shingles	Whooping Cough
German Measles	Measles	Poliomyelitis	Smallpox	
Haemophilus Influenza	Meningitis	Ringworm	Strep Throat	
Food poisoning - confirmed by a physician				
MRSA (Methicillin Resistant Staph Aureus) - confirmed by a physician				
SARS (Severe Acute Respiratory Syndrome)				

Preventative measures to limit the spread of communicable diseases:

<ul style="list-style-type: none"><li>• Wash your hands often with soap and water, especially after you cough or sneeze. Hand sanitizers are also effective.</li></ul>
<ul style="list-style-type: none"><li>• Cover your nose and mouth with a tissue or your sleeve when you cough or sneeze.</li></ul>
<ul style="list-style-type: none"><li>• Throw the tissue in the trash after you use it.</li></ul>
<ul style="list-style-type: none"><li>• Avoid touching your eyes, nose or mouth. Germs spread that way.</li></ul>
<ul style="list-style-type: none"><li>• Try to avoid close contact with sick people.</li></ul>
<ul style="list-style-type: none"><li>• If you get sick, stay home from work or school and limit contact with others to keep from infecting them.</li></ul>

## **Immunizations and Physicals**

Children must have all of the necessary physical examinations and immunizations. All families with children who require physical examinations have been (or will be) notified. If you have any questions about this, please contact the school nurse. Proof of immunizations and physical examinations (at specified intervals) are required by law.

## **Medication**

Do not send medication to school with a student. Students are prohibited from carrying or self-administering any type of medication during the school hours. You must deliver any medication directly to the Riverfield nurse. A physician's written order is required for all medications administered in the school.

Public Act 14-176 (An Act Concerning the Storage and Administration of Epinephrine at Public Schools) amended the law to allow the administration of epinephrine as emergency first aid to students experiencing allergic reactions, even if the student does not have parental authorization or the order of a qualified medical professional. During the school day, on school grounds and in the absence of the school nurse, epinephrine may be administered by a qualified school employee who has completed the required training. **Please notify the school nurse in writing annually if you do not wish your child to receive epinephrine as emergency first aid by a qualified school employee in the absence of a school nurse.**

## **Medical Issues**

Parents should notify the school nurse if a child has any medical problems, e.g., allergies, chronic illness, vision or hearing difficulties. The school nurse will work with the child's parents, physician, and other school personnel to meet any special health needs in school so that the child may benefit fully from his or her educational program. An Individualized Health Care Plan may be developed by the school nurse if appropriate to address the student's health care needs during the school day.

## **School Health Curriculum**

### **Health Curriculum**

Health Education is a process by which young people obtain, interpret and understand basic health information and services and the competence to use such information and services in ways which are health enhancing. (National Health Education Standards, 1995). You will be notified of these lessons and may opt out of the curriculum by notifying the principal.



### **Health Curriculum, cont.**

The Health Education program in the Fairfield Public Schools is a comprehensive sequential program. The goals are to develop skills, attitudes and knowledge necessary to protect, maintain and promote good health. By helping students to become health literate, it increases awareness regarding the beneficial effects of good health practices, stresses the concepts of critical thinking and problem solving in the decision-making process and enables them to act on behalf of themselves and others.

By assisting students in the recognition of the dynamic complexity of life, the program helps them develop an understanding of the inter-relationship of, and a sense of responsibility for their own physical, emotional, mental and social health.

### **AIDS Education**

In Connecticut all public school systems are under state mandates to teach HIV/AIDS prevention education throughout the K-12 experience. Public Act 88-112 amends Section 10-19 of the Connecticut General Statutes by adding subsection (c) as follows:

Commencing July 1, 1989, each local and regional board of education shall offer during the regular school day planned; on-going and systematic instruction on acquired immune deficiency syndrome, as taught by legally qualified teachers. The content and scheduling of the instruction shall be within the discretion of the local or regional board of education.

Not later than July 1, 1989, each local and regional board of education shall adopt a policy, as the board deems appropriate, concerning the exemption of pupils from such instruction upon written request of the parent or guardian. The state board of education shall make materials available to assist local and regional boards of education in developing instruction pursuant to this subsection.

### **Safety Education**

The safety education K-5 component provides students with experience to develop a high degree of safety awareness not only for themselves, but also for others in the community.

The curriculum teaches children to reduce health risks and practice health enhancing behaviors. The total program provides students with a foundation for health literacy and opportunities to achieve a high level of wellness.

## **Family Life**

Family Life is an integral part of the health curriculum. It is an extension of learning that goes on in the home and in the course of other school programs and activities. Young people naturally seek information about themselves and their relationship with others, and because school often provides a setting where such questions and concerns arise, the district has developed a clearly defined, carefully planned program to meet these needs and guide teachers in responding to daily concerns. While predicated on the belief that individuals and families differ, the goal of the program is to promote well-being among youngsters and to assist parents in teaching healthy living by providing them with opportunities to obtain health related information through workshops, speakers, and community forums.

Many years ago the Fairfield Public Schools recognized the need to provide a K-12 program that empowered children with the skills necessary to avert sexual abuse. This program helps children recognize potential trouble, act assertively to rebuff it, and know what to do if it occurs.

# Volunteer Policy and Visitors

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# Volunteer Policy and Visitors

## **Volunteer/Resource Person Registration Policy and Form**

We appreciate you taking the time to volunteer at our school. In a continuing effort to provide for a safe and secure learning environment for all students, the Fairfield Public School System implemented administrative regulation (#1212AR) regarding Volunteers/Resource Persons. Click on the link below to view the Volunteer Policy.

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

This regulation requires that **each family member** volunteering to work before, during, or after school (in a school or PTA sponsored activity), must complete the Volunteer/Resource Person Registration Form. Examples of school/PTA activities include:

**School Activities:** Assisting a teacher with a class activity, guest reader, room coordinator, field trip chaperone, LMC volunteer, etc.

**PTA Activities:** Leading or assisting in any PTA Sponsored activity before, during, or after school.

The Volunteer/Resource Person registration form **is not** required for parent/teacher conferences, assemblies/special events, class presentations or any other parent/staff meetings. Upon completion, this form will be kept on file in the main office for the entire school year and must be completed at the start of each subsequent school year in which you plan to volunteer.

Click on the link below to print the Volunteer Registration Form.

<https://www.google.com/url?client=internal-uds-cse&cx=013886843067936752487:55kgfbucg6u&q=http://archive.fairfieldschools.org/downloads/Volunteer%2520Form.pdf&sa=U&ved=2ahUKEwj3z7fk45TIAhVOUt8KHcMHCzcQFjAAegQIABAC&usg=AOvVaw3Ha6k1DQsO7zgYCHTXSpxJ>

***If you or any family member plan to volunteer at Riverfield, the Volunteer/Resource Person Registration Form must be completed at least 3 days prior to the visit.***

***Visitors cannot complete a form on the day of a visit.***

The school principal must verify all forms prior to a person being approved as a volunteer.

## **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.

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
1. 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.**
  2. **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.

### **Guidelines and Expectations for Parent Volunteers in School, cont.**

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.**

### **Visitors**

School visitors must have an appointment with a staff member or have a legitimate reason for entering the school, such as attending selected assemblies, participating in special events, and volunteering. 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.

All visitors must report to the Main 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 sign-in sheet in the Main Office.
- 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 ring the doorbell and a member of the office staff will assist you.
- Please refrain from unannounced visits to your child's classroom.

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

# Safety and Behavior

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# Safety and Behavior

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## **Behavior and Civic Expectations**

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.***

## **Overview of School Rules**

School rules and playground guidelines are reviewed in the beginning of every school year at an All School Meeting. These rules and guidelines are to be followed by all students at all times. Classroom rules are also created by the students at the beginning of the year.

***Please review both the school rules and playground guidelines with your child to be sure that they understand them and will follow them throughout the year.***

## **Riverfield School Rules**

### **1) Be respectful**

When a teacher raises his or her hand, stop talking, raise your hand, and listen closely

Respect your peers

Speak to others using kind words

Respect your teachers and all adults working in our community

Keep your lockers neat

Eat with proper manners



## **Riverfield School Rules, cont.**

### **2) Be safe**

Walk in the hallways  
Keep your hands and feet to yourself  
Keep your shoes tied  
Do not bring toys from home to play with at school  
Play safe outside at recess  
Stay seated at all times on buses  
Outdoor play is restricted to designated play areas  
No throwing of rocks, sticks, or snowballs

### **3) Be responsible**

Complete your homework  
Order your lunch correctly  
Help others when needed

## **Playground Guidelines**

<b>Observe Riverfield School Rules</b>	<b>No toys or equipment from home can be used at recess</b>
<b>Play fair, have fun, be a good sport, wait your turn</b>	<b>No tag games on wood chips – grass only</b>
<b>Welcome newcomers to your game</b>	<b>Sidewalk chalk only allowed on blacktop, not building</b>
<b>Do not leave the playground without adult permission</b>	<b>No climbing on top of playground apparatus</b>
<b>If injured, notify an adult immediately</b>	<b>Line up quietly by class and walk to cafeteria</b>
<b>Notify an adult if a ball goes in driveway or over fence</b>	<b>At the end of recess, return equipment to recess bag</b>

## **Transportation and Safe Bus Riding Rules**

A bus driver is charged with the safe transportation of students to and from school and he/she must have the full cooperation of students on the bus at all times. **Please reinforce your child's understanding of safe bus practices by periodically reviewing the following rules.**

- 1. Students may only ride on the bus to which they are assigned.**
2. Parents must send in a change of dismissal note if they want their child to get off their regular bus at a different bus stop along the same route.
3. Buses cannot be used to transport students for playdates, unless the students having the playdate ride the same bus.
4. Securely button and fasten students' clothing and belongings so that loose ends, flaps, strings, etc., cannot be caught. Students should use a backpack for transporting their materials to and from school.
5. Arrive at the designated bus stop at least 5 minutes before the bus is scheduled to arrive and wait in a safe place away from the roadway.
6. Be respectful of citizens living near the school bus stop and their property.
7. Board the bus only after it has come to a complete stop.
8. Enter the bus in an orderly fashion and go to your seat promptly.
9. Sit facing forward, keep all belongings on your lap, and remaining seated until you arrive at your destination. Pets, toys, and skate-boards are not allowed on the school bus. Nothing is to be put in the aisle or on the bus floor.
10. **WAIT** for a signal from the driver before crossing the street to board the bus and then walk at least 10 steps away from the front of the bus.
11. Do not walk behind the bus for any reason.
12. Do not leave your seat while the bus is in motion.
13. Do not put anything out of the bus window.
14. Refrain from loud talking and laughter. Unnecessary confusion can divert the driver's attention and could result in a serious accident. Ordinary conversation is permitted.
15. Ride in an assigned seat if deemed necessary by the bus driver or school administrator.
16. Refrain from eating, drinking, or gum chewing on the school bus.

**All kindergarten students must be met at the bus stop by a parent/guardian. If another adult has been designated to meet the student at the bus stop, the student must present a note to the bus driver identifying the adult. If there isn't anyone at the bus stop, the bus driver will bring the student back to the school Main Office.**

### **Transportation and Safe Bus Riding Rules, cont.**

The driver will report any infraction of the rules to the Transportation Office. The school administration will take appropriate disciplinary action and inform the child's parent or guardian. Serious or continuous infractions may result in suspension of transportation privileges.

If you have any questions or concerns regarding bus transportation, please call the Transportation Office at (203) 255-8385 or click on the link below.

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

### **Items Not Permitted in School**

In order to insure the student safety and the protection of personal property, parents are encouraged to monitor closely those items that are brought or worn to school by students. The following items are specifically prohibited on school grounds:

- Weapons (real or toy)
- Pocket knives, razor blades, or sharp objects
- Skateboards, roller blades, and roller skates
- Electronics (radios, CD players, tape recorders, IPODS, Game-boys, cell phones)
- Sports equipment
- Hardballs and boomerangs
- Matches, caps, and fireworks
- Toys and trading cards
- Make-up, glitter, or scented lip gloss
- Various "fad" games such as ***Pokémon*** cards should be kept at home.

### **Weapons Policy**

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 school days.

## **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, Ms. Brenda Anziano, Elementary Program Facilitator, Mr. Scott Mazuroski, or your child's classroom teacher directly if you have any bullying concerns.

For further information regarding the bullying policy, please click on the following link:

<https://boe.fairfieldschools.org/policy/#policy5000>

# Technology

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# Technology

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## **Safety and Student Use**

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.

## **Riverfield Student Technology Pledge**

Click on the link below to open the Technology Pledge.

[https://drive.google.com/file/d/1\\_NQJMhf6etjTdg-QqzC-BSbPnd6Y3DLM/view?usp=sharing](https://drive.google.com/file/d/1_NQJMhf6etjTdg-QqzC-BSbPnd6Y3DLM/view?usp=sharing)

## **Electronics**

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.

## **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

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## Parent/Teacher Association (PTA)

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Riverfield School has a wonderful tradition of enthusiastic parent involvement through its Parent Teacher Association. All Riverfield families and the school staff are encouraged to join the PTA for a nominal fee. The Riverfield PTA holds monthly meetings that provide information about school programs and events. All PTA members are invited to attend these meetings, which are an excellent way to keep up with what is happening at Riverfield.

The Board oversees committees and programs that enhance and enrich the school's learning environment. Parent volunteers, who work in close coordination with the principal and staff, run these committees and programs. Many parents ask, "What can I do to help?" The Riverfield PTA has a place for everyone who can give some of his or her time to volunteer. Volunteer opportunities range from typing our directory at home for publishing, to teaching in the classroom about famous artists, to working on a committee planning a family event, or working in the Library Media Center. For more information about using your time and skills to help the PTA and the school, please contact the 2019-2020 Volunteer Coordinators. Please remember you must have a Volunteer/Resource Person registration form on file in the office.

The Riverfield PTA holds several fundraisers throughout the year. The money raised is used for curriculum enrichment programs, field trips, classroom materials, family events, and scholarships, to name a few areas.

**Please Note:** Any student or parent participating in a PTA or school-sponsored activity or program may be eligible for financial assistance. Inquiries are confidential and should be made directly to the Riverfield School Principal.



## **PTA Board**

### **RIVERFIELD PTA EXECUTIVE BOARD 2019-2020**

<b>POSITION</b>	<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>TERM</b>
President	Heather Sutter	president@riverfieldschoolpta.com	2019-2020
President-Elect	Laura Luciani	presidentelect@riverfieldschoolpta.com	2019-2020
Executive VP (Principal)	Brenda Anziano	banziano@fairfieldschools.org	n/a
VP Programs	Mary Jacobson	programs@riverfieldschoolpta.com	2018-2020
VP Ways and Means	Beth Micena	fundraising@riverfieldschoolpta.com	2018-2020
Co-Treasurer	Kristen Frame	treasurer@riverfieldschoolpta.com	2018-2020
Co-Treasurer	Nick Aysseh	treasurer@riverfieldschoolpta.com	2019-2021
Recording Secretary	Kate Wellen	secretary@riverfieldschoolpta.com	2019-2021
Volunteer Coordinator	Hilary Tracy	volunteer@riverfieldschoolpta.com	2019-2021
Volunteer Coordinator	Becky Manatch	volunteer@riverfieldschoolpta.com	2018-2020
VP Communications - Website	Jamie Braden	webmaster@riverfieldschoolpta.com	2019-2021
VP Communications - Email	Amy Kim	sneakpeek@riverfieldschoolpta.com	2018-2020
VP Membership	Emily Savory	membership@riverfieldschoolpta.com	2019-2021
Board of Ed Representative	Melissa Clear	boe.rep@riverfieldschoolpta.com	2019-2021
Board of Ed Representative	Eryn Meiers	boe.rep@riverfieldschoolpta.com	2019-2021
Board of Ed Representative	Cristin Kral	boe.rep@riverfieldschoolpta.com	2018-2020
SEPTA Representative	Laura King	septa.rep@riverfieldschoolpta.com	2018-2020
PTA Council Delegate	Michelle Danehy	ptac.rep@riverfieldschoolpta.com	2018-2020
PTA Council Delegate	[open]	ptac.rep@riverfieldschoolpta.com	2019-2021
Past President/Member at Large	Robin Fukuyama	pastpresident@riverfieldschoolpta.com	2019-2020

## **PTA Web Site Link**

Click on the link below to view the PTA Web Site.

<https://riverfieldschoolpta.membershiptoolkit.com/home>

### **Sneak Peek Newsletter**

The Sneak Peek is an electronic newsletter and a great vehicle for sharing important information about school activities. Flyers and individual notes or letters need to be emailed to [sneakpeek@riverfieldschoolpta.com](mailto:sneakpeek@riverfieldschoolpta.com) in order to be included in the following week's edition.

### **Volunteer Opportunities**

Looking for an opportunity to volunteer at Riverfield? There are many opportunities for Riverfield families to get involved in our school community! Please browse through the volunteer descriptions and sign-up for any activities you find interesting by clicking on the PTA Web Page Link. Once you are on the PTA web page, click on the Volunteer tab on the blue bar at the top of the page.

Here are some of the volunteer categories to consider:

#### **Fundraisers:**

Auction (even years only), Book Fair, Carnival, Raffle Baskets, Spirit wear, Walkathon

#### **Community Events:**

BINGO, Ice Cream Social, Ice Skating, Movie Night, Sound Tigers, Parent Social (fall), Parent Beach Party (odd years only)

#### **Math and Science:**

Family STEAM Night, CT Audubon Nature Explorers (grades K-2), River-Lab (grades 3-5)

#### **Art and Literature:**

Art in the Classroom, Author Visits, Nutmeg Book Club, Reflections

#### **Around School:**

After School Adventures (ASA), Beautification (grounds), Beautification (planters), Bulletin Board, Chess, Junior Achievement (grades 1-2), Library Volunteers, Rocky's Roadrunners

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)