

MILL HILL ELEMENTARY SCHOOL

FAMILY HANDBOOK



Welcome to Mill Hill Elementary School, *a home for the mind and heart.*

Mill Hill School opened its doors as a new school in September 1991 after a 10-year closure. There are currently about 350 students enrolled in grades K-5. We are fortunate to have a beautiful facility including dedicated rooms for our art and music instructional programs.

Mill Hill is committed to utilizing technology and we have an up-to-date Library Learning Commons, which includes a teaching space with an interactive board and a device cart for instructional use. We also have a fully networked building with mobile grade level carts as well as a wired desktop lab. In addition, our core curriculum is aligned with the Common Core State Standards with a major emphasis placed on the development of students as critical thinkers and problem solvers. Along with an experienced staff open to innovation and collaboration, we have a dedicated and supportive parent community and PTA. Through programs like Above and Beyond, Fairfield Arts for Youth, High Tech/High Touch, and the Mill River Lab, students go beyond traditional requirements to pursue and extend their learning. Each year we review the achievement of our students and develop a school improvement plan to address areas of concern.



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

MILL HILL ELEMENTARY SCHOOL
SOUTHPORT, CT 06890

PHONE: (203) 255-8320

FAX: (203) 255-8205

WEBSITE: <https://mh.fairfieldschools.org/>

LEADERSHIP TEAM

Principal.....Kevin Chase
Elementary Program Facilitator.....Laena DeMelo
Language Arts SpecialistJane Logie, Ed.D
Language Arts SpecialistMary Ellen McKee
Library Media Center Specialist.....Gina Han
Math/Science Specialist.....Nancy Meehan
Psychologist.....Lisa Ludwiczak

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

School Secretary.....Debbie Garavel
Part-Time Secretary.....Maureen Benton
Part-Time Secretary.....Isabel Gleason
School Nurse.....Mary McCarthy

CUSTODIAL STAFF

Head Custodian.....Ken Thompson
Night Custodian.....Jason Avila
Night Custodian.....Dane Coulson

SCHOOL HOURS

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

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

IMPORTANT PHONE NUMBERS/WEB SITES

PHONE NUMBERS		WEB SITES	
ABSENTEE CALL-IN LINE:	203-255-8419	FPS Web Site:	www.fairfieldschools.org
EARLY CLOSING HOTLINE:	203-255-TALK (8255)	PTA Web Site:	https://millhillpta.membershiptoolkit.com

Central Office Information

Executive Directors

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

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

Directors

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

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

Board of Education Information

Board of Education Members

Board of Education Members

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

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

Board of Education Meeting Dates Include

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

Principal's Message



Principal Message

Principal Message

Mill Hill Elementary School is nestled in the beautiful harbor community of Southport, Connecticut. We are a school of just over 350 students. We pride ourselves in our rare accomplishment of being named a National PTA School of Excellence for two successive nominations; 2015-2017 and 2018-2020. This honor is the embodiment of our dedication to our students, families, and community. The award speaks to our core value and philosophy of placing children first. We ensure this through a strong foundational partnership between parents, school, and community.

We critique our practices on a regular basis in a relentless pursuit of continual school improvement. We have a strong curricular framework and we closely monitor the progress of all students, adapting instruction to their needs, and securing appropriate rates of growth.

We are excited to announce that we have begun work to renovate our school building. Our work with the Mill Hill Building Committee is progressing nicely. A renovation to a 441 capacity school has been approved by Town bodies, and we are in the planning stages. An architect and contractor had already been selected and filing the necessary documentation with the State of Connecticut is in process. A design has been established, and we have even begun to talk about furniture, fixtures, and equipment for our newly-constructed and renovated space! Much of the work, though, will remain behind the scenes, and we are not expected to break ground until the summer of 2020.

Principal Mission Statement

We at Mill Hill strive to be champions of education, champions of children. We believe that we can reach higher levels of performance, academically and social emotionally. A constant cycle of reflection lends itself to a close examination and analysis of past and current practice to lead to continuous improvement. Each child is an individual in their own right and thus growth is commensurate to their individual needs and abilities.

More specifically, we collaborate in teams throughout our entire organization. We believe that inherent in the power of collaboration is that collectively we are smarter than any individual in the collective. Through this philosophy we will improve the capacity of administrators, teachers, and other key stakeholders to improve both the overall learning environment for our students and in turn their academic achievement and personal growth.

We are constantly examining student achievement outcomes, growth, and overall well-being. This close examination leads to focused reflection to identify improved practice that produces positive student outcomes. In short, if we are responsive to student needs, we will always be a safe, secure, and fun learning environment.

This structure has clearly defined components that allow for a system of checks and balances that illuminate areas to both replicate and revise. This clear vision, communication of this vision, along with a transparent and well-articulated structure that is aligned in its documentation, tasks, and functioning throughout the organization is the backbone of our success. We strive to nurture the growth of the whole child. We will always work to follow our motto; "Mill Hill is a Home for the Mind and Heart." Keep your heart in mind.

School Staff Information

<u>PRINCIPAL</u> Kevin Chase	<u>INTERN</u> Ms. Nicole Dellipoali Ms. Gabi Perpignand	<u>MUSIC</u> Mrs. Amie Arcari (General) Mr. Tom Purcell (Strings) Mr. Mark Bilotta (Band)
<u>SECRETARIAL STAFF</u> Mrs. Debbie Garavel Mrs. Maureen Benton	<u>CAFETERIA</u> Mrs. Laurie Bromback Mrs. Donna Kerma	<u>NURSE</u> Mrs. Mary McCarthy
<u>KINDERGARTEN</u> Mrs. Stephanie Ehret Mr. Dan Smith Mrs. Nikki Tirone	<u>CUSTODIANS</u> Mr. Ken Thompson Mr. Jason Avila Mr. Dane Colson	<u>OT/PT</u> Mrs. Gina Papa (OT) Mrs. Catherine Cote (PT)
<u>1st Grade</u> Mrs. Abby Barzottini Mrs. Ann Oliver Ms. Kimberly Grapski	<u>ELL</u> Joyce Bultman	<u>Paraprofessionals</u> Mrs. Gina Bucciferro Ms. Cindy Cipolla Mrs. Liz Giardina Mrs. Gori-Montanelli Mrs. Anne Marie Groccia Mrs. Gayle Kraus Ms. Ashley Mendillo Mrs. Wendy Musarella Mrs. Mary Reidy
	<u>Art</u> Mr. Eric Erff	
<u>2nd Grade</u> Mrs. Deborah Crossley Mrs. Suzanne Grigg Mrs. Sue Maloney	<u>Foreign Language</u> Ms. Angelina McClain	
	<u>Elementary Program Facilitator</u> Mrs. Laena DeMelo	
<u>3rd Grade</u> Mrs. Jeanne Gaughan Mrs. Kathleen Regula Mrs. Meagan Roxbee	<u>Language Arts Specialists</u> Dr. Jane Logie Ms. Mary Ellen McKee	<u>Psychologist</u> Mrs. Lisa Ludwiczak
<u>4th Grade</u> Ms. Sarah Frassetto Mrs. Cara McDermott Ms. Christine Gussen Long term sub Mrs. Keri Ann Ventresca	<u>Lunch Aides</u> Mrs. Janet Hogarth	<u>Physical Education</u> Mr. Matt Cino Mr. Chris Lovelett : Adaptive PE
	<u>GIFTED</u> Ms. Lauren Noonan	<u>S.T.E.A.M.</u> Mr. Brian Jasgur
<u>5th Grade</u> Ms. Carol Carbin Mrs. Laura Fulton Mr. Larry Zankel	<u>Library Media Specialist</u> Mrs. Gina Han	<u>Resource Staff</u> Ms. Alyssa Begin Mrs. Kathleen White Ms. Alyssa Zadrovicz Ms. Melissa Ettinger Mrs. Ali Marini Mrs. Suzanne Stephens
	<u>Speech Pathologist</u> Ms. Karen Bassilakis	
	<u>Social Worker</u> Mrs. Kirsten Sabrowski	

School Staff Information

School Staff Page

REACHING STAFF BY E-MAIL

Use firstinitiallastname, followed by: @fairfieldschools.org

Example: jbrown@fairfieldschools.org

IMPORTANT LINKS

Link to Infinite Campus Information

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

Link to Fairfield Public School's Family Guide

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

Link to Transportation

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

Link to Food Services

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

Link to school's Website

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

Link to **Mill Hill's PTA Website**

<https://millhillpta.membershiptoolkit.com>

Communication

Infinite Campus

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

- student legal name
- student address
- student birth date

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

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

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

Issues with Infinite Campus

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

Arrival and Dismissal Procedures

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 Talkline at (203) 255-TALK.

Emergency messages will also be issued to the contact phone numbers and email addresses provided by the parents via the Infinite Campus Parent Portal. ***Please see the Emergency Alert System section in this document for additional information.***

Arrival Procedures

1. Building doors will open for student arrival at **8:45 A.M.** When dropping off your children, please use the drop-off loop (Stop, Kiss, and Drop) and pull your car up as far as possible. **Do not leave your car.** If your child needs assistance, ask the attending teacher(s) to help. **Have your children exit from the passenger side of the car only.**
- **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.**

BUS TRANSPORTATION PROCEDURES

1. Seating on the bus is at the discretion of the driver. We encourage students to be seated according to their grade level, K-2nd grade students sit in the front of the bus and then 3rd, 4th and 5th grade students. There are no reserved seats other than those assigned by the school or the driver for safety or disciplinary reasons.
2. Appropriate behavior on the bus is expected from all students. Discipline reports issued by the drivers will be sent home for the signature of the students' parents or guardians. The third report, or a very serious offense, received by a student may result in the temporary suspension of his or her bus privileges. Our goal is to have a safe bus ride to and from school for every student.
3. Please share the following procedures and safety rules with your children before they board the bus:
 - Leave home early enough to arrive at your bus stop on time.
 - Do not wait for the bus in the street. Wait well away from the edge of the road.
 - Wait until the bus comes to a **full stop** before approaching the door. It saves time if you line up with younger children boarding first.
 - When boarding or leaving the bus, go up or down the steps **one at a time**.
 - Take your seat immediately, and do not stand up until the bus arrives at your destination.
 - Keep your legs, feet, and any articles you are carrying out of the aisle.
 - Speak in soft voices and avoid singing, shouting, or throwing objects.
 - Avoid talking to the driver, except in cases of emergency.
 - Do not open bus windows without the driver's permission.
 - Keep your head, arms, and hands inside the bus at all times.
 - When leaving the bus, if you must cross the street, walk in **front** of the bus (at least six feet away from the bus) in full view of the driver. Stop and look both ways, and wait for the bus driver's signal to cross. This is a very important safety procedure.

Click on the link below to be directed to the "Fairfield Public Schools Transportation" page for more information:

<http://fairfieldschools.org/parentresources/transportation/>

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Any student arriving to school after:

Students entering school after **8:55 AM** should proceed to their classrooms and will be marked tardy by their homeroom teachers. Students arriving after 9:00 AM should be **signed in by an adult** at the

main office. Students may not be dropped off at the curb, sent, or taken directly to the classroom. Upon the child's return to school following an absence of any kind, parents are required to send a note to the classroom teacher regarding the nature of the child's absence.

Dismissal Procedures

All students not taking the bus must have a note from home stating their personal plan for dismissal, regardless if they are walkers, riding their bicycles, or being picked up. This note must be given to the child's classroom teacher.

Dismissal arrangements must be provided to the teacher first thing in the morning. **Your child will take the bus home if they do not arrive with a note stating otherwise.**

Pickups will only be out of the Gymnasium. It is requested that parents park in the back parking lot. For students' safety, please do not attempt to pick-up your child at the classroom or out of the bus line.

There will be 3 staff members in the gym.

- There will be a staff member by the outside door with a binder listing reported dismissal notes for the day.
- Staff will sign out the students that are being picked up. THEN they will be able to take them.

DISMISSAL SAFETY

Please be reminded that we take the safety and security of your children very seriously. In that vein, we will not be allowing any unannounced visitors access to school grounds. If you have coordinated a time to volunteer, read to a class, have a meeting, etc., your child's teacher will inform the office that they are expecting you on that given day. You only need to coordinate that with the classroom teacher. You will then be placed on a list of anticipated visitors for the day and allowed access to the building. If you do not schedule with your child's teacher in advance, you will not be allowed access.

Additionally, you must inform your child's teacher of an early pick-up in the beginning of the day. We simply cannot accommodate pick-ups occurring late in the day, particularly after 3:00 PM, while maintaining the safety and security of your children during such a time of transition. Of course, there are exceptions to this policy should a child need to be picked up early for an illness or family emergency.

Parking - School buses and emergency vehicles **must** be able to enter and leave the school **at all times**. Buses have been delayed because of people parking illegally.

In an attempt to reserve parking for staff, particularly those who travel from school to school, we ask that you use the parking lot to the rear of the school. The parking lot in the front of the school is reserved for staff. Parking is limited during school functions, such as Open

House. Please use caution and abide by parking restrictions when parking. There have been several incidents that prompted safety concerns. Of particular concern are earlier arrivals for Band and Strings rehearsals. **Please use the circle to turn around and exit the parking lot, rather than performing an illegal u-turn in the parking area.**

If you child forgets something at home, we have the forgotten items bin at the main entrance. We ask that you utilize that bin for such items. We check the bin throughout the day, but you are encouraged to ring the bell to let the main office staff know that you are leaving something in the bin.

Thank you in advance for your cooperation and understanding in this matter. As Retired FPD Chief MacNamara has reminded us time and again, "You have to choose between security and convenience. You cannot have both."

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 student brings the change of dismissal note to school and gives it to his/her teacher
- The note should list the current date, reason, and timing of the dismissal change
- The teacher marks all student dismissal changes on the classroom Daily Dismissal Sheet
- The Daily Dismissal Sheets are sent to the Main Office for the office staff to use in dismissing students throughout the school day.
- Students that are leaving school early must be signed out in the Main Office by his or her parent/guardian. The office staff will then call the classroom to release the student.

Requesting a Change of Dismissal During the School Day

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

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

Requesting a Change of Dismissal After an in-School Event

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

PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM FOR PICK-UP,

AS THIS INTERRUPTS EDUCATIONAL INSTRUCTION AND SCHOOL SAFETY.

Requesting an Emergency Change of Dismissal

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

Additional Dismissal Guidelines

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

If your child does not bring in your written change of dismissal request, he or she will be released according to his or her default dismissal plan.

Additional Dismissal Guidelines

2. Teachers cannot accept dismissal notes for future dates.

Teachers work on a daily dismissal schedule and do not have the resources to track weekly dismissal changes for multiple students. **Please DO NOT send in a note that says “Ray will be picked up at 12:00 next Friday” or “Jane is being picked up early for a dr. appt. at 2:00 tomorrow and will also go to 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 #3 below.

3. Write “PERMANENT” on any note where your child’s dismissal plan will be changed permanently.

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

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

Please refrain from emailing a change of dismissal request, unless directed by the office staff. As the school server occasionally experiences server outages, the office staff cannot count on this method of communication to be an effective way to manage the dismissal process. A written

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

Additional Dismissal Guidelines, cont.

Do not email dismissal change requests, unless directed by the office staff, cont.

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.

6. **Students MAY NOT be called out of class to wait in the office for an early dismissal.**
Please arrive to school a few minutes early—this will give the office staff time to locate your child and will allow the child adequate time to pack-up and come to the Main Office to meet you.

5. **Daily dismissal change notes will be given back to students at the end of the school day.**
Students sometimes forget that they have a 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.

Before and After School Care

**Kids Care is Available both before and after school.
Please call Roseanne Young at (203) 767-1550 for more information.**

Emergency Procedures

Emergency Procedures

Lockdown

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

Fire Drills

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

Cancellations/Emergency Closings/Delayed Openings

EMERGENCY ALERT SYSTEM

Delayed Opening/Early Dismissal/Other Notifications

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

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

Delayed Opening/Early Dismissal/Other Notifications (continued)

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

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

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

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

Emergency Procedures

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

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

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

Emergency Procedures, cont.

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

- All schools have on-site evacuation plans. If warranted, a central evacuation site on the Fairfield University Campus can be utilized.
- In the event of an incident, children will be kept in school for the duration of the normal school day unless otherwise dictated by local conditions or the direction of the Fairfield police or fire personnel.

- If an incident occurs, a child will be released only to his/her parent or guardian if the parent or guardian personally appears at the school or other designated location to take possession of the child.
- **Parents are urged to listen to public safety announcements made over radio and television at the time of the incident, which will provide information and guidance on the situation. In addition, email and text messages may be sent out via Infinite Campus (IC) system regarding the incident.**
- If an incident occurs at a distance and there is a disruption of regional transportation (e.g., train service is halted, I-95 is closed), each site will make every effort to determine those children who will be going home at dismissal to an unanticipated, unsupervised situation caused by the incident or by the disruption of transportation. Emergency contact information will be utilized to identify alternate destinations for those children affected based on the emergency contacts provided by the parent or guardian. At a time designated by the district, children who remain at school will be transported by the district to Fairfield Warde High School, which will serve as the district's temporary emergency shelter and family reunification site.
- The district staff is trained in a variety of responses to local public health or safety emergencies, including the implementation of lockdowns and evacuations. Details of these responses are not publicized for security reasons.

Schedules and Calendars

Schedules and Calendars

School Calendar

The Board of Education has established a calendar containing 182 days for instruction. School will begin with a full day for all students in grades K-12 on **Thursday, August 29, 2019**. Specific

information on orientation will be sent from the schools.

2019-2020 Fairfield Public Schools Student Calendar

Amendment to 2020 Student Calendar - Approved by BOC December 10, 2019

July 2019 (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			

July 4-Independence Day

August 2019 (31)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 25, 27, 28-PD days

August 28-First Day of School

September 2019 (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					

Sept. 2-Labor Day

Sept. 24-Early Dismissal PK-12 (PD)

Sept. 30-Rosh Hashanah

October 2019 (31)						
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 6-Yom Kippur

Oct 13-Early Dismissal, Conference Day (PK-4 Not HS)

Oct 15-Early Dismissal, Conference Day (PK-4, Inc. PK-12 Conf) (Not HS)

Oct 16-Early Dismissal (PK-12)

Conference Day and HS PSAT

November 2019 (30)						
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 15-Veteran's Day

November 27-Early Dismissal PK-12

November 28-29-Thanksgiving

December 2019 (31)						
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 (31)						
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 14-All Day PD

Jan 17-Early Dismissal PK-12 (PD)

Jan 20-MLK Jr. Day

February 2020 (29)						
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 (31)						
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 15, 16, 26-Early Dismissal (PK-12 Elementary Only) (Conference Days, PK Conf on Jan 30)

April 2020 (30)						
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 (31)						
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 (30)						
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 Conference



The last 2 days are Early Dismissal days for students only.



Fairfield Public Schools 2019-2020 School A-E Calendar

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

Amendment to BOE Student Calendar - Approved by BOE December 10, 2019

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 (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	31

August 26, 27, 28-PO days

August 29-First Day of School

September 2019 (10)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2-Labor Day

Sept. 24-Early Dismissal PK-12 (PO)

Sept. 30-Rosh Hashanah

October 2019 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct. 8-Rosh Kippur

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

Oct. 10-Early Dismissal, Conference Day (PK-8) (No PM Conf) (Not HS)

Oct. 16-Early Dismissal PK-12, Conference Day and HS PBAT

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 8-All Day PD

November 11-Veterans Day

November 27-Early Dismissal PK-12

November 28/29-Thanksgiving

December 2019 (16)						
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 (31)						
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. 10-All Day PD

Jan. 17-Early Dismissal PK-12 (PO)

Jan. 20-MLK Jr. Day

February 2020 (28)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Feb. 13-Early Dismissal PK-12 (PO)

Feb. 16-February Break

Feb. 17-Washington's Birthday

March 2020 (31)						
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 16, 18, 20-Early Dismissal PK-8

Exempt Day Only (Conference Days, PM Conf on Mar 26)

April 2020 (30)						
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-Closed Friday

April 13-17-Spring Break

April 28 - Poiner

May 2020 (31)						
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 26-Memorial Day

May 30-All Day PD

June 2020 (30)						
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 16 - Early Dismissal PK-12

June 18 - 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 Conference



The last 3 days are Early Dismissal days for students only.



Parent Teacher Conferences

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

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

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

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

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

Open House

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

The dates for Open House for the 2019-2020 school year:

K-2, September 10, 2019, 7-9PM

3-5, September 17, 2019, 7-9PM

Progress Reports

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

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

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

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

Wednesday, December 18

Wednesday, March 18

Thursday, June 16

(Tentative; will depend on snow days)

SBA

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

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

NGSS

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

CogAts and Nagleri

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

STAR Reports

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

STAR Reading™ is an assessment of reading comprehension and skills for independent readers through grade 12. STAR Reading tracks development in five domains: • Word Knowledge and Skills • Comprehension Strategies and Constructing Meaning • Analyzing Literary Text • Understanding Author's Craft • Analyzing Argument and Evaluating Text

STAR Early Literacy™ is an assessment of early literacy skills developed for Pre-K–3 students. STAR Early Literacy tracks development in three domains and ten sub-domains: Word Facility and Skills Comprehension Strategies and Constructing Meaning Numbers and Operations Alphabetic Principle Concept of Word Visual Discrimination Phonemic Awareness Phonics Structural Analysis Vocabulary Sentence-Level Comprehension Paragraph-Level Comprehension

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

included in STAR Math: • Numbers and Operations • Algebra • Geometry • Measurement and Data Analysis • Statistics and Probability

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

STAR Testing Dates:

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

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

Special Schedule

	Frequency:	Grade level/Duration
Art:	Once every 6 days for Grades K-5	Kindergarten/ 40 minutes Grade 1/ 55 minutes Grade 2/ 55 minutes Grade 3/ 55 minutes Grade 4/ 70 minutes Grade 5/ 70 minutes
Music:	Twice every 6 days for Grades K-5	Grade K-4 th /40 minutes Grade 5 /1 40 minute class, 1 55 minute class (Chorus)
Physical Education:	Twice every 6 days for Grades K-5	Grade K-5 th /40 minutes
Library Learning Time:	Once every 6 days for Grades K-5	Grade K-5 th /40 minutes
Band Lessons:	Offered in Grade 5	Grade 5/ 45 minutes
String lessons:	Offered in Grades 4 and 5	Grade 4 and 5/ 45 minutes
Recorder:	Lessons begin in Grade 3	During Music class
Spanish:	Twice every 6 days for Grades 3-5	Grade 3-5 th /30 minutes
Library:	Flexible Setting	Flexible
STEAM:	Once every 6 days for Grades K-5	Grade K-5 th /40 minutes

School Policies and Procedures

School Policies and Procedures

Field Trips

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

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

Dress Code

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

Visitation

School visitors must have an appointment with a staff member or have a legitimate reason for entering the school. This includes parents and community members, as well as, former students. Appointments will be confirmed with the staff member in question. School personnel must approve all other activities for which someone is entering the school. All visitors must report to the office immediately upon entering the building. **Classroom instruction should not be interrupted.** Below are some important reminders to help maximize the learning environment for your children and decrease classroom disruptions:

- Walk-in visits are not permitted. When visiting the school, please make sure you sign your name in the book in the Main Office and wear a visitor badge.
- Please refrain from unannounced visits to your child's classroom.
- Please make an appointment with your child's teacher to address any concerns.
- If it is necessary to drop off your child's lunch or a forgotten item from home, *please leave it in the bin outside the main entrance.*

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.

Communication

TELEPHONE

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

Fairfield Public Schools Website There are a lot of wonderful resources for parents on the district's website. These include information about curriculum, registration information, and the district's family guide. Please use the following URL to access district information.

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

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

http://fairfieldschools.org/parent_resources_infinite_campus.htm

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

Homework

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

Board of Education homework Policy:

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

VACATIONS WHEN SCHOOL IS IN SESSION POLICY: *homework requests*

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

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

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

ATTENDANCE POLICY

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

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

Please be aware of the following guidelines:

1. Absences 1-9 are considered "excused" when appropriate documentation is provided by a student's parent/guardian approving the absence, due to: illness or injury, death in the immediate family, religious obligation, court appearance, school sponsored activity, lack of transportation normally provided by the district, an emergency, or an exceptional circumstance pre-approved by a District Administrator. Appropriate documentation can be a note, an e-mail, or the return of a phone call from the main office.
2. For the tenth absence and all absences thereafter, a student's absences from school are considered excused if there is medical documentation for an illness from a licensed medical professional (regardless of length), or we have appropriate documentation for any of the other reasons listed above.
3. Anything not listed above is considered an unexcused absence. Vacations are considered unexcused absences.
4. By Board policy, a student is considered truant when that student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

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

Locking of school doors

For the safety of our students, ALL school doors are locked throughout the day. Please ring the bell located at the front of the building to gain access.

Recess and Lunch Procedures

Recess and Lunch Procedures

LUNCH PROCEDURES

Lunch may either be brought from home or purchased through the electronic payment system, which is outlined below:

You put money into your child's account. Your child's name/picture appears on the computer screen located at the lunch line. When your child comes through the line, the Cafeteria Manager simply presses your child's picture, presses the meal your child is selecting (hot lunch, bagel plate, milk, or water), and off s/he goes! The price of the lunch/milk is automatically deducted from your child's account.

How do I pay for meals or milk?

There are three ways to put money into your child's account:

1. **You may send in a check or cash to the Cafeteria Manager.** Please place your payment in an envelope marked with your child's name and grade. The Cafeteria Manager will enter your check/cash amount into your child's account on the computer. Checks should be made payable to **Fairfield School Lunch** (there is no fee for this method of payment).
2. **You may pre-pay via the Internet using www.MealpayPlus.com** and enter the dollar amount you choose using a debit or credit card. You must have your child's student identification number to use this feature. You may obtain that number by calling the Main Office. Please note that convenience fees apply to use this method, which cover the cost of bank fees. The school district does not receive any income from these fees.
3. **You may call Mealpay's toll:free number** at 1-866-875-6833 to pre4pay by checking account, credit, or debit card over the telephone. As above, convenience fees apply using this method.

Please note: If you choose to pre4pay through Mealpay, you will be given the option of putting money into either a Meal Account or a General Account. The Meal Account will allow a student to purchase only a hot lunch meal. If your child purchases milk or water, even occasionally, we suggest you put your money into the **General Account**.

How do I know the balance in my child's account?

We will send home a "low4balance" letter weekly if your child's account falls below three meals. This letter is a reminder for you to add money to your child's account. You can also check your child's balance by registering on www.MealpayPlus.com. Registering on Mealpay is free and allows you to receive e4mail notifications when your child's balance goes below a certain amount. This registration does NOT require that you pay via Mealpay, but allows you online access to account balance and automatic e4mail notifications.

Do I need to use all the money in my child's account this school year?

No. Any money left in your child's account at the end of this school year will carry over to the next school year.

Food Policies

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

Free and Reduced Lunch

Applications

<http://cdn.fairfieldschools.org/district-v2/uploads/2018/08/2018-19 FAQ Application for Free Reduced-price Meals.pdf>

Nut Free Table

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

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

Birthday Celebrations

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

Food Services

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

Whitson's Food Services

Whitson's Allergy letter

[http://cdn.fairfieldschools.org/food-services/Whitsons Allergen Policy-9 11 2015.pdf](http://cdn.fairfieldschools.org/food-services/Whitsons_Allergen_Policy-9_11_2015.pdf)

Program and Support Services

Programs and Support Services

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.

Speech and Language Support

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

Psychologist

The School Psychologist provides psychological and counseling services to any child, parent, and staff member in the school community as needed. The Psychologist works to ensure the students have a successful school year by

utilizing a variety of services designed to help children learn and grow to their highest potential. Some of these services may include:

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

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

Social Worker

The Social Worker helps students, families, and staff deal with everyday issues affecting their school performance. The Social Worker provides group and individual counseling to students on varied topics such as: friendship, changing families, social skills, problem solving, etc. He/She is also available to parents to address any behavioral/ emotional issues at home. Add Days-time social worker is at school

Library Learning Commons

The classroom teacher and the Library Learning Commons teacher, Mrs. Gina Han, delivers Mill Hill Elementary School's library media program collaboratively.

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. An important aspect of our program is the presentation of these projects to our learning community. We are committed to providing access to all of our resources. Circulation is guided, and children are encouraged to visit the library on a daily basis.

Our Library Media Specialist also teaches a class to each Grade Level in which they cover technology skills, information literacy skills, and discuss books to engage students, etc.

Library Learning Time:	Once every 6 days for Grades K-5	Grade K-5th/40 minutes
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Special Education

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

Special Education (Continued)

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.

STEAM

Gifted Program

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

Gifted education in grades 3-5 is delivered in a multi-disciplinary approach to students for two hours per week. Students engage in a curriculum that is focused on conceptual thinking, higher level processes, real-world interdisciplinary inquiry and problem solving. In the classroom, teachers provide differentiated experiences for gifted learners along a continuum of service options including, but not limited to, differentiated instruction, push-in/pull-out learning opportunities and targeted enrichment activities.

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

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

Curriculum

Curriculum

Please refer to the district website for information about the scope and sequences for grades Kindergarten through fifth. You will find a map of the curriculum in all curricular subjects.

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

SRBI

SRBI & EIP

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

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

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

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

Health

Health

A Note from our Nurse

The role of the School Nurse at Mill Hill School is to promote the health of students to facilitate learning. There are different components that assist in the optimization of school health:

- 1) Overseeing health screening and referrals (vision, postural, and hearing)
- 2) Health prevention education for the school community
- 3) Emergency First Aid for illness and injuries
- 4) Surveillance and control of communicable illnesses
- 5) Review of health assessments and immunizations to assure compliance with State and Town health requirements
- 6) Development and implementation of Individualized Health Care Plans for chronic health conditions

Policies on Medication in Schools

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

Physical Assessments/Immunizations

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

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

Screenings

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

Students with Special Health Needs

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

Behavior and Civic Expectations from the Elementary Schools:

Common threads and vocabulary that are woven into the work of the schools focus on the use of **Responsive Classroom** teaching practices and **social skills work**. There are also rules created that focus on these exemplars or other versions that the school leadership has created. The rules encompass expected behaviors towards self and others. They also highlight the expected behaviors of students in the common areas of the school: hallways, classrooms, bathrooms, cafeteria and recess spaces. Many of the schools have handbooks that are sent out to their families and/or behavior contracts for students and parents to sign. There are also many examples of school themes that incorporate the expected behaviors of their students. Some schools even have mantras or pledges that are shared by all each morning. SOAR is our positive school climate program. Mill Hill students SOAR by showing expected behavior all over the school, and following these values:

S:Safety: I will use self-control to make good choices

O:Organized: I will be prepared and think ahead

A:Achievement: I will always do my best

R:Respect: I will treat others the way I want to be treated

Check out the link below to learn more about our SOAR program:

<http://fairfieldschools.org/schools/mh/soarprogram/>

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.

We often celebrate and highlight the SOAR actions of the school and its students/staff. ***Overall, the themes of the schools and their support plans are all on being a truly good school citizen.***

Summary Social and Civic Expectations – PK-8

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

CONCERT AND SCHOOL PERFORMANCE ETIQUETTE

Concert etiquette can best be taught to children by example from their parents, teachers, and other adults. Here are some important reminders:

- Please arrive on time
- Turn off cell phones and pagers
- Supervise young children at all times
- Take photographs and/or videotape from the rear or side aisles
- Avoid bringing food or drink into the performance area
- Avoid conversations during the performance
- Hold applause until the end of a piece
- Avoid waving or calling out to performers
- Stay seated and quiet whenever possible

The performers work very hard in order to prepare for performances. Keeping distractions to a minimum will ensure a quality performance for all in attendance.

Volunteers and Visitation

Volunteers and Visitation

Volunteers Guidelines

We appreciate you taking the time to volunteer at Mill Hill School. Volunteering will attribute

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

Volunteer Form

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

GUIDELINES AND EXPECTATIONS FOR PARENT VOLUNTEERS IN SCHOOL:

Thank you for offering to lend a hand as a parent volunteer at our school. Our teachers are outstanding, yet it is a challenge to meet the academic, social, and emotional needs of each child within the classroom setting. As a staff, we firmly believe that there is a direct correlation between the quality of education that can be achieved in a school and the visible presence of caring parent volunteers. In order to keep all minds and bodies appropriately focused and “on task” during instructional sessions, additional adult eyes and hands can dramatically improve the efficiency and productivity of the children’s participation in a lesson or activity.

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

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

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

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

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

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

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

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

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

Visitation

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

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

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

PARENT OBSERVATION REQUEST FORM FOR CLASSROOM OR PLAYGROUND OBSERVATIONS

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

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

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

Name of Student: _____ Date Submitted: _____

Classroom Teacher: _____

(If Applicable: Case Manager: _____)

Individual Observing: _____

Class you wish to observe: _____

Options for dates & times requested: _____

Reason for observation:

Staff complete:

Date & Time Approved: _____

Approved by: _____

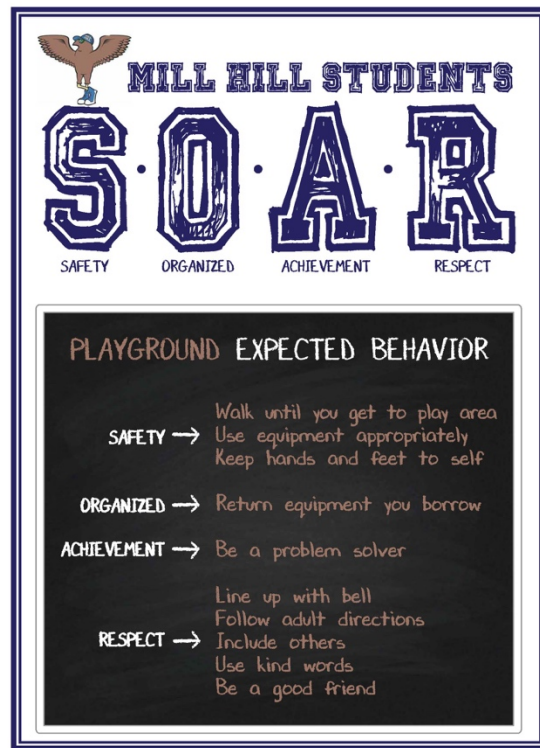
Designee Attending

Observation _____

Safety and Behavior

Safety and Behavior

School Rules and Behavior Expectations



NTS

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BUS EXPECTED BEHAVIOR

SAFETY → Walk in line to bus
Use soft voices
Keep hands and feet to self
Stay in seat

ORGANIZED → Stay in line
Sit in grade level seats

ACHIEVEMENT → Report any problems

RESPECT → Use kind words
Follow adult directions
Keep bus clean

NTS

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ASSEMBLY EXPECTED BEHAVIOR

SAFETY → Use walking feet
Use soft voices
Keep hands and feet to self

ORGANIZED → Sit in assigned area
Stay with your teacher

ACHIEVEMENT → Use whole body listening

RESPECT → Respect personal space
Focus on speaker

NTS

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BATHROOM EXPECTED BEHAVIOR

SAFETY → Use walking feet
Use inside voices
Report any problems

ORGANIZED → Put trash in trashcan
Only toilet paper in toilets

ACHIEVEMENT → Go, FLUSH, wash, leave

RESPECT → Respect other's privacy
Keep hands and feet to self

NTS

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CAFETERIA EXPECTED BEHAVIOR

SAFETY → Use walking feet
Use soft voices
Keep hands and feet to self
Do not share food

ORGANIZED → Sit at assigned table
Clean up after self

ACHIEVEMENT → Use kind words

RESPECT → Follow adult directions

NTS

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CLASSROOM EXPECTED BEHAVIOR

SAFETY → Use walking feet
Use inside voice
Keep hands to self

ORGANIZED → Keep room clean
Keep desks clean

ACHIEVEMENT → Follow teacher directions
Use whole body listening

RESPECT → Use kind words
Respect personal space
Be a good friend and listener

NTS

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HALLWAY EXPECTED BEHAVIOR

SAFETY → Use walking feet
Voices off
Keep hands and feet to self

ORGANIZED → Walk with your class
Go directly where you are going

ACHIEVEMENT → Follow directions

RESPECT → Respect displayed student work

NTS

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LLC EXPECTED BEHAVIOR

SAFETY → Use walking feet
Use soft voices

ORGANIZED → Follow rules for
check-in and check-out

ACHIEVEMENT → Return materials

RESPECT → Handle books and
computers with care

Items not permitted in school

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

ITEMS NOT PERMITTED IN SCHOOL (Continued)

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

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

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

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

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

Bullying Policy

The Fairfield BOE promotes a secure and happy school climate, conducive to teaching and learning which is free from threat, harassment, and any type of bullying behavior. There is an anonymous bullying report attached to our website called TIPS. If you know of or witness any bullying behavior, you have the option of reporting it anonymously through this online program. You can also call the Principal, EPF, Laena DeMelo, or your child's classroom teacher directly if you have any bullying concerns.

For further information regarding BOE policy, please see the following link:

<http://cdn.fairfieldschools.org/boe/policies/5000/5131.911-%20Bullying.pdf>

Technology

1. Technology

Safety and Student Use (include any form to be signed by students/parents)

Electronics

Publishing of Student Images

The school system routinely makes use of videotaping, digital, and traditional photography for educational purposes. Examples include but are not limited to the videotaping of concerts, assemblies, and sporting events. Students' images without names may be displayed in a variety of ways including, but not limited to, bulletin boards, publications, and the school or district web site. **A parent or guardian who does not want their child videotaped or photographed and those images displayed as described above are asked to contact the school principal.**

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

PTA

MILL HILL PARENT TEACHER ASSOCIATION (PTA)

The Mill Hill PTA is a dynamic, caring group of parents, teachers and staff whose mission is in line with the Connecticut PTA Mission:

- Support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- Assist parents in developing the skills they need to raise and protect their children; and
- Encourage parent and public involvement in the public schools of the nation. Support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations.

HELP YOUR CHILD SUCCEED – PLEASE JOIN! Research has proven children perform better when their parents are actively involved both at home and at school. Grades and test scores climb. Self-esteem grows. Schools improve. The PTA helps parents, students, school staff, and the community work together to build programs and activities that benefit your children. Your time, participation, and financial contributions are so important to the success of our family here at Mill Hill. Sign up at Mill Hill's welcome4 back coffee on the first day of school or online at www.millhillpta.com

BECOME INVOLVED: The key to Mill Hill's successful school spirit and community atmosphere is the PTA volunteer! Please consider volunteering for one or more of our committees. The Mill Hill PTA has over 50 working committees that are enriching our children's education, that are fundraising or administrative, and some that are just plain FUN! Our fundraisers provide financial support to Mill Hill that directly benefits each child, such as curriculum enrichment programs, books, classroom materials, field trip subsidies, teacher grants, scholarships *...just to name a few.

You can sign up any time by contacting our Volunteer Coordinators, by contacting a committee chair directly (listed in the Mill Hill PTA Web site,) or talking to us directly at our welcome4back coffee in the cafeteria on the first day of school!

SHARE YOUR VOICE: PTA meetings are held throughout the year to update you on happenings at Mill Hill. These meetings are key to staying in touch with your child's educational life – they provide a forum for you to share your thoughts and ideas about issues that affect Mill Hill and your student. They are also fun and a great way to get to know the staff and other Mill Hill families!

STAY IN TOUCH: Our Web site has just about everything you need to know – upcoming PTA events, volunteer opportunities, lunch menus, school calendar, forms and procedures, community links and MUCH MORE! Check it out: <https://millhillpta.membershiptoolkit.com>