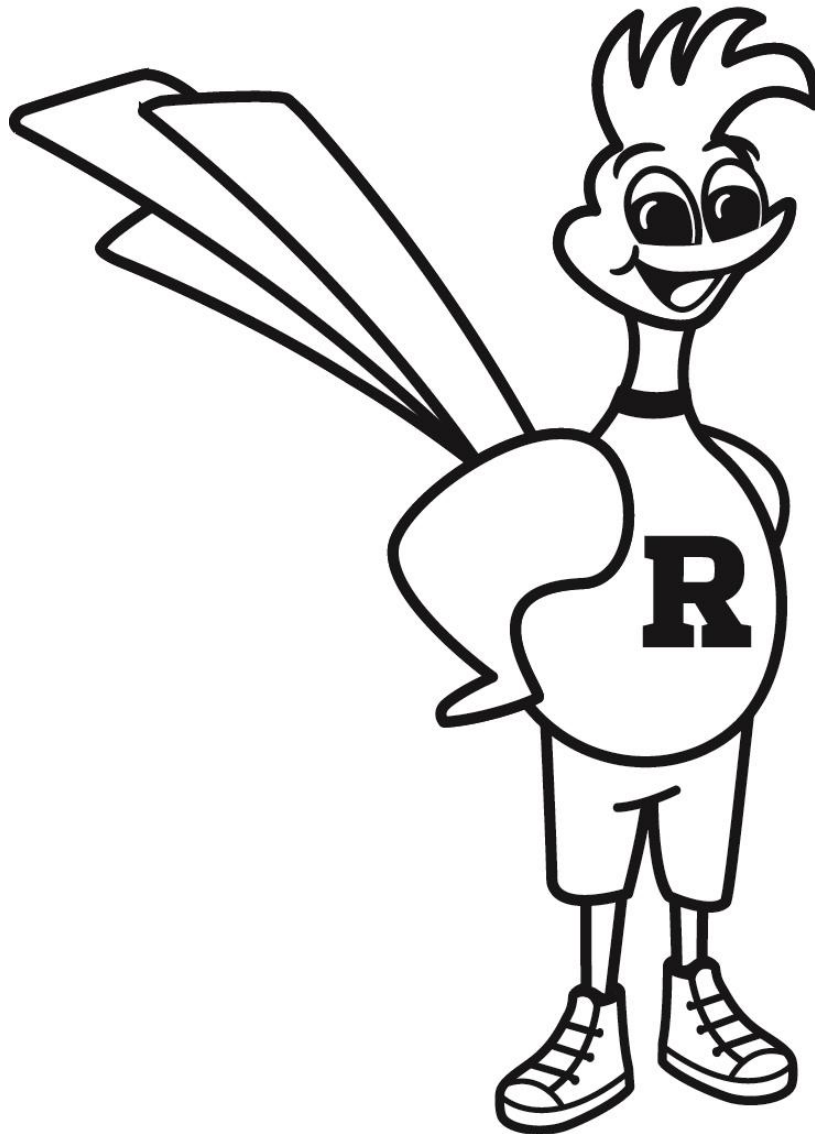
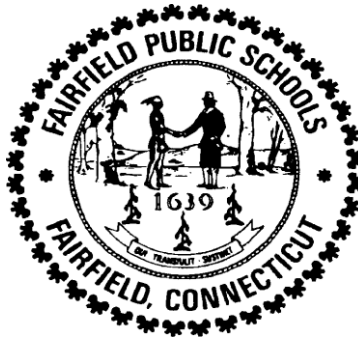


RIVERFIELD ELEMENTARY SCHOOL FAMILY HANDBOOK



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

RIVERFIELD ELEMENTARY SCHOOL

1625 MILL PLAIN ROAD

FAIRFIELD, CT 06824

PHONE: (203) 255-8328

FAX: (203) 255-8207

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

Leadership Team

Principal.....Ms. Brenda Anziano
Elementary Program Facilitator.....Mr. Scott Mazuroski
Language Arts SpecialistMrs. Siobhan McCormack
Language Arts SpecialistMrs. Monica Schaper
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. Susan O'Neill
School Nurse.....Mrs. Patty Erikson

Custodial Staff

Head Custodian.....Mr. Chris Chappa
Night Custodian.....Mr. John McCormack
Part-Time Custodian.....Mr. Roger Keller

School Hours

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

Student drop-off begins at 8:45 a.m. Please do not drop-off students before that time (unless specific arrangements have been made) as we do not have child supervision available until 8:45 a.m.

Other Important Phone Numbers

Other Important Phone Numbers	Web Sites
Absence/Tardy Call-in Line: 203-255-8419	FPS Web Site: www.fairfieldschools.org
Early Closing Hotline: 203-255-TALK (8255)	PTA Web Site: https://riverfieldschoolpta.membershiptoolkit.com/

Central Office Information

Superintendent and Executive Directors

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

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

Directors

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

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

Board of Education Information

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

Board of Education Members

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

Board of Education Meeting Dates 2021

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

Principal's Message



Ms. Brenda J. Anziano, Principal
banziano@fairfieldschools.org

Welcome to Riverfield School for the 2021-22 school year! Riverfield is a vibrant community with great students, families, and staff. As principal, I will continue to work closely with all to ensure that every student reaches their full potential!

Riverfield is a fully renovated school with approximately 374 students in grades K-5 and 74 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

RIVERFIELD ELEMENTARY SCHOOL

2021-2022

10/11/2021

SCHOOL STAFF AND PA/PHONE INTERCOM #'S

Position	Room	Teacher	*PA # / Phone IC	Position	Room #	Teacher	*PA # / Phone IC
Leadership Team				Specialized Teaching Staff			
Principal	Main	Mrs. Brenda Anziano	N/A	Art Teacher	027	Mr. Robert Matarazzo	*027
Interim Principal	Main	Mrs. Eileen Roxbee	N/A	Band Teacher	030	Mr. Brian Borrelli	*030
EPF	001	Mr. Scott Mazuroski	N/A	ELL Teacher	N/A	Mrs. Maria Magalhaes	N/A
Psychologist	29A	Mrs. Libby Katz	*N/A	Gifted Teacher	035	Mrs. Sheila Ferrara	*035
Math/Science Spec.	021	Mrs. Pam Williams	*021	LMC Assistant	108	Mrs. Betsy Bonney	*108
Lang. Arts Spec.	002	Mrs. Siobhan McCormack	*002	IT Technicians	109	Mr. Ryan Springer	*108
Lang. Arts Spec.	002	Mrs. Monica Schaper	*002		109	Mr. Chris Baranyar	*108
LMC Specialist	108	Mrs. Joelle Kilcourse	*108	Music Teacher	029	Mrs. Cidalia Kettles	*029
Office Staff				Orchestra Teacher	030	Ms. Katie D'Angelo	*030
School Secretary	Main	Mrs. Cindy Ficalora	*801	Occupational Therapy	001	Ms. Kassia Araujo	*001
Monday - Friday: 8:00 - 4:00				OT Asst.	001	Mrs. Nicki Mancusi	*001
P/T Secretary	Main	Mrs. Susan O'Neill	*800	Physical Therapy	001	Ms. Madi Stanley	*001
Monday: SCHED. DAY OFF		Thurs.: 8:30 - 12:30		P.E. Teacher	136	Mr. Gennaro Gelsi	*127
Tues. and Wed.: 12:30 - 4:30		Friday: 8:30 - 4:30		P/T P.E. Teacher	136	Mr. Jake Lahiff	*127
P/T Secretary	Main	Mrs. Doreen Wheeler	*800	Psychologist	011	Ms. Lindsay Feducia	*011
Monday: 8:30 - 4:30		Thurs.: 12:30 - 4:30		Social Worker	011	Ms. Tristen Klein	*011
Tues. and Wed.: 8:30 - 12:30		Friday: SCHED. DAY OFF		Spanish Teachers	109	Mrs. Marta Mwambulukutu	*108
Nurse	Main	Mrs. Patty Erikson	*103	Speech/Language Teachers	009	Mrs. Jennifer Camera	*009
Teaching Staff					010	Ms. Kristina Bentley	*010
Kindergarten	020	Mrs. Marcia Aliberti	*020		010	Mrs. Christina Mountzouris	*010
	019	Ms. Koren Brown	*019	S.T.E.A.M. Teacher	026	Ms. Alexandra Rodriguez	*026
	036	Mrs. Jennifer Harvey	*036	Therapeutic Learning Cohort (TLC) Staff			
	022	Ms. Melissa Hernandez	*022	SPED Teacher	006	Mr. Michael Glasgow	*006
Grade 1	003	Mrs. Cheryl Bitzer	*003	Psychologist	008	Ms. Aubrey Nolan	*008
	005	Mrs. Nicolle DiGiovanni	*005	CCSN Consultant	006	Ms. Adrianna Zambrzycka	*006
	004	Mrs. Beth Eaton	*004	Ed. Trainer	006	Ms. Nikkeda Baird	*006
Grade 2	024	Mrs. Dianne Cordon	*024	Ed. Trainer	006	Ms. Allyson Popel	*006
	025	Mrs. Edie Dutton	*025	Support Teacher	006	Ms. Ashlee Plourde	*006
	023	Mrs. Mary Ann Fichera	*023	Special Education Teachers			
Grade 3	033	Mrs. Lindsay Masterson	*033	Mrs. Lisa Eisman	*125	Ms. Sarah Schilling	*031
	034	Mrs. Martha Murphy	*034	Mrs. Robin Osborn	*037	Mrs. Danielle Wood	*031
	032	Mrs. Jayme Narowski	*032	Board Certified Behavior Analysts			
Grade 4	015	Mrs. Joann DeMaso	*015	Ms. Lauren Bull	*014	Ms. Lisa Norcross	*014
	017	Mrs. Donna Pierpont	*017	Ms. Carrie Theriault	*014	Ms. Bethany Sockel	*014
	016	Mrs. Tara Tietjen	*016	Support Teachers			
Grade 5	013	Mrs. Robin Berndt	*013	Ms. Stephanie Cahill	N/A	Mrs. Jennifer Mills	N/A
	018	Mr. Kevin Nealy	*018	Mrs. Kyle Faucher	N/A	Mrs. Gina Reynolds	N/A
	012	Ms. Megan Pace	*012	Ms. Nancy Kellerman	N/A	Ms. Sue Rosario-Feneque	N/A
Room Intercoms				Mrs. Dianne Lillicraf	N/A	Ms. Amanda Torres	N/A
APR	104	N/A	*156	Mrs. Gail Mead	N/A		
Lg. Conference Room	126	N/A	*152	Building Support Staff			
Faculty Room	112	N/A	*028	Head Custodian	127	Mr. Chris Chappa	*126
				Night Custodian	127	Mr. John McCormack	*126
				P/T Custodian	127	Mr. Roger Keller	*126
				Building Subs	N/A	Ms. Natalie Summa	N/A
					N/A	Mrs. Kate Mozier-Tichy	N/A
				Cafeteria Manager	106	Mrs. Janice Bouloubasis	*106
				Cafeteria Assistant	106	Mrs. Carol Bourque	*106

REACHING STAFF BY E-MAIL

Use first initial, last name followed by @fairfieldschools.org (mbrown@fairfieldschools.org)

RIVERFIELD ELEMENTARY SCHOOL STAFF EMAIL ADDRESSES - 2021-2022

Name	Position	Email Address
Aliberti, Marcia	Grade K Teacher	maliberti@fairfieldschools.org
Anziano, Brenda	Principal	banziano@fairfieldschools.org
Araujo, Kassia	Occupational Therapist	garaujo2@fairfieldschools.org
Baird, Nikkeda	SPED Trainer	nbaird@fairfieldschools.org
Baranyar, Chris	IT Technician	cbaranyar@fairfieldschools.org
Bentley, Kristina	Speech Teacher	kbentley@fairfieldschools.org
Berndt, Robin	Grade 5 Teacher	rberndt@fairfieldschools.org
Bitzer, Cheryl	Grade 1 Teacher	cbitzer@fairfieldschools.org
Bonney, Betsy	LMC Assistant	ebonney@fairfieldschools.org
Borrelli, Brian	Band Teacher	bborrelli@fairfieldschools.org
Bouloubasis, Janice	Cafeteria Manager	riverfield.cafe@gmail.com
Bourque, Carol	Cafeteria Assistant	No email address
Brown, Koren	Kindergarten Teacher	kfrys@fairfieldschools.org
Cahill, Stephanie	Support Teacher	schaill@fairfieldschools.org
Camera, Jennifer	Speech/Lang. Teacher	jcamera@fairfieldschools.org
Chappa, Chris	Head Custodian	cchappa@fairfieldschools.org
Cordon, Dianne	Grade 2 Teacher	dcordon@fairfieldschools.org
D'Angelo, Katie	Orchestra Teacher	kdangelo@fairfieldschools.org
DeMaso, Joann	Grade 5 Teacher	jdemaso@fairfieldschools.org
DiGiovanni, Nicolle	Grade 1 Teacher	ndigiovanni@fairfieldschools.org
Dutton, Edie	Grade 2 Teacher	edutton2@fairfieldschools.org
Eaton, Beth	Grade 1 Teacher	beaton@fairfieldschools.org
Eisman, Lisa	SPED Teacher	leisman@fairfieldschools.org
Erikson, Patty	School Nurse	perikson@fairfieldschools.org
Faucher, Kyle	Support Teacher	kfaucher@fairfieldschools.org
Feducia, Lindsay	Social Worker/Psychologist	lfeducia@fairfieldschools.org
Ferrara, Sheila	S.T.E.A.M./Gifted Teacher	sferrara@fairfieldschools.org
Ficalora, Cindy	School Secretary	cficalora@fairfieldschools.org
Fichera, Mary Ann	Grade 2 Teacher	mfichera@fairfieldschools.org
Gelsi, Gennaro	P.E. Teacher	ggelsi@fairfieldschools.org
Glasgow, Michael	SPED Teacher - CLC-S	mglasgow@fairfieldschools.org
Harvey, Jennifer	Kindergarten Teacher	jharvey2@fairfieldschools.org
Hernandez, Melissa	Kindergarten Teacher	mhernandez@fairfieldschools.org
Katz, Libby	School Psychologist	ekatz@fairfieldschools.org
Keller, Roger	Part-Time Custodian	rkeller@fairfieldschools.org
Kellerman, Nancy	Support Teacher	nkellerman@fairfieldschools.org
Kettles, Cidalia	Music Teacher	ckettles@fairfieldschools.org
Kilcourse, Joelle	LMC Specialist	jkilcourse@fairfieldschools.org
Klein, Tristen	Social Worker	tklein@fairfieldschools.org
Lahiff, Jake	P/T P.E. Teacher	jlahiff@fairfieldschools.org
Lillicraf, Dianne	Support Teacher	dlillicraf@fairfieldschools.org
Magalhaes, Maria	ELL Teacher	mmagalhaes@fairfieldschools.org

RIVERFIELD ELEMENTARY SCHOOL STAFF EMAIL ADDRESSES - 2021-2022, cont.

RIVERFIELD ELEMENTARY SCHOOL STAFF EMAIL ADDRESSES - 2021-2022

Name	Position	Email Address
Mancusi, Nicki	OT Assistant	nmancusi@fairfieldschools.org
Masterson, Lindsay	Grade 3 Teacher	lmasterson@fairfieldschools.org
Matarazzo, Bob	Art Teacher	rmatarazzo@fairfieldschools.org
Mazuroski, Scott	Elementary Program Facilitator	smazuroski@fairfieldschools.org
McCormack, John	Night Custodian	jmccormack@fairfieldschools.org
McCormack, Siobhan	Lang. Arts Specialist	smccormack@fairfieldschools.org
Mead, Gail	Support Teacher	gmead@fairfieldschools.org
Mills, Jennifer	Support Teacher	jmills@fairfieldschools.org
Mountzouris, Christina	Speech Teacher	cmountzouris@fairfieldschools.org
Mozier-Tichy, Kate	Building Sub	kmoziertichy@fairfieldschools.org
Murphy, Martha	Grade 3 Teacher	mmurphy3@fairfieldschools.org
Mwambulukutu, Marta	Spanish Teacher	mmwambulukutu@fairfieldschools.org
Narowski, Jayme	Grade 3 Teacher	jnarowski@fairfieldschools.org
Nealy, Kevin	Grade 4 Teacher	knealy@fairfieldschools.org
Nolan, Aubrey	CLC-S Psychologist	anolan@fairfieldschools.org
O'Neill, Susan	Part-Time Secretary	soneill2@fairfieldschools.org
Osborn, Robin	SPED Teacher	rosborn@fairfieldschools.org
Pace, Megan	Grade 5 Teacher	mpace@fairfieldschools.org
Pierpont, Donna	Grade 4 Teacher	dpierpont@fairfieldschools.org
Plourde, Ashlee	Support Teacher TLC	aplourde@fairfieldschools.org
Popel, Allyson	SPED Trainer	apopel@fairfieldschools.org
Reynolds, Gina	Support Teacher	rreynolds@fairfieldschools.org
Rodriguez, Alexandra	S.T.E.A.M. Teacher	arodriguez3@fairfieldschools.org
Rosario-Feneque, Sue	Support Teacher	srosariofeneque@fairfieldschools.org
Schaper, Monica	LAS Teacher	mschaper@fairfieldschools.org
Schilling, Sarah	SPED Teacher	sshilling@fairfieldschools.org
Springer, Ryan	IT Technician	rspringer@fairfieldschools.org
Stanley, Madi	Physical Therapist	mstanley@fairfieldschools.org
Summa, Natalie	Building Sub	nsumma@fairfieldschools.org
Therriault, Carrie	District Behaviorist	ctherriault@fairfieldschools.org
Tietjen, Tara	Grade 4 Teacher	tdempsey@fairfieldschools.org
Torres, Amanda	Support Teacher	atorres@fairfieldschools.org
Wheeler, Doreen	Part-Time Clerical Support	dwheeler@fairfieldschools.org
Williams, Pam	Math/Science Teacher	pwilliams@fairfieldschools.org
Wood, Danielle	SPED Teacher	dwood@fairfieldschools.org

Communication/Important Links

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

The Fairfield Public Schools website is at www.fairfieldschools.org. There you will find a link for parent resources, which includes information about curriculum, registration information, and the district's family guide.

Infinite Campus (IC)

Infinite Campus is our student database and it is the tool by which the school and district communicates with families throughout the school year.

In order to create an account, you will need an activation code. If you did not receive an activation code at your child's registration, please contact our Information Technology Department at reghelp@fairfieldschools.org and they will provide you with a code.

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

Student's legal name

Student's address

Student's birth date

If you need to change the data for any of the above categories, a parent/guardian **must** complete the required paperwork and 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 provide you with assistance, if required. This system may also be used to register new students. Simply login to the website as described above, using your family login and click on the area for "new student."

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

Issues with Infinite Campus

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

Important Links

Link to Infinite Campus Portal Login

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

Link to Transportation

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

Link to Food Services

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

Link to school's Website

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

Link to Riverfield PTA Website:

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

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 and television stations 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.

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 AM is tardy. Students arriving after 8:55 AM should be **signed in by an adult** at the Main Office. Once signed in, students should proceed to their classrooms and will be marked tardy by their homeroom teachers. Students may not be dropped off at the curb, sent, or taken directly to the classroom.

Dismissal Procedures

Students are dismissed at the end of the school day in groups. Walkers are called first, followed by bus riders, as follows:

Grades K, 1, 2 and Sibling Walkers: Called to dismissal locations at 3:20 p.m.

Students Riding Buses: Called to buses at 3:23 p.m.; departs when buses loaded

Walkers: Released from dismissal locations at 3:25 p.m.

Change of Dismissal Procedures

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

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

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 notes all student dismissal changes in the classroom.
- The dismissal change notes 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 notify your child's teacher.

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 the class's lesson and instruction and is in violation of our school safety plans.

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.

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 dismissal notes 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.

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

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

5. **Students will 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.
6. **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.

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.

Parking at School

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

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

The following areas are no longer allowed for parents parking:

<u>No Parking Allowed</u>
<ul style="list-style-type: none">• BUS/FIRE lane in front of the school
<ul style="list-style-type: none">• Staff parking lot on the right-hand side of the building
<ul style="list-style-type: none">• In front of the Main Entrance or in Handicap Spots
<ul style="list-style-type: none">• Staff parking spaces facing Walbin Court homes
<ul style="list-style-type: none">• Basketball Court (it is now closed to all parking)

Before and After School Care

Kids Care is a state licensed, before and after school childcare program located at Riverfield School. 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. Discounts are available for siblings.

There are no minimum usage requirements. Once you sign-up and pay the registration fee 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 or by clicking on the link on the PTA website.

If school ends up being canceled, before and after school care is also canceled.

Emergency Procedures

Lockdown

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

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

Fire Drills

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

Delayed Opening/ Early Dismissal/ Other Notifications

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

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

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

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

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

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

Emergency Procedures

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

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

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

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

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

Schedules and Calendars

Number of Days of Instruction

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

2021-2022 Fairfield Public Schools Student Calendar

Approved by BoE October 27, 2020

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

July 5—Independence Day (Observed)

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

August 25—PD Day

August 26—PD Day

August 27—6th and 9th grade orientations

August 30—First Day of School

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

September 6—Labor Day

September 7—Rosh Hashanah

September 16—Yom Kippur

September 28—Early Dismissal PK-12 (PD)

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

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

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

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

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

November 2—All Day PD

November 11—Veterans Day

November 24—Early Dismissal PK-12

November 25-26—Thanksgiving

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

December 23—Early Dismissal PK-12

December 24-31—Winter Break

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

January 3—New Year's Day (Observed)

January 14—Early Dismissal PK-12 (PD)

January 17—Martin Luther King, Jr. Day

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

Feb 17—Early Dismissal PK-12 (PD)

Feb 18—February Break

Feb 21—Presidents' Day

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

March 8—Early Dismissal PK-12 (PD)

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

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

April 15—Good Friday

April 18-22—Spring Break

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

May 30—Memorial Day

May 31—All Day PD

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

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

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

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

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only

2021-2022 Fairfield Public Schools Student Calendar A-F

Approved by BoE October 27, 2020

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

July 5—Independence Day (Observed)

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

August 25, 26, 27—PD Days

August 30—First Day of School

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

September 6—Labor Day

September 7—Rosh Hashanah

September 16—Yom Kippur

September 28—Early Dismissal PK-12 (PD)

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

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

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

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

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

November 2—All Day PD

November 11—Veterans Day

November 24—Early Dismissal PK-12

November 25-26—Thanksgiving

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

December 23—Early Dismissal PK-12

December 24-31—Winter Break

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

January 3—New Year's Day (Observed)

January 14—Early Dismissal PK-12 (PD)

January 17—Martin Luther King, Jr. Day

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

Feb 17—Early Dismissal PK-12 (PD)

Feb 18—February Break

Feb 21—Presidents' Day

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

March 8—Early Dismissal PK-12 (PD)

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

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

April 15—Good Friday

April 18-22—Spring Break

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

May 30—Memorial Day

May 31—All Day PD

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

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

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

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

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only

Open House

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

The date for Open House for the 2021-2022 school year Thursday, September 2nd.

Session #1: 6:30 – 6:50 p.m.

Session #2: 6:55 – 7:15 p.m.

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 at 1:40 p.m. Please mark these dates on your calendars.

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

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

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

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

Progress Reports and Testing

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

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

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

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

- Friday, December 10th
- Monday, March 14th
- Tuesday, June 14th (Tentative – will depend on snow days)

Smarter Balanced Assessment (SBA)

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

Next Generation Science Standards (NGSS)

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

CogAt and Naglieri Testing

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

STAR Assessment

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

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

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

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

- Word Facility
- Skills Comprehension Strategies
- Constructing Meaning
- Numbers Operations
- Alphabetic Principle
- Visual Discrimination Phonemic Awareness
- Phonics
- Structural Analysis
- Vocabulary
- Sentence-Level Comprehension
- Paragraph-Level Comprehension

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

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

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

STAR Testing Dates 2021-2022:

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

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

Special Schedule

	Frequency:	Grade level/Duration
Art:	Once every 6 days for Grades K-5	Kindergarten/ 40 minutes Grade 1/ 50 minutes Grade 2/ 50 minutes Grade 3/ 50 minutes Grade 4/ 60 minutes Grade 5/ 60 minutes
Music:	Twice every 6 days for Grades K-5	Grade K-4 th /40 minutes Grade 5 /1 40 minute class, 1 55 minute class (Chorus)
Physical Education:	Twice every 6 days for Grades K-5	Grade K-5 th /40 minutes
Tech Time:	Once every 6 days for Grades K-5	Grade K-5 th /40 minutes
Band Lessons:	Offered in Grade 5	Grade 5/ 45 minutes
String lessons:	Offered in Grades 4 and 5	Grade 4 and 5/ 45 minutes
Recorder:	Lessons begin in Grade 3	During Music class
Spanish:	Twice every 6 days for Grades 3-5	Grade 3-5 th /30 minutes
Library:	Flexible Setting	Flexible
STEAM:	Once every 6 days for Grades K-5	Grade K-5 th /40 minutes

School Policies and Procedures

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 Policy

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

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

Please be aware of the following guidelines:

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

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

Attending Reporting on Absence/Tardy 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.

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 14 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.

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

As per district policy, food is not allowed at any seasonal or birthday celebrations.

For the start of the 2021-2022 school year, and until otherwise notified, visitors to school buildings will be essential visits only. Celebrations with students are not considered essential. However, teachers may coordinate a virtual meeting to allow parents to read to their child’s classroom for his or her birthday. Birthdays are also announced over the P.A. system as part of the school morning announcements. In addition, the school principal personally delivers a Happy Birthday sticker and pencil to the birthday recipient.

If requirements change, we will notify parents of the new conditions.

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.

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 Riverfield PTA and scholarships are available.
- Siblings are not permitted to attend any field trips.

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.

Homework – Link to Board of Education 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 8:45-9:00 a.m., the front doors will be open for students who are being dropped off. After 9:00 a.m., please ring the bell located at the front of the building to gain access. At 3:25 p.m. doors are opened again for dismissal.

Lost and Found

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 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 17, 2021** 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/>.

The Fairfield Public Schools will release only official health records, report cards, and student records for elementary students (grades K-5) who are transferring or applying to private, parochial, or other public schools. Separate teacher recommendations are not provided for students in grades K-5. Records are sent once a parent or guardian has given written permission to do so.

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.

Lunch and Recess Procedures

Lunch and Recess Schedule

Grade level	Lunch	Recess
K	11:00 – 11:20	1:40 – 2:00
1	1:05 – 1:25	11:30 – 11:50
2	11:50 – 12:10	12:30 – 12:50
3	12:15 – 12:35	2:00 – 2:20
4	11:25 – 11:45	11:00 – 11:20
5	12:40 – 1:00	1:00 – 1:20

Whitson's Food Services Link

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

Menu Link

<https://www.fdmealplanner.com/#menu/mealPlanner/85/469/2>

Whitson's Allergen Policy Memo Link

<https://resources.finalsite.net/images/v1574195813/fairfieldschoolsorg/pbzblwkjwvz8qpgwrfwe/WhitsonsAllergenPolicyMemo.pdf>

Free and Reduced Lunch Application Link

<https://resources.finalsite.net/images/v1629128139/fairfieldschoolsorg/ot6c4eehsqojqtkzplsa/FreeReducedApplicationPktforwebsite.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.

Seasonal and Birthday Celebrations

As per district policy, food is not allowed at any seasonal or birthday celebrations.

Program and Support Services

Language Arts Support

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

Math and Science Support

The Math/Science Specialist supports students who have been identified by the SRBI process as needing math intervention. The Math/Science Teacher supports teachers by providing professional development in the mathematics curriculum and science curriculum.

Speech and Language Support

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

Psychologist

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

- Individual and group counseling
- Groups to help children enrich their social and friendship skills
- Classroom lessons to develop social-emotional growth and social thinking
- Conferences with parents to learn about their child's progress in school
- Teaching social skills
- Psychoeducational assessments

Lunch bunch and social skills groups are led by the school psychologists or the social worker. 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 may 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 school performance. The social worker provides group and individual counseling to students on varied topics including friendship, changing families, social skills, problem solving, etc. The social worker is also available to parents to address any emotional or behavioral issues that are taking place at home. The social worker is at Riverfield on B and D days all day as well as F days from 8:30 – 11:45.

Library Learning Commons

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

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

Tech Time:	Once every 6 days for Grades K-5	Grade K-5 th /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 who have an Individual Education Plan (IEP). This department includes speech and language pathologists, resource teachers, a psychologist, a social worker, and many support teachers. Together the department addresses the learning, emotional, and social needs of all our school's students.

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

Gifted Program

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

and targeted enrichment activities. Programming for gifted education from 3rd grade through 8th grade is purposely designed with the unique cognitive and social-emotional characteristics of gifted students in mind while fostering foundational skills in self-awareness, self-regulation, leadership, and social responsibility.

Additional information including the identification process is outlined in the gifted handbook found on the Fairfield Public Schools website.

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

S.T.E.A.M. Program (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

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

<https://www.fairfieldschools.org/academics/subjects>

Scientifically Research Based Instruction (SRBI)

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

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

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.

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.

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.

Policies on Medication in Schools

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

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

Physical Assessments/Immunizations

https://boe.fairfieldschools.org/content/uploads/2020/07/5141.3-Health-Assessments-Immunizations_CLEAN_7.14.20.pdf

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

Students with Special Health Needs

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

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



STUDENT AND STAFF COVID-19 DAILY SELF CHECKLIST

Complete this checklist each morning before your child (student)/you (staff) leave for school. If you CHECK any item below, your child/you must **STAY HOME**, and you must notify your school nurse and principal.

Please check your child/yourself for these symptoms:

- ☐ Fever of 100.4 degrees or higher
- ☐ Chills or feeling feverish
- ☐ New, uncontrolled cough that causes difficulty breathing
- ☐ Shortness of breath or difficulty breathing
- ☐ Loss of sense taste or smell
- ☐ Sore Throat
- ☐ Significant fatigue, muscle or body aches
- ☐ New onset of severe headache, especially with fever
- ☐ Diarrhea, nausea, vomiting, abdominal pain

If your child/you have any of these symptoms, they/you may have an illness that puts them/you at risk for spreading illness to others. For a full list of COVID-19 symptoms, click here:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Has your child/you had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19 during their infectious period (i.e., 48 hours prior to the onset of symptoms or a positive test during their 10-day isolation)?

- ☐ Yes*
 - ☐ No
-

Do you have a household member who has tested positive for COVID-19 or has had symptoms of COVID-19 within the last 10 days?

- ☐ Yes*
 - ☐ No
-

*You are considered fully vaccinated 2 weeks after your 2nd dose of Pfizer or Moderna, or 2 weeks after a single dose of Johnson and Johnson vaccine.

Fully vaccinated individuals do not need to quarantine after contact with someone who has tested positive for COVID-19 provided your child/you do not have any symptoms. However, it is recommended that fully vaccinated people get tested 3-5 days after an exposure, even if you don't have symptoms and should wear a mask for 14 days following exposure or until receipt of a negative test result.

For travel information, please view this link from the Centers for Disease Control and Prevention:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

This form is for at-home use and does not need to be submitted to the school.

9/02/21

Volunteers and Visitation

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

Volunteer Guidelines

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

Guidelines and Expectations for Volunteers in Schools:

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

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

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

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

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

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

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

Also, if you are going to volunteer at our, 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

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

Volunteer Form Link

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

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

1212AR
Form

Volunteer/Resource Person Registration Form and Waiver of Liability

Only one form needs to be completed by a Volunteer/Resource Person each school year. Please print clearly in ink.

Registration Form

Name: _____
 Last *First* *Middle* *Telephone*

Address: _____
 Street *City* *Zip Code*

E-mail address: _____ Driver's License: _____

Emergency adult contact: _____ Phone: _____

Are you now or have you ever been a school volunteer/resource person? _____

At which school? _____ Year? _____

The name of any child or ward attending this school: _____

Criminal Conviction Information

Are you a sex offender? _____

Have you ever been convicted of a felony? _____

If you answered YES, list all offenses -

Offense(s): _____

Date(s): _____

Place(s): _____

If requested, are you willing to consent to a criminal background investigation? _____

Important Volunteer/Resource Person Policies and Guidelines

1. All Volunteers/Resource Persons must complete a new Volunteer/Resource Person application each year.
2. All Volunteers/Resource Persons must sign in at the school office before proceeding to their Volunteer/Resource Person assignment.
3. Volunteers/Resource Persons may not dispense either prescription or over the counter medications to students.
4. Volunteers/Resource Persons must respect a student's right to confidentiality including the following areas: standardized test scores, family background information, reports of serious behavior patterns and written teacher observations.

Date: _____ Signature of Volunteer/Resource Person: _____

Printed Name of Volunteer/Resource Person: _____

For School Use Only

"Sex offender list" checked by _____ on _____ (mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? ____ Yes ____ No

If "yes," and provided the individual authorized the check,

- the date on which the check was requested? _____
- the date on which it was received and reviewed. _____

☐ Approved

☐ Not Approved

Reviewed by: _____
Signature Date

10/1/2008

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

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

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

Name of Student: _____ Date Submitted: _____

Classroom Teacher: _____

(If Applicable): Case Manager: _____

Individual Observing: _____

Class you wish to observe: _____

Options for dates & times requested: _____

Reason for observation: _____

Staff complete:

Date & Time Approved: _____

Approved by: _____

Designee Attending Observation _____

Behavior and Civic Expectations for Elementary Schools

Common threads and vocabulary that are woven into the work of the schools focuses on the use of Responsive Classroom teaching practices and social skills work-**C-cooperation, A-assertion, R-responsible, E-Empathy and S-self-control**. There are also rules created that focus on these exemplars or other versions that the school leadership has created. The rules encompass expected behaviors towards self and others. They also highlight the expected behaviors of students in the common areas of the school: hallways, classrooms, bathrooms, cafeteria, and recess spaces. Many of the schools have handbooks that are sent out to their families and/or behavior contracts for students and parents to sign. There are also many examples of school themes that incorporate the expected behaviors of their students. Some schools even have mantras or pledges that are shared by all each morning.

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

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

Summary Social and Civic Expectations –PK-8

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

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

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

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

Recess and Lunch Expectations

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.

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.

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.

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>

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

Items not Permitted in School

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

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

- Weapons (real or toy) such as guns, pocketknives, razor blades, or sharp objects. See Weapons Policy on the next page.
- Matches, caps, and fireworks
- Skateboards, roller blades, roller skates, Heelys
- Electronics: Cell phones, iPods, radios, CD players, Game Boys, and MP3 players. All multi-purpose electronics, including cell phones should not be in use on the bus. Only e-readers can be used by students to read on the bus.
- Sports equipment such as bats or lacrosse sticks. (Equipment for recess will be provided by the school.)
- Pocket knives, razor blades, or sharp objects
- Hardballs and boomerangs
- Toys and trading cards
- Make-up, glitter, or scented lip gloss
- Various “fad” games such as ***Pokémon*** cards should be kept at home.

***Please note:** e-readers are permitted in school at the discretion of the teacher. However, students are NOT permitted to download content while at school. For multi-purpose e-readers

like iPads and Kindle Fires, students are not permitted to access games, movies, music, or Web content while at school.

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, or your child's classroom teacher directly if you have any bullying concerns.

For further information regarding the Board of Education policy, please see the following link:

<https://boe.fairfieldschools.org/content/uploads/2021/10/5131.911-Bullying-.pdf>

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.

For further information regarding the Board of Education policy, please see the following link:

<https://boe.fairfieldschools.org/content/uploads/boe-archive/policies/5000/5131.7%20-%20Weapons%20and%20%20Dangerous%20Instruments.pdf>

Technology

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

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.

Parent/Teacher Association (PTA)

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.

Riverfield PTA Website Link

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

RIVERFIELD PTA EXECUTIVE BOARD 2021 - 2022

PTA POSITION	NAME	EMAIL ADDRESS
President	Jamie Braden	president@riverfieldschoolpta.com
President-Elect	Geo Crume	presidentelect@riverfieldschoolpta.com
ExecutiveVP	Brenda Anziano	banziano@fairfieldschools.org
VP of Programs	OPEN	programs@riverfieldschoolpta.com
VP of Ways and Means	Sabrina Bernardi	fundraising@riverfieldschoolpta.com
Co-Treasurer	Robin Fukuyama	treasurer@riverfieldschoolpta.com
Co-Treasurer	Nick Aysseh	treasurer@riverfieldschoolpta.com
Recording Secretary	Betsy Marzahn-Ramos	secretary@riverfieldschoolpta.com
Volunteer Coordinator	Hilary Tracy	volunteer@riverfieldschoolpta.com
Volunteer Coordinator	Bridget McBride	volunteer@riverfieldschoolpta.com
VP of Comm - Website	Keri Adwin	webmaster@riverfieldschoolpta.com
VP of Comm - Sneak Peek	Lindsey Bloomenthal	sneakpeek@riverfieldschoolpta.com
VP Membership	Cristin Kral	membership@riverfieldschoolpta.com
Board of Ed Representative	Kerin Gleason	boe.rep@riverfieldschoolpta.com
Board of Ed Representative	Kelly Sadick	boe.rep@riverfieldschoolpta.com
SEPTA Representative	Maureen Mooney	septa.rep@riverfieldschoolpta.com
SEPTA Representative	Katie Holley	septa.rep@riverfieldschoolpta.com
PTA Council Delegate	OPEN	ptac.rep@riverfieldschoolpta.com
Past President/Member at Large	Robin Fukuyama	pastpresident@riverfieldschoolpta.com

PTA 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 in order to be included in the following week's edition.

PTA 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

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

Art and Literature

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

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

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