

Mill Hill Elementary School Family Handbook



MILL HILL & FAIRFIELD PUBLIC SCHOOLS' MISSION:

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever-changing global society through a comprehensive educational program

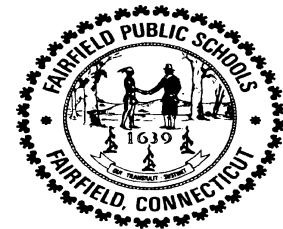


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General School Information

MILL HILL ELEMENTARY SCHOOL

FAIRFIELD, CT 06824
PHONE: (203) 255-8320
FAX: (203) 255-8205

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

Leadership Team

Principal...**Kevin Chase**.....
 Elementary Program Facilitator...Leana DeMelo.....
 Language Arts Specialist ...Mary Ellen McKee.....
 Language Arts Specialist ...Meagan Roxbee
 Library Media Center Specialist...Gina Han.....
 Math/Science Specialist...Nancy Meehan.....
 Psychologist...Lisa Ludwiczak.....

Office Staff - Hours 8:30 A.M. to 4:30 P.M.

School Secretary...Ashley Prosniewski.....
 Part-Time Secretary...Elizabeth Miller.....
 Part-Time Secretary...Lisa Brown.....
 School Nurse...Mary McCarthy.....

Custodial Staff

Head Custodian...Jason Avila.....
 Night Custodian...Dane Colson.....

School Hours

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

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

Other Important Phone Numbers

PHONE NUMBERS	WEB SITES
ABSENTEE CALL-IN LINE: 203-255-8415	FPS Web Site: www.fairfieldschools.org
EARLY CLOSING HOTLINE: 203-255-TALK (8255)	PTA Web Site: https://millhillpta.membershiptoolkit.com/

Central Office Information

Superintendent and Central Office

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

Stephen Tracy, Ed.D.	Interim Superintendent of Schools	203-255-8371
Kanicka Ingram	Executive Director of Human Resources Title IX Coordinator	203-255-8462
Courtney LeBorious	Chief Financial Officer	203-255-8383
Robert Mancusi	Executive Director of Special Education and Student Services	203-255-8379
Angelus Papageorge	Executive Director of Operations	203-255-8373
Zakia Parrish, Ph.D.	Deputy Superintendent	203-255-8372
James Zavodjancik, Ed.D.	Chief Academic Officer	203-255-8372
Janine Goss	Director of Elementary Education and PK12 Literacy	

Directors

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

Nancy Byrnes	Director of Technology	203-255-8367
Justine LaSala	Director of Secondary Science and STEAM	203-255-8282
Lisa Olivere	Director of Social Studies and Student Centered Learning	203-255-8281
Paul Rasmussen, Ed.D.	Director of Secondary Math and Student Achievement	203-255-7359
Jennifer Swingler, Ed.D.	Director of Secondary Literacy and Learning	203-255-8286
Walter Wakeman	Director of Elementary Math, Science and Enrichment	203-255-7368
Digna Marte	Director of Diversity, Equity, and Inclusion	203-255-8102

Board of Education Information

Board of Education Members

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

Christine Vitale	Board Chairman
Nick Aysseh	Board Vice-Chairman
Jessica Gerber	Board Secretary
Carol Guernsey	Board Member
Jennifer Jacobsen	Board Member
Crissy Kelly	Board Member
Jennifer Maxon-Kennelly	Board Member
Jeff Peterson	Board Member
Bonnie Rotelli	Board Member

Board of Education Meeting Dates 2022

Tuesday, August 30, 2022	Regular
Tuesday, September 13, 2022	Regular
Tuesday, September 29, 2022	Regular
Tuesday, October 11, 2022	Regular
Tuesday, October 25, 2022	Regular
Tuesday, November 15, 2022	Regular
Tuesday, November 29, 2022	Organizational/Regular
Thursday, December 8, 2022	Special, Town Hall
Tuesday, December 13, 2022	Regular

All meetings begin at 7:30 PM unless otherwise noted and take place at 501 Kings Highway East, Second Floor

Principal's Message

Mill Hill Elementary School is nestled in the beautiful harbor community of Southport, Connecticut. We are a school of just over 400 students. We pride ourselves in our rare accomplishment of being named a National PTA School of Excellence for two successive nominations: 2015-2017 and 2018-2020. This honor is the embodiment of our dedication to our students, families, and community. The award speaks to our core value and philosophy of placing children first. We ensure this through a strong foundational partnership between parents, school, and community.

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

We are excited to announce that our school building renovations and additions will be finalized in the 2022 – 2023 school year. It's almost a perfect representation of a new beginning as we emerge from the darkness of the pandemic. The renovations and additions will afford our students with every opportunity to successfully establish the foundation they will need to fulfill the requirements for the FPS Vision of a Graduate.

Principal Mission Statement

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

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

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

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

School Staff Information

Mill Hill School Staff 2022-2023

Principal

Kevin Chase

Head Secretary

Ashley Prosniewski

Clericals

Elizabeth Miller-am
Lisa Brown-pm

Kindergarten

Stephanie Ehret
Dan Smith
Nikki Tirone

1st Grade

Abby Barzottini
Ann Oliver
Kimberly Grapski
Katherine Weiss

2nd Grade

Leslie Capozzi
Deborah Crossley
Suzanne Starrett-Grigg

3rd Grade

Nicole Dellipoali
Jeanne Gaughan
Kathleen Regula
Marisa Huban
(teacher in residence in 3R)

4th Grade

Sarah Frassetto
Cara McDermott
Keri Ann Ventresca

5th Grade

Carol Carbin
Laura Fulton
Larry Zankel

Art

Jessyca Giannetta

BCBA

Hannah Clark (CLC)

Behavior Techs

Brayan Belizaire
Walter Lewis
Charles

Building Substitute

Cafeteria

Laurie Bromback
Donna Kerma

Custodians

Jason Avila
Dane Colson
David Portella

Ed Trainers

Faten Ibrahim
Matthew James

ELL

Michelle Gudiel Juarez

Foreign Language

Laura Williams

Elementary Program Facilitator

Laena DeMelo

GIFTED

Sheila Ferrara

Interns

Alexa Dowling
Drew Rivera (psychology)

IT Tech

Robert Redman

Language Arts Specialists

Mary Ellen McKee
Meagan Roxbee

Library Media Specialist

Gina Han

Lunch Aide

Math/Science

Nancy Meehan

Music

Amie Arcari (General)
Keri Salustri (General)
Tom Purcell (Strings)
James Buchta (Band)

Nurse

Mary McCarthy

OT/PT

Madison Lewis (PT)
Nicole Maglaras (OT)
Kacey Wright (OT)

Paraprofessionals

Gina Bucciferro
Veronica Ciccarone (CLC)
Emily Curcio (CLC)
Francesca Gori-Montanelli
Kayla Gosselin
Anne Marie Groccia
Maisha Jones (CLC)
Alisa Knight
Carol Lake (CLC)
Mary Reidy
Hope Thornton (CLC)

Physical Education

Matt Cino
Brett Conner (APE/CLC)

Psychologist

Colleen Dayton
Lisa Ludwiczak

Resource Staff

Kelly Caruso (CLC)
Mallory Finch
Ali Marini
Monica Rowe (CLC)
Suzanne Stephens
Edward Wolf

Social Worker

Kirsten Sabrowski

Speech Pathologist

Jen Lau (CLC)
Stacie Nolan

STEAM

Christine Paradis

Student teachers

Alexa Dowling (4V)
Megan Steigleder (10)

REACHING STAFF BY E-MAIL

Use firstinitiallastname, followed by: @fairfieldschools.org

Example: jbrown@fairfieldschools.org

IMPORTANT LINKS

Link to Infinite Campus Information

<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 Mill Hill Website

<http://mh.fairfieldschools.org>

Link to Mill Hill PTA Website

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

Communication

Infinite Campus

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

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

Please add the address <https://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.

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 Talkline at (203) 255-TALK.

Emergency messages will also be issued to the contact phone numbers and email addresses provided by the parents via the Infinite Campus Parent Portal.

Arrival Procedures

- Building doors will open for student arrival at **8:45 A.M.** When dropping off your children, please use the drop-off loop (Stop, Kiss, and Drop) and pull your car up as far as possible. **Do not leave your car.** If your child needs assistance, ask the attending teachers(s) to help. **Have your children exit from the passenger side of the car only**
- **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: Students entering school after **8:55 AM** should proceed to their classrooms and will be marked tardy by their homeroom teachers. Students arriving after 9:00 AM should be **signed in by an adult** at the main office. Students may not be dropped off at the curb, sent, or taken directly to the classroom. Upon the child's return to school following an absence of any kind, parents are required to send a note to the classroom teacher regarding the nature of the child's absence.

Dismissal Procedures

Students are dismissed at the end of the school day by their dismissal type (ex: walker pick-ups, car pick-ups, bus). The order of dismissal is called as follows:

Walker Pick-ups

Car Pick-ups

Bus

Afterschool Program students then report to the designated area

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 for dismissal at your school:

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

- The student brings the change of dismissal note to school and gives it to his/her teacher.
- The note should list the current date, reason, and timing of the dismissal change.
- The teacher marks all student dismissal changes on the classroom daily dismissal sheet.

- The daily dismissal sheets are sent to the main office for the office staff to use in dismissing students throughout the school day.
- Students that are leaving school early must be signed out in the main office by his or her parent/guardian. The office staff will then call the classroom to release the student.

Requesting a change of dismissal during the school day:

If you must change your child's dismissal after the school day has started, we ask that you provide that change request by 12:30 that day so that the office staff can incorporate the change into the classroom daily dismissal sheet.

All dismissal changes must be received in the main office before 12:30 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.

Additional Dismissal Guidelines

1. Teachers will not accept a verbal dismissal change from students.
2. If your child does not bring in your written change of dismissal request, he or she will be released according to his or her default dismissal plan.
3. Teachers cannot accept dismissal notes for future dates.

Teachers work on a daily dismissal schedule and do not have the 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.

4. Write "PERMANENT" on any note where your child's dismissal plan will be changed permanently.

Should you desire to permanently change your child's dismissal plan, send in a note defining the days of the week that the change will be effective. Be sure to write "PERMANENT" on the top of the note and include the reason for the dismissal change: e.g., "Suzy will attend Kids Care Monday through Friday" or "Johnny will be a pick-up on Monday and Wednesday

and will take the bus on Tuesday, Thursday, and Friday”. The change will remain in place until you send in another change of dismissal note to replace it.

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

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

6. 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.

7. 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 change 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.

Before and After School Care

Kids Care is Available both before and after school

Please call Roseanne Young at (203)-612-0131 or email kidscaremh@sbcglobal.net for more information.

Emergency Procedures

Lockdown

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

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

Fire Drills

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

Emergency Alert System

Delayed Opening/ Early Dismissal/ Other Notifications

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

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

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 such as cell phone text or email notification.

Emergency Procedures

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

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

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

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

- All schools have on-site evacuation plans. If warranted, a central evacuation site on the Fairfield University Campus can be utilized.
- In the event of an incident, children will be kept in school for the duration of the normal school day unless otherwise dictated by local conditions or the direction of the Fairfield police or fire personnel.
- If an incident occurs, a child will be released only to his/her parent or guardian if the parent or guardian personally appears at the school or other designated location to take possession of the child.
- Parents are urged to listen to public safety announcements made over radio and television at the time of the incident, which will provide information and guidance on the situation. In addition, email and text messages may be sent out via Infinite Campus (IC) system regarding the incident.
- If an incident occurs at a distance and there is a disruption of regional transportation (e.g., train service is halted, I-95 is closed), each site will make every effort to determine those children who will be going home at dismissal to an unanticipated, unsupervised situation caused by the incident or by the disruption of transportation. Emergency contact information will be utilized to identify alternate destinations for those children affected based on the emergency contacts provided by the parent or guardian. At a time designated by the district, children who remain at school will be transported by the district to Fairfield Warde High School, which will serve as the district's temporary emergency shelter and family reunification site.

- The district staff is trained in a variety of responses to local public health or safety emergencies, including the implementation of lockdowns and evacuations. Details of these responses are not publicized for security reasons.

Schedules and Calendars

School Calendar

The Board of Education has established a calendar containing 182 days for instruction. School will begin with a full day for all students in grades K-12 on **Monday, August 29, 2022**. Specific information on orientation and other important dates will be sent in additional communications.

Elementary Open House Schedules

School	Date	Time
Burr	September 22	6:00-7:30
Dwight	September 13	6:00-8:00
Holland Hill	September 14	6:00-7:30
Jennings	September 7	6:30-8:00
McKinley	September 20	6:00-7:30
Mill Hill	September 21	6:30-8:00
North Stratfield	September 14	6:15-8:00
Osborne Hill	September 14	6:30-8:00
Riverfield	September 7	6:00-7:30
Sherman	September 13	6:00-8:00
Stratfield	September 13	6:30-8:00

2022-2023 Fairfield Public Schools Student Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE December 14, 2021

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

July 4—Independence Day

August 2022 (3)						
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 24-26—PD Days

August 26—6th & 9th grade orientation

August 29—First Day of School

September 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	

September 5—Labor Day

September 23—Early Dismissal PK-12 (PD)

September 26—Rosh Hashanah

October 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					

Oct 4—Early Dismissal, Conference Day
PK-8 Conf (Not HS)

Oct 5 - Yom Kippur

Oct 12—Early Dismissal, PK-12,

Conference Day and HS PSAT

Oct 13—Early Dismissal, Conference Day

PK-8 PM Conf (Not HS)

November 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	29	30			

November 8—Election Day All Day PD

November 11—Veterans Day

November 23—Early Dismissal PK-12

November 24-25—Thanksgiving

December 2022 (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 26-30—Winter Break

January 2023 (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				

January 2—New Year's Day (Observed)

January 13—Early Dismissal PK-12 (PD)

January 16—Martin Luther King, Jr. Day

February 2023 (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 16—Early Dismissal PK-12 (PD)

Feb 17—February Break

Feb 20—Washington's Birthday

March 2023 (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 7—Early Dismissal PK-12 (PD)

March 15, 16, 23—Early Dismissal PK-5
Elementary Only (Conference Days, PM Conf on
Mar 23)

April 2023 (14)						
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 7—Good Friday

April 10-14—Spring Break

May 2023 (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			

May 29—Memorial Day

May 30—All Day PD



June 2023 (8)						
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 9—Early Dismissal PK-12

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

June 19—Juneteenth

The first 6 snow days will extend the length of the school year. The Board of Education will set the graduation date in April 2023. Additional snow days will reduce the April Break beginning with the last day, April 14th.

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 
 Version 8-4-2022

2022-2023 Fairfield Public Schools Student Calendar

182 Instructional Days / 187 Teacher Days
Approved by BoE December 14, 2021

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

July 4—Independence Day

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

August 24-26—PD Days

August 26—6th & 9th grade orientation

August 29—First Day of School

September 2022 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
				D	E	3
4	5	F	A	B	C	10
11	D	E	F	A	B	17
18	C	D	E	F	A	24
25	26	B	C	D	E	

September 5—Labor Day

September 23—Early Dismissal PK-12 (PD)

September 26—Rosh Hashanah

October 2022 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	F	A	5	B	C	8
9	D	E	F	A	B	15
16	C	D	E	F	A	22
23	B	C	D	E	F	29
30	A					

Oct 4—Early Dismissal, PK-8 Day Conferences (Not HS)

Oct 5 - Yom Kippur

Oct 12—Early Dismissal, PK-12, PK-8 Conference Day and HS PGAT

Oct 13—Early Dismissal, PK-8 Evening Conferences (Not HS)

November 2022 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
		B	C	D	E	5
6	F	8	A	B	11	12
13	C	D	E	F	A	19
20	B	C	D	24	25	26
27	E	F	A			

November 8—Election Day All Day PD

November 11—Veterans Day

November 23—Early Dismissal PK-12

November 24-25—Thanksgiving

December 2022 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
				B	C	3
4	D	E	F	A	B	10
11	C	D	E	F	A	17
18	B	C	D	E	F	24
25	26	27	28	29	30	31

December 23—Early Dismissal PK-12

December 26-30—Winter Break

January 2023 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	A	B	C	D	7
8	E	F	A	B	C	14
15	16	D	E	F	A	21
22	B	C	D	E	F	28
29	A	B				

January 2—New Year's Day (Observed)

January 13—Early Dismissal PK-12 (PD)

January 16—Martin Luther King, Jr. Day

February 2023 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
			C	D	E	4
5	F	A	B	C	D	11
12	E	F	A	B	17	18
19	20	C	D	E	F	25
26	A	B				

Feb 16—Early Dismissal PK-12 (PD)

Feb 17—February Break

Feb 20—Washington's Birthday

March 2023 (23)						
Su	Mo	Tu	We	Th	Fr	Sa
			C	D	E	4
5	F	A	B	C	D	11
12	E	F	A	B	C	18
19	D	E	F	A	B	25
26	C	D	E	F	A	

March 7—Early Dismissal PK-12 (PD)

March 15, 16, 23—Early Dismissal PK-5 Elementary Only (Conference Days, PM Conf on Mar 23)

April 2023 (14)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	B	C	D	E	7	8
9	10	11	12	13	14	15
16	F	A	B	C	D	22
23	E	F	A	B	C	29
30						

April 7—Good Friday

April 10-14—Spring Break

May 2023 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
	D	E	F	A	B	6
7	C	D	E	F	A	13
14	B	C	D	E	F	20
21	A	B	C	D	E	27
28	29	30	F			

May 29—Memorial Day

May 30—All Day PD






June 2023 (8)						
Su	Mo	Tu	We	Th	Fr	Sa
				A	B	3
4	C	D	E	F	A	10
11	B	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 9—Early Dismissal PK-12

June 12—Early Dismissal PK-12, High School Graduation (tentative) and Last Day of School

June 19—Juneteenth

The first 6 snow days will extend the length of the school year and the date of high school graduation, tentatively scheduled for June 12, 2023. The Board of Education will set the graduation date in April 2023. Additional snow days will reduce the April Break beginning with the last day, April 14th.

No School 
 No School and Professional Development for Staff 
 Early Dismissal 
 Early Dismissal and Professional Development or Conferences 
 The last 2 days are Early Dismissal days for students only 

Parent Teacher Conferences

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

Fall		Spring	
Thursday, October 4, 2022	<i>Afternoon</i>	Wednesday, March 15, 2023	<i>Afternoon</i>
Tuesday, October 12, 2022	<i>Afternoon</i>	Thursday, March 16, 2023	<i>Afternoon</i>
Wednesday, October 13, 2022	<i>Evening</i>	Thursday, March 23, 2023	<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)
- talk about the transition from grade to grade.

Open House

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

The date for Open House for the 2021-2022 school year is **September 21, at 6:30PM**

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 their teacher.

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

Friday, December 9
Monday, March 13
Tuesday, June 12 (tentative)

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

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 Window Dates 2022-2023:

- August 29 – September 30, 2022 - Grades 1-5 math and reading
- December 19, 2022 – February 3, 2023 - Kindergarten-Early Literacy and Grades 1-5 math and reading
- April 24, 2023 – June 2, 2023 – 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, except for 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

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.
- The elementary school PTA subsidizes field trips and scholarships are available.
- Siblings are not permitted to attend any field trips.

Dress Code

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

Visitation

School visitors must have an appointment with a staff member or have a legitimate reason for entering the school. This includes parents and community members, as well as former students. Appointments will be confirmed with the staff member in question. School personnel must approve all other activities for which someone is entering the school.

Communications

Telephone

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

Fairfield Public Schools Website

There are a lot of wonderful resources for parents on the district's website. These include information about curriculum, registration information, and the district's family guide.

Infinite Campus is the tool by which the school and district communicates with families throughout the school year. As such, an Infinite Campus account is very important. We would

recommend that you include e-mail and text as contact preferences. Links (such as school letters or newsletters) are only accessible through e-mail.

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

Homework

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

Board of Education Homework Policy

Vacations when school is in session: *homework requests*

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

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

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

Attendance Policy

Mill Hill's attendance guidelines are based on the Fairfield Board of Education's policy about attendance and truancy. That policy can be found [HERE](#).

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 a 30-day period or ten (10) unexcused absences in any school year.

Please be aware that if your child accumulates four unexcused absences in a 30-day period or ten over the course of a year, s/he is considered truant and you will receive communication from the school regarding next steps.

Locking of school doors

For the safety of our students, ALL school doors are locked throughout the day. However, between 8:45-9:00 a.m., the front doors will be open for students who are being dropped off. At 3:25 the doors to the cafeteria are opened for dismissal. After 9:00 a.m., please ring the bell located at the front of the building to gain access.

Recess and Lunch Procedures

Schedule

Grade level	Lunch	Recess
K	12:55-1:15	12:30-12:50
1	11:40-12:00	11:15-11:35
2	10:50-11:10	1:20-1:40
3	12:05-12:25	11:40-12:00
4	11:15-11:35	12:05-12:25
5	12:30-12:50	12:50-1:10

Food Policies

Free and Reduced Lunch Applications

Nut Free Table

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

Menu

Birthday Celebrations: Please feel free to reach out to your child's classroom teacher to coordinate an opportunity to read to their class to celebrate your child's birthday.

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

Food Services

Elementary Schools Lunch Cost	\$3.10
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Whitson's Food Services

Whitson's Allergy letter

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 specialist 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.

Math and Science Support

The Math/Science Specialist will assist students who have been identified by the school's team as needing math or science support. The school's team, through a formal process, determines the frequency and duration of services.

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

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

Social Worker

The Social Worker helps students, families, and staff deal with everyday issues affecting their school performance. The social worker provides group and individual counseling to students on varied topics such as: friendship, changing families, social skills, problem solving, etc. He/She is also available to parents to address any behavioral/ emotional issues at home. The Social Worker at Mill Hill, **Kirsten Sabrowski**, is available all day on A, B, D, E, F days.

Library Learning Commons

Ours school's library media program is co-planned and co-taught by the classroom teacher and the Library Media Specialist, **Gina Han**. School scheduling allows us to incorporate information literacy and technology skills in the curriculum-based K-5 research projects so all students can 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-5th/40 minutes
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Special Education

The Special Education Department exists to facilitate the instructional and administrative aspects of the total program with students 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 demonstrate high performance and 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.

Curriculum

Please refer to the [district website](#) for information about the scope and sequences for grades Kindergarten through fifth. There, you can find a map of the curriculum in all curricular 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 [CT State Department of Education](#) offers more information about how all schools in CT deliver intervention services.

Health

A Note from our Nurse

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

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

A Note from our Nurse, Mary McCarthy:

Dear Parents,

Please feel free to contact the School Nurse at mmccarthy@fairfieldschools.org or by phone: 203-255-8437.

School Nurses are required to report monthly tallies of Communicable Diseases to the Health Department. Please report any Communicable Diseases to the School Nurse. This can be done by reporting it on child check, reporting to the School Nurse directly, or giving the information to the School Nurse via the child's teacher. Communicable Diseases which are reported are: Covid, Strep Throat, Pneumonia, Bronchitis, Fifth Disease, Lyme Disease, Influenza (flu), Gastrointestinal Virus, Chicken Pox, Conjunctivitis, Head Lice, Ringworm, Molluscum Contagiosum, Croup, Impetigo, and Coxsackie Virus.

Just a reminder that children SHOULD NOT return to school until they have been FEVER FREE for 24 hours. A child who is still sick may not have a temperature first thing in the Morning, but the temperature may rise as the day progresses. Medications that reduce fevers i.e., Tylenol and Motrin, DO NOT make your child less contagious or less ill, and your child SHOULD NOT come to school simply because the medication has reduced their fever. This can be confusing, so please feel free to call with any questions!

Thank you for your cooperation,
Mary McCarthy RN- School Nurse

Policies on Medication in Schools

[Administration of Medication in Schools](#)

Administrative Regulations on Administration of Medication in Schools

Physical Assessments/Immunizations

Health Assessments and Immunizations

Administrative Regulations on Health Assessments and Immunizations

Students with Special Health Needs

Students with Special Health care Needs Life-Threatening Allergies and Glycogen Storage Disease Management

Administrative Regulations on Students with Special Health care Needs Life-Threatening Allergies and Glycogen Storage Disease Management

Behavior and Civic Expectations from the Elementary Schools

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

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

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

Summary Social and Civic Expectations –PK-8

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

Volunteers and Visitation

Volunteers Guidelines

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

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

Volunteer Form

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 can provide our school children. **We want and need your involvement as a volunteer.**

Visitation

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

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

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

Parent Observation Request form for Classroom or Playground Observations

Please complete the Classroom or Playground Parent Observation Request Form in support of your request to observe your child in the school environment in the classroom or on the

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

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

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

Name of Student: _____ Date Submitted: _____

Classroom Teacher: _____

(If Applicable: Case Manager: _____)

Individual Observing: _____

Class you wish to observe: _____

Options for dates & times requested: _____

Reason for observation:

Staff complete:


Date & Time Approved: _____

Approved by: _____

Designee Attending Observation _____

Safety and Behavior

School Rules and Behavior Expectations



MILL HILL STUDENTS

S · O · A · R

SAFETY ORGANIZED ACHIEVEMENT RESPECT

PLAYGROUND EXPECTED BEHAVIOR

SAFETY → Walk until you get to play area
Use equipment appropriately
Keep hands and feet to self


ORGANIZED → Return equipment you borrow

ACHIEVEMENT → Be a problem solver

RESPECT → Line up with bell
Follow adult directions
Include others
Use kind words
Be a good friend

Bus Expectations

[Transportation Office Link](#)



MILL HILL STUDENTS

S · O · A · R

SAFETY ORGANIZED ACHIEVEMENT RESPECT

BUS EXPECTED BEHAVIOR

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

ORGANIZED → Stay in line
Sit in grade level seats

ACHIEVEMENT → Report any problems

RESPECT → Use kind words
Follow adult directions
Keep bus clean



MILL HILL STUDENTS

S

SAFETY

O

ORGANIZED

A

ACHIEVEMENT

R

RESPECT

ASSEMBLY EXPECTED BEHAVIOR

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

ORGANIZED → Sit in assigned area
Stay with your teacher

ACHIEVEMENT → Use whole body listening

RESPECT → Respect personal space
Focus on speaker



MILL HILL STUDENTS

S

SAFETY

O

ORGANIZED

A

ACHIEVEMENT

R

RESPECT

BATHROOM EXPECTED BEHAVIOR

SAFETY → Use walking feet
Use inside voices
Report any problems

ORGANIZED → Put trash in trashcan
Only toilet paper in toilets

ACHIEVEMENT → Go, FLUSH, wash, leave

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



MILL HILL STUDENTS

S

SAFETY

O

ORGANIZED

A

ACHIEVEMENT

R

RESPECT

CAFETERIA EXPECTED BEHAVIOR

SAFETY →

Use walking feet

Use soft voices

Keep hands and feet to self

Do not share food

ORGANIZED →

Sit at assigned table

Clean up after self

ACHIEVEMENT →

Use kind words

RESPECT →

Follow adult directions



MILL HILL STUDENTS

S · O · A · R

SAFETY

ORGANIZED

ACHIEVEMENT

RESPECT

CLASSROOM EXPECTED BEHAVIOR

SAFETY →

Use walking feet
Use inside voice
Keep hands to self

ORGANIZED →

Keep room clean
Keep desks clean

ACHIEVEMENT →

Follow teacher directions
Use whole body listening

RESPECT →

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



MILL HILL STUDENTS

S

SAFETY

O

ORGANIZED

A

ACHIEVEMENT

R

RESPECT

HALLWAY EXPECTED BEHAVIOR

SAFETY →

Use walking feet

Voices off

Keep hands and feet to self

ORGANIZED →

Walk with your class

Go directly where you are going

ACHIEVEMENT →

Follow directions

RESPECT →

Respect displayed student work



MILL HILL STUDENTS

S

SAFETY

O

ORGANIZED

A

ACHIEVEMENT

R

RESPECT

LLC EXPECTED BEHAVIOR

SAFETY → Use walking feet
Use soft voices

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

ACHIEVEMENT → Return materials

RESPECT → Handle books and
computers with care

Items not permitted in school

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

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

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

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

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

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

Bullying Policy

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

For further information regarding BOE policy, please see the following link:
<http://cdn.fairfieldschools.org/boe/policies/5000/5131.911-%20Bullying.pdf>

Technology

Safety and Student Use

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

In certain circumstances, it may be desirable to display a student's image in a publication or on the school or district web site with his/her name, such as when an award is given. Publishing a student's image with his/her name requires **express written permission** from the parent or guardian.

Please Note: This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

PTA

MILL HILL PARENT-TEACHER ASSOCIATION (PTA)

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

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

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

STAY IN TOUCH: Our Website has just about everything you need to know – upcoming PTA events, volunteer opportunities, lunch menus, school calendar, forms and procedures, community links and MUCH MORE!

Check it out: <http://www.millhillpta.membershiptoolkit.com/>

