

Roger Sherman Elementary School

2023-2024 Handbook

Parts of this version will be changed after 10/2/23

*Sherman is a place where everyone of us is seen, heard,
loved, and valued for who and what we are*

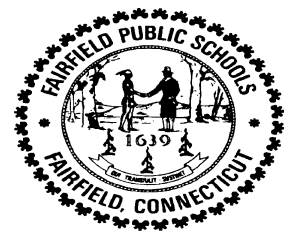


250 Fern Street
Fairfield, CT 06824
Telephone: 203-255-8330, Fax: 203-255-8208

Dr. Ian Banner, Principal
Mrs. Nicki Callahan, Assistant Principal

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

SHERMAN ELEMENTARY SCHOOL
250 Fern Street

FAIRFIELD, CT 06824

PHONE: (203) 255-8330

FAX: (203) 255-8208

Sherman’s WEB SITE: <https://fairfieldschools.org/schools/sherm/>

Administration, Coaching and Support team

Principal.....Dr. Ian Banner
 Assistant Principal.....Nicki Callahan
 Language Arts SpecialistKarli Smith
 Language Arts SpecialistLauren Moreno
 Library Media Center Specialist.....Stephanie Goldberg
 Math/Science Specialist.....Robyn Walters
 Psychologist.....Mike DiStefano

Office Staff - hours 8:30 a.m. to 4:30 p.m.

School Secretary.....Teresa Kerrigan
 Part-Time Secretary AM.....TBD
 Part-Time Secretary PM.....Cheryl Eustace
 School Nurse.....Jenna Klein

Custodial Staff

Head Custodian.....Joe Ceste
 Night Custodian.....Manny Pena

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/Websites

PHONE NUMBERS	WEB SITES
ABSENTEE CALL-IN LINE: 203-255-8420	FPS Web Site: https://fairfieldschools.org/schools/sherm/
EARLY CLOSING HOTLINE: 203-255-TALK (8255)	PTA Web Site: https://rogershermanpta.membershiptoolkit.com

General Information

- No dogs are allowed on school property (see Safety, Behavior and Expectations section).
- If you or your children are riding bikes to school, please “walk your wheels” once close to and on school property.
- Please check the school calendar for early dismissal days and school holidays.
- All visitors need to make an appointment prior to visiting a classroom.
- All visitors will need to come to the main office and sign in before proceeding into the building.
- Forgotten items can be left on the “oops” cart outside the main entrance. Office staff will be sure it reaches your child.

Central Office Information

Superintendent and Central Office

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

Michael Testani	Superintendent of Schools	203-255-8371
Nicole Danishevsky, Ed.D.	Executive Director of Mathematics and STEM PK12	203-255-8372
Janine Goss	Executive Director of Literacy PK12	203-255-8372
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

Directors

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

Nancy Byrnes	Director of Technology	203-255-8367
Julie Heller	Program Director of Secondary English Language Arts	203-255-8286
Justine LaSala	Program Director of Science and STEAM	203-255-8282
Lisa Olivere	Program Director of Social Studies and Student Centered Learning	203-255-8281

Board of Education Information

Board of Education Members

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

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

Board of Education Meeting Dates 2023

Tuesday, August 29, 2023	Regular
Tuesday, September 12, 2023	Regular
Tuesday, September 26, 2023	Regular
Tuesday, October 10, 2023	Regular
Tuesday, October 24, 2023	Regular
Tuesday, November 14, 2023	Regular
Tuesday, November 28, 2023	Organizational/Regular
Thursday, December 7, 2023	Special, Town Hall
Tuesday, December 12, 2023	Regular

All meetings begin at 7:30 PM unless otherwise noted and take place at 501 Kings Highway East, Second Floor
 Dates for 2024 will be established in Winter 2023

Principal's Message



Around here, we don't look backwards for very long... We keep moving forward, opening up new doors and doing new things because we're curious...and curiosity keeps leading us down new paths

– Walt Disney

Dear Parents and Families:

As the proud Principal of Roger Sherman Elementary School, I am blessed to serve with and alongside such a wonderful and welcoming staff and community. Sherman is much less a neighborhood school and much more a family striving to make our world and our children more insightful, more accepting of others, kinder and healthier.

At Sherman, we are proud of our efforts and continued work in striving for and reaching high standards of academic achievement, social-emotionally-conscious living, and environmentally sensible actions. For example, the vast majority of our students are reading on grade level and achieving on grade level in math, and we continue to witness frequent and numerous acts of grit and perseverance, as well as kindness and compassion.

Sherman also embraces the dialogue centered on the necessity and challenge of technology use and digital citizenship and supporting and protecting children in the information age. We have also broadened our view of what it means to be diverse and accepting of the varied and often subtle differences in ourselves and others. Additionally, we have piloted programs to minimize waste and use of plastic in the cafeteria, increased our efforts to recycle and to make our space inviting and calming. These efforts have provided a platform on which we will aim to increase student achievement and behavioral performance, accepting and celebrating differences, and embracing an eco-friendly lifestyle in the coming years.

I am a firm believer of openness and transparency, and in that very spirit, I'd like to share just a little about my experiences that have informed my perspective on children, learning and leadership, such that I hope it provides a sense of the framework that often directs and influences my decision-making.

Aside from having earned five degrees, I have accrued 20 years of instructional and leadership experience working in Fairfield Public Schools as both a teacher at the elementary level (12 years), and as a building leader at the secondary level (8 years). I have also taught at the graduate level as an adjunct professor at Sacred Heart University, and I have worked with the State's teacher certification licensure program as a teacher-trainer/presenter and head scorer of the teacher portfolio for licensure. Prior to coming to the US, I played soccer with three professional clubs in England, coached professionally with the national governing body, and was head coach of a first division professional women's team while overseeing the youth program. I have also served in numerous roles in this country, including Director of Coaching, as well as consulting to both youth

and college programs, and have thus logged just as many years as experience in coaching as I have in education.

These experiences and my academic pursuits have led me to view human learning as a meaning-making endeavor and not an exercise in simply acquiring facts and information. As Margaret Mead, a cultural anthropologist, once said: *Children must be taught to think, not what to think*. Even young children need to experience how facts and information inform ideas, thoughts and actions, and they must be provided opportunities use facts to explore and begin to understand how the world works, and how we, as people, work within it. I truly feel that there is no more joy than that derived from experiencing firsthand and supporting the journey of our youngest children towards developing into well-balanced and industrious individuals who are capable of greater levels of acceptance of and collaboration with all people. It's also essential that we support them in developing a comfort in considering alternative ways of understanding and operating in a diverse and dynamic ecosystem such as ours. And it is through this view, I feel, the purpose and value of education can be realized and understood.

The vision for my role of principal is not unlike any other leadership position in which I have served, which has been to place a premium on excellent instruction and planning rich learning experiences, and to establish a culture and climate of respect, courtesy, collaboration and investment that can be felt by all—children, staff and parents. I feel that little is accomplished unless the people with whom one serves and supports feel valued, involved, and emotionally and physically safe, and I also want them to be clear as to the goals we are aiming to meet, that the standards are high, and that to support such work, we must also enjoy what we do, laugh often, and bring joy to the time we spend together.

I want to thank you all for your support of the Sherman teachers and staff, and especially the students. With some big changes this year, you have been a fantastic group with whom to work, and I consider myself blessed to be on your team. Thank you for everything you have done and continue to do for our children and our Sherman staff and community.

As always, I truly look forward to working with and for you this coming year, and I am again excited to partner with you and the wonderful staff to support our Sherman elementary students and community.

Yours truly,

Dr. Ian M. Banner

ibanner@fairfieldschools.org

Follow us on Twitter: @rogershermanllc

School Staff Information

School Staff Page

<u>Name</u>	<u>Position</u>	<u>Email Address</u>
Coaching Team		
Dr. Ian Banner	Principal	ibanner@fairfieldschools.org
Mrs. Nicki Callahan	Assistant Principal	ncallahan@fairfieldschools.org
Mrs. Karli Smith	Literacy Specialist	Ksmith5@fairfieldschools.org
Mrs. Lauren Moreno	Literacy Specialist	lmoreno@fairfieldschools.org
Mrs. Robyn Walters	Math and Science Teacher	rwalters@fairfieldschools.org
Office Staff		
Mrs. Teresa Kerrigan	Admin Asst. to Principal	tkerrigan@fairfieldschools.org
Mrs. Ann Marie Rassias	Administrative Support	arassias@fairfieldschools.org
Mrs. Cheryl Eustace (p.m.)	Administrative Support	CEUSTACE@fairfieldschools.org
Nurse		
Mrs. Jenna Klein	School Nurse	Jklein3@fairfieldschools.org
Special Education Staff		
Mr. Mike DiStefano	School Psychologist	mdistefano@fairfieldschools.org
Miss Alexa Mollica	Social Worker	amollica@fairfieldschools.org
Mrs. Liz Antoniou	Special Education Teacher	mantoniou@fairfieldschools.org
Mrs. Beth McKiernan	Special Education Teacher	bmckieran@fairfieldschools.org
Mr. Corey Fechter	Special Education Teacher	CFECHTER@fairfieldschools.org
Miss Sophia Carrano	Special Education Teacher	SCARRANO@fairfieldschools.org
Mrs. Janice Kovach	Speech and Language Teacher	Jkovach2@fairfieldschools.org
Mrs. Tracy Hoppock	Physical Therapist	thoppock@fairfieldschools.org
Mrs. Grace Joergensen	Occupational Therapist	GJoergensen@fairfieldschools.org
Ms. Carrie Therriault	Behaviorist	CTHERRIAULT@fairfieldschools.org
Classroom Teachers		
Mrs. Deanna Kopchik	Kindergarten Teacher	dkopchik@fairfieldschools.org
Mrs. Kim Rossi	Kindergarten Teacher	KROSSI@fairfieldschools.org

Mrs. Bridget Woodfine	Kindergarten Teacher	bwoodfine@fairfieldschools.org
Mrs. Michelle DiPaola	First Grade Teacher	mmeaney@fairfieldschools.org
Mrs. Becky Dowd	First Grade Teacher	rdowd@fairfieldschools.org
Mrs. Allison Minio	First Grade Teacher	Aminio@fairfieldschools.org
Ms. Marie Matarazzo	Second Grade Teacher	mmatarazzo@fairfieldschools.org
Ms. Jessica Hoyt	Second Grade Teacher	jhoyt@fairfieldschools.org
Mrs. Jen Mencio	Second Grade Teacher	jmencio@fairfieldschools.org
Ms. Stephanie Hayes	Third Grade Teacher	shayes@fairfieldschools.org
Mrs. Sue Miller	Third Grade Teacher	Smiller3@fairfieldschools.org
Mrs. Sarah Paci	Third Grade Teacher	spaci@fairfieldschools.org
Mr. Christopher Carr	Fourth Grade Teacher	Ccarr2@fairfieldschools.org
Ms. Kristine Ioanna	Fourth Grade Teacher	kioanna@fairfieldschools.org
Mrs. Stephanie Minardo	Fourth Grade Teacher	sminardo@fairfieldschools.org
Mrs. Kathy Garasimowicz	Fifth Grade Teacher	kgarasimowicz@fairfieldschools.org
Mr. Dan Luciano	Fifth Grade Teacher	dluciano2@fairfieldschools.org
Mrs. Karen Morse	Fifth Grade Teacher	kmorse@fairfieldschools.org
Special Area Teachers		
Mrs. Kristen Redman	Art	kciarletto@fairfieldschools.org
Mrs. Jessyca Giannetta	Art (part-time)	jgiannetta@fairfieldschools.org
Mrs. Allison Rock-Studer	Music	arockstuder@fairfieldschools.org
Mrs. Lorraine Fiero	Music (part time)	lfiero@fairfieldschools.org
Ms. Jenna Trunk	Strings	JTRUNK@fairfieldschools.org
Ms. Patricia DiMeglio	Band	pdimeglio@fairfieldschools.org
Mr. Eric Osleger	Physical Education	eosleger@fairfieldschools.org
Mrs. Susan Welch	Spanish	swelch@fairfieldschools.org
Mrs. Lauren Noonan	STEAM/Gifted	lnoonan@fairfieldschools.org
Mrs. Stephanie Goldberg	Library Media Specialist	sgoldberg@fairfieldschools.org
Mrs. Michelle Gudiel	MLL	mguideljuarez@fairfieldschools.org
Mrs. Judi Wolstenholme	Building Sub	JWolstenholme@fairfieldschools.org
Ms. Kristina Constantino	Intern	kconstantino@fairfieldschool.org
Mr. Chris Bucciferro	Technology	CBUCCIFERRO@fairfieldschools.org

Paraprofessionals/Support Staff		
Mrs. Christine Piro	Special Ed	CPIRO@fairfieldschools.org
Mrs. Arlene Wall	LMC	awall@fairfieldschools.org
Mrs. Jackie Fiedler	(KR)	Jfiedler2@fairfieldschool.org
Mrs. Robin Orriss	(KW)	rorriss@fairfieldschools.org
Ms. Joan Moran	(KK)	jmoran@fairfieldschools.org
Mrs. Jacqueline Fiedler	Special Ed	JFIEDLER2@fairfieldschools.org
Mrs. Suzanne Szemplinski	Special Ed	sszemplinski@fairfieldschools.org
Mrs. Julie Lewis	Special Ed	jlewis@fairfieldschools.org
Custodial Staff		
Mr. Joe Ceste	Head Custodian	jceste@fairfieldschools.org
Mr. Manny Pena	Night Custodian	mpena@fairfieldschools.org
Cafeteria Staff		
Mrs. Lisa Mulligan	Cafeteria Manager	Shermanschool.cafe@gmail.com

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 school's Website:

<https://fairfieldschools.org/schools/sherm/>

Link to Sherman's PTA Website:

<https://rogershermanpta.memberhub.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.

Parent Square

All schools will begin using Parent Square in the 2023-2024 school year. Principals, teachers, and other faculty members will communicate school events, news, and other information through Parent Square.

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

- Arrival begins at 8:45 a.m. and ends at 8:55 a.m.
- Walkers can arrive through the main entrance or through the Fern Street entrance.
- Stop, Kiss, and Go (SKG) may enter the school through the Fern Street entrance.
- Bussers enter the building through the main entrance.
- Staff and Safety Patrollers are available to escort younger students to the building and their classrooms.

We are kindly reminding everyone that the expectation is for...

- Students to not be dropped off on East Paulding.
- Cars to not use the campus to turn around and head back out onto East Paulding nor drive through the campus to access Fern Street.
- Students to not be dropped off on Beach Road to avoid the SKG line.
- Cars to not use Beach Road residents' driveways to turn around.

Expectations for students arriving early

- The school building opens for students at 8:45 am. Staff members are *not* contractually available to supervise children before 8:45, which is the reason that students are not permitted to enter the building before then. Therefore, please do not drop children off and leave them unsupervised before 8:45 am.
- This is also the case on 2-hour delayed openings; students may enter the building at 10:45 am.

While this is important throughout the entire school year, it is particularly imperative with the dangerously low temperatures we experience during the colder months. As such, we greatly appreciate your cooperation in helping to keep all of our students safe.

SKG Arrival (*see Figure 1, below*)

1. All parents of K-5 students regardless of whether their classroom is in the main building or the annex) will drop-off students in the designated SKG area only (within the red rectangle noted in Figure 1). Sherman staff will be positioned in this zone to assist with drop-off and will monitor and/or escort younger children into the building at arrival.
2. All students will enter the building through either the main office entrance or Fern Street entrance. Students in 4C and 5th grade will walk through the main building to access the annex.
3. Orange lines are for buses only. Cars are not permitted to enter onto the school site during drop-off.
4. Yellow lines indicate the direction of SKG cars only.
5. Students should not be let out of cars on Birch Road and Beach Road to walk to school. These are not SKG areas and this can create issues with safety and an unnecessary back-up.
6. Adults are required to remain in their car in the SKG line to ensure the line continually moves forward.
7. Students should be ready to get out of the car when you enter SKG. If possible, have them on the passenger side of the car to ensure an efficient drop-off.
8. For SKG vehicles that arrive early, drivers are expected to turn off their car to avoid idling.
9. Immediately after dropping off, each car can carefully move forward and out of the line using an abundance of caution to avoid issues with other cars exiting the line. The drop-off line will be continuously moving to ensure efficiency and expeditiousness.

Expectations for students arriving late

- Students are considered late and are marked in IC as such when they arrive in the building after 8:55 AM. This is the case regardless of whether or not a staff member is at the Fern Street door.
- We also close the doors on Fern Street at 8:55 AM—the time of the last morning bell.
- Please do not drop off your child in the morning when no staff member is present at the Fern Street door to allow your child to enter the building.
- The expectation for late arrivals is for a parent or guardian to take their child to the main office entrance in order for him or her to enter the building and acquire his or her late pass.

We greatly appreciate your cooperation in adhering to these expectations as they provide a demonstration of courtesy and teamwork for our students, and they help to ensure all of our students remain safe.

Dismissal Procedures

This will be updated once School Dismissal Manager (SDM) is implemented on 10/2/23

- Students are dismissed at the end of the school day by designated groups. Each group is called for dismissal at a specific time. These are as follows:

SKG students	Begin being dismissed at 3:20 p.m.
Bussers	Dismissed at 3:25 p.m.
Walkers (in the main building) are dismissed through the outside classroom doors. Walkers from the Annex proceed into and through the main building and out by the main office door or Fern Street exit	Dismissed at 3:30 p.m.

- Please wait for main building walkers outside of their outside classroom door, and walkers from the Annex by the main office door or Fern Street exit. If you are picking up your child at one of these locations, please refrain from parking on Fern Street.
- No one will be allowed into the building to pick up a child unless it is an emergency.
- Students will NOT be dismissed from the SKG group on Fern Street to be a walker. Students who will be walking home must be dismissed as a walker.

SKG Dismissal Procedure (see Figure 1, below)

1. Students being picked up in SKG will be called from the classroom around 3:20pm based on their parent/guardian's arrival in the SKG line and noted by their SKG family number.
2. Please continue to use the colored laminated card with a large number on it. The family name will also be written on the back. These colored number cards should be placed on the right side of your dashboard when you use arrive at school in the SKG line, so it is visible to staff standing on the Fern Street (school-side) sidewalk.
3. As SKG families arrive, the family SKG number will be recorded, and they will be immediately displayed in the classroom for teachers to see. The classroom teacher will immediately alert the student(s) in their classroom, and these students will then leave the classroom and be escorted/monitored to the SKG area and their car.
4. Returning families will continue to use their existing number and colored laminated card. If this card is lost, the family should call the main office for a replacement as soon as possible.
5. New families (including kindergarten) will receive their colored laminated cards on the first day of school and they will be distributed in class.

6. For SKG vehicles that arrive for dismissal/pick-up early, drivers are expected to turn off their car to avoid idling.
7. Please note that we have extended the drop zone marked with a red rectangle on the diagram (Figure 1) so please be prepared to move beyond the playground when you are the first car in line.
8. Immediately after picking up, each car can carefully move forward and out of the line using an abundance of caution to avoid issues with other cars exiting the line. The pick-up line will be continuously moving to ensure efficiency and expeditiousness.
9. As another reminder, no student should be picked up on campus by car. The SKG line is the only permitted place for this.

Note.

1. Bus students will be dismissed 5 minutes early (around 3:25pm) and will be sent to the designated the bus-line up area in the APR before being escorted outside and onto their bus. Buses will exit the campus around 3:30pm.
2. All walking students will be dismissed to their parents or guardian through their outer classroom door at 3:30pm. All walking students from the annex will be dismissed by first passing through the main building and exiting from the **main office exit**.

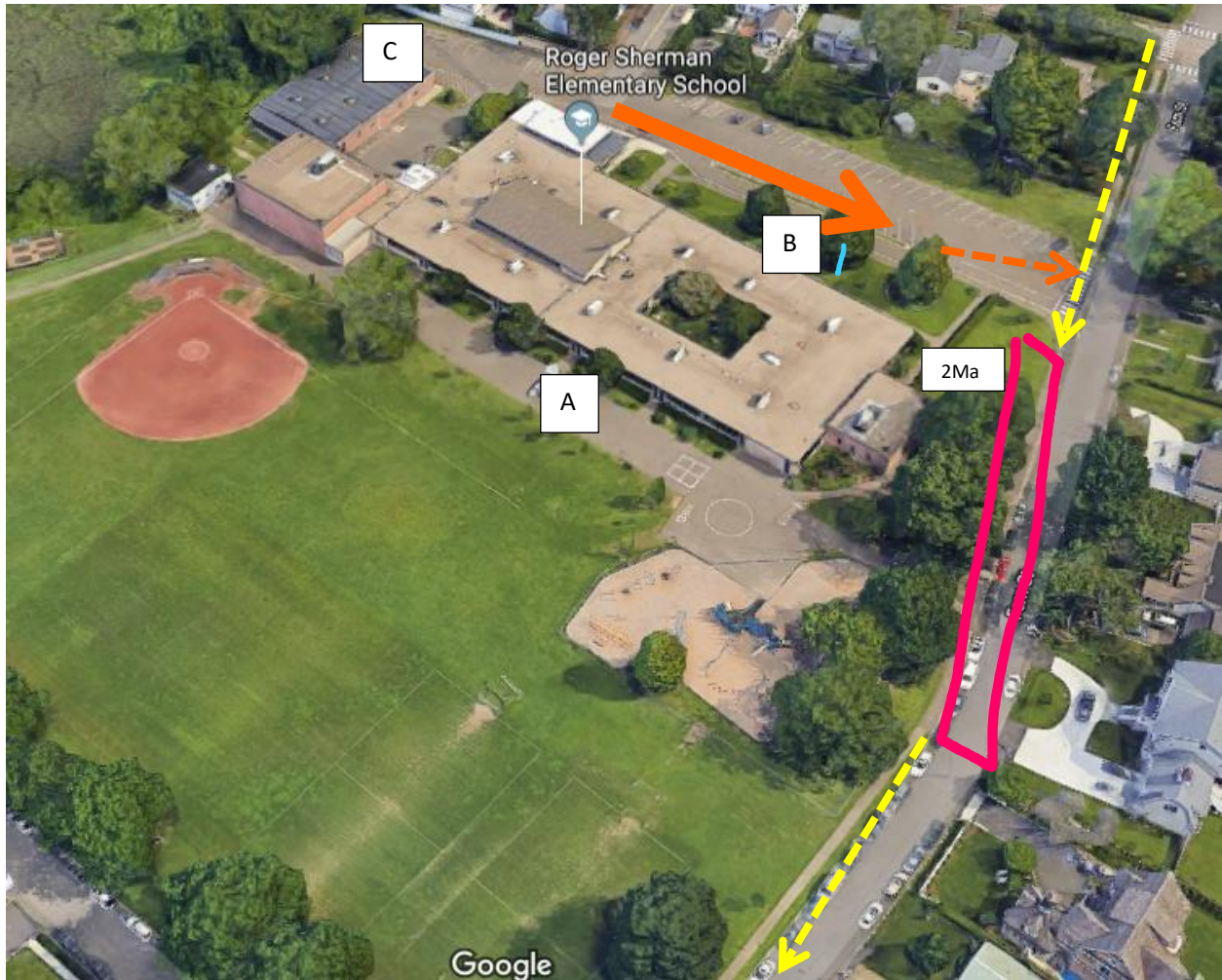


Figure 1.

For the purpose of knowing where students who are designated as “walkers” will be exiting at dismissal time:

A = Classrooms KW, KK, KR, 2H, 1M, 1D, 1Di (they will exit from the outer classroom door)

B = Classrooms 4I, 3H, 3P, 3M, 4M, 2M (they will exit from the outer classroom door)

C = Classrooms 4C, 5G, 5M, 5L (they will exit out of the main entrance)

2Ma = Grade 2 Matarazzo (they will exit from the outer classroom door)

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:

1. Parents must send in a change of dismissal note on the day the change is being requested.
2. The student brings the change of dismissal note to school and gives it to his/her teacher.
3. The note should list the current date, reason, and timing of the dismissal change.
4. 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, please call the main office.

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:

1. 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.
2. 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 you do not request your change of dismissal in writing or through a call to the main office, your child 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 Time after school on Thursday.”)* If you do have changes for multiple days within the same week, you must put this request in writing for each day that your child’s dismissal plan will change. If the dismissal changes will be permanent, please refer to #3 below.

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

Should you desire to permanently change your child’s dismissal plan, send in a note defining the days of the week that the change will be effective. Be sure to write “PERMANENT” on the top of the note and include the reason for the dismissal change: e.g., “Suzy will attend Kids Time 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 reminders.*

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 make every effort to remind students of a dismissal change, which should deter students from getting on a bus when they are supposed to attend an after-school program or be picked up by Mom/Dad/Guardian. However, this is not always possible.

7. *Picking up other students as walkers at dismissal.*

If you are picking up other students at dismissal, please be sure that the parent of the child you are picking up has already informed their child's classroom teacher in writing before you arrive at that teacher's door. In such cases, we need to ensure that the child is picked up by the person who is indicated on the parent's notification.

8. *Procedure for Dismissing Students with Siblings*

Dismissal is a very busy period of the day for classroom teachers, and it is critical that our priority is to ensure that every student is dismissed correctly and safely. In our experience, teachers and staff have a lot to keep in mind during this process and so we aim to streamline this process as much as possible for them to maximize their attention to ensuring their students leave safely and in accordance with their plan.

Therefore, the following procedures are now being employed to account for a range of possible dismissal scenarios.

a. *When Siblings in Different Grades or Classrooms are Walking Home **Without** Their Parents*

Older siblings (i.e. 4th and 5th graders) will pick up their younger sibling at the exterior classroom door. This means that they will be dismissed at 3:30pm when the bell rings, make their way outside of the building to their sibling's exterior classroom door. However, in certain situations (i.e. when the oldest sibling is in 1st, 2nd, 3rd grade, let's say), we will permit them to go to their younger sibling's classroom through the main building at 3:30pm and arrive at the interior classroom door. This will require communication between both teachers and a note from the parent.

b. *When Siblings in Different Grades are Walking Home **With** Their Parents*

In this scenario, the parent is expected to pick up one sibling at their exterior classroom door and then go to the other sibling's exterior classroom door. However, it is fine if a parent wishes to have one child dismissed as a walker at 3:30pm and walk around the outside of the building to meet (parent and sibling) at their sibling's classroom exterior door.

c. *When Friends in Different Grades or Classes are Walking Home With a Parent*

Parents picking up other students at dismissal are expected to meet *their* child at their exterior classroom door and then proceed to pick up the other child (friend) at their exterior classroom door. Additionally, the parent must be sure that the parent of the child they are picking up has already informed their child's classroom teacher before they arrive at that teacher's door. In such cases, we need to ensure that the child is picked up by the person who is indicated on the parent's notification.

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 Time by the Sea

Alison Groenstein

ACK4US@optonline.net

219-985-5922

Website: kidstimebythesea.com

Reminder: No Parking in Front of The Main Office

When picking up or dropping off before and after SKG, as well as during the school day, please remember that there will be:

1. No parking or temporary stopping permitted on the yellow lines marked on the ground. Instead, please park in a parking spot or in the bus lane (only outside of SKG times). And this can only be temporary.
2. No leaving a car idling in front of the building, even if only stopping for a short while.

Again, this will pertain to all times before, during and after school, which will include drop-off and pick-up for Kids' Time, as well as students arriving late or leaving early.

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 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.

Celebrations

Birthdays

Student birthday lunches with parents:

We are happy to welcome parents to school for a special birthday lunch with their child on his or her birthday.

Please contact the Main Office or send an e-mail or note to the classroom teacher to add your birthday lunch to our Visitor Calendar, which will assist our Head Custodian in preparing for your visit. A private table will be set up for you in the All-Purpose Room.

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

Per district policy, food is not allowed at school celebrations such as birthdays and holiday parties. However, Sherman celebrates all birthdays in other ways that do not include the sharing of food. For example, birthday students and staff are broadcasted at morning announcements and each classroom may celebrate birthdays in a special way that can be explained by each teacher. Please feel free to send in a special snack on for your child only on his/her birthday, but no food can be sent in for other students.

Additionally, we will not permit the dissemination of birthday party invitations for selected students at school, nor goody-bags.

Valentine's Day

Valentine's Day and all other holidays and/or celebrations must adhere to the district policy that states that food will not be permitted in school that can be shared or distributed. Therefore, and to avoid any issues with food allergies, please do not send in any food and/or candy for students to share at any celebration. This policy also pertains to Valentine's Day. Valentine's Day must be nonedible for all grade levels. This is especially important when considering that there is no way of monitoring sharing on buses or in situations without direct adult supervision.

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 **Tuesday, August 29, 2023**. Specific information on orientation and other important dates will be sent in additional communications.

Elementary Open House Schedules

School	Date	Time
Burr	September 21	6:30-8:00

Dwight	September 19	6:00-7:30
Holland Hill	September 13	6:00-7:30
Jennings	September 6	6:30-8:00
McKinley	September 19	6:00-7:30
Mill Hill	September 13	6:30-8:00
North Stratfield	September 13	6:15-8:00
Osborne Hill	September 13	6:30-8:00
Riverfield	September 6	6:00-7:30
Sherman	September 5	6:00-8:00
Stratfield	September 13	6:30-8:00

2023-2024 Fairfield Public Schools Student Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE 7-20-2023

July 2023						
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 2023 (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 24-25, 28—PD Days

August 26—6th & 9th grade orientation

August 29—First Day of School

September 2023 (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 4—Labor Day

September 19—Early Dismissal PK-12 (PD)

September 25—Yom Kippur

October 2023 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 11—Early Dismissal PSAT (HS only)

October 25—Early Dismissal, PK-8 Day Conferences (Not HS)

October 26—Early Dismissal, PK-8 Evening Conferences (Not HS)

November 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	29	30		

November 7—Election Day All Day PD HS only, 1/2 PD-1/2 Day Conferences PK-8

November 10—Veterans Day

November 22—Early Dismissal PK-12

November 23-24—Thanksgiving

December 2023 (16)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 5—Early Dismissal, PK-12 (PD)

December 22—Early Dismissal PK-12

December 25-29—Winter Break

January 2024 (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			

January 1—New Year's Day (Observed)

January 9—Early Dismissal PK-12 (PD)

January 15—Martin Luther King, Jr. Day

February 2024 (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		

February 13—Early Dismissal PK-12 (PD)

February 16—February Break

February 19—Washington's Birthday

March 2024 (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						

March 5—Early Dismissal PK-12 (PD)

March 19, 21—Early Dismissal PK-5 Only (Conference Days, PM Conf on Mar 21)

March 29—Good Friday

April 2024 (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 2—Early Dismissal PK-12 (PD)

April 10—Eid al-Fitr

April 15-19—Spring Break

April 30—All Day PD

May 2024 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	






May 27—Memorial Day

June 2024 (7)						
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 10—Early Dismissal PK-12

June 11—Early Dismissal PK-12 and Last Day of School

The first 6 snow days will extend the length of the school year. Additional snow days will reduce the April Break beginning with the last day, April 19th. The date of high school graduation will be set by the Board of Education in April 2024.

- 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 

2023-2024 Fairfield Public Schools Student Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE 7-20-2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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		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 24-25, 28—PD Days

August 28—6th & 9th grade orientation

August 29—First Day of School

September 2023 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
					D	2
3	4	E	F	A	B	9
10	C	D	E	F	A	16
17	B	C	D	E	F	23
24	25	A	B	C	D	30

September 4—Labor Day

September 19—Early Dismissal PK-12 (PD)

September 25—Yom Kippur

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

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Su	Mo	Tu	We	Th	Fr	Sa
			C	D	E	4
5	F	7	A	B	10	11
12	C	D	E	F	A	18
19	B	C	D	23	24	25
26	E	F	A	B		

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					C	2
3	D	E	F	A	B	9
10	C	D	E	F	A	16
17	B	C	D	E	F	23
24	25	26	27	28	29	30
31						

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January 2024 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	A	B	C	D	6
7	E	F	A	B	C	13
14	15	D	E	F	A	20
21	B	C	D	E	F	27
28	A	B	C			

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Su	Mo	Tu	We	Th	Fr	Sa
				D	E	3
4	F	A	B	C	D	10
11	E	F	A	B	16	17
18	19	C	D	E	F	24
25	A	B	C	D		

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Su	Mo	Tu	We	Th	Fr	Sa
					E	2
3	F	A	B	C	D	9
10	E	F	A	B	C	16
17	D	E	F	A	B	23
24	C	D	E	F	29	30
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	A	B	C	D	E	6
7	F	A	10	B	C	13
14	15	16	17	18	19	20
21	D	E	F	A	B	27
28	C	30				

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April 15-19—Spring Break

April 30—All Day PD

May 2024 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
			D	E	F	4
5	A	B	C	D	E	11
12	F	A	B	C	D	18
19	E	F	A	B	C	25
26	27	D	E	F	A	






May 27—Memorial Day

June 2024 (7)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	B	C	D	E	F	8
9	A	B	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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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 25, 2023	<i>Afternoon</i>	Wednesday, March 19, 2024	<i>Afternoon</i>
Tuesday, October 26, 2023	<i>Evening</i>	Thursday, March 21, 2024	<i>Evening</i>
Wednesday, November 7, 2023	<i>Afternoon</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.

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 *Virtual* Open House for the 2023-2024 school year is **Tuesday, September 5, 2023**.

The program is as follows below:

- 6:00 – 6:40pm (grades 3-5 class presentations in your child’s respective classrooms).
- 6:45 – 7:15pm (short admin presentation in the gym for all grades K-5).
- 7:20 – 8:00pm (grades K-2 class presentations in child respective classrooms).

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 [here](#) to see the Progress Report rubrics.

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 8

Monday, March 11

Tuesday, June 11 (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. 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 addresses three areas: Concepts and Procedures, Problem Solving, Modeling, and Data Analysis, and Communicating and Reasoning. More information about the SBA's can be found at [this link](#).

The assessment window for 2023-2024 is March 25 through May 31. We will send out a more explicit testing schedule as the spring testing window is closer.

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 [this link](#).

The assessment window for NGSS 2023-2024 is March 25 through May 31. We will send out a more explicit testing schedule as the spring testing window is closer.

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.

NWEA (Northwest Education Association) MAP (Measures of Academic Progress) Growth Assessment

All NWEA MAP 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.

The NWEA assessment will be administered to students in grades K-9 in the following sequence:

- Reading – Grades 4-9
- Math – Grades K-9
- Language Usage – Grades 4-9

Parents will be given results at the termination of the each testing window.

NWEA Testing Dates 2023-2024 are tentatively scheduled for:

- September 18- September 29
- January 8 – January 19
- May 13- May 24

Acadience Reading

Students in grades kindergarten through grade three will be administered the Acadience Reading Assessment three times each year. Once students are in grade four, they will be administered the NWEA assessment. The Acadience Reading Assessment gathers information on explicit reading skills (e.g., fluency, phonics, etc.).

Acadience Reading testing dates for 2023-2024 are tentatively scheduled for:

- September 27 – October 13
- January 17 – February 2
- May 8 – May 24

There are a number of other assessments that students will be administered throughout the year. These may include the CORE reading assessment, math fluency probes, end of unit assessments, writing assessments, and spelling inventories for example. These assessments, when information is combined, allows teachers a great portrait of a student's current academic functioning and achievement.

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 generally uploads all testing reports to the *Infinite Campus Backpack*. We will inform you when new testing information is added to this portal.

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 / 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 / 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	Fixed Grades K-5 / 40 minutes
STEAM:	Once every 6 days for Grades K-5	Grade K-5 / 40 minutes

District 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 Education 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 user name 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:

[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

Sherman's attendance guidelines are based on the Fairfield Board of Education's policy about attendance and truancy. Please click [here](#) for the entire policy.

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 any reason that the student's parent or guardian approves, within ten (10) school days of the student's return to school.
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 in the policy link 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.

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.

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.

Dogs on School Campus

Although it is not a district policy, dogs are not permitted on school property and campuses per the town of Fairfield ordinance, section 14 (iv), which states that "...No dog shall be permitted in any park or play lot at any time," and all schools *are* considered a play lot. Therefore, dogs are not permitted on school property at any time.

We ask that you kindly adhere to this ordinance as it will be enforced. We also ask that you communicate this to family members, friends and others who may walk your child(ren) to school or pick them up at the end of the day and bring the dog.

Recess and Lunch Procedures

Schedule of Recess and Lunch per Grade Level

Grade level	Lunch	Recess
K	11:15 – 11:35	11:40 – 12:00
1	11:30 – 11:50	11:55 – 12:15
5	11:45 – 12:05	12:10 – 12:30
3	12:00 – 12:20	12:25 – 12:45
4	12:15 – 12:35	12:40 – 1:00
2	12:30 – 12:50	12:55 – 1:15

Recess

Sherman is a huge supporter of and advocate for activity and movement at all ages, and especially in the elementary years. Thus, we feel that play (recess) is an essential aspect of a youngster's overall development and playing safely is of utmost importance to us.

During recess at Sherman, we absolutely prefer to use the fields over the blacktop. However, when the field is wet, we feel it is more dangerous for students to be on the grass because their footwear is often not conducive to supporting them on such a surface, which can quite easily lead to slipping and injury. Additionally, the wet conditions will often soak students' feet and in some cases, their clothes, and for the remainder of the day, their cold, wet clothing will negatively impact their level of comfort and capacity to stay focused on and fully attentive to their academics.

Having said that, we are fully aware that the blacktop can also be a source of challenge, whereby students can fall and trip, and while the landing does not necessarily lead to wet, muddy clothing, the landing on a hard surface can be very painful. However, even in the best of weather conditions, we still experience students tripping and falling on the blacktop with, it seems, equal frequency when playing a variety of games and activities.

Our staff are frequently reminded to be much more judicious with certain games being played when recess is restricted to the blacktop, especially due to the hard surface and the whole group being limited to a smaller space. However, we do not feel a need to ban certain activities, but we *have* required the staff to more closely monitor the games and activities to ensure they demand that students adhere to greater awareness and care so as to minimize the potential for injury. Students who fail to comply with such controls at recess will be warned and reminded of the expectations, and if it occurs again, they will then be told to play a different activity for the remainder of the recess period and for that day only.

With all of this in mind, and on each given day following heavy rain, we very carefully make a decision on whether or not to use the field and in the overall interest of student safety.

Attire at Recess

As the much colder temperatures befall us, we still feel it is important that the children get fresh air and some outside time each day. Therefore, please ensure that you child(ren) has the

appropriate attire to be able to go outside in cold temperatures and remain comfortable and warm.

[Food Policy \(CTRL + Click to access\)](#)

[Free and Reduced Lunch Applications \(CTRL + Click to access\)](#)

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. Menus can be accessed [here](#). **(CTRL + Click to access)**

No Food Zones

Please be aware that the following locations are NOT permitted any food at any time within or outside of school hours: (1) Art room, (2) gymnasium, (3) music room, (4) library media center, (5) on the stage in the APR, and (6) the STEAM room in the annex.

Please remember that our classrooms in the school and district are peanut and tree-nut free, and so no food items containing these ingredients should be sent for children's snacks.

Birthday Celebrations

Birthdays

Student birthday lunches with parents:

We are happy to welcome parents to school for a special birthday lunch with their child on his or her birthday.

Please contact the Main Office or send an e-mail or note to the classroom teacher to add your birthday lunch to our Visitor Calendar, which will assist our Head Custodian in preparing for your visit. A private table will be set up for you in the All-Purpose Room.

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

Per district policy, food is not allowed at school celebrations such as birthdays and holiday parties. However, Sherman celebrates all birthdays in other ways that do not include the sharing of food. For example, birthday students and staff are broadcasted at morning announcements and each classroom may celebrate birthdays in a special way that can be explained by each teacher. Please feel free to send in a special snack on for your child only on his/her birthday, but no food can be sent in for other students.

Additionally, we will not permit the dissemination of birthday party invitations for selected students at school, nor goody-bags.

Valentine's Day

Valentine's Day and all other holidays and/or celebrations must adhere to the district policy that states that food will not be permitted in school that can be shared or distributed. Therefore, and

to avoid any issues with food allergies, please do not send in any food and/or candy for students to share at any celebration. This policy also pertains to Valentine’s Day. Valentine’s Day must be nonedible for all grade levels. This is especially important when considering that there is no way of monitoring sharing on buses or in situations without direct adult supervision.

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

[Food Services](#) (CTRL + Click to access)

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 based on 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; and
- 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

Our 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. She is also available to parents to address any behavioral/ emotional issues at home.

Library Learning Commons

Our school’s library media program is planned and taught by our Library Media Specialist, (Mrs. Stephanie Goldberg) who meets with every class during the school’s 6 day learning cycle. The library curriculum incorporates lessons about digital citizenship, media literacy, research skills as well as technology skills. Students in grades 3-5 also have direct instruction related to the use of the (one-to-one) district computer devices. This curriculum ensures that each student learns the importance of becoming independent and responsible users of technology and information. The Library Media program is also committed to providing access to all of our resources, as well as creating balanced, conscientious users of technology and empowered members of digital communities. An important aspect of our program is that students responsibly consume, create, and share or present their products to their peers and the larger community.

Circulation is unlimited, with no restrictions on the number of books students may take out or fines for overdue books. The Library Learning Commons serves to motivate readers through story, spark new learning, and engage students as readers and lifelong learners.

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](#).

Social-Emotional Learning (SEL)

Social-Emotional Learning at the Elementary Level

Our schools now employ throughout the year a common social and emotional learning (SEL) program called *Move This World*. This program provides a strong foundation for students to set, pursue, and achieve lifelong goals, as well as create a healthy environment where students strengthen their interpersonal skills, cultivate a growth mindset, and foster the development of self-management techniques. The *Move This World* program at the elementary level covers some of the following skills: self-awareness, identifying, expressing, and managing emotions, mindfulness, self-esteem, resilience, controlling impulses, respecting others, resolving conflicts, and communicating effectively. This program, also aligns with Sherman’s emphasis on **Being Strong, Being Smart and Being Kind**.

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 [here](#) from the CT State Department of Education offers more information about how all schools in CT deliver intervention services.

Health

A Note from our Nurse

Dear Sherman Community,

I can't wait to share another fantastic year with you! To help keep our school healthy, please keep the following things in mind. When your child is ill, please keep them home to prevent the spread of illness. Please call the attendance line to report your child's absence and indicate what the illness is (i.e. strep throat, pink eye, GI virus,

lice, etc...). Early action can help limit the spread of illness, and by notifying the health office of diagnosed illnesses we can track the spread and notify the school community.

If your child is returning to school after surgery or with an injury, a note is required from their doctor stating any activity restrictions and giving permission to be in school with the use of crutches, a cast, boot, etc...

Please remember that per state regulations, medications administered at school, including over-the-counter medication such as Tylenol or Advil, require a doctor's order and should be brought to the school nurse *by an adult*.

If your child becomes ill while at school, you will be notified to pick them up. This includes instances of vomiting, diarrhea, respiratory infections, or when nursing judgment indicates that an illness prevents the child from participating comfortably in activities.

If you have any questions regarding your child's health or need to update us on changes in your child's medical status, please contact me at the school's nursing office.

Regards,

Mrs. Jenna Klein.
203-255-8331

Policies on Medication in Schools (CTRL + Click to access)

[Administration of Medication in the 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.](#)

Chromebook Initiative

Starting in 3rd grade, each student will receive a Chromebook, charger, and cover. Covered, charged Chromebooks should be brought to school each day. Chargers should remain at home to charge the Chromebook each night.

We recommend and request that Chromebooks only be used in public spaces at home for school work only.

Further information on Chromebooks, Chromebook care, privacy, and student expectations, can be found on the [Chromebook Policy page on the Fairfield Public Schools website](#).

As with all school issued resources, each family is responsible for returning the Chromebook in usable condition. We understand that accidents happen. To that end, we highly recommend families purchase the device insurance offered by FPS. Please see the [Device Insurance page on the FPS website](#). Families will also receive correspondence at the beginning of each school year on how to acquire the insurance. Please note, insurance purchases are available until end of business September 30. Insurance is not offered after that time until the following school year.

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

School Expectations

Expectations...	This means...
In the lunchroom	<ol style="list-style-type: none"> 1. Stay in seat 2. Eat 3. Talk quietly (to people at your table) 4. When an adult is talking eat, be silent and look at them 5. At dismissal, clean up your space, throw out garbage, recycle, and line up quietly.
At recess	<ol style="list-style-type: none"> 1. Play safe (behave responsibly so no one gets hurt) 2. Be kind (include others, be respectful to others) 3. Be silent and look at the adult when they are talking to you.
In the bathroom	<ol style="list-style-type: none"> 1. Be quick (go straight to the bathroom and get back to class quickly) 2. Be clean (wash your hands and place paper towels in the garbage) 3. Be safe (behave responsibly) 4. Be kind (behave respectfully towards all others)
In the hallway	<ol style="list-style-type: none"> 1. Walk safely 2. Be quiet 3. Be kind by smiling and saying “hello” to other people
Using the lockers	<ol style="list-style-type: none"> 1. Open and close it so no one hears it 2. Make sure the door is completely closed 3. Make sure everything is inside the locker

These civic expectations are also 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

school's emphases and highlight what it means to be a good school citizen, such as demonstrating mutual respect, developing independence, kindness, and compassion, celebrating diversity, nurturing academic growth to the student's full potential, and helping to create a safe and Secure learning environment.

Sherman Elementary believes that all students and staff should focus on being **Strong, Smart** and **Kind**.

Being **Strong** means that we demonstrate *Grit* by facing challenges even though we may not want to, and even though we know something may be hard or difficult, we do it anyway. It also means demonstrating *Perseverance* by continuing to work on and through a challenge until it is done well.

Being **Smart** means being a *Thinker*, and we believe that *Thinkers* ask lots of clarifying questions and are ever curious. *Thinkers* also use a wide array of information that considers multiple and varying perspectives to make sense of things and work to be able to explain things accurately and precisely. We also believe that *Thinkers* are aware of their own thinking and feelings, and they seek and accept (but not necessarily agree with) other people's viewpoints.

Being **Kind** means that we try to *connect* and *collaborate* with all others and not just those who we consider our friends. We believe that we should try to make others feel comfortable by smiling, saying hello and giving them compliments. We also feel that we should be respectful when working together, especially through differences of opinion, by being compassionate and seeking to understand and consider their viewpoint.

Every two weeks, we announce and celebrate students (and sometimes staff) who have demonstrated acts of being **Strong, Smart** or **Kind** and we place the certificates of recognition on the Proud Board in the All-Purpose Room so that everyone sees them while eating lunch.

Volunteers and Visitation

Volunteers Guidelines

We appreciate you taking the time to volunteer at Sherman 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.

[Volunteer Form](#) (CTRL + Click - to access)

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

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 Sherman 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 Sherman 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 _____

Safety and Behavior

School Rules and Behavior Expectations

Refer to pp. 45-46.

Bus Expectations

Refer to Safe Bus Riding Procedures on our district's website:

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

Transportation Office Link

Recess and Lunch Expectations

Refer to pp. 45-46.

Items not permitted in school

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

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

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

- Weapons (real or toy) such as guns, pocketknives, razor blades, or sharp objects. **Please note that there are disciplinary consequences for bringing any type of weapon or dangerous item to school.**
- Matches, caps, and fireworks
- Skateboards, roller blades, roller skates, Heelys
- **Cell phones and smart watches** (must be away if brought to school)***)
- Sports equipment such as bats or lacrosse sticks. (Equipment for recess will be provided by the school.) **In some cases, certain equipment will be permitted, but this will only be permitted per authorization by the school administration.**

*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.

*** Students are allowed to bring cell phones and smart watches to school provided that the device is turned off and stored away from the student until dismissal. Cell phones and smart watches are not to be used in the building at any time unless given consent by the teacher or after dismissal time. Any student who is witnessed using a cell phone or smart watch for any purpose during the school day will be referred to the assistant principal. A second offense will require pickup by an adult.

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

For further information regarding BOE policy, please [click here](#).

Investigating Claims of Mean-Spirited Behavior and Bullying

Mean-spirited behavior is not acceptable and permissible at any time, and I urge you not to minimize such acts by overlooking them. I truly believe that these issues have and likely will occur as a natural product of how children develop, but it is what the adults do immediately following that counts and dictates whether we accept it or reject it. Please email your child's teacher primarily, or myself if you feel this is most necessary course of action, so that we can immediately look into the issue. If you feel strongly that anonymity is necessary in the reporting of an incident, you can access a link on both our school webpage or the district's page called TIPS (report incident). However, the more we know and the sooner we know, the quicker we can attend to a situation.

The most important aspect of you becoming aware of an issue is sharing it with us immediately, and I cannot stress this enough. Additionally, the information cannot be vague and general. Rather, it must be specific so we can investigate thoroughly and fairly, regardless of how you communicate it to us. Simply saying that there's a problem in the grade level does not provide any real direction on which we can follow up. I would also encourage that upon being aware of a possible issue that you refrain from drawing conclusions until all sides of it have been explored and multiple perspectives have been gleaned.

When information is shared with us, we explore the details by interviewing students that can likely provide accurate, first-hand accounts and as discretely and sensitively as possible. This will include those who may have been mistreated, those who are suspected of the mistreatment, and those who may have witnessed it. It is important to note that the latter group will also need to include students who can provide an unbiased perspective and not one that may favor either party.

Once an adequate overall picture has been established from what has been shared in the interviews, along with what may have been captured on video (e.g. on the bus, inside or outside of the building), we make a decision based on the available evidence. Again, we remain as discrete and as sensitive as possible.

The obvious and common challenge by sharing such information is the fear of possible retribution. This is where grit and courage really come into play. However, the consequences of withholding information that can prevent further emotional or physical distress to someone should outweigh the fear of repercussions. And whilst possibly unpleasant, such repercussions do provide justification on which to act more intensely against the undesirable behavior.

We promise that we will fairly investigate any and all issues brought to us as long as the information is specific enough, and because we feel that every one of our students is important and a valued member of our community.

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.

Student Records and Publishing of Student Images

In this age of information, education now publicizes its endeavors on a variety of online forums such as, and certainly not limited to, Facebook, Twitter, and web pages, and there is obvious concern regarding the confidentiality and privacy of the children it serves. Fairfield does take this emerging area of educational accessible information very seriously and is constantly refining and drafting policy to address the challenges it presents. Therefore, I want to inform you about the policies that serve to protect our children's information with respect to online privacy. Fairfield defaults to every family accepting that any media release and/or directory information regarding their child being made available within the confines of the law. If a parent wishes to opt-out of this, this simply requires that they follow the communicated procedure for doing so. Copy and paste the following link to your browser (<http://fairfieldschools.org/parent-resources/family-guide/>) to locate this information on our district's website.

Important Related Links:

Please see the Acceptable Use Guidelines and Agreement (6141.321AR) for the district's policy on safe digital citizenship expectations.

[https://cdn.fairfieldschools.org/district-v2/uploads/2018/08/6141.321AR-Acceptable Use Guidelines- Agreement 8 8 18.pdf](https://cdn.fairfieldschools.org/district-v2/uploads/2018/08/6141.321AR-Acceptable%20Use%20Guidelines-%20Agreement%208%208%2018.pdf)

Publishing of student images (5125AR)

<https://cdn.fairfieldschools.org/boe/policies/6000/6141.324%20-%20Publishing%20of%20Student%20Images.pdf>

Please also note that these policies and opt-out agreements do not apply to PTA-used mediums. Thus, if you do not wish for your child to have his/her images and information posted on a PTA Facebook page or Twitter, for example, you would need to speak directly to the PTA about this.

PTA

Please use the link below to find Sherman school's PTA website, names of PTA board members, messages from PTA president, and volunteer opportunities.

PTA Link: <https://rogershermanpta.membershiptoolkit.com/home>

“In environments that rely heavily on collaboration, the manner in which the individuals personally decide to interact with each other will determine the degree that they experience and moreover create a positive social climate. Thus, such climates do not occur by accident, but by daily design.”

– Anonymous