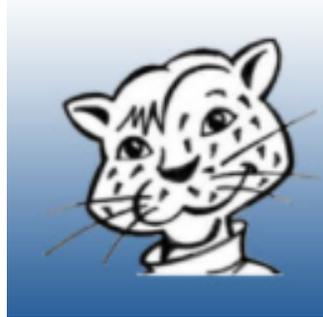


Jennings Elementary School Handbook



JENNINGS MISSION STATEMENT:

The mission of the Jennings School community is to ensure that every individual is promised safety, opportunity, respect, comfort, dignity and acceptance. We are dedicated to developing critical thinkers who take responsible risks, love to learn, strive for their personal best, and become community leaders.

2023- 2024

JENNINGS ELEMENTARY SCHOOL

31 PALM DRIVE, FAIRFIELD, CT 06824

Telephone: 203-255-8316 Fax: 203-255-8203

Tony Vuolo: Principal

Christina Fuller: 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

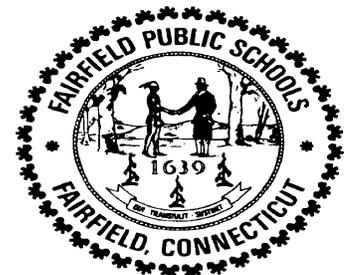


Table of Contents

General School Information

Central Office Information

Contact Information

Board of Education Information

Board Members

Meeting Dates

Principal Message

School Staff Information

Communication

Infinite Campus

Issues with Infinite Campus

Arrival and Dismissal Procedures

Arrival

Dismissal

Change of plans

Before and After School Care

Emergency Procedures

Lockdown

Fire Drills

Cancellations/Emergency Closings/Delayed Openings

Celebrations

Emergency Alert Systems

Schedules and Calendars

A-E Calendar

School Calendar

Parent/Teacher Conferences

Open House

Progress Reports

SBA

NGSS

Cogats and Nagleri

STAR Assessments

Special Schedule

School Policies and Procedures

Field Trips

Dress Code

Visitation

Communication

Homework

Absences

Recess and Lunch Procedures

- Schedule
- Food Policies
- Free and Reduced Lunch
- Nut Free Table
- Menu
- Birthday Celebrations
- Whitson's Food Services

Program and Support Services

- Language Arts Support
- Math and Science Support
- Speech and Language Support
- Psychologist/Social Worker
- Library Learning Commons
- Special Education
- STEAM
- Gifted Program

Curriculum

SRBI

Health

- A Note from our Nurse
- Policies on Medication in Schools
- Physical Assessments/Immunizations
- Screenings
- Students with Special Health Needs
- Behavior and Civic Expectations

Volunteers and Visitation

Safety and Behavior

- School Rules and Behavior Expectations
- Bus Expectations
- Transportation Office
- Recess and Lunch Expectations
- Items not permitted in school
- Bullying Policy

Technology

- Safety and Student Use
- Electronics
- Publishing of Student Images

PTA

General School Information

JENNINGS ELEMENTARY SCHOOL

31 PALM DRIVE

FAIRFIELD, CT 06824

PHONE: (203) 255-8316

FAX: (203) 255-8203

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

Leadership Team

Principal.....	Anthony Vuolo
Assistant Principal.....	Christina Fuller
Language Arts Specialist(Coach)	Mary Dolan-Collette
Language Arts Specialist (Interventionist)	Lauren Dimeglio
Library Media Center Specialist.....	Mariana Psenicnik
Math/Science Specialist.....	Kathleen Ruppert
Psychologist.....	Karla Lopes

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

School Secretary.....	Cynthia Rodriguez
Part-Time Secretary.....	Vacancy
Part-Time Secretary.....	Sharon Krois
School Nurse.....	Michele Britell

Custodial Staff

Head Custodian.....	Nick Filardo
Night Custodian.....	Jose Rivera

School Hours

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

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

Other Important Phone Numbers

PHONE NUMBERS	WEB SITES
ABSENTEE CALL-IN LINE: 203-255-8419	FPS Web Site: www.fairfieldschools.org

EARLY CLOSING HOTLINE: (8255)	203-255-TALK	PTA Web Site:	<u>Jennings School PTA</u>
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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

A Message from Mr. Vuolo



Jennings Elementary School has long been known as the “Best Kept Secret in Town”. We are nestled just below Black Rock Turnpike and share a campus with Fairfield Woods Middle School and Fairfield Woods Branch Public Library. Jennings is one of the smaller elementary schools in Fairfield, yet has a large spirit. The dedicated staff has a mix of veteran and beginning teachers that are all committed to the academic, social and emotional well being of our students in kindergarten through fifth grade. Each and every day they work tirelessly to create learning environments that foster risk taking and a love for learning.

As you walk the halls you will quickly notice the talents of our students on display on bulletin boards and in the many pieces of framed student artwork hung over the past several years. If you listen while you walk, you will hear the buzz of positive learning environments in each and every grade level. If you take the time to enter classrooms, you will see active learning that is differentiated and focused on increasing rigor so as to prepare our students for the ever changing world around us. If you listen again, you will hear talented teachers facilitating and students taking control of their own learning by respectfully challenging themselves and their peers to think more deeply about the content they are learning.

Our school has a strong focus on Character Education and developing the whole child. One of the first things a visitor will notice is our Persons of Character bulletin board in the front foyer. Each month students are nominated by staff for this honor because they display the traits outlined in our CARES model. Cooperation, Assertion, Responsibility, Empathy and Self Control allow our students to be Bucketfillers and create a wonderful place to learn. Our monthly Character Assemblies are designed to celebrate these traits and recognize the many who demonstrate them on a regular basis. The Principal’s Proud Board, morning meetings and messages and high fives are just a few other ways we build a safe learning environment that celebrates the joy of being part of a community.

Jennings School is fortunate to have the support of an extremely active PTA. The hard working members of the Executive Board strive to deliver a balance of fun family events, fundraisers and in school curriculum enrichment activities that are supportive of the school and community. This group of individuals comes together as a team in the best interests of the staff and students. Whether you attend the Frightfest or STEAM Night, you are sure to be welcomed by a friendly face!

We welcome you to take a look around our evolving new website. It promises to soon showcase the learning and fun the staff and students of Jennings have each and every day. We hope you soon realize what a special school community Jennings Elementary has and why I am so very proud to be its principal!

Warmly,

Tony Vuolo, Principal

School Staff Information

School Staff Page

<https://jen.fairfieldschools.org/school-information/staff-directory>

REACHING STAFF BY E-MAIL

Use firstinitiallastname, followed by: @fairfieldschools.org

Example: jbrown@fairfieldschools.org

IMPORTANT LINKS

Link to Infinite Campus Information

<https://fairfieldct.infinitecampus.org/campus/fairfield.jsp?status=login>

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://jen.fairfieldschools.org/>

Link to Jennings's PTA Website

<http://www.jenningspta.org/>

Communication

Infinite Campus

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

- Student's legal name
- Student's address
- Student's birth date

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

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

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

Issues with Infinite Campus

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

Arrival and Dismissal Procedures

Hours of Operation

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

Occasionally, inclement weather makes it prudent for the safety of students to have a delayed opening or early dismissal. Delayed openings are 2 hours after the normal start time and early dismissals are approximately 2 hours before the normal dismissal time.

It is the responsibility of the parent or guardian to listen to the local radio and television stations for specific information or call Fairfield Public Schools Talkline at (203) 255-TALK.

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

Arrival Procedures

- Building doors will open for student arrival at 8:45 A.M. Students will all proceed through the front entry doors. If dropping off at car loop, please pull as far forward as possible prior to your exiting their vehicle. **Please do not drop your child off before 8:45 A.M. as there is no adult supervision available until that time.**
- Students arriving on buses will enter through the front doors at 8:45 A.M.

Any student arriving to school after 8:55: Students entering school after 8:55 AM should proceed to their classrooms and will be marked tardy by their homeroom teachers. Students arriving after 9:00 AM should be **signed in by an adult** at the main office. Students may not be dropped off at the curb, sent, or taken directly to the classroom. Upon the child's return to school following an absence of any kind, parents are required to send a note to the classroom teacher regarding the nature of the child's absence.

Dismissal Procedures

Students are dismissed at the end of the school day by how they travel home. Each student is called for dismissal at a specific time, as follows:

<u>Bus Students</u> :	Dismissed at 3:25 p.m. (wait for bus to arrive)
<u>Older Siblings to Younger:</u>	Dismissed at 3:26 p.m.
<u>Walker and Child link:</u>	Dismissed at 3:27 p.m.

Carloop Pickups are called by # upon arrival to the front loop. Please have flashers on and load children on the passenger side. Flashers remain on until you are ready to depart.

Change of Dismissal Procedures

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

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

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

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

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

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

Requesting a change for dismissal at your school:

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

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

Requesting a change of dismissal during the school day:

If you must change your child's dismissal after the school day has started, please call the front office to submit your request or stop by the school to drop off your change of dismissal note. The office staff will incorporate the change into the classroom daily dismissal sheet. Please do not email your child's classroom teacher with the change as they may not see it prior to end of the school day.

All dismissal changes must be received in the main office before 2:30 P.M.

Requesting a change of dismissal after an in-school event:

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

Please do not go to your child's classroom for pick up as this interrupts the class's lesson and instruction and is in violation of our school safety plans.

Requesting an emergency change of dismissal:

In the event of an emergency, please call the front office with your change and we will accommodate the change.

Additional Dismissal Guidelines

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

Teachers work on a daily dismissal schedule and do not have the resources to track weekly dismissal changes for multiple students. *Please DO NOT send in a note that says "Ray will be picked up at 12:00 next Friday" or "Jane is being picked up early for a Dr. appt. at 2:00 tomorrow and will also go to Kids Care after school on Thursday."* If you do have changes for multiple days within the same week, you must send a note for each day that your child's dismissal plan will change. If the dismissal changes will be permanent, please refer to #4 below.

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

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

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

Please refrain from emailing a change of dismissal request, unless directed by the office staff. As the school server occasionally experiences server outages, the office staff cannot count on this method of communication to be an effective way to manage the dismissal process. A written note sent in with your child in the morning works best to ensure your dismissal changes are recorded properly.

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

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

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

Please arrive to school a few minutes early—this will give the office staff time to locate your child and will allow the child adequate time to pack-up and come to the main office to meet you.

7. Daily dismissal change notes will be given back to students at the end of the school day

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

Family Emergency Plan for an early dismissal:

To be prepared for an early dismissal, parents will want to implement a family emergency plan, such as giving your child three to five homes to go to in the neighborhood, in a certain order.

- Remind them to go to the designated neighbor.
- Show them where an extra house key is kept.
- Have them call you or another adult when they arrive home to inform you of their whereabouts.

We suggest that you walk through a simulation with your child to give them the experience in a non-threatening situation. This planning not only prevents numerous phone calls, but also alleviates the child's anxiety.

Before and After School Care: Child Link, Jennings School's after school program, runs from 7:15- 8:45 AM and then from 3:15- 5:50 PM. For more detailed information on this program and the tuition, please call Child Link at (203)372-7745 or inquire at the front office for a copy of the Child Link Parent Handbook.

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 to provide how they wish to be contacted in an emergency.

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

Student birthday celebration with parents

In consultation with the Fairfield Department of Health, volunteers and other adults visiting the school for a specific purpose may be in the buildings during school hours as long as they comply with all current school health and safety protocols. As requirements change, we will notify parents of the new conditions. Visitors are asked to schedule in advance with their child's classroom teacher, including birthday lunches and mystery readers, so that teachers can notify the front office.

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

School Calendar

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 28—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 

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)
- 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 for parents only. Please use this time to learn more about your child's educational experience for the upcoming year. Open house takes place in identical two sessions so that you may visit more than one classroom if necessary.

The date for Open House for the 2023-2024 school year is Wednesday, September 6, 2023

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 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 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

School Policies and Procedures

Field Trips

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

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

Dress Code

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

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

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

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

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

Please be aware of the following guidelines:

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

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

Locking of school doors

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

Recess and Lunch Procedures

Schedule

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

[Food Policies](#)

[Free and Reduced Lunch Applications](#)

Nut Free Table

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

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

Birthday Celebrations

Per district policy, food is not allowed at school celebrations such as birthdays and holiday parties. Birthdays are very special to us at Jennings, and we celebrate them in a variety of ways that do not include the sharing of food. Birthdays are announced during morning announcements and students are honored in the front office with a special birthday gift.

Feel free to send in a special snack for your child ONLY when it is his or her birthday. Students should NOT pass out birthday party invitations at school – please do not send them in to your child’s teacher. We also prefer that you do not send in goody bags for distribution to the class as well. Families are welcome to contact their child’s classroom teacher to schedule a special birthday visit as long as updated Covid policies are adhered to.

Holidays – students love celebrating at school. Please honor our food policy and make sure you do not send in candy or food.

Food Services

Elementary Schools Lunch Cost	\$3.10
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<https://www.fairfieldschools.org/departments/finance/food-services>

Whitson's Food Services

Whitson's Allergy letter

http://cdn.fairfieldschools.org/food-services/Whitsons_Allergen_Policy-9_11_2015.pdf

Program and Support Services

Language Arts Support

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

Math and Science Support

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

Speech and Language Support

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

Psychologist

The School Psychologist, Karla Lopes, 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 6 day cycle. 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 a regular basis. In addition, students will not be asked to join these groups during essential academic time or specials.

Social Worker

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

Library Learning Commons

Our school’s library media program is co-planned and co-taught by the classroom teacher and the Library Media Specialist, (**Mariana Psenicnik**). Flexible scheduling allows us to incorporate information literacy and technology skills in the curriculum-based K-5 research projects so all students have the opportunity to become independent and responsible users of information. We are committed to providing access to all our resources. Circulation is unlimited, with minimal restrictions on the number of books students may take out. An important aspect of our program is the presentation of these projects to our learning community.

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

Tech Time/LLC:	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.

<https://resources.finalseite.net/images/v1598375031/fairfieldschoolsorg/f2gvm6syuocodxmk8nb0/GiftedHandbook20-21pub.pdf>

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 expectations in reading and math. We also offer intervention support for behavior issues and writing. Students who qualify for early intervention are assessed and provided appropriate intervention to ensure academic success.

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

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

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

Health

A Note about our Nurse

At Jennings, Nurse Britell addresses the physical, mental, emotional, and social health needs of students and support their achievement in the learning process through assessment, intervention, and follow-up for all children within the school setting.

She is an active member of school resource teams, participating as members of the Crisis Team, Student Assistance Team and Child Study Team among others. Nurse Britell actively participates in the PPT process and works collaboratively to develop health and education plans with the student, family, medical providers and school staff, acting as an advocate for students with health concerns.

The Fairfield School Nurses provide health education and health promotion activities such as accident and illness prevention, allergy awareness, and individual education for chronic illnesses.

Additional nursing services include:

- First aid for illness and injury
- Administration of medications and medical treatments
- Screenings for vision, hearing and postural evaluations
- Review state mandated immunizations and health assessments for all students.

Policies on Medication in Schools

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

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

Physical Assessments/Immunizations

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

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

Students with Special Health Needs

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

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

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**. **CARES** is a common language throughout the

school. There are also rules created that focus on these characteristics or other versions that the school leadership has created. The rules encompass expected behaviors towards self and others. They also highlight the expected behaviors of students in the common areas of the school: hallways, classrooms, bathrooms, cafeteria and recess spaces. Many of the schools have handbooks that are sent out to their families and/or behavior contracts for students and parents to sign. There are also many examples of school themes that incorporate the expected behaviors of their students. Some schools even have mantras or pledges that are shared by all each morning.

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

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

Summary Social and Civic Expectations –PK-8

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

Volunteers and Visitation

Volunteers Guidelines

We appreciate you taking the time to volunteer at Jennings 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

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

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 Jennings 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 Jennings 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

Jennings school focuses on kindness and good citizenship. Our school expectations mirror the district vision for the following socials and civic expectations for all children.

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

Bus Expectations

- Stay in seats
- Listen to the Bus Driver
- No food or drinks
- No electronics

Transportation Office Link

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

Recess and Lunch Expectations

- Keep noise level to "level 1 voices"
- Stay in seats
- Raise hand for adult help
- No sharing of food
- Be respectful and courteous to the adult monitors
- Follow directions and procedures for lunchroom safety

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

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

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

Bullying Policy

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

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

Technology

Safety and Student Use

The school system routinely makes use of videotaping, digital, and traditional photography for educational purposes. Examples include but are not limited to the videotaping of concerts, assemblies, and sporting events. Students' images without names may be displayed in a variety of ways including, but not limited to, bulletin boards, publications, and the school or district web site. **A parent or guardian who does not want their child videotaped or photographed and those images displayed as described above are asked to contact the school principal.** In certain circumstances, it may be desirable to display a student's image in a publication or on the school or district web site with his/her name, such as when an award is given. Publishing a student's image with his/her name requires **express written permission** from the parent or guardian.

Please Note: This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian

has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

Our PTA

The Jennings PTA is comprised of dedicated parents and staff working towards the common goal of enhancing our children's education and building a strong community. Volunteering not only supports our children's education but sets an example that will leave a lasting impression on our children. We hope everyone finds a way to get involved and any support is appreciated. There is truly something for everyone and we all have different talents to share. We hold monthly meetings and often have guest speakers. Babysitting is often provided at meetings free of charge by members of the staff. Please feel free to reach out to any of the board members below to get involved.

Jennings PTA 2023-2024 Executive Board

President: Luanne Sliva

President Elect:

Principal: Tony Vuolo

Teacher Reps: Fran Nolan, Susan O'Connor

Secretary: Monica Torrance

VP of In School Programs: Patricia Bernard (4th year)

Jaclyn Trebing (4th year)

Audrey Delfoe (1st year)

VP of After School Programs: Megan Patzelt (1st year)

Elyse Tsou (1st year)

VP of Fundraising: Kaylen Giannini (2nd year)

Kaitlyn Winterbottom (1st year)

VP of Family Events: Sarah Ackermann (1st year)

Meaghen Neumann (1st year)

Sean Ellwanger (1st year)

VP of Communications: Jessica Roffe (2nd year)

Volunteers Coordinators: Amanda Sorrentino (3rd year)

Lisa Tambini (2nd year)

Treasurer: Nicole Schoch (1st year)

Board of Ed Delegate: Kristin O'Neill Hermes (1st year)

Budget Review Delegate: Mahrukh Hoda (1st year)

PTA Council Delegate: Ruchi Kapoor (2nd year)

Lindsay Allen (1st year)

IDEA Rep: Amanda Moitoso (1st year)