

Riverfield Elementary School

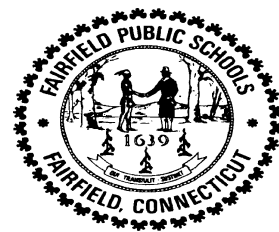
Family Handbook

2023-2024



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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FAX: (203) 255-8207

Proud Principal.....	Mrs. Mary Rose Dymond
Assistant Principal	Mrs. Lindsay Given
Language Arts Specialist	Mrs. Michelle Pennino
Language Arts Specialist	Mrs. Monica Schaper.
Library Media Center Specialist.....	Mrs. Deborah DeFrancesco
Math/Science Teacher.....	Mr. Kevin Nealy
Psychologist.....	Mrs. Elizabeth Katz

Head Secretary.....	Mrs. Patti Dyer
Part-Time Secretary.....	Mrs. Lynne Kelly
Part-Time Secretary.....	Mrs. Carole Zappier
School Nurse.....	Ms. Guylaine Kinney

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

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.

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

Central Office Information

Superintendent and Central Office

Ctrl + Click on a name to send an email 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 email 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 email 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



Welcome to the 2023-2024 school year at Riverfield!

It's going to be an amazing year of learning about many exciting things - our grade level content, ourselves as learners, and our whole community - while also having fun! I look forward to exploring alongside you as we set goals and take the steps needed to achieve them *together*.

Parents and caregivers, thank you for your partnership and for trusting our skilled, dedicated, and caring staff with your children each day. We are here to support your students and you in navigating the school year and maximizing everyone's growth. Our school family is successful because we work together and communicate!


This handbook provides important information about school and district practices and procedures. If you have any questions, please don't hesitate to reach out to your student's teachers or any of us in the main office. We are here to help.

With hope and promise,
Mary Rose Dymond
Proud principal, Riverfield School



School Staff Information

School Staff Page

 2023-24 Staff Listing and Intercoms.xlsx

REACHING STAFF BY EMAIL

Use firstinitiallastname, followed by: @fairfieldschools.org

Example: jbrown@fairfieldschools.org

**Please note: There are some exceptions to this format (e.g., when there are multiple staff members with the same first initial/last name). In those cases, a number will be added at the end of the last name. Check with the office if you're having any difficulty identifying a staff member's email address.*

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 Riverfield School Website

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

Link to Riverfield PTA's Website

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

Communication

Infinite Campus

In order to ensure timely communication from the school, it is essential for parents/caregivers to keep all information in Infinite Campus current. If you have a change of phone number in particular, please be sure to update your information in Infinite Campus immediately.

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 the 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. Parent Square is a platform for home-school communication that provides families with the opportunity to select translation to their language of choice. Contact information is pulled directly from Infinite Campus - another reason to make sure your contact information is up to date!

Principals, teachers, and other faculty members will communicate school events, news, and other information through Parent Square. Additional information will be shared.

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.

Traffic is definitely a challenge in our parking lot at arrival and dismissal and requires all of us to be vigilant and safe.

Please note the following important reminders:

- Keep intersections clear. Do not park in a way that blocks or hinders intersections with town roads - Mill Plain Road and Lakeside Drive
 - *The Fairfield Police Department periodically monitors our arrival/dismissal and will take enforcement action if needed.*
- If you are driving through the parking lot during arrival/dismissal, stay vigilant - watch for walkers and riders, especially at crosswalks
- If you are walking your student, please remember to keep your student and your other children within close proximity at all times. Stay vigilant, especially at crosswalks

Thank you in advance for modeling safe and responsible behavior for our students and community!

Arrival Procedures

- Building doors will open for student arrival at 8:45 A.M. **Please do not drop your child off before 8:45 A.M. as there is no adult supervision available until that time.**
- Between 8:45-8:55 AM, students may enter the building through either the “bus doors” (between the pod and the Library Learning Center ~ LLC) or the main entrance.
 - Staff and students *may not* open other exterior doors for students to enter.
- Students arriving on buses will enter through the bus doors at 8:45 A.M.
- The “bus doors” are monitored by staff during arrival (8:45-8:55 AM). These doors will be closed and secured after all busses have entered the building.
 - Students dropped off after 8:55 AM must go to the main entrance to enter.

- If your student does not ride a bus, please carefully review the [Riverfield Morning Arrival Procedures for Students and Families](#)

Any student arriving tardy to school: 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 student's return to school following an absence of any kind, parents/caregivers are required to send a note to the classroom teacher regarding the nature of the student's absence.

- 8:45 AM
 - Bell rings signaling students to enter
 - School doors are open
 - Staff members are stationed at entrances to monitor student arrival and greet students as they enter and proceed to their classrooms
- 8:55 AM
 - Bell rings to signal the official start of the school day
- 9:00 AM
 - Entrance doors are closed and locked (per our safety protocol)
 - Any student arriving after 9:00 AM:
 1. Must be accompanied into the main entrance by a parent/caregiver and signed in with the office staff
 2. Will be marked tardy

Dismissal Procedures

Please note: This fall, all elementary schools will be introducing School Dismissal Manager, an electronic management system for student dismissal. More information will be shared.

Students are dismissed at the end of the school day by grade level. Each grade level is called for dismissal at a specific time, as follows:

<u>Grade Kindergarten:</u>	Called for dismissal at 3:25 PM
<u>Grades 1 and 2:</u>	Called for dismissal at 3:25 PM
<u>Grades 3, 4, and 5:</u>	Called for dismissal at 3:27 PM

Please note: Additional information regarding dismissal procedures will be shared in our back-to-school communications.

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 student will always be dismissed from school each day according to this plan.

There are occasions when parents/caregivers 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 student's dismissal plan, either temporarily or permanently, or if you plan to sign-out your student 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 request on the day the change is being requested.

- Students that are leaving school early must be signed out in the main office by his or her parent/caregiver. The office staff will then call the classroom to release the student.

Requesting a change of dismissal during the school day:

If you must change your child's dismissal after the school day has started, we must receive your request in writing.

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 student(s) home early, please proceed to the Main Office and the office staff will call the classroom(s) to release your student(s).

Please do not go to your student'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 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.
2. If you do not request your change in dismissal via a note to the office BEFORE 2:30 p.m. on the day of the change, your student 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 have changes for multiple days within the same week, you must communicate this request on each day that your student’s dismissal plan will be different.
4. Write “PERMANENT” on any note to the main office when your student’s dismissal plan will be changed permanently.

Should you desire to permanently change your student’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.

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/caregiver 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 at the school a few minutes before the early dismissal time. This will give the office staff time to locate your student and will allow the student adequate time to pack-up and come to the main office to meet you.

Family Emergency Plan for an Early Dismissal:

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

- Remind them to go to the designated neighbor(s).
- 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 student to give them the experience in a non-threatening situation. This planning not only prevents numerous phone calls, but also alleviates the student's anxiety.

Before and After School Care

Kids Care is a state licensed, before and after school childcare program located at Riverfield School. Morning sessions begin at 7:30 a.m. and afternoon sessions begin at 3:30 p.m. All classes are held in the Riverfield All Purpose Room (APR). Kids Care closes at 6:00 p.m. Discounts are available for siblings.

There are no minimum usage requirements. Once you sign up and pay the registration fee you may use the program as little or as much as you need each week. Payment is due at the end of each week for the number of days used. Enrollment forms are available by contacting Roseanne Young, Kids Care Director, at kidscareriv@sbcglobal.net or by clicking on the link on the PTA website.

If school is canceled due to inclement weather, before and after school care is also canceled.

Emergency Procedures

Lockdown

Lockdown drills are scheduled several times throughout the school year. Families will be notified when a lockdown drill has taken place.

Lockdown and relocation procedures will be practiced a minimum of three times throughout the school year. Parents/caregivers 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 and throughout the year as needed.

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/caregivers 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/caregivers are required to inform the school how they wish to be contacted in an emergency.

Parents/caregivers are responsible to complete and keep current emergency contact information for their students 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/caregivers 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/caregiver 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, students 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/caregivers 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 the Parent Square/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 students 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 caregiver. At a time designated by the district, students 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

As per district policy, food is not allowed at any seasonal or birthday celebrations. If you opt to send in something for the class for a seasonal or birthday celebration, please refrain from sending food items (i.e., lollipops, candy, baked goods, fruit).

Acknowledging birthdays at school

Birthdays are announced over our P.A. system as part of our morning announcements. Mrs. Dymond personally delivers a Happy Birthday sticker and pencil to the birthday recipient. Students and staff whose birthdays are over the summer, are acknowledged during their “half birthdays” in December, January, and February.

Student birthday lunches with parents

Parents/caregivers may connect with their student’s classroom teacher and arrange to come into the APR to have lunch with their student on his/her birthday.

- A special table is set up in the APR for these celebrations.
- Parents/caregivers may choose to bring in a “special” lunch for their student (e.g., from a restaurant).
- These lunch celebrations are for students and their parents/caregivers only. Other students cannot be invited to participate.

Teachers also typically invite parents/caregivers to the classroom (in person or virtually) as a guest reader to celebrate students’ birthdays.

Please note: *All visitors to the classroom/lunch must be entered into the Visitor Calendar by classroom teachers. Please coordinate these visits with your student’s classroom teacher BEFORE coming in.*

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 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

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			

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				

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
			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		

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
					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

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	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			

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
				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		

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
					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

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
	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				

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
			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						

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 student's teacher in order for your student to be successful in school. One form of communication to support the parent-teacher relationship is conferences. 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
Wednesday, October 25, 2023 <i>Afternoon</i>	Tuesday, March 19, 2024 <i>Afternoon</i>
Thursday, October 26, 2023 <i>Evening</i>	Thursday, March 21, 2024 <i>Evening</i>
Tuesday, 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 home-school communication;
- exchange information about the student;
- plan how home and school will work together for the student'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 student's teacher and get an overview of the classroom procedures and the expectations for the year. This event is for parents/caregivers only. Please use this time to learn more about your student'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.

- Classroom Session #1 is 6:00-6:20 p.m.
- Classroom Session #2 is 7:00-7:20 p.m.

There will be opportunities to hear from Mrs. Dymond and meet the other faculty who work with your students between the two classroom sessions (from 6:20-7:00 p.m.).

Progress Reports and Testing

The elementary school Progress Reports (e.g., report cards) are designed to provide parents and caregivers with an understanding of their student's progress towards mastering grade level standards. See the link [here](#) to see the Progress Report rubrics.

If you need further information on your student'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 student's test by choosing each test question based on the accuracy of the student's previous response. If the student answers a question correctly, the difficulty level of the next item is increased. If the student 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/caregivers 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 student 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: <ul style="list-style-type: none"> • 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 Once every 6 days for Grades K-5	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.

Oops Cart - Forgotten Items

An “Oops cart” will be located outside the main entrance to the school. There is a basket with sticky notes and pens. Parents/caregivers dropping off items for their students should label items with students’ names and grade/teacher, then leave them on the cart. The office team will check the cart periodically during the day and ensure items are delivered.

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 student in school.

Fairfield Public Schools Website

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

Parent Square is the tool by which the school and district communicates with families throughout the school year. All contact information for parents/guardians is pulled from Infinite Campus and, as such, your Infinite Campus account is very important. We recommend that you include email and text as contact preferences. Links (such as school letters or newsletters) are only accessible through email.

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/caregivers are encouraged, through discussions with their students, 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/caregivers and student:

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

Riverfield School'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.

Locking of school doors

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

Recess and Lunch Procedures

Schedule

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

[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 lunches from the school are nut free and are safe for students with such allergies. The only student that may bring a cold lunch to the nut free table is the student with the nut allergy. Menus can be accessed [here](#). (CTRL + Click to access)

Birthday Celebrations

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

See above for more information about birthday celebrations.

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

Elementary Schools Breakfast Cost	\$1.50
Elementary Schools Lunch Cost	\$3.10

[Whitson's Food Services](#)

[Whitson's Allergy letter](#)

RECESS

GENERAL INFORMATION

- Every grade level is scheduled for a daily 20-minute recess block.
- All students will go outside for recess every day unless it's deemed too cold, there is inclement weather, etc.

RECESS ATTIRE

- Staff bring students out to recess in whatever attire their parents/caregivers send them to school wearing. For example:

- If a student brings a coat to school, he/she will wear it out to recess
- If a student wears shorts to school, he/she will go out to recess in shorts

RECESS WHEN THERE IS SNOW ON THE GROUND

- Students MUST wear snow gear in order to play in the snow during recess
 - Snow gear includes all of the following: winter coat, snow/ski pants, winter boots, gloves or mittens, hat
 - Recess is 20 minutes and students go directly from recess to lunch. Especially for our younger students in grades K-2 who may need more time to put on/remove all their snow gear and who may not be able to do this independently, it may be more fun to have recess unencumbered by the snow gear and save the snow-play for home
- Students who don't have snow gear at school will play on the blacktop behind the school

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 students 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 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/caregivers to help 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, who meets with every class over the course of our 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-5/40 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/caregivers 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 student. Gifted education is provided for those students who demonstrate high performance and capability in intellectual areas and need different services not ordinarily provided by the regular education program. Gifted education services are delivered in a multi-disciplinary approach. Students engage in a curriculum that is focused on conceptual thinking, higher level processes, in a real-world interdisciplinary problem-solving context. In the classroom, teachers provide differentiated experiences for gifted learners along a continuum of service options including, but not limited to, differentiated instruction, push-in/pull-out learning opportunities, and targeted enrichment activities. Programming for gifted education from 3rd grade through 8th grade is purposely designed with the unique cognitive and social-emotional characteristics of gifted students in mind while fostering foundational skills in self-awareness, self-regulation, leadership, and social responsibility.

Additional information including the identification process is outlined in the gifted handbook found on the Fairfield Public Schools [website](#).

Curriculum

Please refer to the district website for information about the scope and sequences for grades Kindergarten through fifth. 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 student'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

The Riverfield nurse is responsible for first aid only, which is defined as the immediate and temporary care given to a student whose illness or injury occurs on the school premises during school hours or during school-sponsored activities. Although temporary care may be given in school as needed for accidents or illnesses that have occurred at home, parents/caregivers should consult their family physician for advice/treatment.

The Riverfield nurse will call you if your student becomes ill or is injured at school. An emergency contact phone number should be on file on Infinite Campus. Parents/caregivers are responsible to complete and keep current emergency contact information for their students through the Fairfield District Infinite Campus Parent Portal. Click on the link below to view the parent portal.

<https://www.fairfieldschools.org/parents/infinite-campus>

Students are not to attend school when ill.

It is recommended that you should not send your student to school if:

- *Vomiting in the past 24 hours or unable to eat due to an upset stomach
- *Diarrhea in the past 24 hours; Chills, persistent fever greater than 100.4 degrees orally, including a fever that requires control with medication, such as Tylenol
- *Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school). Please notify the school nurse.
- *Bad cold, with a very runny nose or bad cough, especially if it has kept the student awake at night
- *Head lice – until your student has been treated according to the nurse or doctor's instructions. Please notify the school nurse.

In the event of a medical emergency, an ambulance will be called to transport the student to the hospital.

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/caregivers 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

Riverfield Pledge:

*At Riverfield School, we pledge each day to be
Responsible and Respectful,
Friendly and Fair,
Leaders and Learners,
Determined and Dedicated,
*and to do our best and have fun learning.**

Riverfield School Rules:

1) Be respectful

- When a teacher raises his or her hand, stop talking, raise your hand, and listen closely
- Respect your peers
- Speak to others using kind words
- Respect your teachers and all adults working in our community
- Keep your lockers neat
- Eat with proper manners

2) Be safe

- Walk in the hallways
- Keep your hands and feet to yourself
- Keep your shoes tied
- Leave toys at home
- Play safe outside at recess
- Stay seated at all times on buses
- Stay in designated areas when playing outside
- No throwing of rocks, sticks, or snowballs

3) Be responsible

- Complete your homework
- Order your lunch correctly
- Help others when needed

Volunteers and Visitation

Volunteers Guidelines

We appreciate you taking the time to volunteer at Riverfield 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. *Forms must be completed on an annual basis.*

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 volunteer at our school. Our staff is outstanding and appreciate a helping hand as they strive to meet the academic, social, and emotional needs of each student within the classroom setting. As a staff, we firmly believe there is a direct correlation between the quality of education that can be achieved in a school and the visible presence of caring parent/caregiver 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 students’ participation in a lesson or activity.

Below is a list of **ethical standards** for parents/caregivers who serve as volunteers at our school. The school reserves the right to “dis-invite” a 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/caregivers 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 volunteer is important to our overall success and to the quality of learning we are able to provide our students. **We want and need your involvement as a volunteer.**

Visitation

Parents/caregivers 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 students 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 student's teacher to address any concerns.
- If it is necessary to drop off your student's lunch or a forgotten item from home, please leave it in the designated location located outside the main entrance. Office secretaries will check the location multiple times throughout the day.
- Please refrain from unannounced visits to your student's classroom.

Thank you in advance for your partnership and cooperation with these guidelines. They will greatly help us to maintain consistency in your student's daily school routine. This also will allow your student 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/Caregiver Observation Request Form in support of your request to observe your student in the school environment, in the classroom, or on the playground at Riverfield 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/caregivers during observations. While we welcome your input as a parent/caregiver and encourage active involvement in your student's education, please respect our need to limit observations to a **30-minute time period once every two months** in order to minimize interruptions to the student learning environment. Please understand that the teacher cannot meet with you at this time, nor may you engage any student in a private conversation. Thank you for your cooperation. (A copy of the form is included on the next page)

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

Please complete the following in support of your request to observe your child in the school environment in the classroom or on the playground at Riverfield 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

Riverfield School Rules:

1) Be respectful

- When a teacher raises his or her hand, stop talking, raise your hand, and listen closely
- Respect your peers
- Speak to others using kind words
- Respect your teachers and all adults working in our community
- Keep your lockers neat
- Eat with proper manners

2) Be safe

- Walk in the hallways
- Keep your hands and feet to yourself
- Keep your shoes tied
- Leave toys at home
- Play safe outside at recess
- Stay seated at all times on buses
- Stay in designated areas when playing outside
- No throwing of rocks, sticks, or snowballs

3) Be responsible

- Complete your homework
- Order your lunch correctly
- Help others when needed

Bus Expectations

A bus driver is charged with the safe transportation of students to and from school and he/she must have the full cooperation of students on the bus at all times.

Please reinforce your student's understanding of safe bus practices by periodically reviewing the following rules.

1. Students may only ride on the bus to which they are assigned.
2. Parents/caregivers must send in a change of dismissal note if they want their student to get off their regular bus at a different bus stop along the same route.
3. Buses cannot be used to transport students for playdates, unless the students having the playdate ride the same bus.
4. Securely button and fasten students' clothing and belongings so that loose ends, flaps, strings, etc., cannot be caught. Students should use a backpack for transporting their materials to and from school.
5. Arrive at the designated bus stop at least 5 minutes before the bus is scheduled to arrive and wait in a safe place away from the roadway.
6. Be respectful of citizens living near the school bus stop and their property.
7. Board the bus only after it has come to a complete stop.
8. Enter the bus in an orderly fashion and go to your seat promptly.

9. Sit facing forward, keep all belongings on your lap, and remain seated until you arrive at your destination. Pets, toys, and skate-boards are not allowed on the school bus. Nothing is to be put in the aisle or on the bus floor.
10. WAIT for a signal from the driver before crossing the street to board the bus and then walk at least 10 steps away from the front of the bus.
11. Do not walk behind the bus for any reason.
12. Do not leave your seat while the bus is in motion.
13. Do not put anything out of the bus window.
14. Refrain from loud talking and laughter. Unnecessary confusion can divert the driver's attention and could result in a serious accident. Ordinary conversation is permitted.
15. Ride in an assigned seat if deemed necessary by the bus driver or school administrator.
16. Refrain from eating, drinking, or gum chewing on the school bus.

All kindergarten students must be met at the bus stop by a parent/caregiver. If another adult has been designated to meet the student at the bus stop, the student must present a note to the bus driver identifying the adult. If there isn't anyone at the bus stop, the bus driver will bring the student back to the school Main Office.

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

The driver will report any infraction of the rules to the Transportation Office. The school administration will take appropriate disciplinary action and inform the student's parent or caregiver.

Serious or continuous infractions may result in suspension of transportation privileges.

If you have any questions or concerns regarding bus transportation, please call the Transportation Office at (203) 255-8385 or click on the link below.

[Transportation Office Link](#)

Recess and Lunch Expectations

1. Use "inside voices" to talk to the people at your table.
2. Sit appropriately with your feet under the table.
3. Remain in your seat.
4. Raise your hand if you need help.
5. Clean up your area.
6. Line-up quietly when dismissed.

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 student safety and the protection of personal property, parents/caregivers 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, and 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.)

*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.

*** 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 administration. A second offense will require pickup by an adult.

HATS AT SCHOOL

Beginning after Thanksgiving, students will not be permitted to wear hats in our school building. With the cooler weather, of course students will wear winter hats, headbands, etc. to/from school and whenever outdoors (e.g., recess). When indoors, hats will be placed in students' backpacks/lockers. This information will be added to our Family Handbook.

- The exception will be when we have Hat Day for Spirit days or as an all-school reward celebration.
- If your student needs to wear a hat for some reason (e.g., a medical diagnosis), please reach out to Mrs. Dymond directly.

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 student's classroom teacher directly if you have any bullying concerns.

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

Technology

Safety and Student Use

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

Click on the link for the [Riverfield Student Technology Pledge](#).

Students in grades 3-5 will sign the pledge as part of their library media instruction.

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 website. **A parent or caregiver who does not want their student 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 caregiver.

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

PTA

Riverfield School has a wonderful tradition of enthusiastic parent/caregiver involvement through its Parent Teacher Association. All Riverfield families and the school staff are encouraged to join the PTA for a nominal fee. The Riverfield PTA holds monthly meetings that provide information about school programs and events. All PTA members are invited to attend these meetings, which are an excellent way to keep up with what is happening at Riverfield.

The Board oversees committees and programs that enhance and enrich the school's learning environment. Parent volunteers, who work in close coordination with the principal and staff, run these committees and programs. Many parents/caregivers ask, "What can I do to help?"

The Riverfield PTA has a place for everyone who can give some of his or her time to volunteer. Volunteer opportunities range from typing our directory at home for publishing, to teaching in the classroom about famous artists, to working on a committee planning a family event, or working in the Library Media Center. For more information about using your time and skills to help the PTA and the school, please contact the Volunteer Coordinators. Please remember you must have a Volunteer/Resource Person registration form on file in the office. This form must be completed annually.

The Riverfield PTA holds several fundraisers throughout the year. The money raised is used for curriculum enrichment programs, field trips, classroom materials, family events, and scholarships, to name a few areas.

Please Note: Any student or parent/caregiver participating in a PTA or school-sponsored activity or program may be eligible for financial assistance. Inquiries are confidential and should be made directly to the Riverfield School Principal.

Riverfield PTA Website Link: <https://riverfieldschoolpta.membershiptoolkit.com/home>