McKinley School's Elementary Handbook



School Mission Statement:
The mission of McKinley School, in partnership with the community, is to provide our diverse students with rigorous and nurturing learning experiences designed to maximize their intellectual, physical, social and emotional potential.

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

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General School Information

McKinley SCHOOL

FAIRFIELD, CT 06824
PHONE: (203) 255- 8318
FAX: (203) 255- 8204

WEB SITE: http://fairfieldschools.org/mckinley/

Leadership Team

Principal…….....Christine Booth
Assistant Principal …..……..……Eric Therriault
Language Arts Specialists ……..…….Shannon Nilan, Allyson Schenker, Gina Forte
Library Media Center Specialist…....……..…… ……Katty Quezada
Math Specialist…….……..Lore Webster
Psychologist…….....Amy DeLuca

Office Staff - Hours 8:30 A.M. to 4:00 P.M.

School Secretary……Chrissy Petrino
School Secretary……..……...…….……Jill Piccirillo
School Nurse……Kelly Herrera

Custodial Staff

Head Custodian……Diego Arredondo
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: 203-255-TALK (8255)	**PTA Web Site: https://mckinleyschoolpta.membershiptoolkit.com/**

Central Office Information

Superintendent and Central Office

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

Michael Testani	Superintendent of Schools	203-255-8371
Zakia Parrish, Ph.D.	Deputy Superintendent	203-255-8372
James Zavodjancik, Ed.D.	Chief Academic Officer	203-255-8372
Kanicka Ingram	Executive Director of Human Resources Title IX Coordinator	203-255-8462
Terri Deveny	Interim 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
Janine Goss	Executive Director of Literacy PK12	203-255-8372

Directors

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

Marco Taddei	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
Colleen Sousa	Program Director of Social Studies and Student-Centered Learning	203-255-8281
Jennifer Chirles	Director of Mathematics and STEM PK12	203-255-7359

Board of Education Information

Board of Education Members

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

Jeff Peterson	Board Chair
Jennifer Maxon-Kennelly	Board Vice-Chair
Kathryn Anne Flynn	Board Secretary
Nick Aysseh	Board Member
Carol Guernsey	Board Member
Jennifer Jacobsen	Board Member
David Krasnoff	Board Member
Jason Li	Board Member
Tracey Rinaldi	Board Member

Board of Education Meeting Dates 2024

Tuesday, August 26, 2025	Regular
Tuesday, September 9, 2025	Regular
Wednesday, September 24, 2025	Regular
Tuesday, October 14, 2025	Regular
Tuesday, October 28, 2025	Regular
Wednesday, November 12, 2025	Regular
Tuesday, November 25, 2025	Organizational / Regular
Thursday, December 9, 2025	Regular

All meetings begin at 7:00 PM unless otherwise noted and take place at 501 Kings Highway East, Second Floor
Dates for 2025 will be established in the Winter of 2024

Principal’s Message

Dear McKinley Families,

Welcome to a brand-new school year! I hope this letter finds you rested, recharged, and ready for an exciting year of learning and growth. On behalf of the entire staff at McKinley, I am thrilled to welcome both new and returning students and families to our school community.

The beginning of the year is always filled with energy, anticipation, and possibilities. Our dedicated teachers and staff have been preparing classrooms, planning engaging lessons, and setting goals to ensure that every student feels supported, challenged, and inspired. This year, our focus will continue to be on high quality instruction, a safe and inclusive learning environment and engaging with family to advance student achievement.

Family involvement is a key part of our success. We encourage you to stay connected by joining the PTA, attending family nights, volunteering at events, or simply talking with your child each day about their learning. Together, we can ensure that every child feels safe, valued, and inspired to do their best.

Thank you for entrusting us with your children. I am honored to serve as your principal and look forward to working with each of you to make this year a joyful and successful one. Let’s make 2025–2026 a year of growth, discovery, and community.

Warmly,
Christine Booth
Principal, McKinley School

School Staff Information

Principal: Christine Booth			
AP	Eric Therriault	**Orchestra:**	Nate Brown
Secretary:	Chrissy Petrino	**Band:**	Patti DiMeglio
Secretary:	Jill Piccirillo	**Special Ed:**	Sarah Geurino
			Dina Battaglia
Kindergarten:	Christina Michaud		Laurie Clark
	Lauren Franceschi		Tara Chizmadia
	Ginny Gillen		Caitlin Sakso
			Rosann Nawrocki
1st Grade:	Shannon Andersen		Jill Jarvis
	Cory Cody		Erica Mueller / Abigail McCory
	Ilyse Gendron	**STEAM /Gifted**	Brian Jasgur
	Diana Tompkins		Jamie Santiago
		Speech:	Kristina Bentley
2nd Grade:	Kristen Grammatico	**Speech 2:**	TBD
	Tina Martin	**OT/PT**	Shanae Beckford & Madison Stanley
	Michele Papper	**Psychologist:**	Amy DeLuca
	Bridgette Murphy	**Social Worker:**	Rebecca Lyons
3rd Grade:	Lucille Sarantos	**Social Worker:**	Monica Hasaan

	Jacquelyn Sorrentino	**School Nurse:**	Kim Siemon and Peggy Gagner
	Brianna Ready	**Language Arts:**	Allyson Schenker
	Hilary Fisher		Shannon Nilan
4th Grade:	Sobia Rayan		Gina Forte
	Renee Grenier	**MLL:**	Jess Keane
	Isabella Romano		DeAnna Forman
	Tara Eschert		Roxanna Miranda

5th Grade	Rick Lowry		
	Erika Moran	**Bilingual Teacher:**	Martha Soto
	Amy Fox	**Math/Science:**	Lore Webster
	Lindsay Staley	**Assistant Teachers:**	Janet Burns
			Fatina Eleish
Art:	Noah Fox/ Nicole D'Angelo (LTS)		Christina Haithwaite
			Ramon Hodgson
Music:	Valerie Trantum		Isabel Hodgson
	Sheila Doherty		Kate Mangan
P.E.	Sean Dolyak		Lily Martin
	Kathy Klaassens		Harrison Loescher
Spanish:	Marta Mwambulukutu		Christopher Pankracij

Library:	Katty Quezada		Teri Sansone
			Janneth Said
Head Custodian:	Diego Arredondo		Christine Vale
Custodian:	Jose Rivera		Shirinben Vohra
		Library Para	Deb Sherwood
Cafeteria:	Sonia	**Literacy Para 1**	Janet Arnow
	Sandra Bellido	**Literacy Para 2**	Pam Mellor
	Jenny	**Literacy Para 3**	Pinal Kothari
Building Sub:	Jen Badillo	**Literacy Para 4**	Dorene Herron
Student Teacher/Intern:		**Supervisory Aides**	

REACHING STAFF BY E-MAIL
Use firstinitiallastname, followed by: @fairfieldschools.org
Example: jbrown@fairfieldschools.org

Important Links

Link to Infinite Campus:

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

Link toTransportation:

https://www.fairfieldschools.org/departments/operations/transportation

Link to Food Services:

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

Communication

Infinite Campus

Demographic and Emergency Contact Information changes may be made through the parent portal at this link 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 you feel you need help completing the forms, please contact our registrar at 203-255-8377. The registrar can arrange 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. Log in 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, email reghelp@fairfieldschools.org, and they will help you resolve your issue promptly.

Parent Square

All schools will continue using Parent Square in the 2024-2025
school year. Principals, teachers, and other faculty members
will communicate school events, news, and other information
through Parent Square. Download the app today!

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.

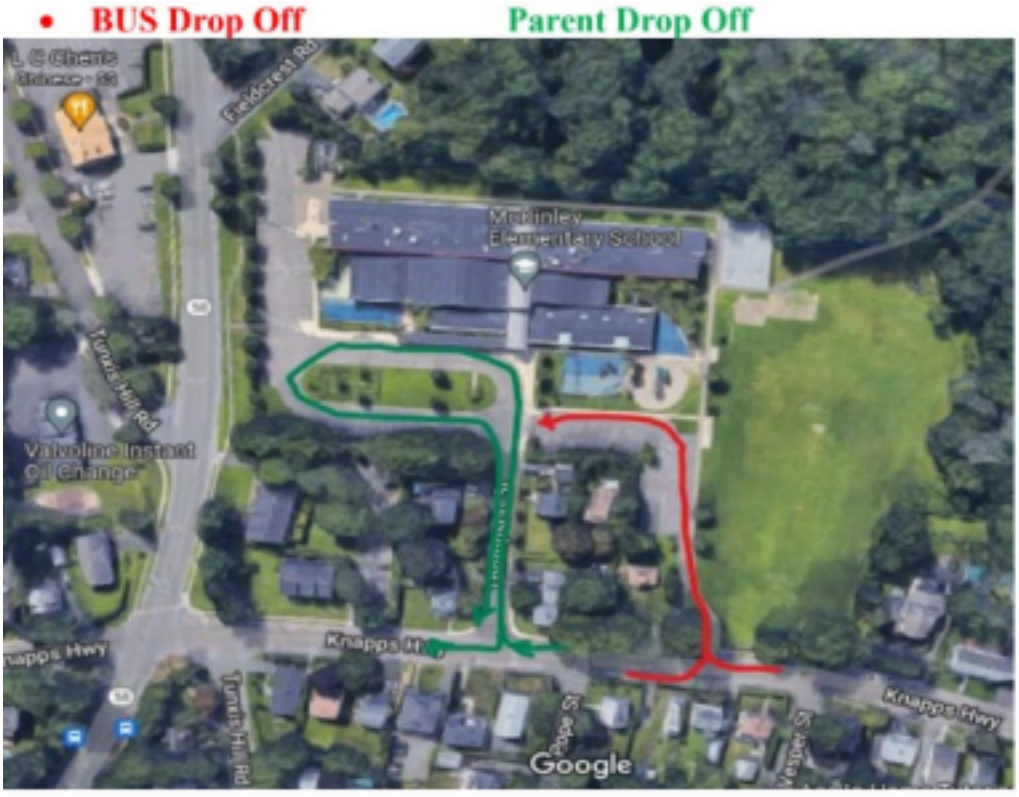
Delayed Opening 10:55 A.M. to 3:30 P.M.

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.

Emergency messages will also be issued to the contact phone numbers and email addresses provided by the parents via ParentSquare.

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 no adult supervision is available until that time.**



Students arriving on buses will enter through the bus doors at 8:45 A.M.

All parents dropping students off for the start of school should follow a Stop, Kiss & Go procedure. Reminder: No one should be dropped off before 8:45 a.m.

When dropping off your children, please enter using Thompson Street. Do not leave your vehicle; if your child needs assistance, ask the attending staff member(s) to help. Have your children exit from the passenger side of the vehicle only. Park only in the areas designated with white lines.
It is imperative that caution be always used when driving near school grounds and in driveways. Please drive slowly. Also, avoid parking in the handicapped spaces unless you have a permit. Please be a positive role model for driving, wearing a seatbelt, refraining from talking on a cell phone, and if parking, walking safely. Please know that our students' safety is our primary concern. Your caution and cooperation are most appreciated. Please refer to the map above.
Families are strongly encouraged to use bus transportation, if possible, to help decrease traffic congestion. Please do not drop your child off before 8:45 A.M. as there is no adult supervision available until that time. Students arriving on buses will enter through the bus doors at 8:45 A.M.

Any student arriving to school after 9:00 is tardy. 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

Dismissal begins at 3:20 with bussers and afterschool program students proceeding to their assigned areas. Walkers/pick-ups in grades 1-5 begin exiting the front of the building at about 3:25. Kindergarten students are to be picked up at their exterior classroom entrance.

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 the student is a walker and lives close enough to walk to and from school daily.

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.

Sometimes, 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. Each parent should use the **School Dismissal Manager** to change daily dismissal options and for pick-up procedures.

Requesting a change for dismissal at your school:

Parents must send a change of dismissal request through the **School Dismissal Manager** on the day the change is requested.

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

Requesting a change of dismissal during the school day:

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

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 violates 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 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 through the School Dismissal Manager, your child will be released according to their 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 doctor. 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 put this request in the School Dismissal Manager for each day your child's dismissal plan will change.

4. If there are permanent changes to your child's dismissal plans, please inform the office and update School Dismissal Manager.

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 communication method to effectively manage the dismissal process.

In addition, teachers may only have time to check emails at lunch or the end of the school day, preventing them from promptly responding to your request.

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 hectic for the office staff as they typically dismiss students who 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 school a few minutes early—this will give the office staff time to locate your child and allow the child adequate time to pack up and come to the main office to meet you.

<u>Family Emergency Plan for an Early Dismissal:</u>

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 particular 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 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.

WAKEMAN
BOYS & GIRLS CLUB

For information contact ljackson@wakemanclub.org
(203) 259-4805 ext.256

Registration begins Tuesday, July 9, 2024 – REGISTRATION IS ONLINE ONLY

1. To enroll in the After School Program and/or Before school Program at McKinley, go to www.wakemanclub.org
2. At the top right of screen, click ONLINE REGISTRATION.
3. On the next screen, at the top right of screen, click LOG IN.
4. All families have an online account and must use their online account to register for the After School Program. If you do not know your password, go to "Forgot my Password". Follow instructions to reset your password using your primary email address. Contact Jocelyn West at 203-259-4805 or JWest@wakemanclub.org if you need additional help.
5. If your child's membership is expired or will soon expire, renew it. Select SPT Kindergarten – 8th Grade Membership.
6. After renewing membership or ensuring it is currently active,
7. Click REGISTER FOR PROGRAMS
8. Search for McKinley After School Program and follow prompts.
9. While selecting your tier, you will also see a Full Subsidized Payment Due of $309 per week. This is the actual cost to WBGC, not the amount that will be charged to you. You will only be responsible for the Parent Fee portion of the chosen tier.
10. Payments are charged **bi-weekly** (every two weeks) on Fridays starting August 17. 11. After you complete online registration, our staff will reach out to you with forms for you to complete this summer so your child is ready for fall (STEP 2).

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 be unable to answer phone calls or emails during a lockdown. All district communication and updates will be sent out through Infinite Campus. Please 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 information on 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 Parent Square for alerts, weather delays, and cancellations.

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 that 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. A central evacuation site on the Fairfield University Campus can be utilized if warranted.

- In the event of an incident, children will be kept in school for the duration of the regular 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 during the incident, which will provide information and guidance on the situation. In addition, email and text messages may be sent out via ParentSquare 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 various responses to local public health or safety emergencies, including implementing lockdowns and evacuations. Details of these responses are not publicized for security reasons.

Celebrations

Student birthdays can be celebrated if a family member would like to visit the classroom to read a favorite book or share a favorite activity/craft. Food cannot be included in this celebration.

Throughout the year, we work with the PTA to set up opportunities for parents to participate in various celebrations. Please be sure to be on alert for that information via the PTA.

School-wide celebrations will be shared through ParentSquare- we hope you are able to participate in these important events.

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 26, 2025.** Specific information on orientation and other important dates will be sent in additional communications.

Open House Schedule

School	Date	Time
Burr	September 18	6:00-8:00
Dwight	September 18	6:00-8:00
Holland Hill	September 10	6:00-8:00
Jennings	September 10	6:30-8:00
McKinley	September 17	6:30-8:00
Mill Hill	September 10	6:00-7:30
North Stratfield	September 10	6:30-7:30
Osborn Hill	September 10	6:30-8:00
Riverfield	September 10	6:00-7:30
Sherman	September 3	6:00-8:00
Stratfield	September 10	6:30-8:00

Open House

Open House is an opportunity to meet your child's teacher and get an overview of the classroom procedures and 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. The open house takes place in two identical sessions, so you may visit more than one classroom if necessary.

2025-2026 Fairfield Public Schools Student Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE 11-12-2024

July 2025

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 2025 (4)

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	A	B	C	D	30
31						

August 20-22, 25—PD Days

August 25—6th & 9th grade orientation

August 26—First Day of School

September 2025 (20)

Su	Mo	Tu	We	Th	Fr	Sa
	1	E	F	A	B	6
7	C	D	E	F	A	13
14	B	C	D	E	F	20
21	A	23	B	C	D	27
28	E	F				

September 1—Labor Day

September 23—Rosh Hashanah

October 2025 (22)

Su	Mo	Tu	We	Th	Fr	Sa
			A	2	B	4
5	C	D	E	F	A	11
12	B	C	D	E	F	18
19	A	B	C	D	E	25
26	F	A	B	C	D	

October 2—Yom Kiuppur

Oct 15—Early Dismissal PK-12 (PK-8 Day Conferences, HS PSAT)
Oct 21—Early Dismissal, PK-8 Day Conferences (Not HS)
Oct 23—Early Dismissal, PK-8 Evening Conferences (Not HS)

November 2025 (16)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	E	4	F	A	B	8
9	C	11	D	E	F	15
16	A	B	C	D	E	22
23	F	A	B	27	28	29
30						

November 4—Election Day All Day PD PK-12

November 11—Veterans Day

November 26—Early Dismissal PK-12

November 27-28—Thanksgiving

December 2025 (17)

Su	Mo	Tu	We	Th	Fr	Sa
	C	D	E	F	A	6
7	B	C	D	E	F	13
14	A	B	C	D	E	20
21	F	A	24	25	26	27
28	29	30	31			

December 23—Early Dismissal PK-12

December 24-31—Winter Break

January 2026 (19)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	B	C	D	E	F	10
11	A	B	C	D	E	17
18	19	F	A	B	C	24
25	D	E	F	A	B	31

January 1—New Year's Day (Observed)

January 1-2—Winter Break

January 13—Early Dismissal PK-12 (PD)

January 19—Dr. Martin Luther King, Jr. Day

February 2026 (18)

Su	Mo	Tu	We	Th	Fr	Sa
1	C	D	E	E	A	7
8	B	C	D	E	13	14
15	16	F	A	B	C	21
22	D	E	F	A	B	28

Feb 12—Early Dismissal PK-12 (PD)

Feb 13, 16—February Break

March 2026 (21)

Su	Mo	Tu	We	Th	Fr	Sa
1	C	D	E	F	A	7
8	B	C	D	E	F	14
15	A	B	C	D	20	21
22	E	F	A	B	C	28
29	D	E				

March 10—Early Dismissal PK-5 (Day Conferences), 6-12 (PD)

March 17, 18—Early Dismissal PK-5 Only (Conference Days, *PM Conf on Mar 18*)

March 20—Eid al-Fitr

April 2026 (16)

Su	Mo	Tu	We	Th	Fr	Sa
			F	A	3	4
5	B	C	D	E	F	11
12	13	14	15	16	17	18
19	A	B	C	D	E	25
26	F	A	B	C		

April 3—Good Friday

April 13-17—Spring Break

May 2026 (20)

Su	Mo	Tu	We	Th	Fr	Sa
					D	2
3	E	E	A	B	C	9
10	D	E	F	A	B	16
17	C	D	E	F	A	23
24	25	B	C	D	E	30
31						

May 12—Early Dismissal PK-12 (PD)

May 25—Memorial Day

June 2026 (9)

Su	Mo	Tu	We	Th	Fr	Sa
	F	A	B	C	D	6
7	E	F	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

June 19—Juneteenth

The first 5 snow days will extend the length of the school year. Additional snow days will reduce the April Break beginning with April 17th. The date of high school graduation will be set by the Board of Education in March 2026. Please see links below to the policy and administrative regulations used in calendar development.

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

Policy 6111 - Student Calendar
Policy 6111AR - Administrative Regulations on Student Calendar

2025-2026 Fairfield Public Schools Student Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE 11-12-2024

July 2025

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 2025 (4)

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 20-22, 25—PD Days

August 25—6th & 9th grade orientation

August 26—First Day of School

September 2025 (20)

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

September 1—Labor Day

September 23—Rosh Hashanah

October 2025 (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 2—Yom Kippur

Oct 15—Early Dismissal PK-12 (PK-8 Day Conferences, HS PSAT)
Oct 21—Early Dismissal, PK-8 Day Conferences (Not HS)
Oct 23—Early Dismissal, PK-8 Evening Conferences (Not HS)

November 2025 (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						

November 4—Election Day All Day PD PK-12

November 11—Veterans Day

November 26—Early Dismissal PK-12

November 27-28—Thanksgiving

December 2025 (17)

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

December 23—Early Dismissal PK-12

December 24-31—Winter Break

January 2026 (19)

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

January 1—New Year's Day (Observed)

January 1-2—Winter Break

January 13—Early Dismissal PK-12 (PD)

January 19—Dr. Martin Luther King, Jr. Day

February 2026 (18)

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

Feb 12—Early Dismissal PK-12 (PD)

Feb 13, 16—February Break

March 2026 (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				

March 10—Early Dismissal PK-5 (Day Conferences), 6-12 (PD)
March 17, 18—Early Dismissal PK-5 Only (Conference Days, *PM Conf on Mar 18*)
March 20—Eid al-Fitr

April 2026 (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		

April 3—Good Friday

April 13-17—Spring Break

May 2026 (20)

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

May 12—Early Dismissal PK-12 (PD)

May 25—Memorial Day

June 2026 (9)

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

June 19—Juneteenth

The first 5 snow days will extend the length of the school year. Additional snow days will reduce the April Break beginning with April 17th. The date of high school graduation will be set by the Board of Education in March 2026. Please see links below to the policy and administrative regulations used in calendar development.

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Policy 6111 - Student Calendar
Policy 6111AR - Administrative Regulations on Student Calendar

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. These days, students have early dismissal. Please mark these dates on your calendars.

Fall	Spring
Wednesday, October 15, 2025 ***Afternoon***	Tuesday, March 10, 2026 ***Afternoon***
Thursday, October 21, 2025 ***Afternoon***	Thursday, March 17, 2026 ***Afternoon***
Tuesday, October 23, 202 ***Evening 5:30- 7:30***	Thursday, March 18, 2026 ***Evening***

You will receive specific information regarding the scheduling of your conference from our staff before 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 an understanding of concerns and expectations;
- report student progress and show samples of student work;
- answer questions about grades (where applicable) and
- talk about the transition from grade to grade.

Progress Reports and Testing

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

Please get in touch with their teacher if you need further information on your child's progress.

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

Friday, December 5
Monday, March 16
Tuesday, June 11

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 grades 3-8 students. These assessments are administered in the spring. Students will take two sections: English Language Arts (ELA) and math. The ELA assessment addresses reading, writing, and listening standards. The math assessment addresses four areas: (a) concepts and procedures, (b) problem-solving, (c) modeling and data analysis, and (d) communication and reasoning. More information about the SBAs can be found at this link.

The assessment window for 2025-2026 is March 23 through May 29. The district and school 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 NGSS 2024-2025 assessment window is March 24 through May 30. We will send 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. These assessments are given in the spring to all 2nd grade students.

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 following 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 after each testing window.

NWEA Testing Dates 2025-2026 are tentatively scheduled for:

- September 8- September 19
- January 5 – January 20

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).

Acadience Reading testing dates for 2025-2026 are tentatively scheduled for:

- September 24 – October 10
- January 20 – January 30
- May 13 – May 29

There are several 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. When information is combined, these assessments allow teachers a great portrait of a student's current academic functioning and achievement.

You will receive a reminder from school staff of the dates of applicable testing for your child so s/he 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 via the district's newsletter 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/ 70 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 in Grades 3-5	Grade 3-5 / 30 minutes
Library:	Once every 6 days for Grades K-5	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, if necessary, are sent home in advance, along with fee requests. • 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 their dress reflects pride in the school and themselves. At no time should clothing distract the students, nor should their attire be a danger to their safety in the classroom or 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 must be worn on cooler days, including coats, jackets, or windbreakers.

Visitation

Parents and other visitors are welcome and encouraged to visit the schools, attend school assemblies, participate in special events, and volunteer. All visitors must report to the main office upon entrance to the building and follow the protocols listed below. Fairfield Public Schools utilizes the *Raptor Safe System* to help keep our students and buildings safe. Your cooperation with our protocols in achieving these goals is appreciated.

To visit our school, please:

- Check in with the main office using the mounted iPad at the building's main entrance.
- Use a government-issued photo identification (e.g., driver's license, state ID, passport).
- Scan the government-issued photo identification into the Raptor System on the mounted iPad.
- Upon completion of the check-in process, a visitor's badge will print and be given to you.
- Place the printed visitor's badge on your upper body where it will be clearly visible and keep it on for the duration of your visit.
- While in the building, remain in approved areas only and be accompanied by a staff member if required.
- Check out at the main office before leaving. You will be asked to scan your visitor's badge to complete the sign-out process.

Thank you in advance for your partnership and cooperation with these guidelines. They will help us maintain consistency in your child's daily routine and safety and security at our school. Please note that classroom instruction will not be interrupted. If you would like to make the above process more expedient, please follow this link to create a *digital passport*. Additionally, more information on the Raptor Safe System can be found on the FAQ.

Communications

Telephone

Plans for the afternoon should be made at home before coming to school. The office phone may be used with a teacher's permission in an emergency. Only emergency phone messages for children and 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 excellent resources for parents on the district's website. These include information about the curriculum, registration information, and the district's family guide.

Infinite Campus is how the school and district communicate with families throughout the school year. As such, an Infinite Campus account is critical. 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 to create a username and password. reghelp@fairfieldschools.org, listed under problems logging in, can provide you with an activation code if you have not yet set up an Infinite Campus account.

Homework

The Board of Education considers homework and other out-of-class assignments essential for the Fairfield Public Schools educational program. Students can reinforce and/or extend academic and learning skills taught in class through homework and out-of-class assignments. Homework also contributes to the student's 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 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 when 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. Schoolwork **will not** be provided for vacations.

2. During the vacation, parents or guardians 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

McKinley 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 30 days or ten (10) unexcused absences in any school year.

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

Locking of school doors

For the safety of our students, ALL school doors are locked throughout the day. However, between 8:45 and 9:00 a.m., the front doors will be open and monitored by staff for students being dropped off. After 9:00 a.m., please ring the bell at the front of the building to gain access.

Recess and Lunch Procedures

Schedule

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

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 purchase a hot lunch. Hot lunches from the school are nut-free and are safe for students with such allergies. The only child who may bring a cold lunch to the nut free table is the child with a nut allergy. Menus can be accessed here. **(CTRL + Click *to access*)**

Birthday Celebrations

Student birthdays can be celebrated if a family member would like to visit the classroom to read a favorite book or share a favorite activity/craft. Food cannot be included in this celebration. Due to the full use of the cafeteria each lunch period it will be difficult to accommodate a family lunch.

Throughout the year, we work with the PTA to set up opportunities for parents to participate in various celebrations. Please be sure to be on alert for that information via the PTA. Per district policy, food is prohibited at school celebrations such as birthdays and holiday parties.

Food Services (CTRL + Click *to access*)

Elementary Schools Lunch Cost	$3.60

Whitson's Allergy letter

Program and Support Services

Language Arts Support

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

Math Support

The math specialist will assist students the school's team has identified who need math support. The school's team determines the frequency and duration of services through a formal process.

Speech and Language Support

Speech and Language services provide a specialized program that enables children to optimize communication skills and improve speech/language issues that 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 ensures the students have a successful school year by utilizing various 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. They include a small number of students on any given occasion and focus on acquiring skills for establishing and maintaining positive peer interactions and problem-solving. Activities are enjoyable and include conversations, and/or games and role-plays. Those students who wish to participate in these groups will be considered "guests" as they will not be asked to participate regularly. 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. S/he is also available to parents to address behavioral/ emotional issues at home. McKinley has a full time Social Worker, as well as a second social worker here 3 days per week.

Library Learning Commons

Our library media program is planned and taught by our Library Media Specialist, Katty Quezada, who meets with every class during the school's six-day learning cycle. The library curriculum incorporates lessons about digital citizenship, media literacy, research skills, and technology skills. Students in grades 3-5 also have direct instruction on using 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 and creating balanced, conscientious users of technology and empowered members of digital communities. An essential 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 stories, spark new learning, and engage students as readers and lifelong learners.

Tech Time:	**Once every 6 days for Grades K-5**	**Grade K-5th/40 minutes**

Special Education

The Special Education Department facilitates the instructional and administrative aspects of the total program with students with an Individual Education Plan (IEP). This department includes speech and language pathologists, resource teachers, psychologists, social workers, and many support teachers. Together, the department addresses all our school's students' learning, emotional, and social needs.

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 each identified gifted child's social and emotional needs. 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 focused on conceptual thinking and higher-level processes in a real-world interdisciplinary problem-solving context. 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

Multi-Tiered Systems of Support (MTSS)

Fairfield Public Schools' Multi-Tiered Systems of Support (MTSS) is a refinement of current practices around Scientific Research-Based Interventions (SRBI) to support the holistic development of every student. Intervention services in math and literacy, social-emotional learning, behavior, and attendance are provided to students who need extra support beyond tier 1 core instruction using a districtwide data-based decision making process. The MTSS framework includes district screening assessments, progress monitoring measures, and evidence-based high-quality instruction and intervention. Our school's team will keep parents informed of any intervention services that are recommended based on your child's needs, as well as your child's response to the interventions on an ongoing basis. We look forward to partnering with you to support your child's academic and personal growth throughout the school year.

Health

A Note from our Nurse

Dear McKinley families,
Students need to be healthy to be educated and educated to be healthy. As the McKinley School nurses, we work in partnership with you, the educators, and your children to ensure that each and every student in our school is healthy and ready to learn. When a student visits us during the school day, we aim to treat whatever ailment they are experiencing quickly and safely so they can return to learning as soon as possible. We could not do our job without the help of everyone in our school community, so thank you for doing your part in helping McKinley be a healthy place to learn and grow!

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.

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

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

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

<u>Summary Social and Civic Expectations –PK-8</u>

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

At McKinley, we have developed a set of Core Values that the whole faculty and student body follows: Be SAFE, Be RESPECTFUL, Be RESPONSIBLE.

Volunteers and Visitation

Volunteers Guidelines

We appreciate you taking the time to volunteer at McKinley School.

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

Volunteer Form (CTRL + Click - to access)

Guidelines and Expectations for Volunteers in Schools:

Thank you for offering to lend a hand as a parent volunteer at our school. Our teachers are outstanding, yet it is a challenge to meet each child's academic, social, and emotional needs 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 volunteers. 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 cannot 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 safety procedure is 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 need 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 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 time, and will have direct contact with students when no staff member is present, they will need to fill out the form AND contact Kristen Hardiman in Human Resources. They will need to have fingerprints done, a check done through DCF, and 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 welcome and encouraged to visit the schools, attend school assemblies, participate in special events, and volunteer. All visitors must report to the main office upon entrance to the building and follow the protocols listed below. Fairfield Public Schools utilizes the *Raptor Safe System* to help keep our students and buildings safe. Your cooperation with our protocols in achieving these goals is appreciated.

To visit our school, please:

- Check in with the main office using the mounted iPad at the building's main entrance.
- Use a government-issued photo identification (e.g., driver's license, state ID, passport).
- Scan the government-issued photo identification into the Raptor System on the mounted iPad.
- Upon completion of the check-in process, a visitor's badge will print and be given to you.
- Place the printed visitor's badge on your upper body where it will be clearly visible and keep it on for the duration of your visit.
- While in the building, remain in approved areas only and be accompanied by a staff member if required.
- Check out at the main office before leaving. You will be asked to scan your visitor's badge to complete the sign-out process.

Thank you in advance for your partnership and cooperation with these guidelines. They will help us maintain consistency in your child's daily routine and safety and security at our school. Please note that classroom instruction will not be interrupted. If you would like to make the above process more expedient, please follow this link to create a *digital passport*. Additionally, more information on the Raptor Safe System can be found on the FAQ.

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 McKinley 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 period once every two months to** minimize interruptions to the student learning environment. Please understand that the teacher cannot meet with you at this time, nor may you engage any student in a private conversation. Thank you for your cooperation.

Name of Student: _____ Date Submitted: _____

Classroom Teacher: _____

(If Applicable: Case Manager: _____)

Individual Observing: _____

Class you wish to observe: _____

Options for dates & times requested:_____

Reason for observation:
_____
_____

Staff complete:
Date & Time Approved: _____
Approved by: _____
Designee Attending Observation_____

Safety and Behavior

McKinley School	Be Respectful	Be Safe	Be Responsible
Hallway	• Keep hands and feet to self • Stay quiet - classes are in progress • Hold doors for others	• Walk face forward • Keep to the right • Keep hallways clear and clean	• Go directly to your destination • Set a good example • During class have a pass • Follow directions
Restroom	• Respect privacy • Use kind words and actions • Use equipment and supplies properly • Wait your turn	• Wash hands • Report problems to an adult • Walk at all times • Keep water in sink	• Throw trash in receptacle • Use time wisely • Go, flush, exit
Playground	• Take turns • Use kind words and actions • Invite others to play	• Stay in designated area • Report problems to an adult • Walk to and from building	• Line up when you are called • Set a good example • Use equipment appropriately • Play by the rules
Cafeteria	• Respect other's space • Use kind words and actions • Use an indoor voice	• Follow directions from adults • Walk at all times • Eat only your food • Raise your hand for help	• Leave a clean table, chair and floor • Sit with feet under table
Classroom	• Pay attention to your teacher • Follow instructions • Use kind words and actions • Raise your hand to speak • Participate	• Use classroom materials appropriately • Walk at all times • Keep hands, feet and objects to yourself	• Complete your work • Organize • Be ready to learn and try your best • Stay on task
Bus	• Keep noise down • Use kind words and actions • Listen for your stop • Remember your bus number	• Stay seated face forward • Watch for traffic when entering/exiting • Keep hands and feet to yourself • Report problems to adult	• Listen to bus driver • No eating or drinking • Keep track of your belongings • Keep your backpack closed

Items not permitted in school

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

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

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

- Weapons (real or toy) such as guns, pocketknives, razor blades, or sharp objects. **Please note that there are disciplinary consequences for bringing any type of weapon or dangerous item to school.**
- Matches, caps, and fireworks

• Skateboards, roller blades, roller skates, Heelys
• **Cell phones, smart watches and personal devices.**
• 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.

Technology

Safety and Student Use

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

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

PTA

McKinley PTA President: Melanie Alfano

We have an active and supportive PTA. Please visit our website for information about getting involved and supporting the school.

https://mckinleyschoolpta.membershiptoolkit.com/