

# Fairfield Warde High School

755 Melville Avenue • Fairfield, Connecticut 06825 • (203) 255-8449 • FAX (203) 480-0340



Paul Cavanna  
*Head Principal*  
Dane Brown  
*Director of Student Services*  
Kurt Simonsen  
*Fitts House Principal*  
Steven Fekete  
*Townsend House Principal*  
Katie Lynn  
*Pequot House Principal*  
Lauren Lukasz  
*Special Education Program Director*  
Gina DiGiacomo  
*Athletic Director*

Wednesday, August 27, 2025

Subject: Leaving School Grounds Without Permission

Dear Warde Families and Students,

As we begin the school year, I want to remind everyone that leaving school grounds without permission, particularly during lunch and periods 2 and 3, is strictly prohibited. This behavior poses significant safety concerns, including students transporting peers in their vehicles without parental knowledge and rushing back to campus within the limited 30-minute lunch period, which increases the risk of accidents.

In accordance with the Student-Parent Handbook and Fairfield Board of Education Policy 5113 on attendance, students must remain on school grounds for the entire school day, including during lunch and Periods 2 and 3. This rule is in place to maintain a safe environment and ensure that all students are accounted for. Leaving campus without authorization will result in progressive disciplinary action, beginning with a Saturday detention and potentially leading to suspension for repeated offenses.

To help maintain a safe and secure campus environment, traffic patterns will be adjusted during lunch and Periods 2 and 3 (9:15 a.m.–12:40 p.m.). During this time, all vehicles must use either the front entrance/exit on Melville Avenue or the back driveway between Fitts House and the James Blake Tennis Courts to access or leave campus. The Knapps Highway entrances and exits will be closed to all traffic during these periods. 🚫 Traffic Restrictions During Periods 2 & 3

Students must enter the building through the main entrance beginning at 7:45 a.m. During Periods 2 and 3, all students must also exit through the main entrance. Failure to follow this procedure will result in a school consequence.

I will review this policy with students during the upcoming class assemblies to ensure they fully understand the expectations.

If you have any questions or concerns, please contact the House Dean. Your cooperation is essential, and we greatly appreciate your continued support in keeping our school community safe.

Sincerely,

A handwritten signature in blue ink that reads "Paul A. Cavanna". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul A. Cavanna  
Head Principal