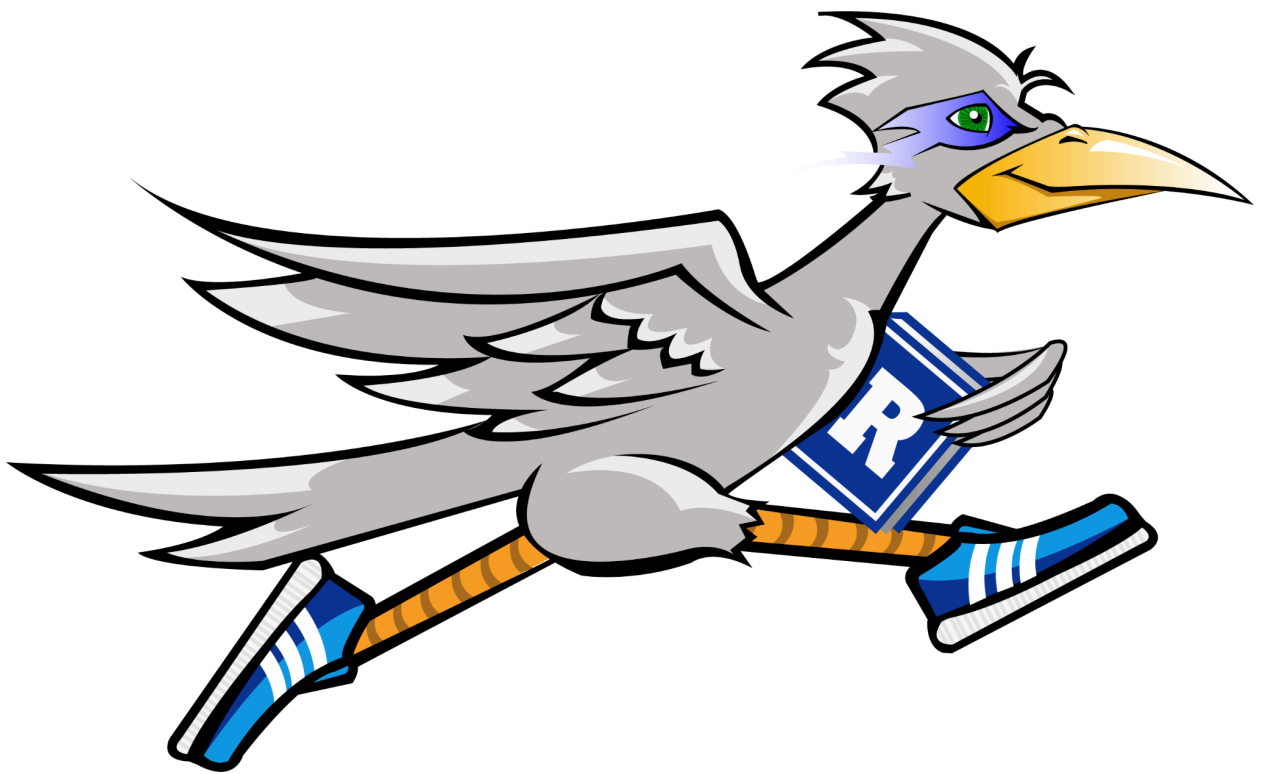


Riverfield Elementary School
Family Handbook
2024-2025



At Riverfield School, we work hard to
be safe, be respectful, and be responsible
because we all belong.

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

Riverfield Elementary School

FAIRFIELD, CT 06824
PHONE: (203) 255-8328
FAX: (203) 418-4009

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

Leadership Team

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 Specialist.....	Mrs. Heather Lominy
Math Resource Teacher.....	Mr. Kevin Nealy
Psychologist.....	Mrs. Elizabeth Katz

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

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

Custodial Staff

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

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 School Contact Information

PHONE NUMBERS	WEBSITES
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 e-mail directly to the person listed.

Michael Testani	Superintendent of Schools	203-255-8371
Nicole Danishevsky, Ed.D.	Executive Director of Mathematics and STEM PK12	203-255-8372
Janine Goss	Executive Director of Literacy PK12	203-255-8372
Kanicka Ingram	Executive Director of Human Resources Title IX Coordinator	203-255-8462
Courtney LeBorious	Chief Financial Officer	203-255-8383
Robert Mancusi	Executive Director of Special Education and Student Services	203-255-8379
Angelus Papageorge	Executive Director of Operations	203-255-8373
Zakia Parrish, Ph.D.	Deputy Superintendent	203-255-8372
James Zavodjancik, Ed.D.	Chief Academic Officer	203-255-8372

Directors

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

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
Lisa Olivere	Program Director of Social Studies and Student-Centered Learning	203-255-8281

Board of Education Information

Board of Education Members

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

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

Board of Education Meeting Dates 2023

Tuesday, August 27, 2024	Regular
Tuesday, September 10, 2024	Regular
Tuesday, September 24, 2024	Regular
Tuesday, October 8, 2024	Regular
Tuesday, October 22, 2024	Regular
Tuesday, November 12, 2024	Organizational/Regular
Tuesday, November 26, 2024	Regular
Thursday, December 10, 2024	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



Welcome to the 2024-2025 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

[Riverfield 2024-2025 Staff Directory](#)

REACHING STAFF BY E-MAIL

Use firstinitiallastname, followed by: @fairfieldschools.org

- Example: jbrown@fairfieldschools.org

[Riverfield Staff Email List, 2024-25](#)

**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.*
- *Staff members have two email addresses. Please use the @fairfieldschools.org address*

Important Links

[Infinite Campus](#)

[Transportation](#)

[Food Services](#)

Link to the Riverfield School Website

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

Link to Riverfield's PTA Website

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

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 begin 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.

Arrival and Dismissal Procedures

<u>Hours of Operation</u>	
Grades K-5	8:55 AM to 3:30 PM
Early Dismissal	8:55 AM to 1:40 PM
Delayed Opening	10:55 AM to 3:30 PM

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. Please refer to the [24-25 FPS Start and Dismissal Times](#) document for start and dismissal times for all FPS.

The parent or guardian is responsible for listening to the local radio and television stations for specific information or calling Fairfield Public Schools Talkline at (203) 255-TALK.

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

Arrival Procedures

- Building doors will open for student arrival at 8:45 A.M.
 - **Please do not drop your child off before 8:45 A.M. as there is no school staff 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 after 8:55 AM must go to the main entrance to enter.
- Students arriving on buses will enter through the “bus doors” beginning at 8:45 AM.
- The “bus doors” are monitored by staff during arrival (8:45-8:55 AM). These doors will be closed and secured after all bussers have entered the building.
- 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 between 8:55 and 9:00 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. They may not be dropped off at the curb or be sent/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.

Morning Arrival at a Glance

- 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
 - Students arriving between 8:55 and 9:00 AM:
 - May walk by themselves to their classrooms
 - Will be marked tardy
- 9:00 AM
 - Entrance doors are closed and locked (per our safety protocol)
 - Any student arriving after 9:00 AM:
 - Must be accompanied into the main entrance by a parent/caregiver and signed in with the office staff
 - Will be marked tardy

Dismissal Procedures

Students are dismissed at the end of the school day by their dismissal plans. The following dismissal announcements are made:

3:25 PM

- **Bussers** report to dismissal locations.
- **Older siblings who walk with younger siblings**, go to dismissal location and wait for your younger sibling
- All students who go to **Kids Care**, meet in the hallway outside of the gym
- Students attending **after school activities** (e.g., after school adventures), go to locations and wait for the instructor

3:28 PM

- Classroom teachers, please bring your **walkers** to their dismissal locations

3:30 PM

- All students are dismissed

Please refer to our [Riverfield Afternoon Dismissal Procedures for Students and Families](#) for more detailed information.

Student Dismissal Plans - School Dismissal Manager

Parents/caregivers must use the **School Dismissal Manager** system to record their student's daily dismissal plans.

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

Sometimes, 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 child's dismissal plan, either temporarily or permanently, or if you plan to sign out your child during the school day for any reason, please enter the changes into the School Dismissal Manager.

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**.

Please do not email dismissal changes to teachers. They may not check their email during the school day.

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

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

If you attend an in-school event and want to take your student(s) home early, please proceed to the Main Office, and the office staff will call the classroom 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 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 student 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.”)* ALL changes in dismissal must be entered into the School Dismissal Manager. 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. All permanent changes to your child’s dismissal plan must be made through the 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.

Family Emergency Plan for an Early Dismissal:

To be prepared for an unexpected early dismissal, we suggest parents/caregivers implement a family emergency plan, such as giving your students 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 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



Kids' Care is a state licensed, before and after school childcare program located at Riverfield School. Our staff includes several paraprofessionals from Riverfield, as well as several experienced teachers who have been at Kids' Care for the past 20 years. Morning session begins at 7:30 am in the APR. Afternoon session begins at 3:25 pm in the APR. Kids' Care closes at 6 pm.

Daily tuition is \$20 for the AM and \$25 for the PM session. Discounts are available for siblings. You have the option of 3 or 5 days. You can flex your days each week, but you will be responsible for the number of days whether or not you use them. In return there will not be any extra charges for early dismissals or delayed openings. You may also register for "drop in" at a higher price and without discounted early dismissal days (AM \$25 / PM \$35 / Early Dismissal \$45).

Annually, there is a \$100/\$150 (child/family) registration fee and you can use the program as little or as much as you need. Payment is due on the 1st of the month. Enrollment forms are available by contacting me by email or linked below. Kids' Care will be available on the first day of school, Mon 8/29 @ 7:30 am and 3:25 pm.

Payment may be made by check payable to "KIDS CARE", cash or by using VENMO @kids-care-Rosanne. Those that wish to use Zelle/Quick Pay through their bank account can contact me to set up the transfer.

If you would like more information about our program, please contact me at kidscareriv@sbcglobal.net

Rosanne Young
Director Kids' Care

All completed forms should be submitted in PDF format along with registration payment. *I cannot accept photos or JPG docs.*

Kids Care Documents:

- [Parent Agreement & Policies](#)
- [Contact Form](#)
- [Emergency Form](#)
- [Enrollment & Pricing](#)
- [Discipline](#)

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 cell phone text and e-mail messages for alerts, weather delays, and cancellations. In extreme emergencies, the home phone will be used.

If parents/guardians wish to *opt out* of the phone call at home, which can be as early as 5:15 a.m. for school closure, they must uncheck the home phone under emergency notifications. The parent/guardian should 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 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 Infinite Campus (IC) system regarding the incident.
- If an incident occurs at a distance and there is a disruption of regional transportation (e.g., train service is halted, I-95 is closed), each site will make every effort to determine those children who will be going home at dismissal to an unanticipated, unsupervised situation caused by the incident or by the disruption of transportation. Emergency contact information will be utilized to identify alternate destinations for those children affected based on the emergency contacts provided by the parent or guardian. At a time designated by the district, children who remain at school will be transported by the district to Fairfield Warde High School, which will serve as the district's temporary emergency shelter and family reunification site.

- The district staff is trained in 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

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.

Celebrating birthdays at school:

Parents/caregivers may come in to school to have lunch with their students on their birthdays. Many classroom teachers also invite parents/caregivers to their classrooms before/after lunch to read to their students’ classes in honor of their birthdays. Please note that siblings who are Riverfield students are not included in the birthday lunches and reading.

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 27, 2024**. Specific information on orientation and other important dates will be sent in additional communications.

Elementary Open House Schedules

School	Date	Time
Burr	September 19	6:00-7:30
Dwight	September 19	6:00-8:00
Holland Hill	September 11	6:00-8:00
Jennings	September 4	6:30-8:00
McKinley	September 11	6:30-8:00
Mill Hill	September 4	6:00-8:00
North Stratfield	September 10	6:30-8:00
Osborn Hill	September 11	6:30-8:00
Riverfield	September 4	6:00-8:00
Sherman	September 11	6:00-8:00
Stratfield	September 11	6:30-8:00

2024-2025 Fairfield Public Schools Student Calendar

182 Instructional Days / 187 Teacher Days

Approved by BoE 11-20-2023

July 2024						
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 2024 (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 21-23, 26—PD Days

August 26—6th & 9th grade orientation

August 27—First Day of School

September 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					

September 2—Labor Day

September 17—Early Dismissal PK-12 (PD)

October 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		

October 3—Rosh Hashanah

Oct 9—Early Dismissal (PSAT), HS only

Oct 23—Early Dismissal, PK-8 Day Conferences (Not HS)

Oct 24—Early Dismissal, PK-8 Evening Conferences (Not HS)

November 2024 (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

November 5—Election Day All Day PD HS only, 1/2 PD-1/2 Day Conferences PK-8

November 11—Veterans Day

November 27—Early Dismissal PK-12

November 28-29—Thanksgiving

December 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	31				

Dec 3—Early Dismissal, PK-12 (PD)

December 23-31—Winter Break

January 2025 (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 14—Early Dismissal PK-12 (PD)

January 20—Martin Luther King, Jr. Day

February 2025 (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 14, 17—February Break

Feb 17—Washington's Birthday

March 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	31					

March 4—Early Dismissal PK-12 (PD)

March 18, 20—Early Dismissal PK-5 Only (Conference Days, PM Conf on Mar 20)

March 31—Eid al-Fitr

April 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			

April 1—Early Dismissal PK-12 (PD)

April 14-18—Spring Break

April 18—Good Friday

May 2025 (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

May 26—Memorial Day

June 2025 (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 9—Early Dismissal PK-12

June 10—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 April 17th, since the last day, April 18th, is Good Friday. The date of high school graduation will be set by the Board of Education in April 2025.

- 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

2024-2025 Fairfield Public Schools Elementary A-F Calendar

182 Instructional Days / 187 Teacher Days

Updated 3-11-24

July 2024						
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 2024 (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	A	B	C	D	31

August 21-23, 26—PD Days

August 26—6th & 9th grade orientation

August 27—First Day of School

September 2024 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	E	F	A	B	7
8	C	D	E	F	A	14
15	B	C	D	E	F	21
22	A	B	C	D	E	28
29	F					

September 2—Labor Day

September 17—Early Dismissal PK-12 (PD)

October 2024 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
		A	B	3	C	5
6	D	E	F	A	B	12
13	C	D	E	F	A	19
20	B	C	D	E	F	26
27	A	B	C	D		

October 3—Rosh Hashanah

Oct 9—Early Dismissal (PSAT), HS only

Oct 23—Early Dismissal, PK-8 Day Conferences (Not HS)

Oct 24—Early Dismissal, PK-8 Evening Conferences (Not HS)

November 2024 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
					E	2
3	F	5	A	B	C	9
10	11	D	E	F	A	16
17	B	C	D	E	F	23
24	A	B	C	28	29	30

November 5—Election Day All Day PD HS only, 1/2 PD-1/2 Day Conferences PK-8

November 11—Veterans Day

November 27—Early Dismissal PK-12

November 28-29—Thanksgiving

December 2024 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
1	D	E	F	A	B	7
8	C	D	E	F	A	14
15	B	C	D	E	F	21
22	23	24	25	26	27	28
29	30	31				

Dec 3—Early Dismissal, PK-12 (PD)

December 23-31—Winter Break

January 2025 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	A	B	4
5	C	D	E	F	A	11
12	B	C	D	E	F	18
19	20	A	B	C	D	25
26	E	F	A	B	C	

January 1—New Year's Day (Observed)

January 14—Early Dismissal PK-12 (PD)

January 20—Martin Luther King, Jr. Day

February 2025 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	D	E	F	A	B	8
9	C	D	E	F	14	15
16	17	A	B	C	D	22
23	E	F	A	B	C	

Feb 14, 17—February Break

Feb 17—Washington's Birthday

March 2025 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	D	E	F	A	B	8
9	C	D	E	F	A	15
16	B	C	D	E	F	22
23	A	B	C	D	E	29
30	31					

March 4—Early Dismissal PK-12 (PD)

March 18, 20—Early Dismissal PK-5 Only (Conference Days, PM Conf on Mar 20)

March 31—Eid al-Fitr

April 2025 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
		F	A	B	C	5
6	D	E	F	A	B	12
13	14	15	16	17	18	19
20	C	D	E	F	A	26
27	B	C	D			

April 1—Early Dismissal PK-12 (PD)

April 14-18—Spring Break

April 18—Good Friday

May 2025 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
				E	F	3
4	A	B	C	D	E	10
11	F	A	B	C	D	17
18	E	F	A	B	C	24
25	26	D	E	F	A	31

May 26—Memorial Day

June 2025 (7)						
Su	Mo	Tu	We	Th	Fr	Sa
1	B	C	D	E	F	7
8	A	B	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 9—Early Dismissal PK-12

June 10—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 April 17th, since the last day, April 18th, is Good Friday. The date of high school graduation will be set by the Board of Education in April 2025.

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only

Parent Teacher Conferences

It is important to establish open communication with your child's teacher in order for your child to be successful in school. One form of communication to support the parent-teacher relationship. Parent/Teacher conference days have been established in the fall and the spring to facilitate the process. On these days, students have early dismissal. Please mark these dates on your calendars.

Fall		Spring	
Wednesday, October 23, 2024	<i>Afternoon</i>	Tuesday, March 18, 2025	<i>Afternoon</i>
Thursday, October 24, 2024	<i>Evening</i>	Thursday, March 20, 2025	<i>Evening</i>
Tuesday, November 7, 2024	<i>Afternoon</i>		

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.

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.

The date for Open House for the 2023-2024 school year is September 4, 2024

- 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 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 6

Monday, March 17

Tuesday, June 10 (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 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 2024-2025 is March 24 through May 30. 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 October to students in third grade.

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

All NWEA MAP assessments are computer-adaptive tests (CATs). Computer-adaptive tests continually adjust the difficulty of each child's test by choosing each test question based on the child's previous response. If the child answers a question correctly, the difficulty level of the 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 2023-2024 are tentatively scheduled for:

- September 9- September 20
- January 6 – January 17
- May 19- May 30

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 2024-2025 are tentatively scheduled for:

- September 02 – October 9
- January 15 – January 29
- May 7 – May 21

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/ 60 minutes
Music:	Twice every 6 days for Grades K-5	Grade K-4 / 40 minutes Grade 5 / (1) 40 minute class, (1) 55 minute class (Chorus)
Physical Education:	Twice every 6 days for Grades K-5	Grade K-5 / 40 minutes
Band Lessons:	Offered in Grade 5	Grade 5 / 45 minutes
String lessons:	Offered in Grades 4 and 5	Grade 4 and 5 / 45 minutes
Recorder:	Lessons begin in Grade 3	During Music class
Spanish:	Twice every 6 days 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

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 enters the school.

Title IX Policy and Regulations

- [5145.4 – TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT](#)
- [5145.4 AR - ADMINISTRATIVE REGULATIONS ON TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 – PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT](#)

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

Riverfield's attendance guidelines are based on the Fairfield Board of Education's policy about attendance and truancy. Click on these links for the [FPS District Attendance Parent Handbook \(v. May 2023\)](#) and the [FPS Attendance 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 for students being dropped off. At 3:25, the doors to the cafeteria are opened for dismissal. 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	Recess	Lunch
K	12:00-12:20	12:25-12:55
1	11:25-11:45	11:50-12:20
2	1:00-1:20	1:25-1:55
3	12:40-1:00	1:05-1:35
4	12:20-12:40	12:45-1:15
5	11:15-11:35	11:40-12:10

[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

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

See above for more information about birthday celebrations.

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	\$3.10
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[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.

Library Learning Commons

Our library media program is planned and taught by our Library Media Specialist, Deborah DeFrancesco, 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
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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. In the classroom, teachers provide differentiated experiences for gifted learners along a continuum of service options, including 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 who are not meeting their goals 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.

School and grade-level intervention teams analyze student data, discuss students' classroom performance, and decide how to offer the best support. For further information, please get in touch with your child's teacher.

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

Health

A Note from our Nurse

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 be used only in public spaces at home for school work.

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

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

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

Summary Social and Civic Expectations –PK-8

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

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 Elementary 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 school, attend selected assemblies, participate in special events, and volunteer. All visitors must report to the office immediately upon entering the building. Classroom instruction should not be interrupted. Below are some important reminders to help maximize the learning environment for your children and decrease classroom disruptions:

- When visiting the school, please sign your name in the book in the Main Office.
- Please make an appointment with your child's teacher to address concerns.
- If you must drop off your child's lunch or a forgotten item from home, please leave it on the Stop, Name of your OOP's cart located outside the main entrance. Office secretaries will check the cart multiple times throughout the day.
- Please refrain from unannounced visits to your child's classroom.

Thank you in advance for your partnership and cooperation with these guidelines. They will help us maintain consistency in your child's daily school routine. This also will allow your child to have a positive school experience that will foster his/her independence.

Parent Observation Request Form for Classroom or Playground Observations

Please complete the Classroom or Playground Parent Observation Request Form in support of your request to observe your child in the school environment in the classroom or on the playground at Riverfield. 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 30 minutes **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. (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. 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

School Rules and Behavior Expectations

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

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

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

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

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

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

Bullying Policy

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

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

Technology

Safety and Student Use

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 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

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>