A FAMILY GUIDE

TO THE

FAIRFIELD

PUBLIC

SCHOOLS

2013 - 2014

FAIRFIELD PUBLIC SCHOOLS

David G. Title, Ed.D.
Superintendent of Schools

Phone (203) 255-8371
Fax (203) 255-8245

The Education Center

August, 2013

Dear Parent / Guardian:

The beginning of a new school year always brings excitement, and the start of the 2013-2014 year is certainly no exception. The enthusiasm for learning generated by more than 10,000 Fairfield students and more than 1,400 staff members manifests itself in high quality instruction and excellent student work. All school facilities stand ready, refreshed by summer cleaning and maintenance projects. Everything is in place to deliver an outstanding education to your child.

This brochure contains general information about the Fairfield Public Schools. It is part of a system-wide effort to communicate with you about your child's education. I ask that you read it thoroughly and keep it for future reference. The staff and I encourage your informed participation in your child's education. A strong partnership between home and school leads to higher achievement and students making full use of their educational opportunities. In addition to this publication, you will receive a letter from the principal or headmaster of your child's school that will contain specific information about that school's opening procedures and schedule.

Questions you may have about topics in this mailing can be directed to your child's principal or headmaster, to the individual identified in this guide as being responsible for a particular topic, or to Mrs. Karen L. Parks, Deputy Superintendent, at (203) 255-8372.

I wish you and your family continued success in our school system.

Sincerely,

David G. Title

DGT:so

P.O. Box 320189 • 501 Kings Highway East • Fairfield, Connecticut 06825

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Visit the Fairfield Public Schools Website at
www.fairfieldschools.org

SCHOOL SYSTEM DIRECTORY

Elementary Schools	Principals	Addresses	Phone #s (203)
Early Childhood Center	Kristen Bruno	755 Melville Avenue	255-8310
Burr	Jason Bluestein	1960 Burr Street	255-7385
Dwight	Mimi Maniscalco	1600 Redding Road	255-8312
Holland Hill	Laura Cretella	105 Meadowcroft Road	255-8314
Jennings	Anthony Vuolo	31 Palm Drive	255-8316
McKinley	Leslie Pearson	60 Thompson Street	255-8318
Mill Hill	Kevin Chase	635 Mill Hill Terrace Southport, CT 06890	255-8320
North Stratfield	Deborah Jackson	190 Putting Green Road	255-8322
Osborn Hill	Frank Arnone	760 Stillson Road	255-8340
Riverfield	Brenda Anziano	1625 Mill Plain Road	255-8328
Roger Sherman	Eileen Roxbee	250 Fern Street	255-8330
Stratfield	Elizabeth McGoey	1407 Melville Avenue	255-8332

Secondary Schools	Principals	Addresses	Phone #s (203)
Fairfield Woods M. S.	Gary Rosato	1115 Fairfield Woods Rd.	255-8334
Roger Ludlowe M. S.	Megan Tiley	689 Unquowa Road	255-8345
Tomlinson M. S.	Sally Bonina	200 Unquowa Road	255-8336
Fairfield Ludlowe H. S.	Greg Hatzis	785 Unquowa Road	255-7201
Fairfield Warde H. S.	James Coyne	755 Melville Avenue	255-8449
Alternative H. S.	Gayle Donowitz	108 Biro Street	255-8384

Transportation	Supervisor	Address	Phone #s (203)
	John Ficke	One Rod Highway	255-8385

BOARD OF EDUCATION		Phone #s (203)
Philip Dwyer	Chairman	255-8835
Pamela Iacono	Vice-Chairman	254-2641
Jessica Gerber	Secretary	256-9084
Sue Brand	Board Member	255-5757
John Convertito	Board Member	254-8393
Paul Fattibene	Board Member	255-2167
Jennifer Maxon Kennelly	Board Member	345-3705
Tim Kery	Board Member	256-0762
Perry Liu	Board Member	292-6073

EDUCATION CENTER		Phone #s (203)
David G. Title	Superintendent of Schools	255-8371
Karen L. Parks	Deputy Superintendent	255-8372
Ann Leffert	Director of Human Resources	255-8462
Andrea Leonardi	Director of Special Education and Special Programs	255-8379
Anna Cutaia-Leonard	Director of Elementary Education	255-8372
Margaret M. Boice	Director of Secondary Education	255-8390
Doreen Munsell	Director of Finance & Business Services	255-8383
Thomas Cullen	Director of Operations	255-8373

LONG-TERM GOAL:

Sustain the continuing improvement of the Fairfield Public Schools so that they will continue to rank with the best in the nation.

FAIRFIELD PUBLIC SCHOOLS' MISSION:

The mission of the Fairfield Public Schools is to inspire students to acquire the knowledge and skills needed to be life-long learners, responsible citizens and successful participants in an ever-changing global society by providing, in partnership with families and community, a comprehensive, rigorous educational program.

Beliefs

- We believe all individuals can learn.
- We believe high expectations drive high achievement.
- We believe family and community, in partnership, play an essential role in the development and education of a child.
- We believe kindness, respect and compassion enhance life and improve performance.
- We believe that growth occurs when independent thinking, creativity and appropriate risk-taking are encouraged.
- We believe valuing and nurturing diversity promotes learning.
- We believe everyone has the ability and responsibility to make a positive difference.
- We believe that positive self image is built through high expectations, honesty and accomplishments.
- We believe that knowledge and skills acquired should be relevant and adaptable for life long learning.
- We believe all students should have equitable access to educational opportunities.
- We believe in promoting a healthy life.
- We believe that collaboration and commitment promote the common good.

ACCIDENTS AND ILLNESS:

The school 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 should consult their family physician for care. Parents are urged to report to the school nurse as soon as possible when their child has a communicable disease. Students are not to attend school when ill. A student should remain at home for 24 hours after his/her temperature has returned to normal.

ACCIDENTS AND ILLNESS: Continued

In the event of a medical emergency, an ambulance will be called to transport the student to the hospital. Emergency medications, including epinephrine and instant glucose, may be administered in school by qualified personnel in accordance with the Protocol for Emergency Medications.

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://campus.fairfieldschools.org/campus/portal/fairfield.jsp

CONFERENCES - PARENT/TEACHER:

Timely communication between home and school is an important part of a successful learning experience. While this communication happens on an on-going basis and takes a variety of forms, specific Parent/Teacher Conference Days for the elementary and middle schools have been established in the fall and spring to facilitate the process.

You will receive specific information regarding the scheduling of your conference from the staff of your child's school.

Conference Dates for the 2013-2014 School Year

Fall Conferences - Three Days	Spring Conferences - Three Days
Elementary & Middle Schools	Elementary ONLY
October 17, 23, 24, 2013	March 26 & April 2, 3, 2014

Conference Goals

In anticipation of your upcoming parent/teacher conference, please consider the following goals so your conference can be as productive as possible.

Conferences in Fairfield Public Schools are held to:

- establish early communication with the home;
- exchange information about the child;
- plan how home and school will work together for the child's benefit;
- develop understanding of concerns and expectations;
- report student progress and show samples of student work;
- answer questions about grades (where applicable); and
- talk about the transition from grade to grade.

Please consider what you would like to share or ask in these areas at your conference.

CROSSING GUARDS:

Crossing guards are provided under the direction of the Fairfield Police Department.

WHILE THE INTENT IS TO PROVIDE THE CROSSING GUARD SERVICE AT EACH SCHEDULED TIME, PARENTS AND STUDENTS ARE CAUTIONED THAT CIRCUMSTANCES BEYOND ANYONE'S CONTROL MAY RESULT IN A CROSSING BEING UNATTENDED WITHOUT PRIOR NOTICE. WHILE EVERY EFFORT IS MADE TO AVOID THIS SITUATION, IT IS IMPORTANT FOR YOU TO DISCUSS THE POSSIBILITY WITH YOUR CHILD AND ESTABLISH A PRE-DETERMINED COURSE OF ACTION.

EDUCATIONAL MATERIALS – DAMAGED OR LOST:

The full replacement cost of textbooks, library books and other educational materials that are damaged or lost must be paid by the student and/or the parent or guardian.

EMERGENCY ALERT SYSTEM:

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 automatically enrolled in the emergency alert system using their home phone as the primary point of contact when they register their children.

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://campus.fairfieldschools.org/campus.portal.fairfield.jsp

If parents/guardians wish to *opt out* of the phone call at home, which can be as early as 5:15 a.m. for a school closure, they must uncheck the home phone under emergency notifications. It is recommended the parent/guardian select an alternative choice such as cell phone text or email notification.

EMERGENCY PROCEDURES:

Planning for the safety of the children is our highest priority and is done jointly with the professionals at the Fairfield Police and Fire Departments.

Predetermined plans have been developed as responses to a variety of possible situations. While it is not possible to know in advance what form an incident will take, the following are shared as elements of the district's emergency plan which are anticipated to be relevant under many circumstances:

- In the event of an incident, school district staff will implement appropriate, predetermined measures such as an evacuation or lockdown initiated by the building administrator. Communication will be initiated immediately with Fairfield police and fire personnel. The staff will follow the predetermined plan under the direction of the building administrator until the arrival of police and fire personnel, who will take command of the situation as appropriate to the nature of the incident. Note: Teachers are required to take attendance records with them and re-assemble students in a predetermined safe area. At this time, the teacher will verify attendance.

- All schools have on-site evacuation plans. If warranted, a central evacuation site on the Fairfield University Campus can be utilized.

- In the event of an incident, children will be kept in school for the duration of the normal school day unless otherwise dictated by local conditions or the direction of the Fairfield police or fire personnel.

- If an incident occurs, a child will be released only to his/her parent or guardian if the parent or guardian personally appears at the school to take possession of the child . **Parents are urged to listen to public safety announcements made over radio and television at the time of the incident, which will provide information and guidance on the situation.**

- If an incident occurs at a distance and there is a disruption of regional transportation (e.g., train service is halted, I-95 is closed), each site will make every effort to determine those children who will be going home at dismissal to an unanticipated, unsupervised situation caused by the incident or by the disruption of transportation. Emergency contact information will be utilized to identify alternate destinations for those children affected based on the emergency contacts provided by the parent or guardian. At a time designated by the district, children who remain at school will be transported by the district to Fairfield Warde High School, which will serve as the district's temporary emergency shelter and family reunification site.

- The district staff is trained in a variety of responses to local public health or safety emergencies, including the implementation of lockdowns and evacuations. Details of these responses are not publicized for security reasons.

GIFTED EDUCATION:

Gifted education is provided for those students who show high performance capability in intellectual areas and need differentiated instruction or services not ordinarily provided by the regular education program. Identification processes differ for students by level. The process for identifying students with gifted abilities is available to students beginning in kindergarten. In grades K-2, a parent or teacher can request a review for gifted identification and services. The school team then conducts a review of the child's strengths and abilities to determine eligibility for formal evaluation utilizing the Sages Reasoning Assessment. Students in grade 3 take the Naglieri Non-Verbal Ability Test and the Cognitive Abilities Test for eligibility for gifted education in grades 3-5. Teachers and parents can request a review for gifted education if students are not identified through standardized test results.

Gifted education in grades 3-5 is delivered in a multi-disciplinary approach to students for two hours per week. Students engage in a curriculum that is focused on conceptual thinking, higher level processes, real-world interdisciplinary inquiry and problem solving. In the classroom, teachers provide differentiated experiences for gifted learners along a continuum of service options including, but not limited to, differentiated instruction, push-in/pull-out learning opportunities and targeted enrichment activities.

The Fairfield Middle School Gifted program includes components that appeal to students at these grade levels within the approved curriculum, including open ended assignments, independent studies, and the use of technology to design individualized, self-paced learning activities. Identified students have the opportunity to work collaboratively with the Teacher of the Gifted on interest driven research studies and identified 8th grade students have the opportunity to come together with their peers to participate in a Spring Seminar shared research project. At the high school level, programs including Honors, Advanced Placement and a wide variety of elective courses provide a range of options for high ability and gifted students.

HEALTH CURRICULUM, AIDS EDUCATION, FAMILY LIFE, AND SAFETY EDUCATION INSTRUCTION:

Health Curriculum

Health Education is a process by which young people obtain, interpret and understand basic health information and services and the competence to use such information and services in ways which are health enhancing. (National Health Education Standards, 1995)

The Health Education program in the Fairfield Public Schools is a comprehensive sequential program. The goals are to develop skills, attitudes and knowledge necessary to protect, maintain and promote good health. By helping students to become health literate, it increases awareness regarding the beneficial effects of good health practices, stresses the concepts of critical thinking and problem solving in the decision-making process and enables them to act on behalf of themselves and others. By assisting students in the recognition of the dynamic complexity of life, the program helps them develop an understanding of the inter-relationship of, and a sense of responsibility for their own physical, emotional, mental and social health.

AIDS Education

In Connecticut all public school systems are under state mandates to teach HIV/AIDS prevention education throughout the K-12 experience.

Public Act 88-112 amends Section 10-19 of the Connecticut General Statutes by adding subsection (c) as follows:

> Commencing July 1, 1989, each local and regional board of education shall offer during the regular school day planned; on-going and systematic instruction on acquired immune deficiency syndrome, as taught by legally qualified teachers. The content and scheduling of the instruction shall be within the discretion of the local or regional board of education. Not later than July 1, 1989, each local and regional board of education shall adopt a policy, as the board deems appropriate, concerning the exemption of pupils from such instruction upon written request of the parent or guardian. The state board of education shall make materials available to assist local and regional boards of education in developing instruction pursuant to this subsection.

SEE POLICIES AND REGULATIONS
FOR THE
AIDS EXEMPTION POLICY

Family Life

Family Life is an integral part of the health curriculum. It is an extension of learning that goes on in the home and in the course of other school programs and activities. Young people naturally seek information about themselves and their relationship with others, and because school often provides a setting where such questions and concerns arise, the district has developed a clearly defined, carefully planned program to meet these needs and guide teachers in responding to daily concerns. While predicated on the belief that individuals and families differ, the goal of the program is to promote well-being among youngsters and to assist parents in teaching healthy living by providing them with opportunities to obtain health related information through workshops, speakers, and community forums.

Safety Education

The safety education K-5 component provides students with experience to develop a high degree of safety awareness not only for themselves, but also for others in the community. This curriculum teaches children to reduce health risks and practice health enhancing behaviors. Many years ago the Fairfield Public Schools recognized the need to provide a K-**2** program that empowered children with the skills necessary to avert child sexual abuse. This program helps children recognize potential trouble, act assertively to rebuff it, and know what to do if it occurs.

The total program provides students with a foundation for health literacy and opportunities to achieve a high level of wellness.

SEE POLICIES AND REGULATIONS
FOR THE
FAMILY LIFE EXEMPTION POLICY

HOMEBOUND INSTRUCTION:

If you anticipate that your child will be absent for medical reasons for three weeks or longer, please consult the school psychologist at your child's school in advance of the period of absence or, in emergency situations, as soon as possible after the absence begins so that homebound instruction by a qualified teacher may be arranged. The school psychologist will inform you of the details of the required medical certifications, etc.

HOURS OF SCHOOL OPERATION – Delayed Opening/Early Dismissal:

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 starting time. Early Dismissal usually occurs after a 4-hour instructional day, but unusual conditions could dictate a different schedule**. It is the responsibility of the parent or guardian to listen to the local radio stations (WICC – 600AM, WEZN – 99.9FM) for specific information or call Fairfield Public Schools Talkline at (203) 255-TALK. Emergency messages will also be issued to the contact phone numbers and email addresses provided by the parents via the Infinite Campus Parent Portal.

Please Note: There is no separate kindergarten bus on early dismissal days.

Elementary Schools

	A.M. Opening	P.M. Closing	Kindergarten Dismissal	(2 Hour) Delayed Opening	Early Dismissal
Holland Hill	8:10	2:45	12:25	10:10	12:55
All Others	8:55	3:30	1:10	10:55	1:40

Secondary Schools

Middle Schools	A.M. Opening	P.M. Closing	(2 Hour) Delayed Opening	Early Dismissal
Fairfield Woods	8:10	2:50	10:10	12:40
Roger Ludlowe	8:10	2:50	10:10	12:40
Tomlinson	8:10	2:50	10:10	12:40

High Schools	A.M. Opening	P.M. Closing	(2 Hour) Delayed Opening	Early Dismissal
Fairfield Ludlowe	7:30	2:10	9:30	11:45
Fairfield Warde	7:30	2:10	9:30	11:45

HOURS OF SCHOOL OPERATION: Delayed Opening/Early Dismissal – Continued

Decision Process

When inclement weather has the potential of impacting the safety of our students and staff, the school district relies on many professional resources to guide us in our decision to close or delay school. Information is obtained from the national weather service, state and local police departments, department of public works and from other school districts prior to a decision being made. The decision is made at the district level, not by the schools.

A decision to open late or to close school needs to be made prior to 6:00 a.m. due to bus schedules. If weather conditions are likely to improve, the preference is to delay rather than close so that the school day is not lost, but safety is always our foremost concern. Unfortunately, the weather is not always cooperative and a decision to delay may change to a decision to close. We make every effort to announce this change by 7:30 a.m.

Early dismissal decisions need to be made by 10:30 a.m. so that the drivers and the buses will be available. We must base our decisions on predicted weather conditions that do not always come to fruition. Again, safety is our primary consideration.

Once a decision is made, we notify a vast number of media: The *Talkline* (203-255-TALK) is updated, ctweather.com is notified, then the radio stations, the TV stations and our district webmaster. Updates are posted as quickly as possible. Emergency messages will also be issued to the contact phone numbers and email addresses provided by parents via the Fairfield Infinite Campus Portal.

Delayed Openings are **2** hours after the normal starting time.

Early Dismissal usually occurs after a 4-hour instructional day, but unusual conditions could dictate a different schedule.

KINDERGARTEN PROGRAM AND SCHEDULE:

The Fairfield Public Schools offer kindergarten to all children who turn five years of age by January 1, 2014.

Full Day Kindergarten

Fairfield Public Schools offers a Full Day Kindergarten Program. The hours are 8:55 a.m. – 3:30 p.m., except Holland Hill, which is 8:10 a.m. – 2:45 p.m.

On the first day of school, **August 29, 2013**, and continuing through **September 6, 2013**, all kindergarten children attend only a four hour and fifteen minute session (8:55 a.m. – 1:10 p.m., except Holland Hill, which is 8:10 a.m. – 12:25 p.m.). **Beginning on Monday, September 9, 2013, children will stay for the full school day on each day.**

OUT-OF-DISTRICT PLACEMENT:

Requests for out-of-district placement must be made in writing (not e-mail) to:

Dr. David G. Title
Superintendent of Schools
501 Kings Highway East
Fairfield, CT 06825

The written communication must cite a specific reason(s) for the request.

REGISTRATION INFORMATION FOR NEW STUDENTS:

When registering a child in the Fairfield Public Schools, the parent or guardian will need to bring a copy of the **child's birth certificate, proof of residency, car registration, immunization records, health assessment (physical examination) and school records** (if applicable). The health assessment form may be obtained from your child's school.

Parents who register students during the spring and summer for entry into the Fairfield Public Schools for the following Fall will be asked to send health requirements **submitted after June 17,** to the Fairfield Public Health Nursing Office instead of the school office.

Fairfield Public Health Nursing
100 Mona Terrace
Fairfield, CT 06824

Telephone: (203) 256-3150

Questions concerning **health requirements** for entry into school may be directed to the Fairfield Public Health Nursing Office at the address and telephone number above.

PARENT/GUARDIAN ONLINE PORTAL:

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

- student address
- student birth date
- the change of a parent/guardian

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

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

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

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

REGISTRATION SCHEDULE FOR ALL NEW STUDENTS:

Registration takes place throughout the year at Central Office.
Please call the registrar at 203-255-8377.

SCHOOL CALENDAR 2013-2014:

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 1-12 on **Thursday, August 29, 2013.** Kindergarten is dismissed after a 4 hour and 15 minute session. Orientation programs for students in **grade 6 and grade 9** will be held on **Wednesday, August 28, 2013.** Specific information on orientation will be sent from the schools.

2012 - 2013

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

SCHOOL CALENDAR 2013-2014

Adopted by the Board of Education on December 11, 2012

July

S	M	T	W	T	F	S
	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			

4 Independence Day
8 Summer School Begins

August (2)

S	M	T	W	T	F	S
				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

2 Summer School Ends
26 All Teachers Report
27 Prof. Development Day - District-Wide
28 Orientation for Grade 6 and Grade 9
29 First Day of School - Full Day

September (19)

S	M	T	W	T	F	S
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					

2 Labor Day
4 No After School or Evening Activities
5 Rosh Hashanah
13 No After School or Evening Activities

October (23)

S	M	T	W	T	F	S
		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		

△ Prof. Dev. Day (Elem.) Early Dismissal
<○> Conf. Days (Elem. & Middle) Early Dismissal

November (17)

S	M	T	W	T	F	S
					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

5 Election Day-Prof. Dev. Day for Staff
11 Veterans' Day
27 Early Dismissal
28,29 Thanksgiving Recess

December (15)

S	M	T	W	T	F	S
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				

23 Holiday Week Begins
31 Holiday Week Ends

January (21)

S	M	T	W	T	F	S
			(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	

1 New Year's Day
2 Schools Reopen
20 Martin Luther King Day

February (18)

S	M	T	W	T	F	S
						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	

△ Prof. Dev. Day (Elem.) Early Dismissal
14 Prof. Dev. Day - All Certified Staff
17 Presidents Day

March (21)

S	M	T	W	T	F	S
						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					

○ Conf. Day (Elem. ONLY) Early Dismissal

April (17)

S	M	T	W	T	F	S
		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			

○ Conf. Days (Elem. ONLY) Early Dismissal
14 Spring Recess Begins
18 Spring Recess Ends
18 Good Friday

May (21)

S	M	T	W	T	F	S
				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

26 Memorial Day

June (8)

S	M	T	W	T	F	S
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					

11 Last Day for Students & Teachers (The first seven snow days will extend the length of the school year and the date of High School Graduation. Additional snow days will reduce the April vacation beginning with the first day, April 14.)

□ Schools Not In Session
<○> Conference Days (Elem. & Middle) Early Dismissal
○ Conference Days (Elem. ONLY) Early Dismissal
△ Early Dismissal (Elementary ONLY)
( ) State Required Holidays
* May Vary By Level

CONNECTICUT MASTERY TEST 2014 DATES
AND
CAPT 2014 DATES

March 3 - March 28, 2014

CMT WRITING
March 4, 2014

CAPT WRITING
March 4, 5, 6, 2014

Please note that schools will be dismissed on the early dismissal schedule on the last two days of the school year.

SCHOOL LUNCH PROGRAM:

Prices for the 2013-2014 school year are:

Elementary Schools	-	Traditional Lunch	-	$2.55
Middle Schools	-	Traditional Lunch	-	$2.75
High Schools	-	Traditional Lunch	-	$2.80
Middle & High Schools	-	Deluxe Lunch	-	$3.85
Reduced Lunch	-		-	$ .40
Milk	-		-	$ .50
Breakfast	-	McKinley & Holland Hill	-	$1.50
Reduced Breakfast	-	McKinley & Holland Hill	-	$ .30

Lunch Payment System

Elementary

The Fairfield Public Schools is using an electronic process for paying for school lunch called Horizon Point-of-Sale.

It's quite a simple process. A parent/guardian shall deposit money into their child's account. Your child's name/picture appears on the computer screen located at the end of the lunch line. When your child comes through the lunch line, the cashier simply presses your child's picture, presses the meal your child is selecting and off they go! The price of the meal is deducted from your child's account.

How do I pre-pay for meals or milk?

There are three ways to put money into your child's account:

1. You may set up an account through www.MyPaymentsPlus.com and pre-pay whatever dollar amount you choose using a checking account, debit or credit card. (You will be charged a 4.29% convenience fee for using your checking account, debit or credit card. These charges cover the cost of bank fees. The school district does not earn any income from these fees.) You will need your child's student identification number to set up an account on MyPaymentsPlus.com. You may call our office at (203) 255-8370 to obtain this number.

2. You may call MyPaymentsPlus' toll free number at 1-866-563-7538 and pre-pay by using a checking account, debit or credit card over the telephone. (You will be charged a 4.29% convenience fee for using your checking account, debit, or credit card. These charges cover the cost of bank fees. The school district does not earn any income from these fees.) You will need your child's student identification number to set up an account with MyPaymentsPlus. You may call our office at (203) 255-8370 to obtain this number.

   ***Please note:** If you choose to pre-pay through MyPaymentsPlus, you will be given the option of putting money into either a Meal Account or a General Account. The Meal Account will only allow a student to purchase the meal that is posted on the menu. If your child purchases a la carte items (e.g., milk, water), we recommend you put your money into the General Account.

3. You may send in a check to the Cafeteria Manager. The Cafeteria Manager will enter your check amount into your child's account. Checks should be made payable to *Fairfield School Lunch*. (There is no fee for this method of payment.) Please put your child's name and grade on the check.

How do I know the balance in my child's account?

You can check your child's account balance by registering your child on MyPaymentsPlus. There is no cost to do this. Simply log onto www.MyPaymentsPlus.com and follow the instructions for registering your child. You will need his/her student identification number to do this. You can obtain your child's student identification number by calling your school office or the Food Services Department at (203) 255-8370. Registering your child on MyPaymentsPlus does not mean that you have to pay through MyPaymentsPlus. It allows you to view a balance at any time on-line and also receive e-mail reminders when your child's account balance goes below a certain amount.

You can also set up an "e-mail low balance notification" on the MyPaymentsPlus website. They will send you an e-mail notice when your child's account is getting low. There is no cost to do this.

Can I view what my child has purchased for lunch?

Yes, by logging onto www.MyPaymentsPlus.com you can view what your child purchased for lunch. (You must register your child on MyPaymentsPlus before using the Purchase History feature.) Once you register your child on MyPaymentsPlus, click on the item called Purchase History. Select your child's name and a date range and the purchase information will appear.

What happens if my child doesn't have any money in his/her account and wants to buy lunch?

If your child's account balance reaches zero, he/she will be allowed emergency lunch loans. After $10 is owed, the principal will contact you for payment. After $25 is owed, the principal will contact you and request lunch be provided from home until the account is paid in full.

If your child's account balance is zero, you can also log onto www.MyPaymentsPlus.com and make a payment to your child's account. The payment is usually deposited into your child's account within 15 minutes.

What if my child receives free or reduced price meals?

The computer system is confidentially coded indicating whether he/she receives free or reduced priced meals. If your child receives free meals, there is no charge to his/her account. Students who receive reduced price meals must have money in their account or pay cash. The cost of reduced lunch is $.40 per day. When your child comes through the lunch line, he/she simply gives his/her name to the cashier. The cashier rings up your child's meal purchases. The cost, if any, is deducted from his/her account and off they go.

Do I need to use all the money in my child's account this school year?

No. Any money left in your child's account at the end of this school year will carry over to the next school year.

IN ORDER FOR THIS SYSTEM TO RUN SMOOTHLY AND PROPERLY, IT IS IMPERATIVE THAT MONEY BE IN YOUR CHILD'S ACCOUNT.

If you have any questions regarding the lunch payment system, please call the Food Services Department at (203) 255-8370.

Lunch Payment System

Secondary

The Fairfield Public Schools is using an electronic process for paying for school lunch called Horizon Point-of-Sale.

It's quite a simple process. A parent/guardian may pre-pay for school meals by putting money into their child's account. When your child comes through the lunch line he/she simply enters their student identification number into the key pad. Your child's name/picture appears on the computer screen located at the end of the lunch line. The cashier rings up your child's meal purchases. The cost is deducted from his/her account or he/she pays cash and off they go! Students may still use cash to purchase their meals, however; pre-payment speeds the lunch lines and allows your child more time to eat.

How do I pre-pay for meals?

There are three ways to put money into your child's account:

1. You may set up an account through www.MyPaymentsPlus.com and pre-pay whatever dollar amount you choose using a checking account, debit or credit card. (You will be charged a 4.29% convenience fee for using your checking account, debit or credit card. These charges cover the cost of bank fees. The school district does not earn any income from these fees.) You will need your child's student identification number to set up an account on MyPaymentsPlus.com. You may call our office at (203) 255-8370 to obtain this number.

2. You may call MyPaymentsPlus' toll free number at 1-866-563-7538 and pre-pay by using a checking account, debit or credit card over the telephone. (You will be charged a 4.29% convenience fee for using your checking account, debit or credit card. These charges cover the cost of bank fees. The school district does not earn any income from these fees.) You will need your child's student identification number to set up an account with MyPaymentsPlus. You may call our office at (203) 255-8370 to obtain this number.

***Please note:** If you choose to pre-pay through MyPaymentsPlus, you will be given the option of putting money into either a Meal Account or a General Account. The Meal Account will only allow a student to purchase the Traditional Lunch or the Deluxe Lunch that is posted on the menu. If your child purchases a la carte items (e.g., drinks, snacks, salads, wraps, soups, etc.), we recommend you put your money into the General Account.

3. You may send in a check to the Cafeteria Manager. The Cafeteria Manager will enter your check amount into your child's account. Checks should be made payable to *Fairfield School Lunch*. (There is no fee for this method of payment.) Please put your child's name and student identification number on the check.

How do I know the balance in my child's account?

You can check your child's account balance by registering your child on MyPaymentsPlus. There is no cost to do this. Simply log onto www.MyPaymentsPlus.com and follow the instructions for registering your child. You will need his/her student identification number to do this. You can obtain your child's student identification number by calling your school office or the Food Services Department at (203) 255-8370. Registering your child on MyPaymentsPlus does not mean that you have to pay through MyPaymentsPlus. It allows you to view a balance at any time on-line and also receive e-mail reminders when your child's account balance goes below a certain amount.

Can I view what my child has purchased for lunch?

Yes, by logging onto www.MyPaymentsPlus.com you can view what your child purchased for lunch. (You must register your child on MyPaymentsPlus before using the Purchase History feature.) Once you register your child on MyPaymentsPlus, click on the item called Purchase History. Select your child's name and a date range and the purchase information will appear.

What happens if my child doesn't have any money in his/her account and wants to buy lunch?

If your child's account balance is zero, he/she will have to pay cash for meals until his/her account is replenished. Students can contact their parents who can immediately make a payment through MyPaymentsPlus. It takes approximately 15 minutes for the transaction to file down to our computer system. ***THERE IS ABSOLUTELY NO CHARGING OF LUNCHES.***

IN ORDER FOR THIS SYSTEM TO RUN SMOOTHLY AND PROPERLY, IT IS IMPERATIVE THAT MONEY BE IN YOUR CHILD'S ACCOUNT.

What if my child receives free or reduced price meals?

The computer system is confidentially coded indicating whether he/she receives free or reduced priced meals. If your child receives free meals, there is no charge to his/her account. Students who receive reduced price meals must have money in their account or pay cash. The cost of reduced lunch is $.40 per day. Students who receive free or reduced meals are eligible for the Traditional Lunch or the Deluxe Lunch. A la carte items are not included in the free/reduced lunch program and must be paid for separately in cash or with money on account. When your child comes through the lunch line, he/she simply enters his/her student identification number into the keypad. Your child's name and picture appears on the computer screen located at the end of the lunch line. The cashier rings up your child's meal purchases. The cost, if any, is deducted from his/her account or he/she pays cash and off they go.

Do I need to use all the money in my child's account this school year?

No. Any money left in your child's account at the end of this school year will carry over to the next school year.

If you have any questions regarding the lunch payment system, please call the Food Services Department at (203) 255-8370.

SEX OFFENDER REGISTRY:

Pursuant to Public Act 09-199, effective September 1, 2009, whenever a registrant is released into the community, the Department of Public Safety shall, by electronic mail, notify the superintendent of schools for the school district in which the registrant resides, or plans to reside, of such release and provide the superintendent with the same registry information for the registrant that the department makes available to the public through the Internet under subdivision (1) of the subsection. Parents and community members may also have access to the Sex Offender Registry by contacting the Fairfield Police, calling the Sex Offender Registry Unit at 1-860-685-8060 or accessing the online database by logging onto the following website:
http://www.communitynotification.com/cap_office_disclaimer.php?office=54567.

STANDARDIZED TESTING SCHEDULE:

Students in the Fairfield Public Schools participate in several standardized testing programs. The Connecticut Mastery Test (CMT) is a State mandated examination administered to children in grades **3 - 8**. This year the Connecticut Mastery Test will be administered during the weeks of **March 3, 2014 – March 28, 2014**. **Make-up testing will be conducted throughout the month of March.**

The Naglieri Non-Verbal Ability Test and the Cognitive Abilities Test are administered to students in grade **3 from October 7, 2013 to October 25, 2013.**

The Connecticut Academic Performance Test (CAPT) will be administered to students in grade 10 in the spring of **2014. Testing dates for the CAPT fall during the weeks of March 3, 2014 – March 28, 2014**. **Make-up testing will be conducted throughout the month of March.**

You will receive a reminder of the dates of applicable testing for your child from school staff so he/she may be well rested and ready to do his/her best work. The school system mails the results of standardized testing to parents, with the exception of the Cognitive Abilities Test.

STUDENTS WITH SPECIAL HEALTH NEEDS:

Parents should notify the school nurse if a child has any medical problems, e.g., allergies, chronic illness, vision, or hearing difficulties. The school nurse will work with the child's parents, physician, and other school personnel to meet any special health needs in school so that the child may benefit fully from his or her educational program. An Individualized Health Care Plan may be developed by the school nurse if appropriate to address the student's health care needs during the school day.

VISITORS TO SCHOOL:

Visitors are welcome in the Fairfield Public Schools. All visitors must report to the school office immediately upon entering the building and obtain and wear a visitor's pass.

POLICIES AND REGULATIONS

AIDS EXEMPTION POLICY:

In accordance with the Board of Education AIDS Exemption Policy and PA 88-112, a parent or guardian may exempt their child from the AIDS lessons by notifying the building principal in writing of their request.

ASBESTOS E. P. A. REGULATIONS:

It is required that parents, teachers, and employee organizations be annually informed in writing of the availability of management plans.

PUBLIC NOTICE

Each school building's Asbestos-Containing Materials Management Plan is available for review at the school office.

E. P. A. Regulation 763.93 (4)

ATTENDANCE:

Attendance of Students – Parent or Guardian Obligation

In accordance with Connecticut General Statutes, Section 10-198a, Policies and Procedures Concerning Truants, the district is required to notify a parent or guardian of children age five and over and under eighteen of their responsibility to have their child attend school regularly.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Duties of Parents, Section 10-184

Each parent or guardian having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school wherein such child resides is in session, or while the school is in session in which provision for the instruction of such child is made according to law.

Please Note: Parents may opt out of mandatory school attendance for their children on an annual basis when the children are either five or six years of age by personally appearing at the school office and signing an option form exercising this right. The building administrator or his/her designee shall inform the parent of the educational opportunities available. Similarly, students age sixteen and seventeen are subject to the mandatory attendance law unless the parent or guardian personally appears at the school and signs a withdrawal form. The building administrator or his/her designee shall inform the parent or guardian of educational opportunities available in the school system and community.

ATTENDANCE POLICY – FAIRFIELD HIGH SCHOOLS:
Board of Education Policy

ABSENCE – LOSS OF CREDIT

The purpose of this policy is to encourage school and/or class attendance in order to have students maximize their educational opportunities. Regular, uninterrupted attendance at school and/or class is essential to successful learning.

Students enrolled in a Fairfield high school who exceed the permitted number of absences from school and/or class may lose credit for that class or classes as specified in the Administrative Regulations on Attendance.

The Administrative Regulations on Attendance at Fairfield's high schools are published in the *Fairfield Ludlowe High School* and the *Fairfield Warde High School Student Handbook*, which are distributed annually to every student.

Also see Truancy on page 58

BULLYING POLICY:

The Board of Education promotes a secure and happy school climate, conducive to teaching and learning which is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions:

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

A. causes physical or emotional harm to such student or damage to such student's property,
B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
C. creates a hostile environment at school for such student,
D. infringes on the rights of such student at school, or
E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop, tablet, computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

"Hostile environment" means a situation in which, bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

"School Climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults (and reflects norms, values, interpersonal relationships, teaching and learning practices and organization structures).

Examples of bullying include, but are not limited to:

1. physical violence and attacks,
2. verbal taunts, name-calling and disparaging language including ethnically-based or gender-based verbal disparaging language,
3. sexual harassment including unwanted sexual attention or insulting or degrading sexual remarks or conduct,
4. threats and intimidation,
5. extortion or stealing of money and/or possessions,
6. exclusion from peer groups within the school,
7. the misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying"),
8. targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic or academic status, physical appearance, or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Bullying - continued

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school-wide, classroom and individual.

More information on the Bullying Policy #5330 can be found on-line at www.fairfieldschools.org or call 203-255-8372.

Administrative Regulations on Bullying

The Bullying Policy is supported by extensive Administrative Regulations which define the work of the District's Safe School Climate Plan. You can obtain a copy of these regulations by calling the Instructional Office at (203) 255-8372 or by going on-line.

CHILD ABUSE:

Suspected Child Abuse - Mandated Reporting

Your child's safety, health, and welfare are our highest priorities. In order to protect children from injury, abuse, or neglect, any suspicion of such must be immediately reported to the staff member's supervisor, the Superintendent or designee, and the Connecticut Department of Children and Families. **All professional school employees and school paraprofessionals are mandated reporters under the provisions of Connecticut General Statutes, Section 17a-101.**

COMMUNICABLE DISEASES:

Communicable diseases or conditions should be reported to the school nurse. These include but are not limited to:

Chickenpox	Hepatitis	Meningitis	Pneumonia	Scarlet Fever/Scarletina	Tuberculosis
Diphtheria	Impetigo	Mononucleosis	Poliomyelitis	Smallpox	Coxsackie Virus
Fifth Disease	Influenza	Mumps	Ringworm	Strep Throat	Whooping Cough
German Measles	Measles	Pinkeye	Scabies	Tetanus	Shingles
Haemophilus Influenza		Food poisoning confirmed by a physician			Head Lice
Salmonella		SARS (Severe Acute Respiratory Syndrome)			Vaccinia Disease
MRSA (Methicilun Resistent Staph Aureus) - confirmed by a physician.					

If your child is suspected of having one of the above diseases or conditions, your physician should be consulted immediately.

Preventative measures to limit the spread of communicable diseases:

- Wash your hands often with soap and water, especially after you cough or sneeze. Hand sanitizers are also effective.
- Cover your nose and mouth with a tissue or your sleeve when you cough or sneeze. Throw the tissue in the trash after you use it.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Try to avoid close contact with sick people.
- If you get sick, stay home from work or school and limit contact with others to keep from infecting them.

DENTAL HEALTH PROGRAM:

Teeth cleaning and topical fluoride treatments are provided in school by dental hygienists for all students whose parent or guardian requests this service and meet income guidelines. Additionally, limited funding for eligible students is available for care by participating dentists for problems such as cavities or tooth extractions. A parent or guardian who wishes to apply for their child to receive cleaning, fluoride or dentist services should complete the dental clinic application, which is sent home each year.

DIRECTORY INFORMATION:

"Directory Information" in the Fairfield Public Schools is defined as the following:

- student's name;
- address; and
- telephone number.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless the parent or guardian of the student or the student himself/herself, if he/she has reached the age of majority, requests that such information not be released without prior written parental consent. The Board of Education shall notify the parent or guardian of the option to make such a request and shall comply with any request received.

If you wish to file a Notice of Objection to this disclosure, please call Fairfield Ludlowe High School at (203) 255-7201 or Fairfield Warde High School at (203) 255-8449, and request the *Denial of Permission To Release Directory Information Without Prior Written Request Form*. Complete the form and return it to:

Mr. Greg Hatzis, Headmaster	**Mr. James Coyne, Headmaster**
Fairfield Ludlowe High School	**Fairfield Warde High School**
785 Unquowa Road	**755 Melville Avenue**
Fairfield, CT 06824	**Fairfield, CT 06825**

Directory information will not be released for commercial, religious, or political purposes. Schools or PTAs shall not develop school or PTA telephone directories without obtaining written parental approval.

DRUG POLICY:

Board of Education Policy and the supporting administrative regulations specify the district's position on this important subject.

It is the policy of the Fairfield Public Schools to prevent and prohibit the possession, use, and/or distribution of any drug (narcotics and/or alcohol) or drug paraphernalia on school property, at school-sponsored events, on school buses, and enroute to and from school by any mode of travel.

(1) Violations of this policy, including the possession, use, distribution of any drug or drug paraphernalia, and being under the influence of any drug on school property or at any school-sponsored event, shall be dealt with in accordance with the procedures developed by the administration. The consequences of such violations may ultimately result in expulsion from school.

(2) Recognizing that drug use and abuse may be indicative of serious, underlying problems, every effort shall be made to offer a student help and assistance, including early identification, referral for treatment, and after-care support. Disciplinary procedures will be administered with the best interests of the student, school population, and community in mind.

(3) Due consideration will be given to the rights of students: questioning of a student on school premises will take place only in the presence of a school building administrator and/or dean; a student's right to remain silent or to speak through an attorney or parent or guardian may not be abridged; a school building administrator and/or dean will maintain a record of all proceedings under this policy, which shall be available to the student.

FAMILY INVOLVEMENT POLICY:

The Fairfield Board of Education recognizes that the partnership between families and the school is crucial to the successful education of children attending the Fairfield Public Schools. This Family Involvement Policy has been written to convey to the parent or guardian of Fairfield's school children that their participation in their child's education is highly valued.

It is the Board's policy that families are welcome in the schools and encouraged to become involved in their child's education. To that end, the Board gives its full support to the following standards:

- encouraging family participation in their child's education in school and at home;
- promoting communication between school and home regarding the instructional program and student progress;
- providing assistance to families in developing parenting skills, which benefit their child at home and increase achievement at school;
- facilitating family participation in decision-making that affects children; and
- inviting families to participate in the education of children by assuming volunteer support roles at school.

The Board believes that a family's involvement in their child's education must be a high priority and recognizes the importance of staff leadership in setting expectations and creating a climate conducive to family participation. The Board of Education supports the development, implementation, and evaluation of opportunities for family involvement. The goal of increased family involvement and its related improvement in student achievement is a shared responsibility of families, school staff, the school system as a whole, and the community at large.

FAMILY LIFE EXEMPTION POLICY:

A parent or guardian may exempt their child from the Family Life/Physical Growth and Development lessons of the health curriculum by notifying the building principal, in writing, of their request.

FOOD ALLERGIES – POLICY AND REGULATIONS:

The Fairfield Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of any allergic reactions that may occur. The Board supports the education of school personnel, students, and parents regarding food allergy management to maintain a safe school environment for allergic children.

Administrative Regulations

The goal of the following administrative regulations is:

A. To assist an identified allergic student* in avoiding exposure to allergens. It is recognized, however, that the school district cannot guarantee the elimination of allergens from the school environment.
B. To identify students diagnosed with Glycogen Storage Disease (GSD) and assist them in accessing necessary food or dietary supplements.

Recognizing that peanuts, peanut products, tree nuts, and tree nut products can be associated with the most severe types of allergic reactions, they shall not knowingly be used for instructional purposes.

Recognizing the need for reliable communications from all student locations to the school office, all schools shall have a facility specific communication system, such as a walkie-talkie, available to summon help to any location in an emergency during the time classes are in session. If an emergency occurs during an activity that takes place at a time other than when classes are in session, emergency medical services shall be utilized by calling 9-911.

School personnel will not attempt to determine whether foods brought to school are safe for an allergic child to consume.

School personnel will implement, in collaboration with the school nurse, parent(s), and student a written plan for the avoidance of offending foods by an identified allergic student. This plan will be communicated to all personnel with whom the student has contact with during the school day including the bus driver(s) if transportation is provided. Specific provision will be made to share the plan with substitute personnel. **(Please refer to the School Nurse's Role in Management and Emergency Planning.)**

* An *"identified allergic student"* is one for whom the school nurse has a written plan for allergy avoidance and a written emergency plan to be followed in the event an allergic student ingests or believes he/she has ingested an offending food. The school nurse will require documentation of the food allergy by the student's health provider as specified in the School Nurse's Role in Management and Emergency Planning.

Recognizing the need for identified students to avoid specific allergens, the elements of a plan may include, but are not limited to, the following provisions, as may be warranted by the needs of the individual identified allergic student:

- The provision to provide parents, staff, and students with detailed information regarding the ingredients of the school lunch.
- The provision of an identified allergen-free table in the school cafeteria, which is thoroughly washed prior to the first lunch shift and between lunch shifts.
- The provision for washing classroom desktops to remove identified allergens.
- The provision for staff and students who have been in contact with an allergen to wash thoroughly before resuming contact with an allergic student.
- The provision on field trips, if an allergic student will eat lunch or snacks other than those brought from home, for the menu to be reviewed by the parent or guardian prior to the trip to determine whether the child may eat the food. If the parent or guardian is unable to make the determination, or the menu is unavailable, the parent or guardian will send a safe food on the trip with the student. In the case of the student diagnosed with GSD, provision of food or dietary supplements will be available. High school students may be able to make their own safe choices. Epinephrine shall accompany the allergic student on field trips and be readily available. A communication system for calling an EMS shall be available at all times on field trips.
- The provision for all classroom lessons in art, family/consumer science, mathematics, and other subjects that use food for instructional purposes to not knowingly include offending foods when an allergic student is present.
- The provision for Epinephrine to be available as required by the severity of the student's allergy.
- The provision for school staff to be trained in recognizing adverse symptoms of GSD (such as hypoglycemia) and implementing established action plans including access to food or dietary supplements.

GENERAL HEALTH INFORMATION MAINTAINED IN THE CUMULATIVE HEALTH RECORD:

1. Record of Health Assessments (i.e., physical examinations)
2. Record of: a. Vision Screening Tests
   b. Hearing Screening Tests
   c. Postural Screening
   d. Dental Services if applicable
3. Record of Immunizations
4. Other relevant health information

GRADUATION REQUIREMENTS:

To graduate from the Fairfield Public Schools, a student must earn a minimum of 43 credits and meet the credit distribution requirement. A student must demonstrate the designated computer applications proficiency.

Beginning with the graduating Class of 2006, a student must also meet designated levels of academic proficiency in mathematics, reading across the disciplines, and writing across the disciplines. Beginning with the Class of 2008, a student must also meet designated academic proficiency in science.

Credit Requirements for Graduation

To meet the minimum requirements for a high school diploma, a student must earn 43 credits and achieve the following credit distribution:

English	-	8 credits
Math	-	6 credits
Science	-	6 credits
Social Studies	-	6 credits (7 credits beginning with the class of 2015)
Physical Education and Health	-	3.2 credits (16 units)
Arts/Vocational	-	2 credits

The 3.2 credit requirement in Physical Education and Health will be applicable with the Class of 2014.

Demonstrate Computer Applications Proficiency

Demonstrate Academic Proficiency

Score at or above the Proficiency Level on each of the four areas of the Connecticut Academic Performance Test (CAPT): Mathematics, Reading Across the Disciplines, Writing Across the Disciplines and Science;

OR

Demonstrate proficiency on performance assessments, which correspond to any areas of CAPT, which fall below the designated score levels.

High School Performance Standards

Math – A student who has not met the CAPT mathematics criterion must demonstrate proficiency in one of the following ways:

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

b. The individual sub-tests of CAPT that do not meet the above criteria will be identified. Open-ended math problems, which correspond to these sub-tests and are appropriate to the content of the course in which the student is enrolled, will be constructed. Student work on these assessments will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. During the summer between junior and senior year, a committee of math teachers will examine this collective work, rate each assessment against an established rubric, and determine if the work demonstrates proficiency.

c. Additional performance tasks will be provided during the fall of the senior year for those students who did not demonstrate proficiency on their junior demonstration folder. By the second week in January, a committee of mathematics teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his/her senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Reading Across the Disciplines - consists of two sub-categories: Response to Literature and Reading for Information. A student who has not met the CAPT Reading Across the Disciplines criteria must demonstrate proficiency in one of the following ways:

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

Assessment instruments will be constructed by English teachers (Response to Literature) and social studies teachers (Reading for Information) to allow students to demonstrate proficiency in reading based on the CAPT criteria:

b. The individual sub-tests of CAPT, which do not meet the above criteria, will be identified. Reading assessments, which correspond to these sub-tests and are appropriate to the content of the course in which the student is enrolled, will be constructed. (The English department will be responsible for the subset of Response to Literature and the social studies department will be responsible for Reading for Information.) Student work on these assessments will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. During the summer between junior and senior year, a committee of English and social studies teachers will examine this collective work, rate each assessment against an established rubric, and determine if the work meets performance standards.

c. Additional performance tasks will be provided during the fall of the senior year for those students who did not demonstrate proficiency on their junior reading assessments. By the second week in January, a committee of English and/or social studies teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his/her senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Writing Across the Disciplines - consists of two (2) sub-categories, which are: Interdisciplinary Writing and Editing and Revising. A student who has not met the CAPT Writing Across the Disciplines criteria must demonstrate proficiency in one of the following ways:

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

Assessment instruments in English and social studies will be constructed to allow students to demonstrate proficiency in writing based on the CAPT rubrics. Internal assessment prompts will be constructed to allow students to demonstrate proficiency in writing in the following manner:

b. The individual sub-tests of CAPT, which do not meet the above criteria, will be identified. Writing assessments, which correspond to the two sub-tests and are appropriate to the content of the course in which the student is enrolled, will be constructed. Student work on these assessments will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. A committee of English and social studies teachers will examine this collective work, rate each assessment against an established rubric, and determine if the work meets performance standards.

c. Additional performance tasks will be provided during the fall of the senior year for those students who did not demonstrate proficiency on their junior writing assessments. By the second week in January, a committee of English and/or social studies teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his/her senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Science: A student who has not met the CAPT science criterion must demonstrate proficiency in one of the following ways:

a. The student will be retested on the CAPT the following year in order to demonstrate proficiency by meeting the district's identified standard;

OR

b. The individual CAPT science standards that do not meet the above criteria will be identified. Performance tasks that correspond to these standards and are appropriate for the course in which the student is enrolled, will be constructed. Student's work on these tasks will be retained in an electronic folder or in a work folder maintained by the student and monitored by the student's teacher. During the summer between junior and senior year, a committee of science teachers will examine this collective work, rate each task against an established rubric, and determine if the work demonstrates proficiency.

c. Additional tasks will be provided during the fall of senior year for those students who did not demonstrate proficiency on their junior demonstration folder. By the second week in January, a committee of science teachers will examine this work against the established rubric and determine if the work demonstrates proficiency.

d. A student who does not demonstrate proficiency in his/her senior demonstration folder must successfully complete a performance-based Senior Exit Program.

Procedures for Review of Student Work

The headmaster(s) of Fairfield high school(s) and the appropriate curriculum leaders will appoint a committee of teachers. Student work will be submitted and reviewed at the end of the student's junior year. Students who do not meet the standards on either the CAPT retest(s) or the submitted demonstration folder will be allowed to submit another demonstration folder at the conclusion of the first semester of their senior year. Students who do not demonstrate proficiency will enroll in a designated senior project course and/or a designated math course.

Transfers

If a student transfers to a Fairfield high school after completing three (3) years of high school elsewhere, he/she may be exempt from Fairfield High School Performance Standards.

Notification - Teachers, Students, and Parents

The guidance department will formally notify students, their teachers, and their parents or guardians if the district's standard on the CAPT has not been met in the areas of Mathematics, Reading Across the Disciplines, Writing Across the Disciplines, and Science. Students who have not met the district's standard will be encouraged to retake designated CAPT areas in the spring of their junior year and to submit a demonstration folder of their work by June 1, as indicated above. The results of the assessment of the student work will be communicated to students who have demonstrated proficiency in their folder of work by the second week of September.

The results of the CAPT retest and the scoring of the folder of student work from the first semester of the senior year will be communicated by the guidance department via certified mail to the student and parents or guardians by the second week of January of the senior year.

Successful completion of a performance-based Senior Exit Program will be communicated to the students and their parents or guardians by June 1, of their senior year.

Options

If a student does not demonstrate proficiency as described, he/she may return to high school for a fifth year, enroll in summer school, or register for appropriate night school classes.

Appeals

The headmaster(s) shall design and implement an appeals process. The final authority to determine proficiency on appeal will rest with the headmaster(s).

GREEN CLEANING PRODUCTS:

In accordance with **The State of Connecticut Public Act No. 09-81**: AN ACT CONCERNING GREEN CLEANING PRODUCTS IN SCHOOLS, the Fairfield Public School District employs a green cleaning program utilizing environmentally preferable products. These products, as well as their areas of use and schedule for their application are listed below.

Product	Description	Areas Used	Occupied/ Unoccupied
Diversey #2 Glance	Glass Cleaner	Throughout the Building	Both
Diversey #50 Raindance	Low-foam Neutral Floor Cleaner	Throughout the Building	Both
Diversey #58 Hydrox	Carpet Extraction Shampoo	Library/Offices	Unoccupied
Diversey #58 Hydrox	Multi-Surface Cleaner	Throughout the Building	Both
Diversey Aquaria	Floor Wax	Throughout the Building	Unoccupied
Diversey Freedom	Floor Stripper	Throughout the Building	Unoccupied
Diversey #59 Good Sense	Odor Eliminator	Throughout the Building	Unoccupied

Public Act No. 09-81 - AN ACT CONCERNING GREEN CLEANING PRODUCTS IN SCHOOLS exempts any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial products regulated by the federal Insecticide, Fungicide and Rodenticide Act. These products are considered exempt and are listed below:

Diversey #11 Dimension 111	Disinfectant	Throughout the Building	Unoccupied
Diversey #8 Blue Skies 11	Disinfectant	Throughout the Building	Unoccupied

Material Safety Data Sheets (MSDS) information for all products used is available for reference in the school office.

As required under this Act, **"No parent, guardian, teacher or staff member may bring into the school facility any consumer project which is intended to clean, deodorize, sanitize or disinfect."**

For additional information, please contact Mr. David Fryer, Manager of Facilities, at (203) 255-8352.

HAZING POLICY:

The Fairfield Public Schools prohibit any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or participation in a school activity.

Hazing is prohibited whether it occurs on or off school grounds and whether it occurs during, prior to, or after the season or school day. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if the student willingly participates.

All coaches and advisors are required, prior to commencement of their season or activity, to meet and explain this policy to all participants. In the event that a coach or advisor becomes aware of any violations of this policy, it must be reported immediately to the building administrator.

If a student believes that hazing has occurred, the student shall promptly report this incident to a coach or advisor, counselor, or administrator. This information must immediately be brought to the building administrator's attention. The building administrator will conduct a comprehensive investigation. All information will be held in strict confidence.

Consequences for hazing activities may include, but are not limited to: team/activity suspensions or removal, school suspension or expulsion, and/or legal prosecution.

The Superintendent or designee shall provide that students, and parents or guardians of students are notified of the prohibition against hazing and the penalties for violating the prohibition by ensuring the inclusion of this policy in student and parent handbooks.

HEALTH ASSESSMENTS (PHYSICAL EXAMINATIONS), IMMUNIZATIONS, AND ADMINISTRATION OF MEDICATIONS:

Health Assessments (Physical Examinations)

In accordance with Connecticut General Statutes, each student enrolled in the Fairfield Public Schools shall be required to have a health assessment by a legally qualified practitioner of medicine (physician or osteopath licensed to practice in the United States), an advanced practice registered nurse, registered nurse, or physician's assistant licensed to practice in Connecticut or by a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician's assistant stationed at any military base. This health assessment must be completed:

- prior to initial entrance into preschool programs;
- prior to initial entrance into Kindergarten;
- for transfer students, prior to initial entrance into the Fairfield schools;
- in grades 6 and 10;
- for un-graded students, prior to initial entrance and whenever a health assessment is required for students of the same age cohort as the un-graded student.

Health assessments shall be required for entrance into grade 9 in non-public high schools in lieu of health assessments required in grade 10.

All health assessments required above and done on or after August 15, 2005 shall include documentation of an assessment of the student's risk of exposure to tuberculosis. Any student determined to be at high risk shall receive a Mantoux tuberculin skin test performed in the United States as part of the required health assessment.

Health assessments required prior to initial entrance into a Fairfield Public School shall include evidence of a Mantoux tuberculin skin test performed after most recent entry into the United States for students entering school in Fairfield from a country with a high prevalence of tuberculosis. Countries with a high prevalence of tuberculosis include those identified as such by the Connecticut Department of Public Health. The school nurse will inform you of countries that are identified as high prevalence countries.

Any student found to have a positive Mantoux tuberculin skin test or tuberculosis disease shall be permitted to attend school only in accordance with the tuberculosis control protocols established by the Fairfield Director of Health and School Medical Advisor.

Any student not in accordance with this policy shall not be permitted to register for or continue attendance in school.

All students are encouraged to have their health assessments done by their private health care provider to promote continuity of care. However, if this is not done, health assessments will be available in the schools or in the Fairfield Well Child Clinic for eligible students with parent authorization.

Students who are experiencing health problems or are suspected of having a health problem may be referred to their private health care provider for a health assessment at other than required times.

Students participating in high school interscholastic sports (tryouts, practice, or play) shall be required to have a health assessment no more than thirteen months prior to participation in the sport for the current school year. The health assessment is valid for a period of thirteen months from the date it was done. Once the health assessment becomes more than thirteen months old, the student cannot continue to participate in the sport until a new health assessment is done and submitted to the school. The health assessment must be done by a legally qualified practitioner of medicine (physician or osteopath licensed to practice in the United States), an advanced practice registered nurse, registered nurse, or physician assistant licensed to practice in Connecticut, or by a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician's assistant stationed at any military base.

High School Interscholastic Sports include:

- All sports teams that compete against other schools.
- All sports clubs that compete against other schools, and
- Cheerleading squads.

Timing of health assessments shall be in accordance with the corresponding Administrative Regulations. The school nurse will inform you of the acceptable time frame for your child's Health Assessment.

Connecticut State Statutes permit exemption from physical or medical examination required for entry into school or entry into grades 6 or 10 if the parent/legal guardian of a student provides a written statement that the parent/legal guardian of the student, or the student, objects on religious grounds, to physical or medical examination. These exemptions do not apply to health assessments required for participation in sports.

Immunizations

In accordance with Connecticut General Statutes, the Board of Education shall require each student to be protected by adequate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type b, hepatitis B, chicken pox (varicella), pneumococcal, hepatitis A, influenza, meningococcal (unless medically contraindicated or failure to do so is based upon exercise of the rights of freedom of religion as provided in the United States and Connecticut Constitutions and in the Connecticut General Statutes).

A complete immunization record must be presented before a child enters school. For all students, this record must show dates of adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis (initial series plus booster given on or after the fourth birthday), varicella (chicken pox) and hepatitis B.

Additionally:

Haemophilis Influenzenza (Hib)	1 dose given on or after the first birthday for students under five years of age.
Pneumococcal	1 dose given on or after the first birthday for students under five years of age who were born on or after January 1, 2007 and are enrolled in Pre-Kindergarten or Kindergarten, on or after August 1, 2011.
Hepatitis A	2 doses for all students born on or after January 1, 2007 who are enrolled in Pre-Kindergarten or Kindergarten, on or after August 1, 2011. First dose given on or after the first birthday.
Influenza	1 dose for students under five years of age enrolled in Pre-School. Vaccine should be administered annually between August 1 and December 31st. Individuals receiving the vaccine for the first time require two doses.
Measles, Mumps, Rubella	2 doses for all students enrolled in Kindergarten through 12th grade. First dose given on or after the first birthday.
Varicella	2 doses for those enrolled in Kindergarten or 7th grade on or after August 1, 2011. First dose given on or after the first birthday.
Tdap	1 dose for those enrolled in 7th grade on or after August 1, 2011.
Meningococcal	1 dose for those enrolled in 7th grade on or after August 1, 2011.

Under certain circumstances, proof of immunity based upon specific blood testing is acceptable in lieu of immunization. Contact your child's school nurse for further information.

Connecticut State Statutes permit exemptions from receiving immunizations if vaccination is medically contraindicated and such contraindication is certified by a physician and is in accordance with the provisions of state law **or** if immunization is contrary to the religious beliefs of the child and there is parental/guardian statement to that effect. A written statement is needed. For further information, contact your child's school nurse.

Administration of Medication

In compliance with Connecticut General Statutes*, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short-term health problems.

Medications will be administered pursuant to the written order of an authorized prescriber and the written consent of the parent or guardian.

Medications in the schools will be administered by a licensed nurse (RN or LPN), or in the absence of a nurse; the following school personnel who have been properly trained by a school nurse or school medical advisor may administer medications:

- Principals and teachers.
- Licensed physical therapists (PT) or occupational therapists (OT) employed by the school district.
- Paraprofessionals in the case of a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
- Coaches and licensed athletic trainers, during intramural or interscholastic athletic events, employed by the school district for inhalant medications prescribed to treat respiratory conditions or medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- In school readiness programs and before and after-school programs, directors or directors' designees, lead teachers or school administrators.

The school nurse or school principal shall select a qualified school employee to, under certain conditions; give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless (A) he/she annually completes training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, (B) the school nurse and school medical advisor attest, in writing, that the qualified school employee has completed such training, and (C) the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes. For the purpose of administering a glucagon injection, "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the district, coach, or school paraprofessional.

The nurse must examine on-site any new medication; medication order and parental permission form and develop a medication administration plan for the student before any medication is given. If a school nurse determines any medication administration plan should be re-evaluated, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse. In addition, the nurse will consult with the nursing supervisor and the school medical advisor. In accordance with standard nursing practice, the school nurse may refuse to administer or allow school personnel to administer any prescription medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In such cases a parent has the right to come to the school and administer the medication himself/herself.

The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

***CGS** Section 10-212a Administration of Medications in Schools, including liability

Self Administration of Medication

- Students who are able to self-administer medication, excluding controlled drugs, may do so provided that all of the above requirements have been met and written approval for self-administration is obtained from the authorized prescriber, parent, and the school nurse. Students who self-administer medications will be under the general supervision of the school nurse.
- In the case of inhalers for asthma and cartridge injectors for medically-diagnosed allergies, the school nurse's review of a student's competency to self-administer these medications in the school setting shall not be used to prevent a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically-diagnosed allergies. In these cases, a student may self-administer medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian.
- Self-administration of controlled medications may be considered for extraordinary situations, such as international field trips, and shall be approved by the school nurse supervisor and the school medical advisor in advance.
- The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

Questions regarding physical examinations, immunizations, or medications should be directed to the nurse at your child's school.

Administration of medications is supported by the Administrative Regulations. You can obtain a copy of these regulations by calling the Instructional Office at (203) 255-8372 or on-line.

HEALTH SCREENINGS:

The following health screening programs are provided in the Fairfield Public Schools:

Vision: Grades Pre-K (4 years old by January 1st and older) through grade 6 and grade 9.

Hearing: Grades Pre-K (4 years old by January 1st and older) through grade 3, grade 5 and grade 8.

Postural Screening: Grades 5 through 9.

Pediculosis (Head Lice): It is recommended that parents/guardians check their child for head lice on a regular basis. This monitoring by parents is especially important during the summer months when children are attending camps, having sleepovers and wearing helmets for various sports activities.

In the elementary schools, the entire classroom is screened when there is a reported case of head lice in that classroom. In all schools, siblings and close contacts of the identified child are also screened. Remember to contact your child's school nurse immediately if your child has head lice. This information will be kept confidential by the school nurse.

HOMEWORK POLICY:

The Board of Education considers homework and other out-of-class assignments to be basic parts of the educational program of the Fairfield Public Schools. Through homework and out-of-class assignments, students have an opportunity to reinforce and/or extend academic and learning skills taught in class. Homework also contributes to the students' development of such skills as working independently, organizing time, developing effective work habits, and developing self-discipline in accepting responsibilities. Parents or guardians are encouraged, through discussions with their children, to become aware of, and to support the need for the student to complete homework and other out-of-class assignments.

NON-DISCRIMINATION STATEMENT:

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action, and termination) on the basis of race, color, religion, age, sex, familial status, sexual orientation, national origin, ancestry, disability, genetic information, or any other protected group, except in the case of a bona fide occupational qualification or need.

PESTICIDE APPLICATIONS AT SCHOOLS:

The Fairfield Board of Education is required by Conn. Gen. Stat. Section 10-231a to issue a statement of policy regarding the application of pesticides at schools and on school grounds. This statement of policy shall be made annually to all staff and to all parents or guardians of students enrolled in the Fairfield Public Schools.

An Integrated Pest Management Plan is in place for the Fairfield Public Schools. This plan requires that alternative methods of pest control be employed prior to using a pesticide. Whenever it is deemed necessary to apply a pesticide, it will be done during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where such application has been made until it is safe to do so according to the provision on the pesticide label.

Conn. Gen. Stat. Section 10-231a also allows for the notification of staff, parents, and guardians of students, prior to the application of a pesticide. Any individual who wishes to be notified may register to receive notice by calling **Mr. David Fryer,** Manager of Facilities, at 203-255-8352.

Pesticide applications used during the past year were as follows: Contrac Blox, Talstar One 0.05% Dilution, Vector Poison Free Wasp and Hornet Spray, Phantom 0.5%, Confront, Pre-M, Round-up and Termidor sc 0.06% (for termite treatments).

Questions regarding the Fairfield Board of Education policy for pesticides may be addressed to Mr. Fryer.

PRINTED MATERIAL FOR STUDENTS TO TAKE HOME:

The building administrator has the responsibility to review and approve or disapprove printed and electronic material proposed for distribution to students to take home or to be e-mailed or posted on a website if the material pertains only to that single site. The Superintendent shall designate a district-level staff member to review and approve or disapprove printed and electronic material proposed for distribution to students to take home if the material is intended for more than one (1) site. The district's e-mail shall **NOT** be used to advertise any activities or events. All advertisements for not-for-profit events will be distributed with prior approval by PTA's groups using the PTA distribution list.

Printed and electronic or posted material distributed to students to take home or posted shall involve activities or opportunities provided or sponsored by a non-profit/not-for-profit entity, organization, or governmental agency. The name of the non-profit/not-for-profit organization or governmental agency must be specifically defined and clearly printed on the material for distribution along with the organization's or agency's telephone number for inquiries. In addition, the words "Not for Profit" must be clearly stated on the material for distribution. All material to be taken home by students or posted shall extend the curriculum of the Fairfield Public Schools or broaden the cultural life of students

The reproduction of approved material(s) is the responsibility of the sponsoring group.

Commercial material, advertisements, or material generated by an individual that is not sponsored by a non-profit/not-for-profit entity, organization, or governmental agency shall not be distributed via the students or e-mail or websites.

PROMOTION/RETENTION:

The philosophical basis for promotion and retention acknowledges the differences among students and the need to accommodate those differences. This philosophy recognizes the need to provide students with instruction appropriate to their academic, emotional, social, and physical level of development. The promotion or retention of students in the Fairfield Public Schools shall be determined on the basis of a child's best interest. Parental or guardian understanding and support in matters of promotion and retention are crucial to the success of a student's assignment.

PSYCHOTROPIC DRUG USE POLICY:

In conformity with state statute, the Fairfield Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. However, school health and mental health personnel may recommend that a student be evaluated by an appropriate medical practitioner. Further, upon the consent of the student's parent or guardian, school personnel may consult with the medical practitioner regarding such use.

The Board recognizes that the refusal of a parent or guardian having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the department, unless such refusal causes such child to be neglected or abused, as defined in Connecticut General Statutes, 46b-120.

The Superintendent of Schools or designee shall promulgate this policy to district staff and parents or guardians of students annually and upon the registration of new students.

PUBLISHING OF STUDENT IMAGES:

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.

REHABILITATION ACT OF 1973 – SECTION 504:

Section 504 is a Civil Rights Statute, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Statute defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);

2. has a record of such impairment; or

3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Fairfield Public School System recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the school system's special education staff at (203) 255-8379.

RELOCATION POLICY NOTICE:

The Fairfield Public School System provides services to ensure students, parents, and other persons access to meetings, programs, and activities. The school system will relocate programs in order to ensure accessibility of the programs and activities to disabled persons. To make arrangements please contact:

Andrea Leonardi
Director of Special Education & Special Programs
501 Kings Highway East
Fairfield, CT 06825
Telephone: (203) 255-8379

The district agrees to disseminate this relocation policy notice by posting it on bulletin boards throughout the schools for students, staff, and the general public; provide the information in any student or staff handbook(s) or orientation material; and place the policy in district advertisements.

REPORTING STUDENT PROGRESS:

The Fairfield Public Schools support a grading and reporting philosophy, which stresses the importance of providing clear, concise, and fair information regarding each student's school performance to students, parent or guardian, and institutions outside the Fairfield Public Schools. This information should include, in addition to an evaluation of the extent to which the instructional objectives have been achieved by the student, an appraisal of the student's achievement in relation to peers locally and nationally. An appraisal of the student's personal attributes, including effort and attitude, should also be provided to help support and guide the student toward individual responsibility and maturity. Student progress may be reported through written report cards and progress reports, parent/teacher conferences, standardized test result profiles, etc.

SEXUAL HARASSMENT:

It is the policy of the Fairfield Public Schools to maintain a working and learning environment free from harassment, insults or intimidation on the basis of sex or sexual orientation. Sexual harassment is against the law and school district policy. Complaints should be referred to the Title IX Coordinator at each school. The coordinator at each high school is the Administrator for Pupil Services and Guidance. At each middle school the coordinator is the Assistant Principal. At each elementary school the coordinator is the Principal. A complaint may also be filed with the District Title IX Coordinator, the Director of Human Resources.

SMOKING POLICY:

Smoking by students or adults is not permitted in any school building or on school grounds.

STOLEN PERSONAL PROPERTY:

If a student or staff-owned item is stolen or damaged in school, neither the Town nor the Board is liable for that item. The only exception would be when a student or staff member brings in an item for limited school use (e.g., needed one time only) at the written request of an administrator. However, items such as laptops owned by staff members will not be covered.

STUDENT DISCIPLINE:

a. Students, teachers, and administrators have the right to expect mutual courtesy, fair and equitable treatment, and to be informed of their rights and their responsibilities. The staff of the Fairfield Public Schools strive to assist students to develop the ability for self-direction and self-discipline. However, those students who infringe upon the rights of others or who violate school policies and regulations will be subject to corrective action. In all cases the rights of students will be preserved and protected.

b. The administration of each individual school is given the authority to take appropriate action to ensure compliance with Board policy as stated above. Appropriate action may include, although it is not limited to, one or more of the following:

(1) conference with student and/or teacher and/or guidance counselor;
(2) conference with parent or guardian;
(3) referral to building and/or central planning and placement team;
(4) referral to social and community agencies;
(5) internal or external suspension of student;
(6) recommended expulsion of student.

Corporal punishment as a disciplinary measure is prohibited in the Fairfield Public Schools. Notwithstanding this, physical force may be used to quell a disturbance, which threatens physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons and property.

The complete Student Discipline Policy #5119 together with the entire Fairfield Board of Education Policy Manual is available, in writing, in all school and district offices and online at www.fairfieldschools.org

STUDENT INTERNET USE POLICY:

The Fairfield Public Schools provide a variety of District Technology Resources in support of our instructional and administrative programs to ensure that our students become digital citizens proficient in information technology competencies essential for success in the 21st century. These District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology Resources exceed a potential disadvantage. However, access to them is a privilege and not a right. Therefore, it is incumbent upon all members of the school community to use District Technology Resources responsibly, ethically and with respect for the work of others.

The District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of District Technology Resources, information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, inappropriate, or explicit. The District employs a system of Internet content filtering controls that meet federal standards established by the Children's Internet Protection Act (CIPA). Ultimately, parents and/or guardians of minors are responsible for setting and conveying the standard that their children should follow when using District Technology Resources.

The District will provide training and procedures that encourage the widest possible access to District Technology Resources by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

Use of District Technology Resources, and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each student user of District Technology Resources and/or of the student's Personal Electronic Devices on school property or during school sponsored or related activity has the responsibility to respect every other person in our community and on the Internet. All students are expected to follow the guidelines, procedures, and specific limitations outlined in the Acceptable Use Guidelines and Agreement (6417AR). District Technology Resources are subject to search at any time.

Students are prohibited from using on school property or during a school sponsored or school related activity District Technology Resources or any Personal Electronic Devices for a use that is prohibited by this policy, other District or administrative policies, rules and regulations and/or state and federal law.

If a student brings a Personal Electronic Device onto school property or to a school sponsored or school related activity and/or connects a Personal Electronic Device to District Technology Resources, the student is subject to the rules and regulations regarding acceptable use in this policy, District or administrative policies, regulations and rules, and/or state and federal law. Any use that is in violation of the foregoing may result in loss of computer and Internet privileges and/or other discipline commensurate with the offense.

By bringing a Personal Electronic Device onto school property or to a school sponsored or school related activity and/or connecting a Personal Electronic Device to District Technology Resources, the student consents that faculty may confiscate said device if there is a reasonable suspicion that a student is using a Personal Electronic Device in a manner that is in violation of this policy or with other District or administrative regulations, rules, or policies, and/or state and federal law. The school may search the Personal Electronic Device in a manner and to an extent that is consistent with, and limited to, the initial basis for the reasonable suspicion and to determine whether a violation of District or administrative policies, rules and regulations and/or state and federal law has occurred.

Password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual student.

- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.

- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.

- Intentional or unintentional use of District Technology Resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is prohibited.

- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.

- Students will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.

- Students and parent/guardian may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.

- Files stored on District Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.

- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted with District Technology Resources or Personal Electronic Devices.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, IPads, etc.), personal laptop and desktop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Personal Electronic Devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, IPads, etc.), personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

STUDENT RECORDS:

The Family Educational Rights and Privacy Act (FERPA) specify rights related to educational records. This act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any record on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) receive a hearing on the issue if the school refuses to make the amendment.

Parents' rights of inspection and review are restricted to information dealing with their own child. The school district will presume that even when parents are separated or divorced and one parent has been granted custody, that both parents have access to records. This access will be extended to both parents unless the school district receives a court order to the contrary.

The Connecticut General Statute provides: that such institutions must provide the parent or guardian of students access to official records directly related to the students, and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institutions must obtain the written consent of the parent or guardian before releasing personally identifiable data about students from records to other than a specified list of exceptions; that the parent or guardian and student must be notified of these rights; that these rights transfer to students at certain points.

The Fairfield Public Schools will release only official health records, cumulative record card, report card, and student records for elementary students (grades K-5) who are transferring or applying to private, parochial, or other public schools. Separate teacher recommendations are not provided for students in grades K-5. Records are sent once parent or guardian has given written permission to do so. This practice has been adopted for consistency of information provided and to ensure that documents sent to a receiving school have been seen previously by a parent or guardian.

STUDENT SURVEYS:

Parent or guardian will be notified of any surveys that are planned for completion by students except for those that are directly related to course content and administered as part of class instruction.

Parents will have the right to inspect any non-instructional survey prior to its administration and to deny permission for their child's participation.

SUBSTANCE ABUSE – ADMINISTRATIVE REGULATIONS IN COMPLIANCE WITH BOARD POLICY:

1. School personnel shall observe and report inappropriate behavior, poor class performance, tardiness, absenteeism, or physical changes in any student to their immediate supervisor or appropriate designated staff member.

2. The school shall maintain and extend programs that help students to assess implications of the use of addictive substances, such as drugs and alcohol, and help students to understand the personal and social implications of abuse of these substances.

3. Any teacher or other school staff member who suspects a student is demonstrating symptoms of possible drug/alcohol use (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, and unconsciousness) shall immediately refer the student to the appropriate administrator who will treat the situation as a medical emergency. A referral will be made to the Student Assistance Team.

4. Should the school nurse determine the student's symptoms are drug/alcohol related, or if he/she is unable to function normally, the school principal or designee shall take appropriate action, which may include notifying the parent or guardian, taking the student home or for medical care, depending upon the severity of the student's condition. If drug use is confirmed, the student will be suspended. A referral will be made to the Student Assistance Team.

5. When there is evidence of use, illegal transmitting, or possession of drugs, including alcohol, during school hours or at any school sponsored activity, the student will be advised of his/her rights, the police summoned and parent or guardian shall be asked to confer with the principal, and/or appropriate members of the school staff. The student will be suspended. A referral will be made to the Student Assistance Team.

6. If a student is caught in possession, use, distribution, or selling of drug paraphernalia, the principal or his/her designee will confiscate the drug paraphernalia, summon the police and notify the parent or guardian. The student will be suspended. A referral will be made to the Student Assistance Team.

7. On school buses enroute to and from school, or any school-sponsored event, bus drivers will radio any inappropriate or bizarre behavior, which might indicate possible drug or alcohol use or possession to the Transportation Office **immediately**. The Transportation Office shall then notify the appropriate building administrator. A referral will be made to the Student Assistance Team.

8. Disciplinary consequences for students found to be in violation of this policy shall be:

first offense	five (5) day suspension may be reduced by up to one (1) day if student and parents participate in a Saturday morning session with the Student Assistance Counselor.
second offense	maximum of ten (10) day suspension; and
third offense	referral to Board of Education for a hearing that might result in expulsion.

9. The deans shall inform parent or guardian (upon the first violation) of diagnostic, evaluative, psychological, and rehabilitative services available. A resource list of other available drug/alcohol counseling, rehabilitation, and re-entry will also be available.

10. All communications between the school, students, parent or guardian, and police will be considered confidential as defined in the Connecticut General Statutes, 10-154a.

11. All students and parent or guardian will be notified of this policy yearly and understand that compliance is mandated.

SUICIDE PREVENTION, INTERVENTION AND RESPONSE POLICY:

The Fairfield Board of Education recognizes the need for a comprehensive suicide prevention, intervention and response policy given that suicide is the third leading cause of death among young people and that school, a structure in which students have frequent contact with caring adults, has a unique role to play in suicide prevention and intervention (U.S. Department of Health and Human Services 2001).

The Board of Education recognizes the need for evidence-based youth suicide prevention programs and procedures and will establish program guidelines to identify risk factors for youth suicide, procedures to intervene with such youth, guide staff in making appropriate referrals to outside agencies, and collaborate with agencies and families once care has been established. These evidence-based programs will include universal prevention strategies (curriculum-based) as well as tiered interventions for students/groups of students at statistically increased risk. This (These) program(s) will include annual training for certified staff, non-certified instructional staff, school secretaries, school nurses, coaches, students, and parents. Training will include current information on recognizing risk factors, appropriate referral processes, and crisis response.

It is also recognized by the Board of Education that suicide is a complex issue, and that, while school staff members may recognize potentially suicidal youth, they cannot make clinical assessment of risk and/or provide in-depth treatment. It is the policy of the Board of Education that school staffs actively respond in any situation where a student, either verbally or through behavior, indicates a risk or intent to attempt suicide or to do physical harm to himself/herself by referring said youth to an appropriate provider/agency for such assessment and treatment as is deemed appropriate.

Any school employee who may have knowledge of a suicide risk, threat or intent will immediately report this information to the school Principal/Headmaster. The School Principal/Headmaster or his/her designee will immediately mobilize the **Student Assistance Team** as described in the **Administrative Regulations. This team will:**

- Notify the student's parent/guardian, and;
- Make an appropriate referral to community-based services
- Assign Case Manager
- Establish a follow-up plan

If deemed at high risk, the student shall not be left alone at any time during this assessment process.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL HOURS:

The safety of your child is our highest concern and there are always school staff assigned the responsibility of student supervision during the instructional day. Supervision is also provided for **10** minutes before the instructional day begins and for **15** minutes after it ends.

Supervision is **NOT** provided at any other time(s) unless specific arrangements have been made with a staff member.

Therefore, for their safety, students may not be present in the school building or on school grounds, more than **10** minutes before the instructional day begins, or remain in the building or on school grounds, more than **15** minutes after the instructional day ends, unless specific arrangements for supervision have been made with a staff member, the student is accompanied by his/her parent or guardian, or they are participating in an extended-day program or activity.

TITLE IX REGULATIONS:

NOTICE

(Published in accordance with the requirements of Section 86.9 (a) (2) of the Title IX Regulations of the Department of Health, Education, and Welfare)

NOTICE IS HEREBY GIVEN to all persons that Fairfield Public Schools, in accordance with Federal Regulations set forth in the Federal Register, Vol. 40, No. 108, June 4, 1975, does not discriminate on the basis of sex in any education program or activity which it provides, promotes, or promulgates. This non-discrimination policy extends to employment and admission procedures. The Title IX Coordinator for the Fairfield Public Schools is the Director of Human Resources, 501 Kings Highway East, Fairfield, Connecticut 06825, (203) 255-8462.

Questions regarding programs or activities may be directed to the Superintendent of Schools or designee. Questions relating to the employment practices and procedures may be directed to the, Assistant Superintendent of Human Resources and Leadership Development.

Resolution of specific problems and interests for staff relating to Title IX will follow the established grievance procedures as set forth in the appropriate labor contracts with the Board of Education.

Resolution of specific problems and interests for students relating to Title IX will follow these procedures:

1. First discuss the problem or interest with the classroom teacher, or if it is a building-wide problem, with the building principal.

2. If it is a system-wide problem and/or you cannot get any satisfaction from the building principal or classroom teacher, contact the Superintendent of Schools, or her/his designee.

3. If the problem is not resolved to your satisfaction by someone from the Superintendent's Office, then either write a letter to the Secretary of the Board of Education at 501 Kings Highway East, Fairfield, Connecticut 06825, or come to a regularly scheduled meeting of the Board of Education and speak to the matter under the agenda item "Hearing of Citizens".

4. If the matter is not resolved to your satisfaction by the Board of Education, you also have recourse to the State Commissioner of Education in Hartford.

In accordance with Section 86.6 (b) of the Title IX Regulations, students or employees may report any grievances directly to the Director of the Regional Office for Civil Rights, U. S. Department of Health and Human Services, Government Center, J. F. Kennedy Federal Building - Room 1875, Boston, Massachusetts 02203.

It is the intention of the Fairfield Public Schools to accommodate the learning needs of all students irrespective of the sex of the student.

TRANSFERS WITHIN FAIRFIELD:

Once residency has been established in accordance with State law, students shall attend the school designated for that residence. Attendance areas are established by the Board of Education and may be found on the school website.

Requests to transfer a student to a school other than the Board of Education assigned attendance-area school are granted only in rare and unusual circumstances. The attendance areas are created by the Board of Education to balance class sizes and maximize student opportunities. A student may be granted an out-of-attendance-area placement by the Superintendent of Schools only if there is a need demonstrated by the student which can be better addressed at an alternate school where space is available. It is important to note that a parent or guardian shall not accept an out-of-attendance-area placement without the full understanding that such placement may be subject to an annual review by the Superintendent and may be withdrawn if it is in the best interest of the school district. However, in the interest of the student, the Board anticipates maintaining an out-of-attendance-area placement for the duration of the school level (elementary, middle, or high school) in which the placement is initially granted. Transportation for students who are granted an out-of-attendance-area placement must be provided by the parents or guardians.

If a move within Fairfield occurs when a student is enrolled in grade four (4), grade seven (7), or grade eleven (11), the student will be permitted to attend grade five (5), grade eight (8), or grade twelve (12), respectively in the school the student had been attending with the requirement that the student will follow the middle school or high school assignment designated for the residence. Siblings are not included as part of this provision. Families planning to move within Fairfield during the school year may request permission of the Superintendent of Schools to attend the school designated for a residence being acquired or built, if the parent or guardian has firm plans to purchase or build within the Town (written proof is required).

In the event of redistricting, the Board may consider modifications to this policy to accommodate circumstances created by the redistricting plan.

TRANSPORTATION POLICY AND BUS RULES:

1. School bus transportation shall be provided for qualified children living in excess of the following walking distances from their neighborhood schools:

   K-5 -- ¾ mile
   6-8 -- 1 mile
   9-12 -- 1 ½ miles

   "Exception: The Board of Education or a designated administrator may grant an exception to this provision of the transportation policy wherein a particular condition or combination of conditions renders such condition(s) a hazard based upon the reasonable judgment of the Board of Education or a designated administrator."

2. Students living within the established walking distances may be provided transportation on a **space available basis**. This must require no change in bus routes, including bus stops. Annual applications for space available transportation should be made to the Transportation Office. Such students are still considered walkers.

3. The Fairfield Board of Education will **not** provide transportation for students attending elementary or secondary non-public schools in contiguous school districts except for students whose placement in said school is for special education purposes.

4. **Walking Distance** is the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public road or highway nearest the pupil's residence to a designated point or points at each school site. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet.

5. **Bus Stop** a geographical location designated by the Board of Education or a designated administrator where pupils can safely wait for purposes of boarding or disembarking a school bus. Permanent school bus stops will not be established for regular school transportation, grades K-12, which cause school buses to enter cul-de-sacs, unless this provision results in students walking greater than the established distance for their grade level.

6. **Kindergarten** students who receive transportation both to and from school will utilize the normally planned bus stops. All kindergarten students **must** be met at the bus stop by an adult. Students will be returned to school if an adult is not present.

Safe Bus Riding Procedures

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.

1. High school students must carry their ID with them every day and show it to the driver when the driver requests to see the ID.
2. Students should be at the designated bus stop at least 5 minutes before the bus is scheduled to arrive. They are to wait in a safe place and be respectful of citizens living near the school bus stop and their property.
3. Students are not to attempt to board the bus until it has come to a complete stop. Students are to enter the bus in an orderly fashion and go to their seats promptly. Students are to sit facing forward, keeping all belongings on their lap and remaining seated until they arrive at their 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.
4. Students who cross the street to board the bus **must wait** for a signal from the driver before crossing and then walk at least 10 steps away from the front of the bus.
5. Do not put anything out of the bus window.
6. Loud talking, laughter, and unnecessary confusion can divert the driver's attention and could result in a serious accident. Ordinary conversation is permitted.
7. Smoking, vulgarity, or other improper conducts, are not permitted on the bus.
8. The bus driver, school administrator, or school dean may assign seats to students, if necessary.
9. Students are to ride only the bus route to which they are assigned and get on and off at their bus stop.
10. There shall be no eating, drinking, or gum chewing on the school bus.

The driver will report any infraction of the rules to the Transportation Office. The school administration will take appropriate disciplinary action and inform the child's parent or guardian. Serious or continuous infractions may result in suspension of transportation privileges.

If you have any questions or concerns regarding transportation, please call the transportation office at (203) 255-8385.

TRUANCY:

In accordance with Connecticut General Statutes it is the policy of the Fairfield Public Schools to define a truant in the following manner:

- A **truant** is a child aged five to eighteen inclusive who has four unexcused absences in one month or ten unexcused absences in one year.

Upon the determination that a child ages five to eighteen inclusive is a truant, the building administrator or his/her designee will hold a meeting within ten days with the parent or guardian of the child who is truant. Reasons for the truancy will be reviewed and evaluated including referral to the Building Planning and Placement Team to determine whether or not an educational evaluation is appropriate. School services will be coordinated with referrals of the child to community agencies providing child and family services, as appropriate. The Superintendent may file a complaint pursuant to Connecticut General Statutes in Superior Court, Juvenile Matters regarding the child's truancy alleging the belief that the acts or omissions of the child are such that his family is a family with service needs, if the parent or guardian fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the truancy problem.

At the beginning of each school year, and upon any enrollment during the year, the building administrator or his/her designee shall obtain from the parent or guardian of each child ages five to eighteen inclusive, a telephone number or other means of contacting such parent or guardian during the school day. Provision will be made that whenever a child ages five to eighteen inclusive, fails to report to school on a regularly scheduled day, and no indication has been given by the child's parent or guardian of their awareness of the child's absence, school personnel or volunteers under the direction of school personnel will make a reasonable effort to notify the parent or guardian by telephone.

A parent or guardian of children ages five to eighteen inclusive, in the Fairfield Public Schools will be notified annually in writing of their obligation to cause their child to go to school.

VACATIONS WHEN SCHOOL IS IN SESSION POLICY:

The staff of the Fairfield Public Schools emphasizes the importance of regular school attendance. We urge you to plan vacations only during the time school is **NOT** in session. If you **must** take a family vacation during school time, the following will be the responsibility of both the parents and child:

1. Send a written note to your child's teacher(s) a week before you will be away requesting schoolwork to be covered during that period. To the extent that the teacher can provide work, which the child can do with little or no direct teaching instruction, it will be provided.

2. During the vacation, parent or guardian should set aside regular study time and, insofar as possible; assist the child with his/her work.
3. Upon the child's return to school, make-up work must be handed in **WITHIN TWO WEEKS** of the return to school.
4. **If the child cannot understand the work, it is the responsibility of the parents to provide tutorial assistance outside of school to help the child.** While teachers do help youngsters after school, that time is most properly reserved for children absent from school for **illness, family emergency or a holy day, or for pupils who attend class and still need extra help to grasp difficult concepts.**
5. High school students are subject to the provisions of the high school attendance policy including possible loss of credit.

VIDEO SURVEILLANCE POLICY:

The Board authorizes the use of video cameras on district property and school transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The use of video cameras in school locker rooms or bathrooms is prohibited. Video cameras may be used in other school or district locations as deemed appropriate by the Superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property and/or school transportation vehicles.

Video recordings establishing a violation of Board policies, administrative regulations, building rules or law may be used to support appropriate disciplinary action or may be provided to law enforcement agencies even in the case of individuals who are not students or staff.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

WEAPONS POLICY:

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]).**

To request copies of the Board of Education Policies, parents or guardians may call the Office of the Superintendent at 203-255-8371 or the Office of the Deputy Superintendent at (203) 255-8372. For Board of Education Policies go to:
www.fairfieldschools.org

Fairfield students benefit greatly from a very active and supportive Parent Teacher Association. In addition to individual school PTAs, we have a PTA Council with representation from each site. Please support the education of your child and all children in Fairfield by becoming an active member of your school's PTA.

PTA PRESIDENTS
2013 - 2014

PTA presidents can be reached by calling the appropriate school:

	School	***Presidents / Co-Presidents***	***School #s***
			(203)
1.	Burr	Ann Harvey	255-7385
2.	Dwight	Gina Luczaj	255-8312
3.	Holland Hill	Trudi Durrell – Co-Pres. Stefanie Richthammer – Co-Pres.	255-8314
4.	Jennings	Jennifer Tierney	255-8316
5.	McKinley	Jill Kellerman – Co-Pres. Mindy Morgan – Co-Pres.	255-8318
6.	Mill Hill	Mary Mayer	255-8320
7.	North Stratfield	Pamela Fink	255-8322
8.	Osborn Hill	Robin Orriss	255-8340
9.	Riverfield	Kristen Tharrington	255-8328
10.	Roger Sherman	Christi McEldowney	255-8330
11.	Stratfield	Kristen Vinocour	255-8332
12.	Fairfield Woods M.S.	Tausif Churyk	255-8334
13.	Roger Ludlowe M.S.	Christine Vitale	255-8345
14.	Tomlinson M.S.	Ai Nguyen	255-8336
15.	Fairfield Ludlowe H.S.	Laura Kottler	255-7200
16.	Fairfield Warde H.S.	Leonora Campbell	255-8440
17.	Fairfield SEPTA	Melissa Rosenbluh	255-8379
18.	PTA Council	Lisa Havey	255-8309