

Osborn Hill School



School and Parent Procedures

2019-2020

FAIRFIELD PUBLIC SCHOOLS' MISSION:

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



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General School Information

OSBORN HILL ELEMENTARY SCHOOL

Mr. David Hudspeth, Principal

**760 STILLSON RD,
FAIRFIELD, CT 06824**

PHONE: (203) 255-8340

FAX: (203) 255-8213

ABSENTEE CALL-IN LINE: (203) 255-8419

EARLY CLOSING HOTLINE: (203) 255-TALK (8255)

WEB SITE: <http://fairfieldschools.org/schools/oh>

Osborn Hill School PTA: <http://www.ohspta.com/>

Osborn Hill School Twitter: @ffldOsborn

Fairfield School District Homepage: <http://fairfieldschools.org/>

Fairfield School District Food Services:

<http://fairfieldschools.org/parent-resources/infinite-campus/#foodServices>

LEADERSHIP TEAM

Principal..... Mr. David Hudspeth
Elementary Program Facilitator..... Mrs. Anmarie Galgano
Language Arts Specialist Mrs. Colleen Morello
Language Arts SpecialistMrs. Heather Dyer
Library Media Center Specialist.....Mrs. Sandra Kosh
Math/Science Specialist.....Mrs. Beth Greer
Psychologists.....Mrs. Audra Dressler
Ms. Lindsay Feducia

OFFICE STAFF - HOURS 8:30 A.M. TO 4:30 P.M.

School Secretary.....Mrs. Theresa Budlowski
Part-Time Secretary.....Mrs. Cathy Taylor
Part-Time Secretary.....Mrs. Abby Beatty
School Nurse.....Mrs. Barbara Servetas

CUSTODIAL STAFF

Head Custodian.....Mr. Bill Augustine
Night Custodian.....Mr. Gary Patronelli

SCHOOL HOURS

Grades K-5	8:45 A.M. to 3:25 P.M.
Early Dismissal	8:45 A.M. to 1:40 P.M.
Delayed Opening	10:45 A.M. to 3:30 P.M.

**Student drop-off begins at 8:45 A.M. Please do not drop-off students before that time
(unless specific arrangements have been made) as there is no adult supervision available until 8:45 A.M.**

Central Office Information

Executive Directors

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

Mike Cummings	Superintendent of Schools	203-255-8371
TBA	Chief Academic Officer	203-255-8390
Colleen Deasy	Executive Director of Personnel and Legal Services, Title IX Coordinator	203-255-8462
Doreen Munsell	Executive Director of Finance and Business Services	203-255-8383
Robert Mancusi	Executive Director of Special Education and Student Services	
Angelus Papageorge	Executive Director of Operations	203-255-8373
Frank Arnone	Executive Director of Innovation, Curriculum and Programs	203-255-8390
Thomas Honohan	Executive Director of Digital Learning	203-255-7968

Directors

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

Nancy Byrnes	Director of Technology	203-255-8367
Walter Wakeman	Director of Elementary Math, Science and Enrichment	203-255-7368
Lynn Holcomb	Director of Elementary Literacy and Learning	203-255-8392
Dr. Gregg Pugliese	Director of Social Studies and Student Centered Learning	203-255-8281
Dr. Jennifer Swingler	Director of Secondary Literacy and Learning	203-255-8286
Justine LaSala	Director of Secondary Science and STEAM	203-255-8282
Dr. Paul Rasmussen	Director of Secondary Math and Student Achievement	203-255-735

Board of Education Information

Board of Education Members

Board of Education Members

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

Christine Vitale	Board Chairman
Nick Aysseh	Board Vice-Chairman
Jessica Gerber	Board Secretary
Philip Dwyer	Board Member
Jennifer Jacobsen	Board Member
Jennifer Leeper	Board Member
Jeff Peterson	Board Member
Jennifer Maxon-Kennelly	Board Member
Trisha Pytko	Board Member

Board of Education Meeting Dates Include

Tuesday, August 27, 2019	Regular
Tuesday, September 10, 2019	Regular
Tuesday, September 24, 2019	Regular
Thursday , October 10, 2019	Regular
Tuesday, October 22, 2019	Regular
Thursday , November 21, 2019	Organizational/Regular
Tuesday, December 10, 2019	Regular

Principal's Message



Principal Message

Welcome to the 2019-2020 Osborn Hill school year. I hope this resource serves to answer questions you may have about our school. As always, if there is a question you still have, please reach out to your child's teacher or the main office so we can help you. Looking forward to the year ahead with all of you!

Sincerely,

David Hudspeth

School Staff Information

Kindergarten Marimina Milas Ellen Sigmund Ann Marie Soto	First Grade Parvin Ghazian Jill Miller Rebecca Wicke	Second Grade Wendy Accomando Sheila Cashel Amy Selter Mary Tapia
Third Grade Deanna Behpour Renzulli Marsha Brennan John Grammatico	Fourth Grade Wendy Elmore Caryn Fleming Brenda Perry	Fifth Grade Celia Edwards Elizabeth Finck Stephanie Roos
Special Education Patricia Day Alexandra McNamara Sara Rankin Susan Mitola Melissa Geramita – CLC Chelsea Celentano-Reed - CLC	Speech/Language Dana Nixon Eleni Turner	Spanish Angelina McClain
	OT/PT Lauren Arnow - OT Jessica Woods - OT Daniela Rhoades - PT	ELL Joyce Bultman
General Music Laura Haskitt	STEAM/Gifted Allyson Valentine Tanya Rahn	Art Nicole Staples Brittany Mansi
Strings Caroline Trombley Band Patti DiMeglio	Physical Education Erik Marko Bob Bove	Physical Education Erik Marko Bob Bove
Cafeteria Manager Karen Buturla	Paraprofessionals Michelle Albright Barbara Jameson Sally DiSilvestro Colleen Collier Donna Callahan Nancy Albert Annette Rigilano Meghan Wallace Reveley Poler Michelle Aube Marshall Weiss (EdTrainer)	Alexa Hiza Sheila Simpson Joanna Quinn Jennifer Frascatore Elizabeth Warfield Joyce Gibney Stacey Sullivan Jake Lahiff Kathy Berens Mandy Milmore (EdTrainer) Julianna Smith (EdTrainer)
Media Technician Sue Dowling		
Intern Jenna Quintiliano		
Building Substitute Cody Bergeron		

REACHING STAFF BY E-MAIL

Use firstinitiallastname, followed by: @fairfieldschools.org

Example- John Brown would be: jbrown@fairfieldschools.org

Changes in dismissal and other urgent matters should not be sent via email to teachers. Teachers are busy with instruction throughout the day and are not likely to see emails immediately. An urgent message may be missed. If something truly urgent arises, please call the office.

Please allow time for teachers to respond to your emails. Again, teachers are very busy throughout the school day with instruction, planning, and meetings. **Parents should not expect replies to emails during the school day.**

IMPORTANT LINKS

Link to Infinite Campus Information

<http://fairfieldschools.org/parent-resources/infinite-campus/>

Link to Fairfield Public School's Family Guide

<http://fairfieldschools.org/parent-resources/family-guide/>

Link to Transportation

<http://fairfieldschools.org/parent-resources/transportation/>

Link to Food Services

<http://fairfieldschools.org/parent-resources/food-services/>

Link to school's Website

<http://fairfieldschools.org/schools/oh/>

Communication

Infinite Campus

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 legal name
- student address
- student birth date

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

If your household does not have Internet access or 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).

Issues with Infinite Campus

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

Arrival and Dismissal Procedures

Hours of Operation

Grades K-5	8:45 A.M. to 3:25 P.M.
Early Dismissal	8:55 A.M. to 1:40 P.M.
Delayed Opening	10:55 A.M. to 3:30 P.M.

Occasionally, inclement weather makes it prudent for the safety of students to have a delayed opening or early dismissal. Delayed openings are 2 hours after the normal start time and early dismissals are approximately 2 hours before the normal dismissal time.

It is the responsibility of the parent or guardian to listen to the local radio 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 see the Emergency Alert System section in this document for additional information.***

Arrival Procedures

- Building doors will open for student arrival at 8:45 a.m. Kindergarten students should line-up by classroom door. **Please do not drop your child off before 8:45 A.M. as there is no adult supervision available until that time.**
- Students arriving on buses will enter through the bus doors at 8:45 A.M.

Any student arriving to school after 8:55 : Students entering school after 8:55 AM should proceed to their classrooms and will be marked tardy by their homeroom

teachers. Students arriving after 9:00 AM should be **signed in by an adult** at the main office. Students may not be dropped off at the curb, sent, or taken directly to the classroom. Upon the child's return to school following an absence of any kind, parents are required to send a note to the classroom teacher regarding the nature of the child's absence.

Dismissal Procedures

Students are dismissed at the end of the school day as follows:

Grade Kindergarten: Walkers dismissed from classroom door at 3:20 p.m.

Grades 1 - 5 Dismissed at 3:25 p.m.

Change of Dismissal Procedures

Each student begins the school year with a transportation calendar assignment on Infinite Campus:

Bus: The bus assignment means that the student lives far enough away from school to warrant a bus for transportation to and from school each day.

Walker: If the student is not assigned to a bus, the Infinite Campus transportation record will remain blank. This means that the student is a walker and lives close enough to walk to and from school each day.

The Infinite Campus transportation calendar assignment is the student's default dismissal plan for the school year. This means that the students will always be dismissed from school each day according to this plan.

There are occasions when parents may want to change a student's default dismissal plan for an appointment during the middle of the day or for an after school activity. Some dismissal changes may only be for a single day and others may require a permanent dismissal change.

If you would like to change your child's dismissal plan, either temporarily or permanently, or if you plan to sign-out your child during the school day for any reason, we must receive your request in writing.

Requesting a Change of Dismissal at the Start of the School Day

Parents must send in a change of dismissal note on the day the change is being requested.

- The student brings the change of dismissal note to school and gives it to his/her teacher
- The note should list the current date, reason, and timing of the dismissal change
- The teacher marks all student dismissal changes on the classroom Daily Dismissal Sheet
- The Daily Dismissal Sheets are sent to the Main Office for the office staff to use in dismissing students throughout the school day.
- Students that are leaving school early must be signed out in the Main Office by his or her parent/guardian. The office staff will then call the classroom to release the student.

Requesting a Change of Dismissal During the School Day

If you must change your child's dismissal after the school day has started, we must receive your request in writing. Please stop by the school to drop off your change of dismissal note and the office staff will incorporate the change into the classroom Daily Dismissal Sheet.

In order to maximize instructional time and maintain an orderly school environment and safe dismissal, **no student may be checked out of the office between 3:00 and 3:30 p.m. unless it is an emergency. Please contact Mr. Hudspeth directly if an emergency requires dismissal at this time.**

Requesting a Change of Dismissal After an in-School Event

If you attend an in-school event and want to take your child/children home early, please proceed to the Main Office and the office staff will call the classroom to release your child/children.

**PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM FOR PICK-UP,
AS THIS INTERRUPTS EDUCATIONAL INSTRUCTION AND SCHOOL SAFETY.**

Requesting an Emergency Change of Dismissal

We will only accept dismissal changes over the phone in the event of an emergency. We do realize that there are times when emergencies do occur and we will try to accommodate phone requests as they arise.

Additional Dismissal Guidelines

1. Teachers will not accept a verbal dismissal change from students.

If your child does not bring in your written change of dismissal request, he or she will be released according to his or her default dismissal plan.

2. Teachers cannot accept dismissal notes for future dates.

Teachers work on a daily dismissal schedule and do not have the resources to track weekly dismissal changes for multiple students. **Please DO NOT send in a note that says "Ray will be picked up at 12:00 next Friday" or "Jane is being picked up early for a dr. appt. at 2:00 tomorrow and will also go to Kids Care after school on Thursday".**) If you do have changes for multiple days within the same week, you must send a note for each day that your child's dismissal plan will change. If the dismissal changes will be permanent, please refer to #3 below.

3. Write “PERMANENT” on any note where your child’s dismissal plan will be changed permanently.

Should you desire to permanently change your child’s dismissal plan, send in a note defining the days of the week that the change will be effective. Be sure to write **“PERMANENT”** on the top of the note and include the reason for the dismissal change: e.g., “Suzy will attend Kids Care Monday through Friday” or “Johnny will be a pick-up on Monday and Wednesday and will take the bus on Tuesday, Thursday, and Friday”. The change will remain in place until you send in another change of dismissal note to replace it.

4. Do not email dismissal change requests, unless directed by the office staff.

Please refrain from emailing a change of dismissal request, unless directed by the office staff. As the school server occasionally experiences server outages, the office staff cannot count on this method of communication to be an effective way to manage the dismissal process. A written note sent in with your child in the morning works best to ensure your dismissal changes are recorded properly.

Additional Dismissal Guidelines, cont.

Do not email dismissal change requests, unless directed by the office staff, cont.

In addition, teachers may only have time to check emails at lunch or at the end of the school day, which would prevent them from responding to your request in a timely fashion.

Finally, the office staff may not see a late afternoon email sent by a parent until after the school has been dismissed. The last hour of the school day is extremely busy for the office staff as they are typically dismissing students that have planned early dismissals, in addition to calling dismissal for the entire school.

6. Students **MAY NOT be called out of class to wait in the office for an early dismissal.**

Please arrive to school a few minutes early—this will give the office staff time to locate your child and will allow the child adequate time to pack-up and come to the Main Office to meet you.

5. Daily dismissal change notes will be given back to students at the end of the school day.

Students sometimes forget that they have a dismissal changes at the end of the school day, even when they are reminded before they leave the classroom. Teachers will now give the notes back to the students as a visible reminder of the dismissal change, which should deter students from getting on a bus when they are supposed to attend an after school program or be picked up by Mom/Dad/Guardian.

Family Emergency Plan for an Early Dismissal

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

- Remind them to go to the designated neighbor.
- Show them where an extra house key is kept.
- Have them call you or another adult when they arrive home to inform you of their whereabouts.

We suggest that you walk through a simulation with your child to give them the experience in a non-threatening situation. This planning not only prevents numerous phone calls, but also alleviates the child's anxiety.

Before and After School Care

Kid's Place is Osborn Hill School's licensed before- and after-school child care program. Kid's Place is open Monday through Friday from 7:30 a.m. to 8:45 a.m. and from 3:45 to 6:00 pm. Registration is available on a full-time, part-time and drop-in basis. For a registration packet, please call (203) 913-8288.

Emergency Procedures

Lockdown

Lockdown drills are scheduled several times throughout the school year. School staff will be notify you when a lockdown is scheduled.

Lockdown and relocation procedures will be practiced a minimum of three times throughout the school year. Parents will be notified whenever a lockdown drill occurs. In the event of an emergency lockdown, all students will be secured in locked classrooms within the building or at designated lockdown locations during recess. A staff member may not be available to answer phone calls or emails during a lockdown. All district communication and updates will be sent out through Infinite Campus. Please be sure to update all contact information at the beginning of each school year.

Fire Drills

Connecticut law requires that each school hold monthly fire drills. **Connecticut law requires that each school hold monthly fire drills. There are procedures at school to evacuate children quickly and safely in the event of a fire.**

EMERGENCY ALERT SYSTEM

Delayed Opening/Early Dismissal/Other Notifications

The Fairfield Public Schools use an emergency communication system to inform parents/guardians via home phone, cell phone, email, or text message of any school delayed opening, early dismissal, or closure in addition to other notifications. All parents/guardians are required provide how they wish to be contacted in an emergency.

Delayed Opening/Early Dismissal/Other Notifications (continued)

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>

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

If parents/guardians wish to ***opt out*** of the phone call at home, which can be as early as 5:15 a.m. for 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.

Emergency Procedures, cont.

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

Schedules and Calendars

School Calendar

The Board of Education has established a calendar containing 182 days for instruction. School will begin with a full day for all students in grades K-12 on **Thursday, August 29, 2019**. Specific information on orientation will be sent from the schools.

2019-2020 Fairfield Public Schools Student Calendar

Amendment to BOE Student Calendar - Approved by BOE March 12, 2019
 Amendment to BOE Student Calendar - Approved by BOE December 11, 2018

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4—Independence Day

August 2019 (2)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 26, 27, 28—PD days

August 29—First Day of School

September 2019 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2—Labor Day

Sept 24—Early Dismissal PK-12 (PD)

Sept 30—Rosh Hashanah

October 2019 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 9—Yom Kippur

Oct 10—Early Dismissal, Conference Day **PK-8** (Not HS)

Oct 15—Early Dismissal, Conference Day **PK-8** inc. PM Conf (Not HS)

Oct 16—Early Dismissal **PK-12**, Conference Day and HS PSAT

November 2019 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 5—All Day PD

November 11—Veterans Day

November 27—Early Dismissal PK-12

November 28-29—Thanksgiving

December 2019 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 23-31—Winter Break

January 2020 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1—New Year's Day

Jan 17—Early Dismissal PK-12 (PD)

Jan 20—MLK Jr. Day

February 2020 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb 13—Early Dismissal PK-12 (PD)

Feb 14—February Break

Feb 17—Washington's Birthday

March 2020 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 10—Early Dismissal PK-12 (PD)

March 18, 19, 26—Early Dismissal **PK-5 Elementary Only** (Conference Days, PM Conf on Mar 26)

April 2020 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 10—Good Friday

April 13-17—Spring Break

April 28 - Primary

May 2020 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 25—Memorial Day

May 26—All Day PD

June 2020 (12)						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 15 - Early Dismissal PK-12

June 16 - Early Dismissal PK-12 and Last Day of School

The first 6 snow days will extend the length of the school year and the date of high school graduation. Additional snow days will reduce the April Break beginning with the last day, April 17.

No School

No School and Professional Development for Staff

Early Dismissal

Early Dismissal and Professional Development or Conferences

The last 2 days are Early Dismissal days for students only.

2019-2020 Fairfield Public Schools Student Calendar A-F DAYS

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Su	Mo	Tu	We	Th	Fr	Sa
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July 4—Independence Day

August 2019 (2)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	A	B	31

August 26, 27, 28—PD days

August 29—First Day of School

September 2019 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	C	D	E	F	7
8	A	B	C	D	E	14
15	F	A	B	C	D	21
22	E	F	A	B	C	28
29	30					

Sept 2—Labor Day

Sept 24—Early Dismissal PK-12 (PD)

Sept 30—Rosh Hashanah

October 2019 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
		D	E	F	A	5
6	B	C	9	D	E	12
13	F	A	B	C	D	19
20	E	F	A	B	C	26
27	D	E	F	A		

Oct 9—Yom Kippur

Oct 10—Early Dismissal, Conference Day PK-8 (Not HS)

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November 2019 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
					B	2
3	C	5	D	E	F	9
10	11	A	B	C	D	16
17	E	F	A	B	C	23
24	D	E	F	28	29	30

November 5—All Day PD

November 11—Veterans Day

November 27—Early Dismissal PK-12

November 28-29—Thanksgiving

December 2019 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
1	A	B	C	D	E	7
8	F	A	B	C	D	14
15	E	F	A	B	C	21
22	23	24	25	26	27	28
29	30	31				

December 23-31—Winter Break

January 2020 (21)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	D	E	4
5	F	A	B	C	D	11
12	E	F	A	B	C	18
19	20	D	E	F	A	25
26	B	C	D	E	F	

Jan 1—New Year's Day

Jan 17—Early Dismissal PK-12 (PD)

Jan 20—MLK Jr. Day

February 2020 (18)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	A	B	C	D	E	8
9	F	A	B	C	14	15
16	17	D	E	F	A	22
23	B	C	D	E	F	29

Feb 13—Early Dismissal PK-12 (PD)

Feb 14—February Break

Feb 17—Washington's Birthday

March 2020 (22)						
Su	Mo	Tu	We	Th	Fr	Sa
1	A	B	C	D	E	7
8	F	A	B	C	D	14
15	E	F	A	B	C	21
22	D	E	F	A	B	28
29	C	D				

March 10—Early Dismissal PK-12 (PD)

March 18, 19, 26—Early Dismissal PK-5 Elementary Only (Conference Days, PM Conf on Mar 26)

April 2020 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
			E	F	A	4
5	B	C	D	E	10	11
12	13	14	15	16	17	18
19	F	A	B	C	D	25
26	E	28	F	A		

April 10—Good Friday

April 13-17—Spring Break

April 28 - Primary

May 2020 (19)						
Su	Mo	Tu	We	Th	Fr	Sa
					B	2
3	C	D	E	F	A	9
10	B	C	D	E	F	16
17	A	B	C	D	E	23
24	25	26	F	A	B	30
31						

May 25—Memorial Day

May 26—All Day PD

June 2020 (12)						
Su	Mo	Tu	We	Th	Fr	Sa
	C	D	E	F	A	6
7	B	C	D	E	F	13
14	A	B	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 15 - Early Dismissal PK-12

June 16 - Early Dismissal PK-12 and Last Day of School

The first 6 snow days will extend the length of the school year and the date of high school graduation. Additional snow days will reduce the April Break beginning with the last day, April 17.

No School 

No School and Professional Development for Staff 

Early Dismissal 

Early Dismissal and Professional Development or Conferences 

The last 2 days are Early Dismissal days for students only. 

Parent Teacher Conferences

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

Fall		Spring	
Thursday, October 10, 2019	<i>Afternoon</i>	Wednesday, March 18, 2020	<i>Afternoon</i>
Tuesday, October 15, 2019	<i>Evening</i>	Thursday, March 19, 2020	<i>Afternoon</i>
Wednesday, October 16, 2019	<i>Afternoon</i>	Thursday, March 26, 2020	<i>Evening</i>

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

When attending conferences please keep the following in mind and please consider what you would like to share or ask in these areas at your conference:

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

Open House

Open House is an opportunity to meet your child's teacher and get an overview of the classroom procedures and the expectations for the year. This event is parents only. Please use this time to learn more about your child's educational experience for the upcoming year. Open house takes place in identical two sessions so that you may visit more than one classroom if necessary.

The date for Open House for the 2019-2020 school year is Wednesday, September 4 from 7 to 8:30.

Progress Reports

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

<http://fairfieldschools.org/curriculum-instruction/progress-reports/>

If you should need further information on your child's progress please contact their teacher.

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

Wednesday, December 18

Wednesday, March 18

Thursday, June 16

(Tentative; will depend on snow days)

SBA

Students in the Fairfield Public Schools participate in several standardized testing programs. The Smarter Balanced Assessment (SBA) is a State mandated examination administered to students in grades 3-8 and grade 11. These assessments take place in the spring. Students will take two sections: English Language Arts (ELA) and Math. The ELA addresses reading, writing, and listening standards. Math addressed four components: Concepts and Procedures, Problem Solving, Modeling and Data Analysis, Communicating and Reasoning. More information about the SBA's can be found at <https://ct.portal.airast.org/>

NGSS

Assessments aligned to the Next Generation Science Standards (NGSS) will be administered to all students in Connecticut at Grades 5, 8 and 11 starting in the spring. The tests at each grade assess students' understanding of the NGSS across the corresponding grade band (3-5, 6-8 and high school). Information about the science standards can be found at www.nextgenscience.org

CogAts and Nagleri

Fairfield Public Schools administers the Naglieri Non-Verbal Test and the Cognitive Abilities Test (CogAts) to identify gifted students. Both of these assessments are given in October to students in third grade.

STAR Reports

All STAR assessments are computer-adaptive tests (CATs). Computer-adaptive tests continually adjust the difficulty of each child's test by choosing each test question based on the child's previous response. If the child answers a question correctly, the difficulty level of the next item is increased. If the child misses a question, the difficulty level is decreased.

STAR Reading™ is an assessment of reading comprehension and skills for independent readers through grade 12. STAR Reading tracks development in five domains: • Word Knowledge and Skills • Comprehension Strategies and Constructing Meaning • Analyzing Literary Text • Understanding Author's Craft • Analyzing Argument and Evaluating Text

STAR Early Literacy™ is an assessment of early literacy skills developed for Pre-K–3 students. STAR Early Literacy tracks development in three domains and ten sub-domains: Word Facility and Skills Comprehension Strategies and Constructing Meaning Numbers and Operations Alphabetic Principle Concept of Word Visual Discrimination Phonemic Awareness Phonics Structural Analysis Vocabulary Sentence-Level Comprehension Paragraph-Level Comprehension

STAR Math™ is an assessment of mathematical comprehension and skills for students through grade 12. The following four domains are identified and

included in STAR Math: • Numbers and Operations • Algebra • Geometry • Measurement and Data Analysis • Statistics and Probability

STAR scores are just one piece of a child’s learning profile and are used in conjunction with many other assessments and performances.

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 and STAR test results. STAR results come to parents via *Infinite Campus Backpack*.

Special Schedule

	Frequency:	Grade level/Duration
Art:	Once every 6 days for Grades K-5	Kindergarten/ 40 minutes Grade 1/ 55 minutes Grade 2/ 55 minutes Grade 3/ 55 minutes Grade 4/ 70 minutes Grade 5/ 70 minutes
Music:	Twice every 6 days for Grades K-5	Grade K-4 th /40 minutes Grade 5 /1 40 minute class, 1 55 minute class (Chorus)
Physical Education:	Twice every 6 days for Grades K-5	Grade K-5 th /40 minutes
Library/Tech Time:	Once every 6 days for Grades K-4	Grade K-4 th /40 minutes
Band Lessons:	Offered in Grade 5	Grade 5/ 45 minutes
String lessons:	Offered in Grades 4 and 5	Grade 4 and 5/ 45 minutes
Recorder:	Lessons begin in Grade 3	During Music class
Spanish:	Twice every 6 days for Grades 3-5	Grade 3-5 th /30 minutes
STEAM:	Once every 6 days for Grades K-5	Grade K-5 th /45 minutes

Your child’s teacher will send out the special schedule for his or her classroom at the beginning of the year.

School Policies and Procedures

Field Trips

Each grade will take field trips throughout the year as an extension of the curriculum.

- | |
|---|
| <ul style="list-style-type: none">• Permission slips are sent home in advance, along with requests for fees, if necessary. |
| <ul style="list-style-type: none">• Travel is generally by school bus, although coach/luxury buses are used for longer trips. |
| <ul style="list-style-type: none">• Teachers will select parent volunteers to chaperone field trips. |
| <ul style="list-style-type: none">• Field trips are subsidized by the Osborn Hill Elementary School PTA and scholarships are available. |
| <ul style="list-style-type: none">• Siblings are not permitted to attend any field trip. |
| <ul style="list-style-type: none">• Students must remain with their class for the entire field trip, including the bus rides to and from the trip. Part of the field trip experience is the group time on the bus. |
| <ul style="list-style-type: none">• The PTA subsidizes each child's trip expense with a \$14 contribution. |

Dress Code

At all Fairfield Public Schools, we take pride in our students and know that their dress reflects pride in the school and in themselves. At no time should clothing be a distraction to the students nor should their attire be a danger to their personal safety in the classroom or on the playground. Appropriate footwear must be worn (no flip-flops, clogs, or open-toed sandals). Sneakers **must** be worn to participate in Physical Education classes. When it is cold, children need to wear warm clothing and footwear, including hats and gloves/mittens. When there is snow on the playground and fields, children will be allowed to play on the blacktop. For rainy days and other inclement weather conditions (such as ice!) recess will be conducted and supervised in the child's classroom. Please send your child to school with appropriate clothes for outdoor recess, especially in the winter. The children do go out on most days so they need to be dressed accordingly.

Visitation

School visitors must have an appointment with a staff member or have a legitimate reason for entering the school. This includes parents and community members, as well as, former students. Appointments will be confirmed with the staff member in question. School personnel must approve all other activities for which someone is entering the school.

Communication

TELEPHONE

Plans for the afternoon should be made at home prior to coming to school. In an emergency, the office phone may be used with a teacher's permission. Only emergency phone messages for children and/or teachers will be delivered during the school day. Each classroom teacher will review the telephone policy with your child in school.

Fairfield Public Schools Website There are a lot of wonderful resources for parents on the district's website. These include information about curriculum, registration information, and the district's family guide. Please use the following URL to access district information. <http://fairfieldschools.org/parent-resources/>
Infinite Campus

Infinite Campus is the tool by which the school and district communicates with families throughout the school year. As such, an Infinite Campus account is very important. Below is a link to a manual that offers suggestions on how to set up your account. We would recommend that you include e-mail and text as contact preferences. Links (such as school letters or newsletters) are only accessible through e-mail.

http://fairfieldschools.org/parent_resources_infinite_campus.htm

Please be aware that you need an activation code in order to create a user name and password. Reghelp, listed under problems logging in, can provide you with an activation code if you have not yet set up an Infinite Campus account.

Homework

The Board of Education considers homework and other out-of-class assignments to be basic parts of the educational program of the Fairfield Public Schools. Through homework and out-of-class assignments, students have an opportunity to reinforce and/or extend academic and learning skills taught in class. Homework also contributes to the students' development of such skills as working independently, organizing time, developing effective work habits, and developing self-discipline in accepting responsibilities. Parents 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.

Board of Education homework Policy:

<http://cdn.fairfieldschools.org/boe/policies/6000/6154AR%20-%20Administrative%20Regulations%20on%20Homework.pdf>

REPORTING AN ABSENCE

If your child is absent from school, please call the OHS Absence Line – (203) 255-8419. A recorded message will ask for your child's name, teacher's name and reason for absence (this helps up determine if it is an excused absence and prevents us from calling home to verify attendance). It helps us greatly if you call in the absence promptly as we are required to call home if a child is not in school and an absence is not called in.

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. School work **will not** be provided for vacations.
2. During the vacation, parent or guardian should set aside reading time and ask students to journal about their adventures.
3. For all students, vacations will be considered unexcused absences. For more information, see the Board of Education Policy 5112.

ATTENDANCE POLICY

Osborn Hill's attendance guidelines are based on the Fairfield Board of Education's policy about attendance and truancy. The link is provided below.

<http://cdn.fairfieldschools.org/boe/policies/5000/5113%20-%20Attendance-Excuses-Dismissal.pdf>

Please be aware of the following guidelines:

1. Absences 1-9 are considered "excused" when appropriate documentation is provided by a student's parent/guardian approving the absence, due to: illness or injury, death in the immediate family, religious obligation, court appearance, school sponsored activity, lack of transportation normally provided by the district, an emergency, or an exceptional circumstance pre-approved by a District Administrator. Appropriate documentation can be a note, an e-mail, or the return of a phone call from the main office.
2. For the tenth absence and all absences thereafter, a student's absences from school are considered excused if there is medical documentation for an illness from a licensed medical professional (regardless of length), or we have appropriate documentation for any of the other reasons listed above.
3. Anything not listed above is considered an unexcused absence. Vacations are considered unexcused absences.
4. By Board policy, a student is considered truant when that student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

Please be aware that if your child accumulates four unexcused absences in one month or ten over the course of a year, you will receive a letter from the school and the school will be contacting you.

Locking of school doors

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

Recess and Lunch Procedures

<u>Grade</u>	<u>Recess</u>	<u>Lunch</u>
3	11:00-11:20	11:20-11:40
KM	11:20-11:40	11:40-12:00
KSI	11:40-12:00	12:00-12:20
5	11:25 – 11:45	11:45-12:05
4	11:45-12:05	12:10-12:30
KSO	12:10 – 12:30	12:30 – 12:50
1	12:15 – 12:35	12:35-12:55
2	12:40-1:00	1:00-1:20

Food Policies

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.25%20-%20Students%20with%20Special%20Health%20Care%20Needs%20-%20Life-Threatening%20Allergies%20and.pdf>

Free and Reduced Lunch

Applications

[http://cdn.fairfieldschools.org/district-v2/uploads/2018/08/2018-19 FAQ Application for Free Reduced-price Meals.pdf](http://cdn.fairfieldschools.org/district-v2/uploads/2018/08/2018-19%20FAQ%20Application%20for%20Free%20Reduced-price%20Meals.pdf)

Nut Free Table

A peanut free table is available for all students with known allergies. Students may ask friends to join them at this table if they are purchasing a hot lunch. Hot lunch from the school are nut free and are safe for students with such allergies. The only child that may bring a cold lunch to the nut free table is the child with the nut allergy.

Menu <http://fairfieldschools.org/parent-resources/food-services/>

Birthday Celebrations

Student Birthday Lunches with Parents

We celebrate and announce birthdays at Osborn Hill. We'll all help you to celebrate! The PTA will provide a new reading book to all students when they celebrate their birthday. Mr. Hudspeth will visit each student with a birthday. We ask your cooperation in **not** sending in edible treats to be shared with the class.

We are happy to welcome parents to school for a special birthday lunch with their child on his or her birthday. Latex balloons are not permitted at school.

As a reminder, the birthday lunch table is reserved for parents and their children only. We cannot excuse siblings from classrooms to join you for lunch.

Celebrations with friends should be scheduled outside of the school day.

Class Parties

Parties are limited to just a few each year. Classroom Teachers will plan along with Classroom Parents for these special activities. As per Board of Education Policy, food will not be served at these parties/celebrations.

Food Services

Elementary Schools Lunch Cost	\$2.85
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<http://fairfieldschools.org/parent-resources/infinite-campus/#foodServices>

Whitson's Food Services

Whitson's Allergy letter

<http://cdn.fairfieldschools.org/food-services/Whitsons Allergen Policy-9 11 2015.pdf>

Programs and Support Services

Language Arts Support

The Language Arts Specialists will assist students who have been identified by the EIP Team as needing language arts support. The EIP team through a formal EIP process determines the frequency and duration of their services.

Math and Science Support

The Math Specialist will assist students who have been identified by the EIP Team as needing math support. The EIP team through a formal EIP process determines the frequency and duration of their services.

Speech and Language Support

Speech and Language services provide a remedial program that enables children to optimize communication skills and improve speech/language issues which impact academic functioning. Students may qualify for services on the basis of staff or parent referrals and diagnostic testing.

Psychology Team

The School Psychologists provide psychological and counseling services to any child, parent, and staff member in the school community as needed. The Psychology Team works to ensure students have a successful school year by utilizing a variety of services designed to help children learn and grow to their highest potential. Some of these services may include:

- Individual and group counseling
- Groups to help children enrich their social and friendship skills
- Individual sessions to help children adjust to school
- Classroom lessons to help children learn how to get along with others
- Conferences with parents to learn about their child's progress in school
- Teaching social skills
- Diagnostic assessments

Lunch bunch and social skills groups are formed at the beginning of the school year. These groups meet for approximately twenty to thirty minutes per week at a time. They include a small number of students on any given occasion and focus on the acquisition of skills for establishing and maintaining positive peer interactions as well as problem solving. Activities are enjoyable and include conversations, and/or games and role-plays. Those students who wish to be a part of these groups will be considered “guests” as they will not be asked to participate on regular basis. In addition, students will not be asked to join these groups during essential academic time or specials.

In addition, our school Psychology Team helps students, families, and staff deal with everyday issues affecting their school performance. The Team is also available to parents to address any behavioral/ emotional issues at home.

Library Learning Commons

Ours School’s library media program is co-planned and co-taught by the classroom teacher and the Library Media Specialist, Mrs. Sandra Kosh. Flexible scheduling allows us to incorporate information literacy and technology skills in the curriculum-based K-5 research projects, so all students have the opportunity to become independent, responsible users of information. We are committed to providing access to all our resources. Circulation is unlimited, with no restrictions on the number of books students may take out or fines for overdue books. An important aspect of our program is the presentation of these projects to our learning community.

Our Library Media Specialist also teaches each Grade Level’s technology class.

Tech Time:	Once every 6 days for Grades K-4	Grade K-4th/40 minutes
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Special Education

The Special Education Department exists to facilitate the instructional and administrative aspects of the total program with students that have an Individual

Education Plan (IEP). This department includes two speech and language pathologists, four resource teachers, a psychologist, a social worker, and many support teachers. Together the department addresses the learning, emotional, and social needs of all our school's students. Throughout the year, the school's Special Education staff, coordinated by our school psychologists, meets with the principal, teachers, and parents to address academic issues of concern, design individual student programs at a Planning and Placement Team meeting (PPT), and provide appropriate assistance to enhance student learning.

Gifted Program

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. 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.

If you any additional questions you can refer to the Gifted Handbook

<http://fairfieldschools.org/curriculum-instruction/gifted-education-program/>

Curriculum

Please refer to the district website for information about the scope and sequences for grades Kindergarten through fifth. You will find a map of the curriculum in all curricular subjects.

<http://fairfieldschools.org/curriculum-instruction>

SRBI & EIP

Our school's faculty is committed to providing early intervention for struggling students not meeting goal in reading and math. We also offer intervention support for behavior issues. Students who qualify for early intervention are assessed and provided appropriate intervention to ensure academic success.

Both a school and grade level intervention teams analyze student data, discuss students' classroom performance, and make decisions about how to best offer support. For further information, please contact your child's teacher.

Also, the link below from the CT State Department of Education offers more information about how all schools in CT deliver intervention services.

<https://portal.ct.gov/SDE/SRBI/SRBI---Scientific-Research-Based-Interventions>

Health

SCHOOL NURSE

The school nurse offers coverage from 9:00 am until 3:30pm daily. The duties are many and varied. A major portion of time is spent with your children administering first aid and illness evaluation. Various screenings are done throughout the year, including vision and hearing, and head lice.

The school nurse provides the health care and immediate first aid in case of an accident or sudden illness. The nurse will call the parent or guardian to come to the school for the child if the child becomes sick. It is important that the school nurse have **your emergency numbers and family physician information**.

ILLNESS

It is the policy of the Fairfield Public Schools that all students with a temperature of 100 degrees or above, with or without symptoms be excluded from school. If your child has had a fever, please be sure they are fever free for 24 hours before returning to school.

Due to the H1N1 flu pandemic, the Dept. of Health asks that students with flu symptoms remain at home until such time when they have not had a fever for 24 hours. Students are encouraged to get the flu vaccine when available. Children will be encouraged to wash their hands with soap and water several times during the day. Parents should also encourage proper hand washing. Students diagnosed with Strep Throat are allowed to return to school 24 hours after treatment has started and they are fever free. Also, be sure to tell us when your child has Strep as this is a reportable Communicable Disease. If a child is being cultured for Strep throat, please do not send the child to school until results are known.

Please do not send your child to school if he/she has red, tearing, itching, crusty eyes. The child will not be allowed to stay in school with these conditions. A student with conjunctivitis may return to school after starting medication only if the eye has stopped itching and discharging.

A child with an undiagnosed rash will be excluded from school and will not be readmitted until a doctor's diagnosis has been made. A doctor's note must be sent to school on both conjunctivitis and rashes for the child to be readmitted.

MEDICATIONS

Prescriptions and/or over-the-counter medications may not be dispensed or sent in with students to take on their own during school hours unless a medication authorization form is filled out and signed by doctor and parent. These forms may be obtained in the health room. This includes cough drops. The medication when sent into school must be in its original container and brought in by an adult.

Policies on Medication in Schools

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.21%20-%20Administration%20of%20Medication%20in%20the%20Schools.pdf>

Physical Assessments/Immunizations

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.3%20-%20Health%20Assessments%20&%20Immunizations.pdf>

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.213%20-%20Administering%20Medication.pdf>

Screenings

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.3%20-%20Health%20Assessments%20&%20Immunizations.pdf>

Students with Special Health Needs

<https://af6f86492861895204fb-aed1b662e1f97bf9d9e3dc2fcc05032b.ssl.cf5.rackcdn.com/boe/policies/5000/5141.25%20-%20Students%20with%20Special%20Health%20Care%20Needs%20-%20Life-Threatening%20Allergies%20and.pdf>

Behavior and Civic Expectations from the Elementary Schools:

PHILOSOPHY

Osborn Hill School, its staff and parents are dedicated to the development of capable and caring young people.

Osborn Hill School is a place where every child is promised safety, opportunity, respect, comfort, dignity, and acceptance.

At Osborn Hill, most children behave very well almost all of the time. With children, it is expected that mistakes of judgment will occur. When mistakes are repeated, and when SAFETY or THE RIGHTS OF OTHERS ARE AT RISK, consequences will occur.

CARES

At Osborn Hill School, we follow the CARES model for teaching how students should treat others. CARES stands for Cooperation, Assertion, Responsibility, Empathy, and Self-Control. All-school assemblies are held throughout the year to develop students' understanding and use of these ideas and the learning is continued in the classroom.

The CARES model was used by our School Climate Team to develop rules for shared space parts of the school. The rules are below.

CARES in the Bathroom

- **C**- Wait Turn
- **A**-Report Problems
- **R**- Flush, Wash, Trash in Can
- **E**-Give People Privacy
- **S**- Level **2** Voice, Safe Body

2

•Whisper, Soft Voice

CARES in the All Purpose Room (APR)

- **C**- Wait Your Turn in Line
- **A**-Raise Hand If You Need Help
- **R**-Clean Trash from Table and Floor
- **E**-Be Kind and Include Others, Respect Staff
- **S**-Level 3 Voice

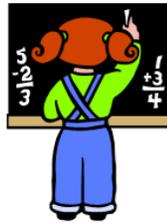
3

•Regular Conversation,
Inside Voice



CARES in the Hallway

- **C**- Stay in Line, (Stay to the Right)
- **A**-Be a Role Model
- **R**- Safe Body- Walking Feet, Hands to Self
- **E**-Respect Classroom Learning
- **S**- Level **I** Voice



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

Summary Social and Civic Expectations –PK-8

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

CHEWING GUM

Chewing gum is only allowed in school if it is stipulated in an individualized plan or when given permission to use it in the classroom by a teacher. Chewing gum is not allowed on the bus.

VALUABLES

Please avoid bringing valuable items to school. Lost, misplaced or broken valuables create problems and bad feelings. Please leave electronic games and gadgets at home, too.

LOST & FOUND

The Lost & Found items can be claimed in the wooden trunk outside the computer lab. All things that are left at the playground, APR, etc. can be found in this trunk. **PLEASE label all items: backpacks, lunchboxes, coats, hats, gloves, etc.**

Volunteers and Visitation

Volunteers Guidelines

We appreciate you taking the time to volunteer at Osborn Hill School!

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

Volunteer Form

<http://cdn.fairfieldschools.org/boe/policies/1000/1212AR%20-%20School%20Volunteers-Resource%20Persons%20-Adm.%20Regulations.pdf>

GUIDELINES AND EXPECTATIONS FOR PARENT VOLUNTEERS IN SCHOOL:

Thank you for offering to lend a hand as a parent volunteer at our school. Our teachers are outstanding, yet it is a challenge to meet the academic, social, and emotional needs of each child within the classroom setting. As a staff, we firmly believe that there is a direct correlation between the quality of education that can be achieved in a school and the visible presence of caring parent volunteers. In order to keep all minds and bodies appropriately focused and “on task” during instructional sessions, additional adult eyes and hands can dramatically improve the efficiency and productivity of the children’s participation in a lesson or activity.

Below is a list **of ethical standards** for parents who serve as volunteers at our school. The school reserves the right to “dis-invite” a parent volunteer who is not able to adhere to these standards. Please be aware that secretaries will ask any visitor to our school a few basic questions to ascertain why they are visiting our school. Please be patient with them. This is a safety procedure implemented at all of Fairfield’s schools and is not meant to prevent parents from accessing our school.

Volunteers must aspire to “**professional standards**” of **ethical conduct** while serving in the school and while communicating about school activities outside of the school. Please respect confidential matters and the **special “trust”** that is formed between the school and the parent volunteer. There should be no judgmental or comparative anecdotal conversations in school or within the school community regarding the following:

- Perceived strengths, weaknesses, or “styles” of individual children or teachers
- Children who display developmental delays or a need for special education or social services (School Psychologist, Social Worker, Speech and Language Pathologist, etc.)
- Children’s social, economic, academic, or emotional challenges or advantages

2. Volunteers must try to adhere to the schedules they have worked out with their cooperating teachers. **If you are not able to keep to your scheduled arrangement, please notify the classroom teacher as soon as possible in advance.**

Volunteers with questions about the methods or practices of a teacher should make arrangements to seek clarification **from the teacher.**

3. Volunteers may be asked to work with children directly or handle management tasks (laminating, copying, etc.) as determined by the teacher.

Also, if you are going to volunteer at our, please keep in mind the following requirements from the district’s policy.

- If a volunteer (parents, etc.) is coming for a one-time or occasional visit (ex: read to a class, work at the book fair, etc.), please confirm your visit with the classroom teacher or staff member where you will be doing the volunteering.
- If a volunteer is coming regularly, over a period of time, and/or will have direct contact with students when no staff member is present, they will need to fill out the form AND need to contact Kristen Hardiman in Human Resources. They will need to have fingerprints done, have a check done through DCF, and have the PPD Mantoux tuberculin test.

Your role as a parent volunteer is important to our overall success and to the quality of learning we are able to provide our school children. **We want and need your involvement as a volunteer.**

Visitation

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

- When visiting the school, please make sure you sign your name in the book in the Main Office, through the front door only, pick up and wear a visitor's tag.
- Please make an appointment with your child's teacher to address any concerns.
- If it is necessary to drop off your child's lunch or a forgotten item from home, please leave it on the OOPs cart located outside the main entrance. Office secretaries will check the cart multiple times throughout the day.
- Please refrain from unannounced visits to your child's classroom.

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

Student Records

The Fairfield Public Schools recognize that there are times during the course of a student's educational career when a parent or eligible student (18 years or older) might wish to review (make an appointment with the school, and visually inspect) their educational records. Educational records include student cumulative files, special education files, Section 504 files and health records. The Federal Educational Right to Privacy Act (FERPA) affords parents and eligible students that right. For more information about the process for requesting a review of educational records and/or a request to obtain copies of educational records, please refer to the district website at <http://fairfieldschools.org/district-information/student-records/>.

Safety and Behavior

School Rules and Behavior Expectations

SCHOOL RULES

1. Everyone deserves to be treated well. Students, teachers, bus drivers, staff members, and parents are to be treated with respect.
2. Walking and quiet talking is for inside, and running and shouting is for outside.
3. Hitting and/or inappropriate language is not permitted. Rough play or hitting other students (as in "play fighting") is dangerous and those who hit will lose privileges and their parents will be contacted. The use of bad language is also hurtful to others and will result in loss of privileges and their parents will be contacted.
4. Buses are for sitting and talking quietly while traveling to and from school.
5. Outside lunch recess means outside only! Students may not wander through the halls or remain in their classrooms during lunchtime without supervision.
6. Outdoor play is restricted to designated play areas.
7. Students need to demonstrate proper manners while eating lunch. Clean up your own mess.
8. No picking up or throwing of stones, dirt, or snowballs...EVER!
9. Skateboarding on school grounds is not allowed at any time.

In addition to these guidelines, we expect students to:

- be on time for school - before 8:55 a.m. bell.
- refrain from chewing gum-unless allowed by your teacher or eating candy in school
- refrain from wearing hats indoors except when on the way to lunch or playground
- keep their lockers and classrooms clean
- keep shoes tied.
- refrain from bringing toys, electronic games, card collections, or sports equipment to school unless with teacher permission
- arrive at school no earlier than 8:45 a.m., when classrooms open.

Bus Expectations

The town provides transportation for children in grades K-3 who live more than 3/4 mile from school and for children in grades 4 and 5 who live more than one mile from school. Parents of children who live within these distances but believe it unsafe for their children to walk to school may submit a letter requesting transportation on a space available basis. Bus assignments will be mailed prior to the opening of school. Children are to ride **only** their assigned bus to and from school. **No exceptions!** A child may get off at a different bus stop **only with written permission** from the parent or guardian. The child must show this note to the teacher and then give this note to the bus driver as they get on the bus for the ride home. If the child is **not taking the bus** on a certain day, please send a note to the child's teacher indicating that the child should be dismissed as a walker for that day.

The following are some simple rules recommended for your child's safety. Please take a few minutes to talk to your child about these safety rules:

- Bus riding is a privilege. Offensive riders will be removed from the bus for a period of time. Your school day officially begins when you first take a step on to the bus, and it ends when you step off in your neighborhood.
- Arrive on time for the bus.
- Do not cross the road in front of the bus so that the driver can see you safely cross. Make eye contact with the driver.
- Wait only at the designated bus stop on the correct side of the street.
- Stay out of the street and wait until the bus comes to a complete stop.
- Do not push or shove to get in line as the bus arrives. Do not run to the bus when it is still moving.

- Respect private property at the bus stop.
- Do not push and keep your hands and belongings to yourself.
- Be careful not to have loose ends hanging from clothing and backpacks that might get caught on railings and doors.
- Speak in a normal voice – **No shouting!**
- Treat bus equipment with respect.
- Realize that the bus driver is in charge.
- Do stay on the bus in an emergency, unless the driver gives other instructions.
- Do report offensive language or behavior to the driver and to Mr. Hudspeth or Mrs. Galgano. Drivers are also instructed to report offensive behaviors to Mr. Hudspeth or Mrs. Galgano.

Transportation Office Link

<http://fairfieldschools.org/parent-resources/transportation/>

Recess and Lunch Expectations

All children play outdoors every day, weather permitting. During this recess time the children will follow certain safety rules and be monitored by playground supervisors on duty. Footwear is very important to the safety of the children. Sneakers and rubber-soled shoes are best. Sandals are not encouraged in summer weather –especially on recess equipment. When it is cold, children need to wear warm clothing and footwear, including hats and gloves/mittens. When there is snow on the playground and fields, children will be allowed to play on the blacktop. For rainy days and other inclement weather conditions (such as ice!) recess will be conducted and supervised in the child's classroom.

Items not permitted in school

The safety of all students is our highest concern. Therefore, students who bring to school, use, sell or attempt to sell a firearm, deadly weapon, dangerous instrument or facsimiles of weapons will be suspended from school and reported

to the Fairfield Police Department. State law specifically prohibits such behavior. **Such behavior may result in *EXPULSION* from school for a period of up to, but not exceeding, 182 consecutive school days (10-233a[e]).**

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

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

- Weapons (real or toy) such as guns, pocketknives, razor blades, or sharp objects. **Please note that there are disciplinary consequences for bringing any type of weapon or dangerous item to school.**
- Matches, caps, and fireworks
- Skateboards, roller blades, roller skates, Heelys
- **Cell phones**, iPods, radios, CD players, Game Boys, and MP3 players (SEE BELOW)
- Sports equipment such as bats or lacrosse sticks. (Equipment for recess will be provided by the school.)

CELL PHONES & PERSONAL ELECTRONIC DEVICES

Osborn Hill School's first priority is to have an interruption-free and distraction-free learning environment for all students, teachers and staff. The guidelines below help ensure a protected learning environment.

Cell Phones

Student use of cell phones is prohibited. If a student is asked to carry a cell phone by parents (*i.e.*, the student walks home and the phone is for safety), the phone must be kept off and in a secure location until the end of the day. These items may not be displayed on a student's person during the school day.

Other Electronic Devices

Radios, tape/CD/DVD/Blu-Ray players, iPods/MP3s, PSPs, Palms, earphones, etc. are not to be used during instructional or non-instructional times such as lunch, recess, etc. These items may not be displayed on a student's person during the school day.

Kindles, e-Readers, Nooks, other electronic reading devices, iPads, tablets, and laptops may be used by students with parent and teacher consent. The device should be used only for instructional purposes. If used in other ways, the use of the device will be prohibited.

Exceptions

The above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to implement a student's current and valid IEP,
- the use is at the direction of the teacher for educational purposes,
- the use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

Parents, we ask that you carefully consider whether your child needs to have any of these items at school. Should your child bring any of these items to school, please be aware that there is some risk that they may be lost, misplaced, broken or stolen. The school cannot be responsible for replacing lost, broken, or stolen items.

Failure to follow school procedures regarding electronic devices will result in appropriate disciplinary action, which can include but is not limited to the confiscation of the item(s) that will have to be picked up by a parent/guardian from the school. Repeated infractions may lead to further disciplinary consequences.

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

Bullying Policy

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

For further information regarding BOE policy, please see the following link:

<http://cdn.fairfieldschools.org/boe/policies/5000/5131.911-%20Bullying.pdf>

Technology

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.

PTA

All parent communication is online and sent via e-mail to all families. Announcements, flyers and forms are also available via the PTA website (www.ohspta.com). Notices to be sent via the Flash must still be approved by central office or the school administration. The Flash will come out on Monday mornings. Individual news flashes may also be sent out during the week.