

Parent Informational Packet 2022-2023 NO RETURN REQUIRED

AVAILABLE THROUGH FAIRFIELD WEBSITE

1. District Calendar
2. Policy regarding Reporting Child Abuse/Neglect #8462/2 pgs.
3. E-mail guidelines
4. Health Information from School Nurses
5. Bollinger Insurance Flyer (To be completed on line)
6. Policy regarding Terms and Conditions of Internet Use Explanation/2pgs.
7. Chapter 45 explanation regarding food in schools provided by the State D.O.E./2pgs.
8. Mandated Family Care Letter
9. Mandated Policy and Regulation listing (confirmation required through Genesis)
10. The **Future Enrollment Request** is not required, however, it is an important tool for us to determine the number of infants/toddlers/preschool children, now living in the district, who may one day attend our schools. Sending Mrs. Festa the email with the information is appreciated.

Parent Handbook is available through the website (Parent link)

GENESIS PORTAL: PARENT INFORMATION

All families should have their sign-in information from last year. Parents of new students were emailed their Genesis log-in information over the summer, after completion of registration. Please contact Michael Ludwig at ludwigm@fpsk6.org if you are having trouble logging in.

Note please that all forms must be completed before you can enter the portal for your individual student's information (i.e. schedules, class assignment, bus assignment, report cards.)

1. Publicity Consent Form: Signature required
2. Policy Verification Form: Signature required
3. Acceptable Use Consent: Signature required
4. Student Emergency Forms (for Nurse)**

** Be sure to sign ALL Signature sections on the Emergency Form.

FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, NEW JERSEY
September 2022

General Information

Please note that the schools will re-open for students on Tuesday, September 6, 2022.

Starting in September for the 2022-2023 school year Churchill School will house grades 3-6 and Stevenson School will house grades Pre – 2.

School Hours:

Please note that children will not be allowed in school buildings before the start times indicated below.

- Grades K through Two: 8:42 A.M. - 3:42 P.M.
- Grades Three through Six: 8:35 A.M. – 3:35 P.M.
- Preschool Disabilities: 8:30 A.M. - 11:00 A.M
- Inclusive Preschool: 12:30 P.M. - 3:00 P.M.

Delayed Opening

- Churchill School: Delayed Opening will be 10:40 A.M. Normal closing time.
- Stevenson School: Delayed Opening will be 10:47 A.M. Normal closing time.

Early Dismissal

- Churchill School: Early Closing times will be 8:35 A.M.. to 12:55 P.M.. dismissal
- Stevenson School: Early Closing times will be 8:42 A.M. to 1:02 P.M. dismissal

Kindergarten Notation:

- A tag will be mailed with your child/children's bus information. Have your child wear this tag for the first few days of school to help us direct the children to their assigned classrooms and buses.
- If you provide your kindergarten child with a lunch, we have found that it is easier for them to have a lunch box; this however is not a requirement.

Lunch/Milk: School Lunch Price for 2022-2023 is \$6.00

A lunch program, sponsored by the HSA, will continue to be offered for students. Cereal, bagel, and bag meals are available daily. Children can bring their own lunch. Please note that due to severe allergic reactions, nut related products will not be allowed in school. Please check the content of food items you send with your child. The menus provided by Maschio Foods have been revised to adhere to the nut free environment policies approved by the Board of Education. Additional information regarding the lunch program will be provided through the HSA on the first day of school.

New School Year Packets: FOR SIGNATURES THROUGH GENESIS PORTAL

All forms requiring return are available through your child's Genesis portal. You can not enter your child's portal until all required forms are completed. Contact Michael Ludwig @ ludwigm@fpsk6.org if you need help with the portal

All informational materials are available on the homepage link. **2022-2023 "Parent No Return Packet"**

FAIRFIELD PUBLIC SCHOOLS 2022-2023

| DATE | DAY (S) | EVENT | STAFF INST. AIDES | STUDENTS | P/G CAFETERIA AIDES |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| August 31 | Wednesday | NEW TEACHER ORIENTATION | | | |
| September | | 2022 | 20 | 18 | 18 |
| 1 | Thursday | First Day for Staff | | | |
| 2 | Friday | Preparation Day – Staff Early Dismissal | | | |
| 5 | Monday | Labor Day– No School | | | |
| 6 | Tuesday | First Day for Students | | | |
| 14 | Wednesday | Back to School Night: Stevenson | | | |
| 15 | Thursday | Back to School Night: Churchill | | | |
| 26 | Monday | Rosh Hashanah – No School | | | |
| October | | | 20 | 19 | 19 |
| 5 | Wednesday | Yom Kippur – No School | | | |
| 10 | Monday | Columbus Day: No School Students Professional Development Staff Full Day | | | |
| November | | | 18 | 18 | 14 |
| 10-11 | Thu. & Fri. | Staff Conference – No School | | | |
| 17,21,22 | Thu, M & Tue | 12:55 p.m. Dismissal for Conferences | | | |
| 23 | Wednesday | 12:55 p.m. Dismissal: Students & Staff | | | |
| 24-25 | Thu. & Fri. | Thanksgiving Break: No School | | | |
| December | | | 17 | 17 | 16 |
| 23 | Friday | 12:55 p.m. Dismissal Day: Students & Staff | | | |
| 26-30 | Mon. – Fri. | Winter Break: No School | | | |
| January | | 2023 | 20 | 20 | 20 |
| 2 | Monday | No School: Students and Staff | | | |
| 16 | Monday | MLK Day – No School Students & Staff | | | |
| February | | | 18 | 18 | 17 |
| 17 | Friday | 12:55 p.m. Dismissal: Students and Staff | | | |
| 20 | Monday | President’s Break – No School | | | |
| 21 | Tuesday | No School Staff and Students | | | |
| March | | | 23 | 23 | 22 |
| 22 | Wednesday | 12:55 p.m. Dismissal: Students Professional Development Day Staff p.m. | | | |
| April | | | 14 | 14 | 14 |
| 7 | Friday | Good Friday: No School | | | |
| 10-14 | Mon – Fri. | Spring Break: No School | | | |
| May | | | 22 | 22 | 22 |
| 29 | Monday | Memorial Day: No School | | | |
| June | | | 16 | 16 | 13 |
| 20 | Tuesday | 12:55 p.m. Dismissal: Students | | | |
| 21 | Wednesday | 12:55 p.m. Dismissal: Student | | | |
| 22 | Thursday | <u>Last Day: 12:55 p.m. Dismissal: Students</u> Teacher upon completion of sign out | | | |
| Total Days | <i>If more than 5 snow/emergency days are used, the calendar will be subject to change at the discretion of the Superintendent/Board of Education.</i> | | 188 -5 183 | 185 -5 180 | 175 -5 170 |

APPROVED JANUARY 20, 2022 BY BOARD OF EDUCATION

These Mandated Policies and Regulations shall be annually disseminated to all school staff, students, and parents through the district website or other means.

Policies and Regulations can be accessed by going to the Fairfield Website (www.fpsk6.org), click on Board Link, then policies or regulations. Click the group you are searching (i.e. Finance, 6000, Students, 5000, Program, 2000, etc.)

At the beginning of each school year, you must go into Genesis, to your child's portal, and sign the confirmation that you have access to these policies and regulations before you can enter the portal.

| Number | Title | Policy=P Regulation=R |
|---------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| #2260 | Affirmative Action Program for School and Classroom Practices | P & R |
| #2360 | Use of Technology | P & R |
| #2361 | Acceptable Use Of Computer Network/Computers and Resources (On website homepage as mandated) | P & R |
| #3283 | Electronic Communications Between Teaching Staff Members and Students | Policy |
| #5200 | Attendance | |
| #5331 | Management of Life Threatening Allergies | P & R |
| #5331.1 | Peanut and Tree Nut Free Environment | Policy |
| #5512 | Harassment, Intimidation, and Bullying | P & R |
| #5516 | Use of Electronic Communication and Recording Devices | Policy |
| #5530 | Substance Abuse | P & R |
| #5600 | Pupil Discipline/Code of Conduct (On Website Homepage) | P & R |
| #5610 | Suspension | P & R |
| #5611 | Removal of Students for Weapons/Firearms Offenses (NEW 8.12.14) | Policy |
| #5612 | Assaults on District Board of Education Members or Employees (Reg is NEW 8.12.14) | P & R |
| #5613 | Removal of Students for Assaults with Weapons Offenses (NEW 8.12.14) | P & R |
| #5620 | Expulsion | Policy |
| #5751 | Sexual Harassment | Policy |
| #5850 | Social Events and Class Trips | Policy |
| #7430 | School Safety | |
| #7441 | Electronic Surveillance in School Buildings/Grounds | Policy |
| #7446 | School Safety | Policy |
| #8461 | Reporting Violence, Vandalism, Harrassment, Intimidation & Bullying and other Drug Offenses (On Website Homepage as mandated) | |
| #8462 | Reporting Potentially Missing or Abused Children (On Website Homepage as mandated) | P & R |
| #9120 | Public Relations Program | P & R |

FAIRFIELD PUBLIC SCHOOLS
Fairfield, New Jersey 07004

E-MAIL GUIDELINES

The Fairfield Township School District has provided each instructional staff member with a professional e-mail. The following guidelines are provided to assist staff and the community members to utilize e-mail effectively in educational settings.

School e-mail accounts are to be used for:

- clarification of assignments
- due date questions
- field trip questions
- request for a phone call
- any information about class assignments
- communicating with colleagues and staff members, etc.

School e-mail accounts ARE NOT to be used for:

- discussions regarding discipline issues
- student information (privacy laws)
- emergencies (i.e. Johnny needs to ride the bus home today)
- issues with time sensitivity (changing meeting/testing/conference dates, etc.)

NOTE: Conferences or private issues should not be discussed through e-mails.

To e-mail a member of the faculty go onto the District Website (www.fpsk6.org), simply click on the staff members e-mail address located under each school's staff directory. You can also highlight the e-mail address; copy it, then paste into your e-mail program. The format for Fairfield e-mails would be lastnamefirstinitial@fpsk6.org. (i.e. smithj@fpsk6.org)

Teachers may be available to take phone calls or return phone calls only during their planning times. Teachers cannot use their phones or school e-mails while meeting with their students in their classrooms for special.

Please allow teacher two school days to respond to your phone calls or e-mails.

FAIRFIELD PUBLIC SCHOOL
FAIRFIELD, NJ 07004

Dear Parents/Guardians,

In an effort to safeguard your child's health and the health of all children in our district, we have a few suggestions that will help to stop the spread of infection among students and staff. These guidelines should be used as a reference point to aide you in making sound decisions.

| | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STREP THROAT | A child may return to school after he/she has been on antibiotic therapy for a full 24 hours, provided the child is feeling well enough to attend and does not present with other symptoms. |
| FEVER | A child may return to school when temperature has been normal for 24 hours. All children with temperatures of 100 or above should be excluded from school. Tylenol and Advil lower an elevated temperature; therefore the child should be off Tylenol or Advil for 24 hours as well. |
| COLD | A child should stay home if he/she is too uncomfortable to complete his/her work. A child should also stay home if he/she has a persistent or severe cough. |
| VOMITING/DIARRHEA | A child should be symptom free for 24 hours and be able to hold down food and fluids before returning to school. |
| SKIN RASHES | If your child exhibits a skin rash of undetermined origin, please consult your physician before sending the child to school. |
| CHAPPED LIPS | Children are permitted to carry their own chapstick or lip balm to school. |
| COVID-19 | All COVID-19 Protocols mandated by the State will be followed. Stay home if sick. |

If a child appears ill while at school, the decision to send the child home will be made by the school nurse. If the school nurse contacts you and requests that you pick up your child, please do so as quickly as possible.

Should you have any further questions, please feel free to contact the school nurse at your child's school.



K-12 Voluntary Student Accident Insurance

AVAILABLE COVERAGE OPTIONS

Depending on which program your school provides, some or all of the following voluntary insurance products are available for purchase on a voluntary basis:

- School time only student accident insurance
- 24-hour accident coverage
- Student dental accident insurance

KIDS WILL BE KIDS

1. Make sure your child is properly covered against unforeseen accidents.
2. Purchase coverage at your convenience from any computer.
3. Follow the easy step-by-step instructions and you're done in minutes!



These voluntary participation student accident insurance plans offered through your school can be purchased easily online at:

www.BollingerSchools.com

OFFICE LOCATION

200 Jefferson Park, Whippany, NJ 07981

BollingerSchools.com

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The information contained herein is offered as insurance industry guidance and provided as an overview of current market risks and available coverages and is intended for discussion purposes only. This publication is not intended to offer legal advice or client-specific risk management advice. Any description of insurance coverages is not meant to interpret specific coverages that your company may already have in place or that may be generally available. General insurance descriptions contained herein do not include complete insurance policy definitions, terms and/or conditions, and should not be relied on for coverage interpretation. Actual insurance policies must always be consulted for full coverage details and analysis. DBA Risk Placement Services Insurance Brokers. CA License No. 0C66724. Copyright © 2020 Risk Placement Services, Inc.

RPS37964 0320

CHAPTER 45

AN ACT establishing certain restrictions concerning foods and beverages sold, served or given away to pupils at public and certain nonpublic schools and supplementing chapter 33 of Title 18A of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

C.18A:33-15 Findings, declarations relative to food, beverages sold to certain school pupils.

1. The Legislature finds and declares that:
 - a. the federal Centers for Disease Control and Prevention has declared that obesity, which affects 61% of American adults, and childhood obesity, which affects up to 15% of American children between the ages of six and 17, are epidemics in the United States;
 - b. Congress has introduced the Improved Nutrition and Physical Activity Act (IMPACT Act) to address the overall concern with the obesity epidemic and, in particular, the need to educate youth about good nutrition, healthy eating habits, and the importance of physical activity;
 - c. the United States Surgeon General has issued a report entitled "The Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity," which lists the treatment and prevention of obesity as a national priority, and the United States Department of Agriculture issued a report to Congress in which it recognized that foods without regulated nutrition standards are low in nutrient density and are higher in fat, added sugar, and calories; and
 - d. health experts agree that one of the most effective ways to prevent obesity is to establish policies and programs that encourage children and adolescents to develop healthy eating habits that they can maintain throughout their lives.

C.18A:33-16 Regulation of items sold, served, given away on school property.

2. a. As of September 2007, the following items shall not be served, sold or given away as a free promotion anywhere on school property at any time before the end of the school day, including items served in the reimbursable After School Snack Program:
 - (1) Foods of minimal nutritional value, as defined by the United States Department of Agriculture;
 - (2) All food and beverage items listing sugar, in any form, as the first ingredient; and
 - (3) All forms of candy as defined by the New Jersey Department of Agriculture.
- b. Schools shall reduce the purchase of any products containing trans fats beginning September 1, 2007.
- c. As of September 2007, all snack and beverage items, sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

- (1) Based on manufacturers' nutritional data or nutrient facts labels, no more than eight grams of total fat per serving, with the exception of nuts and seeds, and no more than two grams of saturated fat per serving;
 - (2) All beverages, other than milk containing two percent or less fat, or water, shall not exceed a 12-ounce portion size; and whole milk may not exceed an eight-ounce portion;
 - (3) In elementary schools, beverages shall be limited to milk, water or 100 percent fruit or vegetable juices;
 - (4) In middle and high schools, at least 60 percent of all beverages offered, other than milk or water, must be 100 percent fruit or vegetable juice; and
 - (5) In middle and high schools, no more than 40 percent of all ice cream and frozen desserts shall be allowed to exceed the above standards for sugar, fat and saturated fat.
- d. Food and beverages served during special school celebrations or during curriculum-related activities shall be exempt from the provisions of this section, with the exception of foods of minimal nutritional value as defined by the United States Department of Agriculture.
- e. The provisions of this section shall not apply to:
- (1) Medically authorized special needs diets as defined by the United States Department of Agriculture;
 - (2) School nurses using foods of minimal nutritional value during the course of providing health care to individual students; or
 - (3) Special needs students whose Individual Education Plan indicates a particular diet.

C.18A:33-17 Applicability to certain nonpublic schools.

3. The provisions of this act shall apply to nonpublic schools that participate in the Child Nutrition Programs as defined by the New Jersey Department of Agriculture.

C.18A:33-18 Rules, regulations.

4. The Secretary of Agriculture shall, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), promulgate rules and regulations to implement the provisions of this act and shall monitor compliance with the provisions of this act.

C.18A:33-19 Nonpreemption of more stringent policies.

5. Nothing in this act shall be construed to prohibit the board of education of a public school district or the governing board or chief school administrator of a nonpublic school from establishing more stringent nutritional policies for students.
6. This act shall take effect immediately.

Approved February 21, 2007.

MANDATED FAMILY CARE INFORMATION

In 2008, P.L. 2008, Chapter 38 was signed into law and mandates that all children age 18 and under have health insurance. All relevant state agencies continue to engage in outreach strategies to help families meet this requirement. Since the passage of that legislation, school districts have played a major part in the outreach and identification of uninsured children and families. The Departments of Education and Human Services would like to continue to engage school districts in ensuring that students and families lacking health insurance are informed about the options available to them.

To enhance our collective outreach efforts, we are requesting that you employ the use of the school emergency card that is requested from parents and guardians at the beginning of each school year.

The emergency form is available through your child's portal: inquires as to whether children have health insurance, and specifically requests parental permission to share the information with NJ FamilyCare to remain in compliance with FERPA requirements and N.J.A.C. 6A:32-7.1(g).

The student's health insurance status is paramount and should be asked annually. In addition, knowing a student's status as a free or reduced lunch recipient enables NJ FamilyCare to efficiently use an express process to enroll uninsured students into NJ FamilyCare/Medicaid.. This process provides more immediate coverage to eligible children.

FAIRFIELD PUBLIC SCHOOLS

Dear Parent or Guardian:

All students enrolled in New Jersey public schools must be surveyed to determine the percentage of students who qualify for free and reduced-price school meals. This survey is necessary even if the school does not participate in any of the federally funded Child Nutrition Programs.

Attached is an application to be used for survey purposes. Please fill out this application as soon as possible, sign it and return it to your child's school.

New Jersey is committed to ensure that all children are enrolled in a health insurance program. Information on your meal application will be shared with NJ Family Care to determine if your children qualify to participate in this state insurance program. If you do **not** wish to share your information with Medicaid or NJ Family Care you must complete and sign the enclosed information sharing form for Medicaid or NJ Family Care, and return it to your child's school. Contact information for NJ Family Care is listed below:

NJ Family Care <https://www.njfamilycare.org> 1-800-701-0710

Contact your child's school if you have any questions. Thank you for your cooperation.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FAIRFIELD FUTURE ENROLLMENT REQUEST

If you have younger children who are below kindergarten age and not already attending the Fairfield Schools, please e-mail the information below to festak@fpsc6.org, or mail the information noted below to her attention to Hollywood Office Park, 277 Fairfield Road/Suite 208, Fairfield, NJ 07004, in order to include their information on our Future Enrollment list.

This list helps us to have an idea of the number of students who will eventually attend the Fairfield Schools. It is also used to send out the preschool lottery information forms to parents of preschool children. Without this information, we will not know about these children to include them in the preschool lottery mailing.

If you have neighbors, friends, relatives in town who have preschool age children, please pass this information on to them.

Your help is greatly appreciated.

- Family Last Name
- Parent First Name(s)
- Student Name
- Address
- e-mail: only one please.
- Phone #: only one please.
- Child's birthdate
- Gender
- Ethnicity
- Do you own, rent, or live with a relative

Thank you,

Kathie Festa
Secretary to the Superintendent