

## Packet 2020-2021 NO RETURN REQUIRED

1. District Calendar
2. Policy regarding Reporting Child Abuse/Neglect (Being Revised)
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.
8. Mandated Family Care Letter
9. 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](mailto: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: Required, One per Family
2. Policy Verification Form: Required, One per Family
3. Acceptable Use Consent: Required
4. Student Emergency Forms (for Nurse)\*\*

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

**FAIRFIELD PUBLIC SCHOOLS**  
**2020-2021 SCHOOL CALENDAR**  
**REVISION 8.25.20**

DATE	DAY (S)	EVENT	TEACHERS INST. AIDES	STUDENTS
<b>August 31</b>	Monday	First Day for Teachers- Meetings	<b>1</b>	<b>0</b>
<b>September</b>		<b>2020</b>	<b>19</b>	<b>16</b>
1 – 3	Tues. – Thurs.	Professional Development for Teachers		
4 & 7	Fri. & Mon.	Labor Day Break		
8	Tuesday	First Day for Students		
9	Wednesday	Back to School Night: Churchill (Virtual)		
10	Thursday	Back to School Night: Stevenson (Virtual)		
28	Monday	Yom Kippur – <b>No School</b>		
<b>October</b>			<b>22</b>	<b>22</b>
12	Monday	<u>One-Session Day for Students</u> Professional Development for Staff in P.M.		
<b>November</b>			<b>19</b>	<b>19</b>
5 & 6	Thu. & Fri.	School is now open on these days		
19,23,24	Thu, M & Tue	<u>One Session Days for Conferences</u>		
25	Wednesday	<u>One Session Day: Students &amp; Staff</u>		
26 & 27	Thu. & Fri.	Thanksgiving Break: <b>No School</b>		
<b>December</b>			<b>17</b>	<b>17</b>
23	Wednesday	<u>One Session Day: Students &amp; Staff</u>		
24-31	Thu. – Thu.	Winter Break: <b>No School</b>		
<b>January</b>		<b>2021</b>	<b>19</b>	<b>19</b>
1	Friday	<b>New Year's Day: No School</b>		
4	Monday	Return to School		
18	Mon.	MLK Day – <b>No School</b>		
<b>February</b>			<b>19</b>	<b>18</b>
12	Friday	<u>One-Session Day: Students &amp; Staff</u>		
15	Monday	President's Day – <b>No School</b>		
16	Tuesday	<b>No School Students</b> Professional Development Staff		
<b>March</b>		<b>No Days Off in March</b>	<b>23</b>	<b>23</b>
<b>April</b>			<b>16</b>	<b>16</b>
2	Friday	Good Friday: <b>No School</b>		
5-9	Mon – Fri.	Spring Break: <b>No School</b>		
<b>May</b>			<b>20</b>	<b>20</b>
31	Monday	Memorial Day: <b>No School</b>		
<b>June</b>			<b>15</b>	<b>15</b>
18	Friday	<u>One-Session Day Students*</u>		
21	Monday	Last Day: <u>One-Session Day Students*</u> Teacher upon completion of sign out		
<b>Total Days</b>	<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>		<b>190</b> <b>-5</b> <b>185</b>	<b>185</b> <b>-5</b> <b>180</b>

**BOARD APPROVAL: REVISED 8.25.20**

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](http://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](mailto:lastnamefirstinitial@fpsk6.org). (i.e. [smithj@fpsk6.org](mailto: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 24-48 hours after the first dose of antibiotic therapy has been started, providing the child is feeling well enough and does not present with other symptoms.
FEVER	A child may return to school when temperature has been normal for 24 hours. Tylenol and Advil lower an elevated temperature; therefore the child should be off Tylenol/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](http://www.BollingerSchools.com)

## OFFICE LOCATION

200 Jefferson Park, Whippany, NJ 07981

[BollingerSchools.com](http://BollingerSchools.com)

**RPS**<sup>™</sup>  
BOLLINGER SPECIALTY GROUP

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

ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

2361 ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND  
RESOURCES (M)

## M

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.



## ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

### Internet Safety/Protection

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect



## ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

### Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed with the school's consent form signed by the pupil and his/her parent(s) or legal guardian(s).

### Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;





## ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

Adopted: 7 August 2012



CHAPTER 45  
FOOD IN SCHOOLS

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.

1. 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:

- a. Foods of minimal nutritional value, as defined by the United States Department of Agriculture;
- b. All food and beverage items listing sugar, in any form, as the first ingredient; and
- c. All forms of candy as defined by the New Jersey Department of Agriculture;
- d. Schools shall reduce the purchase of any products containing trans fats beginning in September 1, 2007.

2. As of September 2007, all snack and beverage items sold or served anywhere on school property during the school day, including items sold in ala carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

- a. Based on manufacturers' nutritional data or nutrient facts labels, no more than eight (8) grams of total fat per serving, with the exception of nuts and seeds, and no more than two (2) grams of saturated fat per serving.
- b. All beverages, other than milk, containing 2% or less fat or water, shall not exceed a 12 ounce portion size, and whole milk may not exceed an 8 ounce portion;
- c. In elementary schools, beverages shall be limited to milk, water, or 100 percent fruit or vegetable juices.
- d. In middle and high schools, at least 60% of all beverages offered, other than milk or water, must be 100% fruit or vegetable juice; and
- e. In middle and high schools, no more than 40% of all ice cream and frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.
- f. 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.
- g. The provisions of this section shall not apply to:
  - Medically authorized special needs diets as defined by the United States Department of Agriculture;
  - School nurses using foods of minimal nutritional value during the course of providing health care to individual students; or
  - Special needs students whose Individual Education Plan indicates a particular diet.

This Act shall take effect immediately. Approved February 21, 2007

Non-Public Information not included in the above.

## 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 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@fpsk6.org](mailto:festak@fpsk6.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
- Do you own, rent, or live with a relative

Thank you,

Kathie Festa  
Secretary to the Superintendent