

“Parent Informational Packet 2018-2019”

NO RETURN REQUIRED

YOU CAN DOWNLOAD THE ITEMS BELOW
FOR INFORMATIONAL PURPOSES ONLY.

1. First Day of School Information
2. District Calendar
3. Policy regarding Reporting Child Abuse/Neglect
4. E-mail guidelines
5. Health Information from School Nurses
6. Bollinger Insurance Flyer: Apply on line @ bollingerschools.com
7. Policy regarding Terms and Conditions of Internet Use Explanation/2pgs.
8. Chapter 45 explanation regarding food in schools provided by the State D.O.E.
9. Mandated Family Care Letter
10. Future Enrollment Request (see below):

FREE AND REDUCED MEAL INFORMATION:

Free and Reduced Lunch Frequently Asked Questions, Income Eligibility Guidelines. Application and instructions will be available through our website using the PARENT link.

FUTURE STUDENT INFORMATION

Please help us to maintain our future enrollment numbers by sending an email to Mrs. Festa with the information noted on the attached request regarding preschool children in your home.

Your help with this important matter is appreciated.

The Student/Parent Handbook is available through the Fairfield Public Schools Website, www.fpsk6.org.

If you have questions about anything in the packet, call Kathie Festa 973-227-5586.

FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, NEW JERSEY
September 2018

Parent Information for First Day of School

Please note that the schools will re-open for students on Thursday, September 6, 2018 for a full day.

School Hours:

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

- Grades K through Six 8:40 A.M. - 3:20 P.M.
- Preschool Disabilities: 8:30 A.M. - 11:00 A.M
- Inclusive Preschool: 12:30 P.M. - 3:00 P.M.

Early Dismissal and Delayed Opening

- Delayed Opening will be 10:40 a.m. (normal closing)
- Early Closing will be 8:40 a.m. to 12:55 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:

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

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 also available on the homepage link. **2018-2019 "Parent No Return Packet"**

FAIRFIELD PUBLIC SCHOOLS

2018-2019 SCHOOL CALENDAR

| DATE | DAY (S) | EVENT | TEACHERS INST. AIDES | STUDENTS | PG/C. AIDES |
|-------------------|--|---|---------------------------------------|---------------------------------------|---------------------------------------|
| September | | 2018 | 17 | 15 | 15 |
| 3 | Monday | Labor Day: No School | | | |
| 4 | Tuesday | First Day for Teachers. | | | |
| 5 | Wednesday | Professional Development Teachers | | | |
| 6 | Thursday | First Day for Students | | | |
| 10 | Monday | First Day of Rosh Hashanah: No School | | | |
| 12 | Wednesday | Back to School Night: Churchill | | | |
| 13 | Thursday | Back to School Night: Stevenson | | | |
| 19 | Wednesday | Yom Kippur: No School | | | |
| October | | | 23 | 22 | 22 |
| 8 | Monday | Columbus Day: No School Students Professional Development Teachers | | | |
| November | | | 18 | 18 | 14 |
| 8-9 | Thu. & Fri. | NJEA Convention: No School | | | |
| 15, 19, 20 | Th, M & Tue | <u>One Session Days for Conferences</u> | | | |
| 21 | Wednesday | <u>One Session Day: Students & Teachers</u> | | | |
| 22 & 23 | Thu. & Fri. | Thanksgiving Break: No School | | | |
| December | | | 15 | 15 | 14 |
| 21 | Friday | <u>One Session Day Students/Teachers*</u> | | | |
| 24-31 | Mon.-Mon.. | Winter Break: No School | | | |
| January | | 2019 | 22 | 22 | 21 |
| 2 | Wednesday | Return to School | | | |
| 21 | Monday | <u>One-Session Day for Students</u> Professional Development for Staff in P.M. | | | |
| February | | | 18 | 18 | 18 |
| 18 & 19 | Mon. & T | President's Break: No School | | | |
| March | | No Days Off in March | 21 | 21 | 21 |
| April | | | 16 | 16 | 16 |
| 19 | Friday | Good Friday: No School | | | |
| 22-26 | Mon – Fri.. | Spring Break: No School | | | |
| May | | | 22 | 22 | 22 |
| 27 | Monday | Memorial Day: No School | | | |
| June | | | 16 | 16 | 14 |
| 21 | Friday | <u>One-Session Day Students</u> | | | |
| 24 | Monday | Last Day: <u>One-Session Day 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 | 177 -5 172 |

***Dismissals for One-Session Days (8): Grades K-6 - 12:55 p.m. (No lunch served)**

BOARD APPROVAL: FEBRUARY 13, 2018

REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.



REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

The district designates Guidance Counselors as the school district's liaison (s) to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing-, abused-, or neglected-child situation pursuant to N.J.S.A. 9:6-8.13.

Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.

N.J.S.A. 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

Adopted: 7 August 2012

Revised August 26, 2014

Revised, Alert 208: June 13, 2016



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 lastnameinitial@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 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. |

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.



Bollinger Specialty Group

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ARTHUR J. GALLAGHER & CO.



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:

- \$500,000 School Time Only Student Accident Insurance
- \$500,000 'Round The Clock – 24 Hour Accident Coverage
- \$10,000 Student Life Insurance
- \$5,000 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



Bollinger Specialty Group

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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 in the return packet 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). See section under Health Insurance, Signature #2.

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, or mail the information noted below to her attention to Adlai E. Stevenson School, 15 Knoll Road, 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