

Fairfield Public Schools



Student-Parent Handbook September 2022

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NOTE: All policies mentioned in this handbook are available in full on the district website. Go to the "Parent" or B.O.E. links for access.

District website: www.fpsk6.org

I. FAIRFIELD PUBLIC SCHOOLS MISSION STATEMENT

The Fairfield Township Public Schools are committed to providing an environment, which cultivates lifetime learners and their individual abilities, respects differences, and nurtures responsibility and cooperation.

The Fairfield Township Staff and Administration strive to create an atmosphere of communication and partnership. Our goals are determined by our commitment to providing a well-rounded education to our students and...

- To actively engage parents, staff, and community members in an atmosphere that nurtures, motivates, encourages, and educates our children to achieve their potential,
- To provide students at all grade levels with a challenging curriculum, aligned to the Common Core Standard, that balances technology and creativity, and fosters critical thinking,
- To develop self-esteem and a respect for others and a lifetime love of learning through a positive learning environment, for our students.

II. CONTACT INFORMATION

Dr. Susan Ciccotelli, Superintendent of Schools
Fairfield Board of Education Office
277 Fairfield Road, Suite 208
Fairfield, NJ 07004
973-227-5586 Fax: 973-227-2964

Ms. **Kathleen Marano**, **Interim** Business Administrator/
Board Secretary
Fairfield Board of Education Office
277 Fairfield Road, Suite 208
Fairfield, New Jersey 07004
Phone: 973-227-1340 Fax: 973-227-4303

Dr. Michael Trabucco, Director of Curriculum & Instruction/Principal/School Safety Specialist
Adlai Stevenson School
Grades **K-2**
15 Knoll Road
Fairfield, New Jersey 07004
Phone: 973-227-2120 Fax: 973-227-3676

Mr. Raymond Santana, Principal/Affirmative Action Officer
Winston S. Churchill School
Grades **3-6**
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Phone: 973-227-2638 Fax: 973-227-8994

Ms. Meghan Cafone, Director of Special Services

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277 Fairfield Road, Suite 208
Fairfield, New Jersey 07004
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STEVENSON SCHOOL

A Message from Dr. Trabucco, Director of Curriculum & Instruction/Principal

Welcome to Adlai E. Stevenson Elementary School located in Fairfield Township, a suburban neighborhood in Essex County, New Jersey. Our enrollment consists of approximately 310 students in preschool through Grade 2. Students benefit from small class size, an outstanding faculty, extensive technology infusion and a commitment to educational excellence.

We have a strong focus on academics and deeply believe in the need to teach the 'whole' child. To meet the needs of our divergent learners, instruction is student-centered with a concentration on higher order thinking. As a result, students can develop the skills, attitudes, knowledge, and character needed to reach their individual potential and build a foundation for lifelong learning.

One of the most important components of an effective school is the partnership formed between educators and parents working together for the best interest of children. Stevenson is proud of its rich tradition of highly supportive parents. Through teamwork, open communication and a dedication to continuous improvement, we strive to make this school a place that fosters a love of learning.

The administration and faculty actively collaborate with the Fairfield community, including a key relationship with the Home School Association (HSA). The HSA sponsors field trips, in-school author residencies and special assemblies promoting character education and the arts. In addition, the HSA has contributed to the school's growing array of technology. The administration and faculty also have a strong relationship with the Fairfield Police Department. Law enforcement personnel work closely with the school's administration and School Safety Officer to coordinate safety/security procedures and programs related to good health and citizenship.

In order to give each child the best opportunity for success, we ask that we keep children at the forefront in all that we do. If we accept and honor the pledge to keep children first, then it follows that their education and success is our number one priority.

WINSTON CHURCHILL SCHOOL

A Message from Mr. Ray Santana, Principal

Welcome to Winston Churchill Elementary School located in Fairfield Township, a suburban neighborhood in Essex County, New Jersey. Our enrollment consists of approximately 380 students in grades 3 through 6.

Churchill School students in grades three and four are self-contained for all academic subjects, except for specials such as computers, art, music, etc. In fifth grade, our students "switch" classrooms for 2 academic subjects during the day and remain in their homerooms for another 2 academic subjects to help prepare them for the schedules they will be following in 6th grade. In grade six, students move between classes for all academic subjects, as they will do when they move up to the middle school environment, making the transition easier for them. The teachers and administration at Churchill School strive to meet the needs of each child as an individual so that their potential can be explored and their goals met.

The administration and faculty at Churchill School have a strong relationship with community organizations such as the Home School Association, Town Library, Recreation, and the Fairfield Municipal Alliance. There is also a strong relationship with the Fairfield Police Department. Law enforcement personnel work closely with the school's administration to coordinate safety/security procedures and programs related to good health and citizenship. Furthermore, 6th Grade students participate in the L.E.A.D. (Law Enforcement Against Drugs) Program. L.E.A.D. is a non-profit organization, supported by dedicated police officers, committed to protecting our youth and communities from the proliferation of drugs, drug related crimes, peer to peer/cyber bullying and violence. This program, run by the Fairfield Police Department, runs in conjunction with our regular curriculum and culminates in a L.E.A.D. graduation day in June.

Communication is the key to a successful relationship, therefore the staff and administration at Churchill School welcome input from the community, parents, and the children in order to continue to provide the best education for our students.

Stevenson School Departure Procedure

Children are dismissed at two different times:

- Preschool: 3:00 p.m.
- Kindergarten through Second: 3:42 p.m.
- Arrive as close to the times listed in order to avoid GRIDLOCK
- If you have children you are picking up from more than one of the times above, you can come for the earlier pick-up and remain in line for the next child to be dismissed.
- Following the rules will provide for a smooth dismissal.
- Your patience while on line is very important.

~~Pick-up lists are pre-printed in order to expedite dismissal. For this to work properly and have cars move through smoothly and timely, it is important to send a note in with your child so their names are on the list. If it becomes necessary to pick up your child and you did not send a note in – CALL the school prior to coming to the school to pick them up so that their name can be added to the list and they are waiting at the pick-up door.~~

Churchill School Arrival Procedures

All students will arrive no later than 8:45am. Students are not allowed in the building until 8:35am.

- Students arriving by bus will be dropped off in the front circular driveway and immediately enter the building through the exterior gym door. They will sit quietly in the bleachers until 8:35am, when they will then report to their homeroom class.
- Students walking to school will enter the building via the front door. Students will report to the Main Office and sign in. After signing in, students will report either to the gym (before the 8:35am bell), or their homeroom (after the 8:35am bell).
- Students arriving via parent/guardian drop-off will be dropped off in the rear of the building. Parents/Guardians will enter the east parking lot (TD Bank side of the building) and proceed straight through the open east gate onto the rear blacktop. They will follow the cones and form two lines on the rear blacktop. At 8:35am, students will exit their cars and proceed to their designated entry door. Sixth grade students will walk down the path to the 6th grade doors. Fifth graders will walk down the rear path and follow the walkway to their Modular Classrooms. Third and fourth graders will walk outside the cones and enter the building through the rear cafeteria hallway doors, walk through the cafeteria, and report directly to their homerooms. Cars will exit the rear blacktop through the west gate and proceed to the stop sign. Cars exiting the lot will make a right hand turn only onto Fairfield Rd. This process will allow for maximum flow of traffic through our lot and minimize the amount of time parents/guardians spend in the drop-off line.
- Any student who arrives at school after 8:45am must enter the building through the front door and report immediately to the main office to sign in.
- No students are allowed in the hallways before 8:35am, and no students are allowed to be dropped off before 8:35am.

Churchill School Departure Procedures

All Students will be dismissed at 3:20pm.

- Parents/Guardians are to form two lines in the front parking lot.
- Parents/Guardians should pull up as far as possible so as to accommodate the highest number of cars possible in the lot.
- No cars should be parking or standing on Fairfield Rd. Cars will be ticketed by Police for doing so.
- Parents/Guardians are asked to exit the parking lot as expeditiously and safely as possible once their child is in the car and buckled so as to allow for a consistent flow of traffic.
- All students on the pick-up line will be dismissed first.
- Students on the pick-up line in grade will exit their Modular Classroom and report to the pick-up line. Grade 6 students on the pick-up line will exit the building through the front 6th grade wing door. Students in grades 3 and 4 on the pick-up line will exit the building through the front door.
- Once students are in their cars, those cars should not move until directed to do so by the staff members who are on duty. We will attempt to load all cars before we move any of them in the parking lot. This is to maximize safety in our parking lot. Please be patient.
- Students in grades 5 and 6 who are taking buses will be dismissed via the rear of the building where their buses will be waiting in the east parking lot.
- Students in grades 3 and 4 who are taking buses will be dismissed through the fourth grade hallway, exiting through the front door closest to the cafeteria. They will then proceed to their buses.

District Information

Parents, please note: Children are not allowed to enter either building before the times indicated below. Please do not “drop off” students without supervision, prior to 8:35am at Churchill and 8:42 A.M. for Stevenson with the exception of the identified programs below.

School Hours

8:42 A.M. - 3:27 P.M. – Multiple Disabilities

8:30 A.M. – 11:00 A.M. – Preschool Disabled

12:30 P.M. – 3:00 P.M. – Inclusive Preschool

8:42 A.M. – 3:42 P.M. – Kindergarten – Grade 2

8:35 A.M. – 3:20 P.M. – Grades 3 - 6

Delayed Opening start is 10:35 A.M. for Churchill and 10:42 A.M. for Stevenson
Early Dismissal time is 12:55 P.M. for Churchill and 1:02 P.M. for Stevenson

STUDENT'S HOURS

Full Day Schedule

	Start	Dismissal
Preschool Disabled	8:30 a.m.	3:00 a.m.
M.D. Classes	8:42 a.m.	3:27 p.m.
Preschool Inclusive	12:30 p.m.	3:00 p.m.
Kindergarten - Second	8:42 a.m.	3:42 p.m.
Third - Sixth	8:35 a.m.	3:20 p.m.

Half-Day Schedule

	Start	Dismissal
M.D.	8:42 a.m.	1:02 a.m.
Kindergarten - Second	8:42 a.m.	1:02 p.m.
Third - Sixth	8:35 a.m.	12:55 p.m.
Preschool Disabled	8:30 a.m.	12:50 p.m.
Preschool A.M.	No sessions if delay	
Preschool P.M.	No session if early close	

Grades K-2 Period breakdown

Arrival/Homeroom: 8:42 to 9:02 a.m.	6 th Period: 12:35 to 1:20 p.m.
1 st Period: 9:02 to 9:42 a.m.	7 th Period: 1:22 to 2:02 p.m.
2 nd Period 9:44 to 10:24 a.m.	8 th Period: 2:02 to 2:44 p.m.
3 rd Period 10:26 to 11:06 a.m.	9 th Period: 2:46 to 3:26 p.m.
4 th Period 11:08 to 11:48 a.m.	Dismissal: 3:42 p.m.
5 th Period: 11:49 a.m. to 12:34 p.m.	

Stevenson Lunch/Recess Periods

	Lunch starts	Lunch ends	Recess starts	Recess ends
M.D.	11:49 a.m.	12:11 p.m.	12:11 p.m.	12:34 p.m.
Kindergarten	12:11 a.m.	12:34 p.m.	11:49 p.m.	12:11 p.m.
Grade 1	12:35 p.m.	12:57 p.m.	12:57 p.m.	1:20 p.m.
Grade 2	12:57 p.m.	1:20 p.m.	12:35 p.m.	12:57 p.m.

Grades 3-6 Period breakdown

Arrival/Homeroom: 8:35 to 8:53 a.m.	6 th Period: 12:28 to 1:13 p.m.
1 st Period: 8:53 to 9:33 a.m.	7 th Period: 1:15 to 1:55 p.m.
2 nd Period 9:35 to 10:15 a.m.	8 th Period: 1:57 to 2:37 p.m.
3 rd Period 10:17 to 10:57 a.m.	9 th Period: 2:39 to 3:20 p.m.

4 th Period 10:59 to 11:39 a.m.	Dismissal: 3:20 p.m.
5 th Period: 11:41 a.m. to 12:26 p.m.	

Churchill Lunch/Recess Periods

	Recess Start	Recess End	Lunch Start	Lunch End
Grade 3	11:41 a.m.	12:03 p.m.	12:03 p.m.	12:26 p.m.
Grade 4	12:03 p.m.	12:26 p.m.	11:41 a.m.	12:03 p.m.
Grade 5	12:50 p.m.	1:13 p.m.	12:28 p.m.	12:50 p.m.
Grade 6	12:28 p.m.	12:50 p.m.	12:50 p.m.	1:13 p.m.

Delayed-Opening Grades K-2 Period Breakdown

Arrival/Homeroom: 10:42 a.m.-10:48 a.m.	
1 st Period: 10:49 a.m.-11:19 a.m.	6 th Period: 1:24 p.m.-1:54 p.m.
2 nd Period: 11:20 a.m.-11:50 a.m.	7 th Period: 1:55 p.m.-2:25 p.m.
3 rd Period: 11:51 a.m.-12:21 p.m.	8 th Period: 2:26 p.m.-2:56 p.m.
4 th Period: 12:22 p.m.-12:52 p.m.	9 th Period: 2:57 p.m.-3:42 p.m.
5 th Period: 12:53 p.m.-1:23 p.m.	

Delayed-Opening Grades 3-6 Period Breakdown

Arrival/Homeroom: 10:35 a.m.-10:41a.m.	
1 st Period: 10:42 a.m.-11:12 a.m.	6 th Period: 1:17 p.m.-1:47 p.m.
2 nd Period: 11:13 a.m.-11:43 a.m.	7 th Period: 1:48 p.m.-2:18 p.m.
3 rd Period: 11:44 a.m.-12:14 p.m.	8 th Period: 2:19 p.m.-2:49 p.m.
4 th Period: 12:15 p.m.-12:45 p.m.	9 th Period: 2:50 p.n.-3:20 p.m.
5 th Period: 12:46 p.m.-1:16 p.m.	

Leaving School Early

Should it be necessary for a student to leave early, a note from the parent is required. In addition, the parent must sign the record book, or sign-out using the Chromebook, in the school office indicating that the child has been excused.

Tardiness

When students arrive late to school, it puts them at a disadvantage. Timely arrival at school is extremely important in helping students get organized and be fully prepared for learning.

Board Policy 5200 recognizes only the following excuses for lateness or early dismissal:

- Medical or dental appointments which cannot be scheduled outside of school hours
- Medical disability
- Family emergency
- Court appearance
- Such good cause as may be acceptable to the administration.

As per board policy, parents should provide written notice about reasons for tardiness or early dismissal.

In the event your child is tardy, he/she should report to the main office to sign in before going to class.

Before and After School Program

A Before and After School Program is available through Tiny Treasures from 7:15 a.m. to 8:42 a.m. in the morning and after school until 6:00 p.m. If interested in this program call Tiny Treasures at 973-227-3133.

Absence from School

Your child's success at school is based upon consistent attendance which enables continuity of instruction and timely reinforcement of concepts and skills. New Jersey State Law 18A:38-25,26 requires that students attend school on all days/hours that school is in session in their local district. Unauthorized vacation days are considered unexcused absences. We respectfully request that your vacations are planned to correspond with the school calendar. Students must make up missed work due to absence by vacation.

Board Policy 5200 recognizes the following as excused absences:

- Disabling illness
- Recovery from accident
- Required court attendance
- Death in the family
- Religious observance
- Such good cause as may be acceptable to the administration

NOTE: as per New Jersey State Law, that students are required to attend school on all school days, even those that may include special events, such as "All-Elementary Day", the "Halloween Parade" and others.

In the event of an absence, please call the school by 9:00 a.m. the morning of the absence. Leave the following information:

1. Child's Name
 2. Homeroom Teacher
 3. Reason for absence
- For Stevenson School call: 973-227-2120 Press 3
 - At Churchill School call: 973-227-2638 Press 3

Upon return to school, please write a note to the teacher giving a reason for your child's absence. He/she should present the note to the classroom teacher upon his/her return.

Emergency School Closings

Severe storms and weather may make the opening of schools inadvisable because of hazardous driving conditions. Parents will receive phone messages from the

Superintendent of Schools, through the district's notification system called. We update our database of parent contact numbers in September. However, please inform your child's school immediately, if your contact numbers change. In the event that an important message must be sent to parents of children at only one of the schools, the principal will record and send the message through the district's alert system. Please note that the system can also be used to deliver messages to parents of children on a specific bus route or in a specific class, but it will be used only when necessary.

Use of the Telephone

Students are not allowed to use cell phones while in school. If a student carries a cell phone to school, it must be turned off while on the bus and at school. If an emergency occurs, students should obtain their teacher's permission to make any necessary calls at the school office.

The use of the school's main office telephone by students is restricted to official school business. Examples are calls regarding forgotten eyeglasses, books, lunches or the cancellation of an after-school club. Due to the busy nature of the main office, calls must be kept short. The phone may not be used to make personal, for example, after school arrangements (such as going to a friend's house).

If a student has an urgent personal matter, which may require longer discussion time with the parent/guardian, he/she should tell the school secretary so that a more private location can be provided.

Parking Procedures for Parents

Leaving your car unattended and idling is prohibited at all times. Park in legal spaces whenever you plan to enter one of the schools. Observe handicap parking, "no-parking" areas, Reserved spaces, bus lanes and fire zones. Thank you for your expected cooperation.

III. *CODE OF CONDUCT*

School Rules and Regulations

The Fairfield Schools promote a cooperative discipline approach, which emphasizes a positive environment for student learning. Classroom rules are developed by teachers in cooperative discussions with their students. Research shows that students thrive in a structured, supportive environment where expectations are clear and positive behaviors are affirmed. As such, school rules are designed to provide the necessary structure for student success. They require the cooperation of all students and the support of parents/guardians. The school reserves the right to provide fair, appropriate consequences for students when rules are broken.

If your child's behavior requires a disciplinary action by an administrator, you will receive communication either in the form of a phone call or a "Behavior/Incident Report" containing an explanation of your child's' actions and the response. At Churchill, all behavioral incidents that violate the student Code of Conduct are recorded in Genesis and available on the Genesis Parent Portal.

Below is a list of student behaviors that are subject to discipline pursuant to N.J.S.A. 18A:37-2. Behaviors include, but are not limited, to the following and can result in verbal reprimand, detention, in or out-of-school suspension(s) and/or expulsion as possible measures.

- Offensive Conduct
- Insubordination/Disobedience
- Disruption
- Use of Force
- Theft, Damage
- Harassment
- Language Misuse
- Fighting

This is an excerpt from the Harassment, Intimidation and Bullying (HIB) #5512

THE FULL POLICY IS AVAILABLE THROUGH A LINK ON THE DISTRICT WEBSITE.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent", pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated, or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially

disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, tablet or Smart watch. The State of New Jersey finds and declares that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. As such, it is the policy of the Fairfield Board of Education that any form of harassment, intimidation, or bullying, through gesture, written, verbal or physical act, or any electronic communication will not be tolerated. It is conduct that disrupts both a student's ability to learn and the school's ability to educate in a safe environment and is prohibited.

C. Pupil Expectations (Excerpt from policy)

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

D. Consequences and Appropriate Remedial Actions – HIB

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate

consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Consequences – Students

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board’s approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student’s disability, if any, and to the extent relevant; the developmental age of the student; and the student’s history of problem behaviors and performance consistent with the Board’s approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;

5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

Available with full policy through district website link:

- Examples of Remedial Measures – Environmental (Classroom, School Building or School District)
- Harassment, Intimidation, and Bullying Off School Grounds
- Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)
- Anti-Bullying Coordinator and Specialist:
- School Safety Team
- Harassment, Intimidation, and Bullying Investigation
- Range of Responses to an Incident of Harassment, Intimidation, or Bullying
- Reprisal or Retaliation Prohibited
- Consequences and Appropriate Remedial Action for False Accusation
- Harassment, Intimidation, and Bullying Training and Prevention Programs
- Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
- Reports to Board of Education and New Jersey Department of Education
- Reports to Law Enforcement
- Collective Bargaining Agreements/Individual Contracts

Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district. The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website. The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's

website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

Bus Behavior and Expectations

We want your child's experience on the bus to be safe and positive. Our goal each day is to transport all student bus riders safely to and from school. Good student behavior while entering, riding, and leaving the bus contribute in many ways to safe transportation. Such behavior makes it possible for the driver to give full attention to the roadway and other drivers. Students are expected to comply with standard safety rules on the bus (listed below). Any behavior that potentially endangers the safety of students on the school bus will be treated very seriously. **(Serious violations may require skipping steps and imposing immediate exclusion from the bus)**. As per board policy/regulation 5600, upon violation of the bus rules, the following disciplinary procedures are recommended with **"the principal determining the discipline to be administered in accordance with the severity of the infraction."**

First offense: Reprimand, parent notification

Second offense: Bus suspension

Third offense: Extended bus suspension

According to **New Jersey State Law, 18A:25-2**: "The bus driver shall be in full charge of the school bus at all times and shall be responsible for order. A pupil may be excluded from the bus for disciplinary reasons by the school and his parents shall provide for his transportation to and from school during the period of such exclusion."

If it becomes necessary for the school to take disciplinary action, parental support and cooperation is very important. Our schools are a reflection of community pride and students are expected to respect school property and behave appropriately. Parents are financially responsible for any damage that may be caused by their child.

Parental assistance in communicating and supporting bus safety procedures is essential. Please review and reinforce *the following* bus rules at home with your child.

Bus Rules

The bus is an extension of the school environment. The rules of school conduct and/or bullying/harassment are the same on the bus as on school property. As per board policy 3541, "Students shall only ride the bus to which they are assigned. Students are not permitted to ride another bus." Students may only exit at their assigned stop.

a. Prior to loading the bus, students should

- Be on time at their designated bus stop.
- Always take only their assigned bus.
- Use the sidewalk and stand a safe distance from the roadway.
- Respect surrounding property in the area when waiting for the bus.
- Enter the bus in an orderly fashion.

b. While on the bus, students are expected to:

- Go immediately to a seat without saving a seat for others.
- Sit down and buckle their seat belt!
- Follow directions given by the bus driver.
- Remain seated at all times, except when exiting the bus.
- Use a “speaking voice” while on the bus.
- Keep hands, arms, and head inside the bus.
- Sit in assigned seats, if one has been designated.

c. While on the bus, students are not allowed to

- Throw objects
- Hit or touch others or their belongings
- Eat or drink
- Play musical instruments
- Use bad/inappropriate language
- Use electronic media, incl. cell phones, MP3 Players, Gameboys, etc.
- Touch the bus controls or emergency door.

d. After leaving the bus

- Proceed to a point at least ten feet in front of the bus and wait for driver’s signal to cross the street.
- Use caution walking home, especially on stormy days.

We need your partnership as we move forward in making the bus ride a safer and more enjoyable part of the students’ day. To that end, parents are asked to review with their child and sign a Bus Safety and Behavior Contract (see below).

Adlai E. Stevenson School Bus Safety and Behavior Contract

Regulations for Bus Riders/Bus Contract

Before the Bus Arrives

1. Arrive at your bus stop at least five minutes before target pick up time.
2. Remain at bus stop until picked up.
3. Stay off people’s lawn and other private property.
4. Parents of Pre-K, Kindergarten and First Grade students must stay with students until the bus arrives.

Boarding the Bus

1. Wait for the bus to come to a complete stop.
2. Be polite, take your turn getting on the bus and use the handrail.

Conduct on the Bus

1. Follow directions of the bus driver.
2. Walk to assigned section of the bus, sit down, put your seatbelt on, and remain in your seat.
3. Do not stand or move around while the bus is moving.
4. Talk quietly so that the driver can hear traffic sounds.

5. Keep hands and head inside the bus. Do not stick or throw anything out of the window.

Leaving the Bus

1. Do not leave your seat until the bus comes to a full stop.
2. Take your turn; don't crowd in front of others.
3. Use the handrail.
4. Parents of Pre-k, Kindergarten and First Grade students must be at the bus stop in the afternoon to meet their children.

Disciplinary Procedural Progression for Improper Behavior on School Bus

1. Driver warns student.
2. Driver writes up a School Bus Conduct Notice on the student.
3. The Principal or designee will investigate the matter.
4. If disciplinary action is required, the Principal or designee will notify the parent.
5. Discipline will be administered in accordance with the Code of Student Conduct.
6. Misconduct on the bus can result in suspension from the bus or result in *suspension of bus privilege*. Examples of misconduct that may lead to *suspension of bus privilege* include but are not limited to are; chronic disruptive behavior and disorderly conduct; fighting & assault on other students.

NOTE: This contract is based on District Policy and Regulation 5600, Pupil Discipline/Code of Conduct.

The parent and student are each asked to read and sign the statement below and return it to the school:

I am aware of and agree with the standards of conduct expected by Fairfield Public Schools for bus riders and I understand and agree with the regulations which are necessary in order to provide for the safety and welfare of all children.

Parent / Guardian Signature _____

Student Name/Signature _____

Bus Number _____

Teacher/Room Number _____

Date _____

Winston Churchill School - Bus Safety and Behavior Contract

Directions for Parents and Students

In an effort to promote a positive climate on our school buses we, at Winston Churchill School, are employing a new School Bus Safety and Behavior Contract. The vast majority of our students behave in a responsible manner when riding the bus. Some students choose to behave inappropriately, creating a stressful, unpleasant, and, at times, unsafe ride to school. Our goal is to provide all of our students with a safe and stress-free ride to school, and encourage the making of good choices on the bus. Please read and review the pledge with your child.

General Information

Bus drivers, students, parents, teachers, and school administrators **share** the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.

Riding the school bus is a privilege. If you behave appropriately, you will continue to be allowed to ride the bus.

Students who do not adhere to the rules will receive a bus conduct report and appropriate consequences will be administered.

Student's Pledge:

I agree to ride the bus safely.

- I will stay seated until I arrive to my final destination.
- I will wear my seatbelt at all times.
- I will talk in a soft quiet voice.

I agree to show RESPECT.

- I will obey my bus driver and follow the rules.
- I will keep the bus free from litter.
- I will keep my hands and feet to myself.
- I will respect other passengers and use kind words at all times.
- I will NOT use a cell/smart phone, iPod, iPad, or other electronic device on the bus, unless directly instructed to do so by the bus driver or other adult in charge.

If I choose not to follow this contract, my parents/guardian will be notified and the following consequences may occur:

- Verbal reprimand, parent notification, and potential assigned seating
- Suspension of bus privilege*
- Extended suspension/potential removal of bus privilege*

****(Bus suspension or removal may be given as a consequence for any serious offense, at any time, including, but not limited to, an H.I.B. investigation)***

Please print legibly. Signatures indicate that you have discussed, understand, and agree to the above statements. Thank you.

Student Name: _____ School: WCS

Grade: _____ Bus Number: _____

Student's Signature: _____

Parent/Guardian Signature: _____

Date _____

Cafeteria

Students are encouraged to make healthy nutritional choices. Appropriate conduct is expected at all times in the cafeteria. Students are responsible for the proper clean-up of their area in the lunchroom. The throwing of food or any items in the cafeteria is prohibited. Students who do not meet the expectations of supervising lunchroom aides

face possible consequences. Students are expected to follow the normal rules for eating in a public facility, including -

- Speak respectfully to lunch/playground aides and follow their directions.
- Speak in a conversational tone, no yelling or shouting
- Clean up after one's self
- No tossing, throwing or flipping food or bottles
- Place garbage in trash containers
- Use good table manners
- Students may not buy or sell food or any other items
- Students may not use bad/inappropriate language
- No food or drinks are to be taken out of the cafeteria
- No selling of items of any kind to other students

Books

Textbooks and other classroom and library books are the property of the Fairfield Board of Education. Students are responsible for the proper care of these materials while using them during the school year. Parents are financially responsible for any damaged or unreturned books.

Computer, Network and Internet Acceptable Use Policy #2361

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for 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 technology allows 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 networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity; to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks (Policy #2361)

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/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 networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network 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 person;
 - 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 (Policy #2361) (Full version available on website).

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries.; The technology protection must block and/or filter material and 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 material or 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 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.

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 material and visual depictions prohibited in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children’s Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, **including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.**

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. Any changes in Policy and Regulation 2361 since the previous year’s annual public hearing will also be discussed at a meeting following the annual public hearing.

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 Neighborhood Children’s Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts’ computer networks/computers and the Internet unless they have filed with the Building Principal/Superintendent a 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 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;
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; Federal Communications Commission: Neighborhood Children's Internet Protection Act

Dress Code: District

The Fairfield Board of Education recognizes that each student's mode of dress is a manifestation of personal style and individual preference, but seeks to maintain an environment where learning can take place most effectively in an optimum climate, free of distractions and disruptive elements. In that spirit, parents are asked to ensure that children are dressed in a way that is comfortable but appropriate for a school environment. We encourage pupils to dress in such a way as to demonstrate pride both in themselves and their school. With this in mind, please abide by the rules regarding unacceptable attire, noted below.

Prohibited Attire

- Articles of clothing that are too revealing, tattered, or unkempt (i.e. halter tops, extremely short shorts, especially in the upper grades.)
- Attire that is unduly distracting (i.e. t-shirts with inappropriate and/or offensive messages or graphics.)
- Flip-flops during outdoor recess, gym, or science labs (Due to safety concerns)
 - Your child may bring an extra pair of sneakers or casual shoes
 - Children must wear shoes, sneakers, sandals or boots at all times.
- Head coverings of any kind during school hours, except on Spirit Days.
 - Religious head coverings are an exception.
- Chains of any kind, studded collars or bracelets, or choke collars

Teachers have been instructed to confiscate all prohibited items and turn them in to the main office. The child can reclaim their items at the end of the day for the 1st offense. Additional violations will result in longer periods of confiscation and a discipline consequence.

Fire and Security Drills

An amendment to N.J.S. 18A:45, concerning school security drills took effect on November 1, 2010. Each school must hold at least one fire and one school security drill within the school hours for every month when school is in session, including for summer instructional periods.

It is essential that when the fire alarm sounds students, school staff and all visitors exit the building by the prescribed route as quickly as possible, without running. Students may not talk when exiting the building and must remain silent until the signal is given to re-enter the school. This permits emergency directions to be given as needed. Students who do not follow rules for the fire drills are assigned a consequence as determined by the building principal.

Security drills may include active shooter, lockdown, partial evacuation, reverse evacuation, evacuation and shelter in place drills. The active shooter and lockdown drills are practiced so that students are prepared in the event an actual lockdown is initiated for their protection. Evacuation drills are practiced in the event that students need to be relocated to another section of the building, grounds or facility for their safety. Active shooter, lockdown and evacuation drills are executed in cooperation with the Fairfield Police, and have been practiced in recent years. Procedures for the drills are carefully reviewed with staff and students in advance.

Hallways

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. When moving through the halls, students should walk, running is not allowed. Students should keep hands to themselves, stay to the right and be as quiet as possible when classes are in session. Students are expected to be respectful of others in the hall.

Media Technology

In addition to cell phones, the use of electronic devices, such as iPods and other MP3 players, and electronic games, such as gaming systems are not permitted within the school facilities or on the school bus. Students who do not fully cooperate with this policy are subject to temporary confiscation of their equipment. Approved electronic media, e.g. Kindle, Nook, iPad may be used for instructional purposes with teacher/administrator approval and supervision only.

Restrooms

Students are expected to treat school property with respect and help keep it clean. No loitering, writing on walls, pushing, shoving, throwing items (i.e. toilet paper) in toilet, on the ceiling, walls, or floors, running tap water excessively, teasing, jumping or loud voices.

Health Habits

Good health habits are essential for the wholesome, normal growth of children. To help children acquire these habits, both the home and school need to work cooperatively. It is therefore suggested that children be encouraged to:

1. Eat well-balanced meals everyday.
2. Bring snacks to school consisting of fruits and or vegetables.
3. Dress properly for the weather conditions in order to avoid colds and illnesses.
4. Always get the proper amount of sleep at night in order to be refreshed and alert for the next school day.

Medications (Dispensing of)

The Fairfield Board of Education recognizes that the treatment of illnesses, including the dispensing of prescribed medication, is not the responsibility of the school. Therefore, the following rules and regulations have been established for the dispensing of medication in school:

1. The administration of medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours.
2. No medication will be administered to pupils in school except by the school nurse, another registered nurse, or the pupil’s parents, with the following exception.
 - a. An exception is made for pupils with asthma or other potentially life threatening illness, who shall be allowed to self-administer medication when a nurse is not physically present at the scene, providing written permission is received from the physician and parent. Permission forms are kept on file in the office of the school nurse.
3. A pupil, requiring any medication in school, whether self-administered or administered by the school nurse, must present a written statement from a physician which includes the following information:
 - a. The diagnosis for the condition which the medication is prescribed
 - b. The name and dosage of the medication.
 - c. The length of time during which the medication should be taken.
 - d. The time schedule for administration of the medication.
4. The school must receive written permission from the parent to dispense any medication.
5. Medication must be brought to the school nurse in a bottle labeled by the pharmacy.
6. All medications to be administered to an individual student must be brought to the school nurse or his/her designee by a parent or legal guardian of that child.
7. Nurses will not be able to dispense any other medications, such as aspirin, Tylenol, Advil, cough medicines, cough drops, food supplements or any other “over the counter” medication without the above documentation.

Annual Publicity Consent

Pursuant to law, school districts are required to obtain a release from parents annually, in regard to their child’s picture being used in newspaper articles, handbooks, brochures, newsletters, the school website etc. Permission forms are available through the district website. Click on 2020-2021 Parent Return Packet. It is important that you sign your form and return it to school.

Annual Policy/Regulation Distribution

Pursuant to law, school districts are required to distribute to parents annually the following policies, which are available on line at any time of the year. Parents must view the policies listed by going onto the Fairfield Public School website parent link.

In the on-line packet for parents to return will be the list below. Sign the bottom and return it to the school.

#2260	Affirmative Action Program for School and Classroom Practices	Policy & Regulation
#2360	Use of Technology	Policy & Regulation

#2361	Acceptable Use of Computer Network/Computers and Resources	Policy & Regulation
#3283	Electronic Communications Between Teaching Staff Members and Students	Policy
#5200	Attendance	Policy & Regulation
#5531	Management of Life-Threatening Allergies	Policy & Regulation
#5331.1	Peanut and Tree Nut Free Environment	Policy
#5512	Harassment, Intimidation, and Bullying	Policy & Regulation
#5613	Removal of Students for assaults with Weapons Offense	Policy & Regulation
#5516	Use of Electronic Communication and Recording Devices	Policy
#5530	Substance Abuse	Policy & Regulation
#5600	Pupil Discipline/Code of Conduct	Policy & Regulation
#5610	Suspension	Policy & Regulation
#5611	Removal of Students for Weapons/Firearms Offenses	Policy
#5612	Assaults on District Board of Education Members or Employees	Policy & Regulation
#5613	Removal of Students for Assaults with Weapons Offenses	Policy & Regulation
#5620	Expulsion	Policy
#5751	Sexual Harassment	Policy
#5850	Social Events and Class Trips	Policy
#7430	School Safety	Policy & Regulation
#7441	Electronic Surveillance in School Buildings/Grounds	Policy
#8462	Reporting Potentially Missing or Abused Children	Policy & Regulation
#9120	Public Relations Program	Policy & Regulation

Food Policy

The Fairfield School District has an obligation to ensure the safety of all its students. We have an increased number of students that have been medically diagnosed as anaphylactic to all types of “nuts”. The consequences to some students are life threatening and require immediate intervention with medication. As such, the Fairfield Board of Education implemented a “Nut Free Policy” for the district beginning September 2009. All members of our school community are asked to adhere to the guidelines of this policy. The following items are not permitted in the classroom at school or school-sponsored activities:

- Any foods that contain peanuts or tree nuts (almonds, cashews, pecans, etc.)
- Any foods that have precautionary labels that the product may contain peanuts.
- All baked goods with unknown ingredients, especially if they may have come from a bakery where cross contamination is likely. Bakeries will provide ingredient information upon inquiry.

As of February 2007, New Jersey Public Law 2007 (Ch 45), signed by Governor Corzine, has established restrictions concerning foods and beverages that may be sold, served or given away to students at public schools. The following items are restricted:

- 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.
- C. All forms of candy.

IV. COMMUNICATION AND REPORTING TO PARENTS

Home School Association

The Fairfield Home and School Association, provides a vital link between home and school. The HSA sponsors various programs for our children. Parents are encouraged to support this organization.

School - Parent Communications

The Fairfield Schools believe in proactive outreach to parents. Our teachers will contact you, whenever necessary, to provide updates on your child's progress and communications about concerns, when they exist. We welcome your communication to teachers about your child's progress. Feel free to call your child's teacher when necessary. Calls will be returned by the teacher at their earliest opportunity. Look for monthly newsletters from your child's teachers, along with timely newsletters from the principal. Check our school's bulletin board and/or office for informational brochures, articles and notices about school events.

Parents are expected to contact the teacher, before contacting the principal, if they have a question or comment regarding any classroom situation. Parents are asked to inform the teacher if there is any home situation that may affect a child's performance. If there is a concern outside the classroom, parents should contact the building principal prior to contacting the Superintendent.

Parent – Teacher Publications

The Board of Education, in conjunction with the Fairfield Home and School Association, provides the community with information for the school year on the following topics:

- Attendance
- H.S.A. Directory
- Health Services
- School Board
- School Staff
- Home Instruction
- School Calendar
- H.S.A. Programs
- Child Study Team Information

Requests for Records

If a parent needs copies of report cards and/or other academic communications to be sent to their child's other parent, the school principal must be contacted in writing to that effect on an annual basis. Otherwise, report cards and school communications are sent to the primary resident of the child.

Requests for Records to Other Agencies

The Fairfield Public Schools will not send any information to any outside agency (such as an outside learning center) about your child's progress without your written request. If you wish to have one of your child's teachers communicate with another agency regarding your child's progress in school, a written request is also required. Please contact the building principal.

Report Cards

Report cards are issued four times a year for grades 1 through 6. (Kindergarten report cards are issued during the 2nd and 4th marking periods. During the 1st and 3rd marking periods, progress is discussed in the course of teacher/parent conferences.) Report Cards are “standards-based”, meaning that students are assessed based on skills and concepts aligned to the State Student Learning Standards. The following grading system is used for academics in grades K-6:

4 “Exceeds Standards”	Indicates the student consistently exceeds grade level standards. The student regularly demonstrates mastery in the standard for the current grade level, and has the ability to evaluate and create beyond his or her grade level peers. The student has the ability to demonstrate knowledge of standards on a factual, conceptual, procedural, and metacognitive level.
3 “Meets Standard”	Indicates the student consistently meets grade level standards. The student regularly demonstrates proficiency in the majority of the standards for the current grade level. The student, with limited errors, grasps and applies key concepts, processes and skills for the current grade.
2 “Approaching Standard”	Indicates the student demonstrates understanding of basic concepts and skills. Performance is characterized by ability to apply skills with inconsistent success. Performance varies in consistency with regard to accuracy and quality. Support and guidance are often needed.
1 “Below Standard”	Indicates the student does not meet grade level standards. The student needs more time and experience for concepts, processes and skills to develop.
N/A “Not assessed at this time”	The student has not been assessed on the standard/indicator.

In addition, a traditional letter grade is assigned to students in grades 4-6 based on the following system:

A	93-100 Excellent Achievement
A-	90-92
B+	87-89 Above Average Achievement
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	Below 70 - Below Average Achievement
U	Below 60 Unsatisfactory

In the “special areas” - art, band, chorus, computers, health, media, music, orchestra, P.E (grades 5, 6) and World Language - and for effort and citizenship in the academic classes - student achievement in specific skills and/or behaviors is indicated as follows:

<u>C</u>	Consistently
<u>U</u>	Usually
<u>S</u>	Sometimes
<u>N</u>	Not Evident

Parent-Teacher Conferences

Parent Teacher Conferences occur on November 18, 22 and 23, 2021.

Scheduling for Parent-Teacher Conferences will be done electronically. A notice, with instructions, will be sent home before the schedule goes live. Special conferences can be scheduled at any time throughout the school year by parents or teachers.

Progress Reports

If a student is having difficulty in a particular area, a mid-marking period report will be sent home, or the teacher will contact the parent personally. Additionally, teachers can send progress reports at any time when there is a concern.

NJ State Report Card

The NJ Department of Education Report Card is available on the school website through a link or on-line at www.state.nj.us/education. Copies are available upon request.

Back to School Nights

For 2022-2023, Back to School Nights will occur on September 13, 2021 at Churchill and September 15, 2022 at Stevenson School. These events are intended as opportunities for parents to visit their child’s classroom, meet teachers and administrators and gain an overview of the grade level curriculum and classroom program. This is not a time for individual student discussion.

Lost and Found

Lost articles are located in the cafeteria at Stevenson School and outside the Main Office at Churchill School. Anyone who has lost something in school is encouraged to check the appropriate location at lunchtime or at the end of the school day. Lost articles will be held for 30 days before being donated to a charitable organization.

Visitors*

As a security consideration, all visitors to the schools are asked to buzz in at the main office and “sign in” before entering any other section of the school. They will be issued a visitor’s pass for their visit. Your driver’s license will be required. All guests must wear a visitor’s pass while in the building. The badges are to be returned to the main office before you leave the school.

V. NEW JERSEY STUDENT LEARNING STANDARDS – GRADES K-6

Language Arts

The language arts curriculum reflects New Jersey's Student Learning Standards, research in best practices and current theory about how students construct knowledge. Within the elementary grades, language arts students are expected to:

- Demonstrate positive attitudes toward reading, listening, writing and speaking
- Read strategically to construct, extend and examine meaning with different types of age-appropriate materials
- Express thoughts clearly and effectively in speaking and writing
- Write for various audiences and purposes
- Control sentence structure, word choice and grammatical conventions
- Listen actively for a variety of purposes
- Demonstrate an appreciation for literature
- Interact with age appropriate texts to develop understanding, interpretation, personal response and critical analysis skills

Math

The mathematics curriculum is aligned to New Jersey's Student Learning Standards. Within the elementary grades, students are expected to:

- Develop the ability to pose and solve problems in mathematics, other disciplines and everyday experiences
- Communicate mathematically through written, oral, symbolic and visual forms of expression
- Connect mathematics to other learning by understanding the interrelationships of mathematical ideas and other disciplines and in life
- Develop reasoning ability
- Use calculators, computers, manipulatives and other tools to enhance mathematical thinking and understanding
- Develop number sense and an ability to represent numbers in a variety of forms and situations
- Develop spatial sense and an ability to use geometric properties in mathematics and in everyday life
- Understand, select and apply various methods of numerical operations
- Develop an understanding of and use measurement
- Use a variety of estimation strategies
- Develop an understanding of patterns
- Develop an understanding of statistics and probability and use them to describe data sets, model situations and support inferences and arguments
- Develop an understanding of algebraic concepts and processes to solve problems
- Apply concepts and methods of discrete mathematics to model and explore practical situations
- Develop an understanding of the building blocks of calculus
- Demonstrate high levels of mathematical thought through experiences which extend beyond traditional computation:

Science

The science curriculum reflects the New Jersey Student Learning Standards for Science for K-6. Students confront essential questions and skills in science. Many key content areas are listed below, by grade level.

- Kindergarten – weather, seasons, the five senses, life cycles, light, color and rainbows, characteristics of living things, day and night, materials in the natural world
- First Grade- seasonal changes, the Earth’s surface, motion, gravity, adaptations of living things to seasonal change, characteristics of living and non-living things, animals and habitats
- Second Grade – life cycles, the human body and body systems, rocks and minerals and growing crystals, states of matter and molecules, motion and force, sound energy- vibrations, pitch and resonance, environmental studies, geologic history and extinction, fossils and dinosaurs.
- Third Grade – plant and animal needs, life cycles of plants, the solar system and planets, sun, moon and earth rotation, moon phases, light energy and sources of light, volcanoes and earthquakes, water bodies on earth, rock types and minerals, environmental studies
- Fourth Grade – earth science, conservation, life science, vertebrates and invertebrates needs and adaptations, respiratory, circulatory and excretory systems, physical science, movement in different states, heat energy, physical and chemical properties and changes, conservation of mass, measurement of matter in metric units, magnetism and static electricity, light, sound and electric energy, atmosphere and weather conditions, season and climates, forces and motion, effect of forces on motion, speed and direction and simple machines
- Fifth Grade – environmental science, components of ecosystems, interactions of living things, energy transfer in ecosystems, food chains, cycles of matter, human impact and management of natural systems, recycling, geologic time line: formation and structure of earth, rock types and cycles in earth’s crust, galaxies and universe, telescopes, life cycles of stars, plant kingdom, plant cells and basic cell processes, plant parts and functions, plant reproduction, organization of complex organisms (cells to systems), nervous system, muscular system, skeletal system
- Sixth Grade – characteristics of life; animal and plant cells, single-celled and multi-celled organisms, life cycles of organisms, life processes of all cells, mitosis and meiosis, genetics, heredity, structure of DNA, genetic adaptations, biological evolution and diversity of living things, classification system for living things, chemistry; measuring matter in standard metric units, selecting appropriate measuring tools, physical science; motions and forces, Newton’s three laws of motion, kinds of energy, sources of energy and energy transformations, heat transfer and convection currents, light waves and energy, light waves, sound waves and energy and chemistry; physical and chemical properties, molecular development in differing states, organization of matter substances vs. mixtures, periodic table of elements, atomic and molecular structure, classes of chemical reactions

Social Studies

The social studies curriculum reflects the New Jersey Social Studies Standards and aims to help students improve their knowledge of heritage, practice decision-making skills to become responsible, reflective citizens who contribute both in school and in their society. Beginning at kindergarten and progressing developmentally through sixth grade, students develop an understanding of;

- Democratic citizenship and how to participate in the constitutional system of government of the United States
- Democratic citizenship through the humanities by studying literature, art, history and philosophy and related fields
- Political and diplomatic ideas, forces and institutions throughout the history of New Jersey, the United States and the world
- Societal ideas and forces throughout the history of New Jersey, the United States, and the world
- Varying cultures throughout the history of New Jersey, the United States, and the world
- Economic forces, ideas, and institutions throughout the history of New Jersey, the United States, and the world
- Geography by studies of the world in spatial terms
- Human systems
- Environment and society

SPECIAL SUBJECTS

Art

The art program in the Fairfield School District is designed to introduce the students to a full range of art and media experiences. The art experience makes a significant contribution to the growth of students by stimulating creative thought, fostering self-expression, and promoting critical-thinking skills. Students are introduced to and develop an understanding of the elements of arts and principles of design. As they grow, students are encouraged to interpret and analyze art works and develop problem-solving and critical-thinking skills. The art curriculum includes various forms of painting, drawing, ceramics and fiber/textile design. Art meets once a week for forty minutes. Students are required to bring in an old shirt or smock to protect their clothing during art instruction.

STEAM

The Science, Technology, Engineering, Arts and Mathematics (S.T.E.A.M.) Innovation program is designed to motivate pupils to develop the knowledge needed in order to increase 21st Century Life and Careers skills for all students in grades K-6. STEAM lessons encourage students to employ project-based learning that crosses all 5 disciplines (science, technology, engineering, arts, math) and fosters an inclusive learning environment where all students are able to engage and contribute. Students who are taught under a STEAM framework are not just taught the subject matter but they are taught how to learn, how to ask questions, how to experiment and how to create. Students will receive a weekly forty-minute period of STEAM instruction, in addition to access to the computer lab for classroom related work and technology infusion in the classroom through use of Smart Board, laptop computers and classroom computers.

Health

Through the district's health program, aligned to state standards, students in grades K-6 receive weekly age-appropriate instruction in social health, nutrition, growth and development, substance abuse, disease prevention and control, first aid and safety, personal health and consumer and community health.

Media (Library)

The primary function of the library is to bring children and books together and to promote a love of reading for both pleasure and school-based research. The media center provides books, audio-visual materials, computers and access to the Internet for both staff and students. Students are also exposed to valuable 21st Century Learning Skills to foster their ability to: communicate, share, and use information to solve complex problems, adapt and innovate in response to new demands and changing circumstances and, command and expand the power of technology to create new knowledge.

Students are scheduled for weekly library periods in which they are able to select and return books and utilize the various avenues of research open to them. All borrowed books and equipment are expected to be returned. Parents are responsible for damaged or lost books.

Music

Students in grades K- 6 receive one instructional period of general/vocal music weekly. Program goals are based on the New Jersey State Standards for Visual and Performing Arts. After completion of all levels of this program, students can sing a varied repertoire of music, improvise melodies, variations and accompaniment, compose and arrange music within specified guidelines, read and notate music, analyze and describe music, make connections between music and other areas of the curriculum and evaluate music and musical performances. Students in grades 4 – 6 are eligible to join school-based choral ensembles.

Music – Instrumental

Children in grade three receive recorder instruction. Instrumental lessons are available to students in grades 4 – 6 as part of the curriculum. Many instruments of the orchestra are taught in the instrumental program. While most students provide their own instruments and lesson books, through either purchase or lease, the district does have some instruments available for loan, including a cello, a baritone horn, a trombone and a French horn. Students in the band and orchestra program receive weekly lessons that are scheduled as a “pull-out” at different times during the week, so as not to interfere with any academic subject. Participating students are required to practice and attend all lessons. Students interested in the instrumental program are eligible to sign up in September. Parental permission is needed for a child to withdraw from the program.

Physical Education

Physical education is an essential part of the school program for all students and is mandated by New Jersey state law. Each child is given the opportunity to learn game and sports skills, as well as work as a member of a team in both small and large groups.

Leadership and teamwork is reinforced. Activities may be modified to enhance participation and lead students to a positive experience.

All students in grades K-6 are required to wear sneakers and dress appropriately for the activities. It is advisable to wear sweat socks to protect the feet during physical activities. During the morning hours the ground is often wet and it is important to have a change of footwear after class. During the fall weather, when classes are conducted outside, students are encouraged to dress appropriately and wear sweatshirts and/or sweat suits. Students are not permitted to borrow the clothing or sneakers of other students.

If a parent wants his/her child to be excused from physical education classes for physical reasons, a written note must be presented to the school office and physical education teacher. For a severe injury or illness, or where a student may be out of physical education for an extended period of time, a doctor's note must be presented to excuse the child and/or allow them to return to normal or limited activity.

World Language Through Technology

All students will develop competencies, knowledge, and skills in foreign languages and cultures through technology in accordance with each student's ability. Students will be able to interpret to the culture of countries where the language is spoken.

High Enrichment Program (HEP)

New Jersey's Administrative Code requires that school districts provide educational opportunities for exceptionally gifted and talented pupils. The Fairfield Board of Education has established a program where gifted youngsters can learn from interaction with peers of similar ability. The High Enrichment Program (HEP) assists and supplements the classroom teachers' efforts to meet the unique needs of each exceptional child.

HEP is available to eligible students in grades K-6. In grades K-2, the HEP teacher provides enrichment for the entire class through in-class lessons. In grades 3 – 6, a "pullout" program is offered for qualifying students. Additionally, In grade 6, an Accelerated Math course offers an on-grade level, accelerated and enriched, version of the current 6th Grade Math curriculum. Students who are in the HEP program may not meet the eligibility criteria for Accelerated Math 6. Conversely, students who are not in the HEP program can be eligible for Accelerated Math 6. Students are identified annually by a teacher selection committee based on specific board-approved criteria including NJSLA scores, "I.Q. score", TOMAGS score, LinkIt scores, report card performance and teacher/parent recommendation.

Homework

Homework is an integral part of your child's instructional program and is assigned in all grade levels. Homework serves the function of providing reinforcement of many of the tasks that were reviewed in academic classes during the school day, as well as preparation

for the following day’s classroom activities. It helps students by providing practice in the mastery of skills and gives them an opportunity to improve their study skills through research, (i.e. gather data for completion of tasks and integrate their knowledge of a content area.) Homework will help to develop the student’s responsibility by providing an opportunity for the exercise of independent work and judgment.

Please note that students are not given homework in advance for extended absences since homework is directly related to the teacher’s direct instruction of the day, or planning for the next day.

When a child is out sick for a day or two, and you want homework, please call or email your child’s teacher no later than 9 a.m. (see directory) to ensure they have time to prepare the necessary materials. Calls must be made by 10:00 a.m. to ensure that homework is ready. The homework will be available to be picked up, in the main office, no earlier than 3:20 p.m. to 3:45 p.m.

Students are given time to make up work they have missed in relation to the number of days they were absent (e.g. four days to make up four days of absences).

Testing Programs

Students are required to take assessment tests as part of their school program with certain tests mandated by the N.J. State Department of Education. The following tests will be administered to students in the 2019-2020 year to determine student performance levels:

InView Test of Cognitive Skills	Grades 2
LinkIt Benchmark Assessments	Grades 1-6
NJSLA	Grades 3-6

VI. SUPPORT SERVICES

Child Study Team

The district Child Study Team evaluates students who may need special education programs and services, provides consultative services to the educational staff with regard to techniques, material and programs and participates in intervention and referral services. The Child Study Team consists of a school psychologist, speech/language pathologists, an occupational therapist, learning disabilities teacher consultant.

Intervention and Referral Services

The State of New Jersey requires that school districts “establish and implement a coordinated system in each school building for the planning and delivery of intervention and referral services (I&RS) that are designed to assist students who are experiencing learning, behavior or health difficulties” (N.J.A.C. 6A:16-7.1a). This process is facilitated by each school’s I & RS Team, which consists of a building administrator, the primary teacher working most closely with the student, other designated staff members and the students’ parent/guardians. Together, they provide a multidisciplinary, home/school cooperative team which provides the following services:

- Identify learning, behavior and health difficulties of students

- Collect thorough information on student performance and difficulties
- Develop and implement action plans which provide for interventions based on collected data
- Involve parents or guardians in the development and implementation of action plans
- Review and assess the effectiveness of the provisions of each action plan in achieving desired outcomes

The Fairfield School District has implemented a ***Response to Intervention Program*** (RTI) as part of the I&RS process. RTI allows us to continuously monitor each student's progress toward expected literacy and mathematics goals. This is a three-tiered approach with varying levels of support:

- Tier I: the classroom teacher will use a variety of strategies and materials to promote successful learning. If a student is not making progress as evidenced by on-going assessments, the teacher may choose to present the student's case to the Intervention and Referral Services/Response to Intervention Team. This team meets to develop a plan to provide appropriate intervention for students who are not making expected progress. The team will make the determination whether or not the student qualifies for Tier II interventions.
- Tier II: An Instructional Support Teacher will provide additional instruction in small and/or large group settings in addition to Tier I instruction. Tier II instruction will take place within your child's classroom setting and/or in an instructional support classroom within an 8-10-week period, twice a week. The program is designed according to the individual needs of the students through cooperative efforts of the classroom teachers and instructional support staff. Your child's progress will be reviewed on an ongoing basis. In the event that a student needs more intensive instruction beyond what is provided in Tiers I and II, the student may move to the Tier III program. At this time, parents/guardians will be invited to participate in the team meeting.
- Tier III: An RTI specialist will provide frequent and intensive instruction in a small group in a separate classroom, daily for an 8-10-week time period, four to five times a week. The program is designed according to the individual needs of the students. Your child's progress will be reviewed and monitored weekly. At the end of the Tier III intervention cycle parents/guardians will be invited discuss the child's progress and to develop a plan for the next cycle.

Instructional Support/Basic Skills

Instructional Support/Basic Skills is an academic support program which provides additional instruction in the areas of reading, language and/or mathematics instruction. The assistance is provided to students who have demonstrated a need for remediation and is based on multiple measures of student progress.

Speech

The district speech and language pathologists evaluate, diagnose, and consult with staff and/or parents on disorders of language, articulation, fluency and/or voice, and provide services to students who demonstrate impairment in these areas and meet the criteria for intervention. Depending on the needs of the student, services are provided individually or in a small group.

English as a Second Language (ESL)

The district ESL teacher evaluates students for whom English may be considered a second language. Instruction is provided for students demonstrating limited English proficiency and who meet the criteria for intervention.

Health Services

There is a full-time school nurse assigned to each school in the district, as well as a part-time registered nurse who travels between buildings. The nurses are on duty to meet the daily medical needs of the students and provide other services on an annual basis including screenings for vision and hearing.

VII. SPECIAL EVENTS / ACTIVITIES*

Assembly Programs

Students in all grade levels participate in various assembly programs throughout the school year. These activities are designed as enrichment activities and correlate with the academic curriculum. The assembly programs offer students an opportunity to participate in performance-based learning activities and be more self-confident in presenting in front of an audience. Students in the 6th grade participate in a Farewell Exercise in June as they move on to the junior high school program at West Essex.

The Home and School Association's Cultural Arts Committee arranges for several assembly programs that are presented to the students throughout the school year.

Book Fair

Each year the Fairfield Home and School Association sponsors a Book Fair for the students. The activity is an opportunity for students and parents to purchase books at the fair which is held in the school's library/media center. Proceeds from the sales help in the purchase of enrichment materials that augment and enhance the curriculum.

Class Parties

A limited number of class parties are scheduled each year, generally around a national holiday or on a seasonal theme. The activities provide the students with social enrichment opportunities. An "end of the year" party is scheduled by each individual class during the last month of school. Parents should be aware of healthy food policies now established in the state of New Jersey. All class parties must receive prior administrative approval.

Birthdays

Each year we have more and more children with food allergies. As a result, we have created the “Birthday Club” so we can celebrate birthdays in a safe manner by knowing what specific ingredients are in birthday treats. This district-wide initiative is provided through Maschio’s Food Service. Parents wishing to ensure the safety of all of our students must purchase treats through Maschio’s. No outside treats will be permitted. Treats will be distributed during lunch periods. Students will have a choice of either a cookie or ice cream. Parents must buy one for each student in the class. An order form is available on our website (www.fpsk6.org). Each item will cost \$1.00. ***Treats must be ordered at least one week in advance.*** Payments can be made directly to Maschio’s Food Service via their new web based Point of Sale Debit System or by sending in a check with your child. Birthday celebrations will continue to take place in the classroom, but treats will be distributed during lunch. Please remember, that in order to ensure our children’s safety ALL birthday treats CAN ONLY be offered through Maschio’s. Thank you for your understanding.

Field Trips

As an extension of the school’s educational curriculum, grade level classes are given the opportunity to participate in a field trip experience based on Board of Education approved venues. Written permission from a parent/guardian is necessary for a student to participate in any field trip activity.

Concerts

Students in the instrumental music ensembles and/or chorus perform two concerts per year at Churchill School. Dates and times TBD.

Special Person Day

Special days are scheduled each year at Stevenson School when grandparents or “special persons” (in lieu of grandparents) are invited to visit and observe and/or participate in certain classroom activities. Please note that due to safety concerns there is a limit of two (2) special persons per student.

Student Orientation

Kindergarten Orientation*

A special orientation will take for incoming kindergartners and their parents. The children will have an opportunity to visit the school, meet teachers, view the classrooms, and ride the school bus as part of “Project Welcome”, sponsored by the Home and School Association. While the children are introduced to their school, parents will have an opportunity to attend “Kindergarten Orientation” where they will receive important information on Fairfield’s Kindergarten Program. This is a perfect time for parents to complete the kindergarten registration process in the Superintendent’s office.

Third Grade Move-Up Orientation

Students moving up to 4th grade will have an opportunity to visit Churchill School. They meet the staff and receive an introduction to the school's academic programs. Students eat lunch and have recess at Churchill on this day. Additionally, they participate in a Q and A with current Churchill Students, they are given a guided tour of the school by Churchill students.

Sixth Grade Orientation

Students in the 6th grade attend an orientation activity that is held in June. The sixth-grade students visit West Essex Middle School and meet the staff and guidance counselors. An introduction to the school's academic programs is provided. The students have a chance to pose questions and receive a guided tour of the building. Parents are invited to attend an evening orientation. Additionally, counselors from West Essex visit students at Churchill earlier in the year to present an overview of the middle school program.

After-School Clubs*

After school clubs are offered at each school to give students substantive educational experiences and activities that are directly related to the school's curriculum and/or provide support. After school clubs include Student Council, Theater Club, Newspaper Club, Art Club, Homework Club, and Computer/Media Club and Jazz Café. Information on how students can join each club will be communicated to parents by the club advisors. The schedule and requirements for each club vary.

The Home and School Association also sponsors a wide-range of specialized classes for students from grades 2 – 6. For 2021-2022, the schedules are still to be determined.

Parents will receive a description of class offerings from the H.S.A. Participation in the program is dependent upon a parents' ability to pick up their child after school in a timely fashion.

Memory Books

The "Memories" Yearbook is given to all members of the sixth-grade class as they come close to the end of the year. The book serves as a positive reminder of the students' elementary school experiences and is co-sponsored by the Board of Education and Home and School Association.

Media Center Volunteers*

The media center is a busy place where many school activities take place. The volunteers assist with tasks including equipment setup, maintaining student materials, and signing out and collecting books. Parental involvement in this program is essential to the efficient operation of the media center.

Student Council (Churchill School)

The Student Council is made up of an executive committee, homeroom representatives (and alternates), and members-at-large, who give input to the principal and teaching staff. Membership on the Student Council gives students experience with the democratic process of government. The students participate in community-based events including

helping to collect food and toys for needy families at holiday time along with other worthwhile activities.

Student Council (Stevenson School)

The Student Council at Stevenson School is made up of student volunteers from the third grade. The objective is to improve community awareness on selected issues, raise money for charity and perform community service. Students complete one project per season, for example, a Thanksgiving food drive, mitten drive, letter and care packages to troops and helping to support charitable causes.

VIII. AFFIRMATIVE ACTION/HARASSMENT, INTIMIDATION, & BULLYING (HIB)

The Fairfield Board of Education shall, in accordance with law, guarantee equal employment and educational opportunity in the schools of the district. Each person shall be offered equal access to all categories of employment, or educational opportunity in this district without regard to race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status or disability.

The Fairfield Board of Education has a Comprehensive Equity Plan to comply with the equity requirements for which they are responsible. A copy of the Board Approved Comprehensive Equity Plan and related policies are available from the Affirmative Action Officer and the Superintendent's Office.

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