



Dear Families:

This guidebook, along with the district publication, *A Family Guide to the Fairfield Public Schools*, will help inform you about all that is going on in our district and school.

Welcome to the 2018 - 19 school year and have a great year!

Respectfully,

Elizabeth L. McGoey
Principal

STRATFIELD ELEMENTARY SCHOOL

1407 Melville Avenue
FAIRFIELD, CT 06825
PHONE: (203) 255-8332
FAX: (203) 255-8209
Stratfield Web Site:

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

Office Staff - Hours 8:00 AM to 4:30 PM

Principal
Elementary Program Facilitator
Building Secretary
Part-Time Clerk (AM)
Part-Time Clerk (PM)
School Nurse

Elizabeth McGoeys
MaryJo French
Linda O'Connor
Nancy Schneider
Elizabeth Corcoran
Cara Vino

SCHOOL HOURS

Pre-K/ECC Pre-K AM 8:45-11:30 or PM 12:30-3:15
Grades K-5 8:55 AM to 3:30 PM

Early Dismissal (K-5) 8:55 AM to 1:40 PM
See below information for Pre-K early dismissal.

Delayed Opening

K-5 10:55 AM
No AM Pre-K

ABSENTEE CALL-IN LINE

255-8421

EARLY CLOSING HOTLINE

255-TALK (8255)

Student drop-off begins at 8:45 AM. Please do not drop-off students any earlier, as there is no supervision available until 8:45 AM.

STRATFIELD SCHOOL VISION STATEMENT

Our philosophy stresses that each student should thoroughly enjoy learning while receiving a comprehensive background in basic skills while exposing the child to humanities, art, music, and literature. The curriculum fosters awareness, appreciation of, and acceptance of the varied cultures found in our immediate society and throughout the world. We utilize many local resources such as; community members, libraries, museums, and places of business.

Instruction includes concepts and practical problem solving experiences that enable students to use their higher level thinking skills. Our diverse curriculum offers each child a chance to succeed and to emerge as strong, secure individuals who are able to face life's many challenges with confidence.

STRATFIELD POLICIES AND PROCEDURES

Attendance

Regular daily attendance is very important. It assists children in their academic progress and helps them to be more secure in their school group. It also gives them an appreciation of the importance of education. All outside activities should be scheduled after school hours. Dental and medical appointments should also be arranged for after school hours whenever possible.

Tardiness/Absences

Promptness will help your child with establishing a sense of responsibility and dependability. If a child is to be tardy or absent, parents must report the tardiness or absence using the Absentee Call-in line at 203-255-8421. Please be sure to call this line and state the reason for the absence.

If students arrive to school after 8:55 AM, an adult must escort them to the office to sign them in and obtain a late pass.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

- Doors will be open to students at 8:45 AM. There are staff at the front entrance and the main office entrance to greet all students. In order to keep the traffic flowing in the “Kiss and Go” Lane, parents are asked to pull all the way up to reduce the back-up through the parking lot. We additionally ask that parents stay in their cars and allow the staff to assist students getting out of the cars. We ask that only students enter the building. If an adult would like to enter the building, he or she will need to enter at the office door, sign in at the office, and obtain a visitor’s pass and state the reason for his/her visit. Parents should not accompany students to the classroom unless they have an appointment with the classroom teacher at that time.
- **Please do not drop your children off before 8:45 A.M. as there is no supervision available until that time.**
- Students arriving on buses will enter through the main entrance at 8:45 AM.
** Please see the Kiss and Go Lane” traffic pattern map at the end of this guidebook.

Dismissal

- Student dismissal time is 3:30 PM.
- Bus students will be called to the main lobby and escorted out to the buses by staff. Students who are walkers/parent pick-up will be called by grade level.
- Students in grades 1-5 will be escorted to the front of the building for pick-up by parents, and kindergarten will dismiss by the door near the gym. Your child's teacher will communicate the specific location for dismissal/pick-up and any further information that is necessary in order to ensure the safety of all of our students.
- To ensure a safe dismissal, it is necessary for the teacher to see each parent/guardian picking up his/her child. Parents will need to come to the front entrance to meet their child's teacher in order for the child to be dismissed.

*Dogs/pets are **not allowed** on school property during the school day. This presents a particular safety concern during arrival and dismissal of our students.*

Early Dismissal Days

All students **K-5 are dismissed at 1:40 PM** on early dismissal days.

Pre-K Classes and Early Dismissal Days:

The Fairfield Public Schools Preschool Program will be changing the shortened-day schedule for scheduled Early Dismissals, such as parent teacher conference and staff professional development days. This will allow for equity between a.m. and p.m. sessions, and allow for a full session of school. Please see school calendar on the back of this letter for the early dismissal days.

A.M. classes will attend their regularly scheduled time 8:45-11:30 and P.M. classes will not meet on:

- October 10, 18
- December 21
- January 18
- March 12, 20
- April 4

P.M. classes will attend from 8:45-11:30 and A.M. Classes will not meet on:

- October 11, 23
- November 21
- February 14
- March 21, 28
- May 24

The last day of school (currently June 13th) and any other early dismissal days will be determined after the BOE sets the end of school and graduation dates.

- Students with Individual Education Plans (IEPs) that include double session or extended day programs will attend from 8:45-11:30 on early dismissal days

Students who attend specialized services (speech and language therapy, social skills group, OT or PT on a special schedule) that follow a different schedule than the regularly scheduled AM/PM sessions will be notified by your child's case manager regarding services on shortened-schedule days.

Please note that this new shortened-day schedule only applies to the scheduled Early Dismissal days listed above that are indicated on the Student Calendar for Fairfield Public Schools. **If schools are delayed due to weather conditions, the morning session will be cancelled.** If schools are dismissed early due to weather conditions, the afternoon session will be cancelled.

Alternate Dismissal

- If a student is going to have an alternate dismissal, please inform us in writing. Teachers will send these notes to the office so we have a record of all changes of dismissal.
- We will only accept alternate dismissals over the phone in the event of an emergency. We do realize there may be emergency situations that may occur last minute, but please make every attempt to call prior to 3:00 PM if there is a last minute change in dismissal.
- Please do not e-mail changes of dismissal. If there is a substitute or a teacher is unable to check his/her email during the day this change will not be received.
- If your child needs to leave during the day for any reason, he or she must bring written notification to his or her teacher in the morning. In order to pick-up your child during the school day, you must stop in the office to sign him or her out and office staff will then call your child down from his or her classroom.

CALENDAR

Please open the links below for the 2018-19 school calendar and the 2018-19 A-F Calendar.

file:///H:/2018-2019_Student-Calendar-Approved_11_28_2017.pdf

http://cdn.fairfieldschools.org/district-information/calendar/A-F_SCHEDULE_2018-2019_Elementary.pdf

C.A.R.E.S

We know Stratfield School has the greatest kids around. We will continue to foster social development in all students through CARES: Cooperation, Assertion, Responsibility, Empathy, and Self-Control. All staff will review these expectations in the beginning of the year in the classroom and throughout the building using Responsive Classroom strategies as our foundation for developing these skills in all students.

CLASSROOM EXPECTATIONS

Our Classroom reflects an environment conducive to optimal learning. Teachers will work with students to Create a set of Classroom expectations.



HALLWAY EXPECTATIONS

Students are being **Safe/Responsible/Kind** when they follow these rules:

- Walk at all times
- Eyes & body facing forward
- Voices at a Level 0
- Hands & feet to yourself
- Respect personal space
- Hold doors for others
- Use silent waves to say hello to friends

CAFETERIA EXPECTATIONS

Students are being **Safe/Responsible/Kind** when they follow these rules:

- Include others
- Keep hands, feet, and food to yourself
- Follow ALL adult directions
- Stay in your seat
- Clean up your area
- Line up calmly & quietly
- Use kind words and good manners
- Have polite conversations with everyone
- Eat your lunch to refuel!

RECESS EXPECTATIONS

Students are being **Safe/Responsible/Kind** when they follow these rules:

- Use equipment safely
- Keep hands & feet to self
- Include others
- Play fairly and safely
- Take turns
- Line up quickly & quietly

BUS EXPECTATIONS

Students are being **Safe/Responsible/Kind** when they follow these rules:

- Walk in a single line to enter & exit the bus
- Use kind words and quiet voices
- Face forward and stay seated
- Follow ALL adult directions
- Keep hands & feet to yourself & out of the aisle



BATHROOM EXPECTATIONS

Students are being **Safe/Responsible/Kind** when they follow these rules:

- Use bathroom appropriately
- Keep hands & feet to yourself
- Wash & dry hands
- Throw paper towels in the trash can
- Respect privacy
- Return to Class promptly

All members of the
Stratfield Community
show **CARES**:

C - Cooperation
A - Assertion
R - Responsibility
E - Empathy
S - Self-Control

Examples of Responses to
Unexpected/Unkind Behavior

- Think Sheet
- Apology of action
- Peer Conference
- Loss of privilege
- Conference with
student/parent/
teacher/other
school personnel if
necessary

**Stratfield School
Think Sheet**

Name: _____ Date: _____
Teacher: _____
Today, I had difficulty in: _____

What happened?

What did I do to make it right?

What will I do next time?

Student Signature:

Parent Signature:

***Please return this form to school
tomorrow***



We are the Starfish,
the Stratfield Starfish.
Our colors are yellow and
blue.

We try our best to persevere,
Work hard in all that we do.

We are the Starfish,
the Stratfield Starfish.

We are **responsible** and **kind**.
We know we always have to be
safe.

For when we are, you see us
shine!

We are respectful
to one another.

We try to live the Golden
Rule.

We have fun, we laugh, we
learn & grow,

We are Stratfield School!
**Be Safe. Be Responsible. Be
Kind.**

EMERGENCY COMMUNICATION

All emergency and other communication to parents and staff will be made through Infinite Campus. It is imperative that all parents/guardians complete the contact information or they will not receive these messages. For school closures and delays, etc. 203-255-TALK and the district website, in addition to the normal radio and TV stations will also be used, as has been the process in the past. Below is the Infinite Campus Portal Parent Guide site for your reference.

http://fairfieldschools.org/downloads/Infinite_Campus/IC%20parent%20portal%20for%20web.pdf

GET ACQUAINTED NIGHT/OPEN HOUSE

Get Acquainted Night/Open House is a parent event established as a way to learn about Stratfield School and individual classroom expectations. This brief informational presentation is given at 7:00 PM in the gymnasium, followed by visits to the classroom for teacher presentations. The date of this event is **Wednesday, September 12, 2018**. Classroom teachers will present two identical presentations. The first one will start at 7:30 PM, and the second will begin at 8:00 PM. Additionally, specialists and special area teachers will be available in their individual rooms from 6:40 PM – 7:00 PM should you wish to speak with any of these individuals.

PARENT/TEACHER CONFERENCE SCHEDULE

Timely communication between home and school is an important part of a successful learning experience. While this communication happens on an on-going basis and takes a variety of forms, specific Parent/Teacher Conference Days for the elementary schools have been established in the fall and spring to facilitate the process. Please mark your calendars with the following dates:

| | |
|--|--|
| Wednesday, October 10, 2018 (afternoon conference) | Wednesday, March 20, 2019 (afternoon conference) |
| Thursday, October 11, 2018 (evening conference) | Thursday, March 21, 2019 (evening conference) |
| Thursday, October 18, 2018 (evening conference) | Thursday, March 28, 2019 (afternoon conference) |

All evening conferences will be held 5:30 PM – 7:30 PM. Teachers will send home information on scheduling conferences for these evenings.

LUNCH, RECESS, SNACKS, BIRTHDAYS, ALLERGIES AND CAFETERIA PROCEDURES

Below is information from Dr. Toni Jones regarding our Allergy Policy from a letter sent previously to all parents in 2017.

The Fairfield Public Schools District is implementing practices to minimize the risk of accidental exposure to life-threatening allergens in our schools. With the opening of schools on August 31, 2017, all Fairfield Public School classrooms are designated peanut and tree nut free, with the only exception being the high school Culinary Arts classrooms. Understanding that staff, students, and parents share in the responsibility of keeping children safe in the classroom, we ask that parents/guardians ensure that their children do not bring foods containing peanuts or tree nuts to school for consumption in the classroom. Additionally, all staff and students at each school will receive training to support a better understanding of life-threatening allergies.

With some simple precautions and awareness, our school environment can be safe for everyone. For example, in each school cafeteria, there is a table designated as peanut and tree nut free. We also ask that parents support us by ensuring that students never bring foods containing peanuts, tree nuts, or products from peanuts and/or tree nuts to school for consumption in the classroom. If you are unsure of the ingredients in a product, please read the labels carefully or make something you are sure does not contain nut products. Additionally, our district website will provide a link to safe foods for consumption in the classroom. For some students, simply touching a nut product can lead to a severe reaction. As a result, we will be requiring that students not share food or move around when consuming foods. Parents can help us by reinforcing these rules and by encouraging students to wash their hands after lunch or snack. We will provide helpful reminders if students should stray from these important safety measures.

These simple precautions can make a difference between life and death for some of our students. Please help keep our schools safe for everyone by doing your part.

If you would like to view the district allergy policy, please click the link below:

<http://cdn.fairfieldschools.org/boe/policies/5000/5141.25AR%20-%20Adm.%20Reg.%20on%20Students%20with%20Spec.%20Health%20Care%20Needs%20Life%20Threatening%20Allergies%20and...pdf>

Peanut Free Table

A peanut free table is available for students with known nut allergies. A student can choose one friend to join them at the table. Any child joining a friend at this assigned table must have hot lunch. The only child that can bring a cold lunch to the peanut free table is the child with the nut allergy.

Recess/Lunch Schedule

| Grade | Recess Time | Lunch Time |
|--------------|--------------------|-------------------|
| K | 11:55 – 12:15 | 12:20 – 12:40 |
| 1 | 12:35 – 12:55 | 1:00 – 1:20 |
| 2 | 11:15 – 11:35 | 11:40 – 12:00 |
| 3 | 12:20 – 12:40 | 12:45 – 1:05 |
| 4 | 11:00 – 11:20 | 11:25 – 11:45 |
| 5 | 11:40 – 12:00 | 12:05 – 12:25 |

Birthday Celebrations

We welcome celebrating your child’s birthday in the classroom; however, we are asking that you please refrain from bringing in **any** food for this celebration. Please communicate with your child’s teacher for other alternatives to celebrate this special day. If you would like to come have lunch with your child on their birthday, please notify the office of this visit. There is a special “Birthday Table” in the cafeteria for the birthday child and their family to enjoy this occasion.

ADULT GUESTS

Parents and other visitors are both welcome and encouraged to visit the school and participate in special events. A few safety protocols have been put into place to provide a safe and secure environment for all students. School visitors must have an appointment with a staff member or a legitimate reason for entering the school. All appointments scheduled with teachers will be confirmed with the office so that we can expect your visit. Lunch-time visitors will only be allowed for student birthdays; a designated lunch table will be identified for this purpose.

If you or any family member would like to visit the school to help in a class, the library, or elsewhere, you must have a Volunteer Registration form on file in the school office. Please see the information below regarding Volunteers

ITEMS BROUGHT TO SCHOOL

If parents find it necessary to deliver articles of clothing, lunches, instruments, or other items to the school for their children, the items must be labeled with the student's name and classroom and left on the **“OOPS CART”** located at the main entrance of the school. We regularly check this cart and will get the appropriate materials to the child.

ELECTRONIC DEVICES

If you would like for your child to bring an electronic device to school for independent reading time, please fill out and send in the permission slip below. Individual electronic devices are only to be utilized during independent reading, and not to be utilized during any other part of the day including on the bus.

STRATFIELD SCHOOL

1407 Melville Avenue

Fairfield, CT 06825

Tel. 203-255-8332

Fax. 203-255-8209

Elizabeth McGoey, Principal

Linda O'Connor, Secretary



Dear Parents,

Many families have inquired about the use of electronic devices during independent reading time. As a result, we would like to offer students an opportunity to use these devices (Nooks, Kindles, IPads, etc.) during these times.

As a school, we cannot be held liable for any damage, theft, or lost devices. In addition, the school cannot monitor students if they decide to connect to the Internet.

If you would like your child to bring an electronic device to school for **independent reading time**, please sign the permission slip below and return it to your child's classroom teacher. These devices should not be used during recess or on the bus.

Thank you,

Elizabeth L. McGoey
Principal

Please tear off the bottom portion and return to your child's classroom teacher. Thank you. Ms. McGoey

I give my child, _____ permission to bring an electronic device to school and use it for independent reading time. However, I agree the school will not be responsible for damage, theft, or lost devices. In addition, I understand the school cannot guarantee supervision if my child uses the Internet.

Child's Name

Parent Signature

Date

BULLYING

BOARD OF EDUCATION DEFINITION OF BULLYING

The State’s definition of bullying under Sec. 10-222d, as amended by PA 08-160 and Board of Education policy is: “any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are committed more than once against any student during the school year.”

Process for Anonymously Reporting Acts of Bullying

A procedure was put into place to allow parents and students the opportunity to anonymously report acts of Bullying. Please see the Family Guide to the Fairfield Public Schools Handbook for the definition of Bullying. As always, we like to keep lines of communication open. Please feel free to contact me with any problems or issues that you may have in the upcoming school year. If you or your child wishes to **anonymously** report an act of Bullying there is a TIPS Anonymous reporting site accessible through our Stratfield website.

GUIDELINES FOR PARENT VOLUNTEERS

Thank you for offering to lend a hand as a parent volunteer at Stratfield School! As a staff, we firmly believe that there is a direct correlation between the quality of education that can be achieved in a school and the visible presence of caring parent volunteers.

Volunteers must adhere to the highest standards of personal discretion and confidentiality regarding all sensitive school-related matters. **In addition, there must be a clear understanding of and appreciation for the special “trust” that is formed between the school and the parent volunteer. Generating rumors or prying on the part of a volunteer to make personal or private matters public, simply cannot be tolerated.** The school reserves the right to “uninvite” a parent volunteer who is not able to adhere to these ethical standards.

We have drafted the following list of **ethical standards** for parents who serve as volunteers at Stratfield. We want and need your help!

1. Volunteers must aspire to “professional standards” of ethical conduct while serving in the school and while communicating about school activities outside of the school. There should be no judgmental or comparative anecdotal conversations in school or within the school community regarding the following:
 - Perceived strengths, weaknesses, or “styles” of individual children

- Children who display developmental delays or a need for special education or social services (school psychologist, social worker, speech and language pathologist, etc.)
 - Children's social, economic, academic, or emotional challenges or advantages
 - Perceived strengths, weaknesses, or "styles" of individual teachers
2. Volunteers must try to adhere to the schedules they have worked out with their cooperating teachers. An unanticipated failure to appear disappoints children and upsets teachers who have come to rely upon your presence and assistance. Please call in advance if you are not able to keep to your schedule.
 3. Volunteers with questions about the methods or practices of a teacher should seek clarification from the teacher.
 4. Volunteers should be prepared to tactfully redirect any efforts of other parents to question them about sensitive school-related matters.
 5. Volunteers may be involved by working with children directly or handling management tasks (laminating, copying machine, etc.) as determined by the teacher.

All volunteers must have a Volunteer/Resource Person Registration form on file in the school office every year. *The Volunteer/Resource Person Registration form must be completed at least 3 days prior to volunteering—you cannot complete a form on the day you plan to volunteer.* We will post the volunteer registration form on our school website should you need a copy.

Kiss and Go Lane traffic pattern map:

