



190 Putting Green Road, Fairfield, CT 06825

Telephone: 203-255-8322 Fax: 203-255-8206

Deborah Jackson, Principal

## NSS ABC's School Guidelines and Practices 2016-2017

### Arrival at School

- Students arrive beginning at 8:45 A.M. and are directed to their classrooms. We do not have adult supervision in place prior to this time so please make sure to follow the 8:45 A.M. guideline. If you need child care before 8:45 A.M. please contact our ECC Before & After School Program.
- During arrival time (8:45-8:55) we ask parents to refrain from entering the building for safety reasons as we prioritize safe entry of students during this time.
- All students in grades K-5 enter the building through our All Purpose Room (APR). On the first day of school we ask parents to wait outside in designated areas to ensure safety and not overwhelm our children. By adhering to this practice, it allows our teachers to confirm their class lists and escort their students to their new classrooms. After the students are safely escorted to classrooms – parents are invited to the PTA Welcome Coffee in the APR.
- Students do not wait outside or on the playground before school. No supervision is in place in these areas.
- Please help your child arrive to school on time. If your child is late, however, make sure he/she comes to the office for a late slip before going to the classroom. The official start time at NSS is 8:55a.m. For safety reasons, parents cannot escort their children to classrooms. If a student needs assistance someone in the office will help.
- PLEASE help your children by making sure all school materials (i.e. homework/glasses/instruments) are placed in backpacks the night before. This really helps minimize class disruptions. For this purpose and our increased security measures – we ask you to do the following in the event you need to drop off a forgotten item:
  - An “oops” cart will be placed outside the front doors for these items.
  - Please put your child’s name and classroom (i.e. John Smith, 5-O) on the item.
  - Please ring the doorbell and notify the office staff.
  -

The office staff will collect the items and deliver them to the classrooms.

This will minimize classroom interruptions and help students maintain their focus on learning.

## **Bicycles**

- Children in grades four and five may ride bicycles to school unsupervised. Younger students may ride their bicycles with parent supervision. Students must walk their bicycles onto and off of school grounds during arrival and dismissal times to the bicycle rack. The bicycle racks are not under constant surveillance, so a strong chain and lock is necessary.

## **Animals in School**

- The Fairfield Director of Health recommends NO pets in school. Please help your children understand that, even though pets feel like members of the family, they are not always predictable when they are in unfamiliar surroundings and can have a negative impact on others.
- **Animals on School Property:** There are signs posted on school grounds that animals are not permitted in town parks or school property for any reason. This is in compliance with a town ordinance.

## **Birthdays**

- Birthdays are very special to us at NSS, and we celebrate them in a variety of ways that do not include the sharing of food. The PTA list each child's birthday on a bulletin board in the hallway. We announce birthdays during morning announcements and each grade level teaching team celebrates class birthdays in a special way that will be explained in grade level handouts or at Open House Night. Feel free to send in a special snack for your own child ONLY when it is his or her birthday. We do not allow students to pass out birthday party invitations at school – so please do not send them in to your child's teacher.

## **Building Use**

- Reservations must be made if you plan an activity in the building before or after school. The district has implemented an on-line reservation system "School Dude." To access School Dude go directly to the Fairfield Public Schools website – [www.fairfieldschools.org](http://www.fairfieldschools.org). All building use reservations require a minimum 7 days advance notice. In accordance with the BOE Policy #5516 "Life Threatening Allergies" all areas of NSS are **food free zones** before and after school **except the All Purpose Room**. Please make arrangements to utilize the APR for snacks if you are using the building before or after school.

## **Cafeteria/Lunch Visitors**

- In the interest of safety parents can have lunch with their child on his/her birthday only (other children cannot join you for this special visit). If your child's birthday is during the summer or on the weekend you can plan one alternative time during the school year to enjoy lunch together at school. All lunch visitors must be scheduled by calling the main office prior to your visit. We have a special table set aside in the lunchroom for you and your child to

enjoy lunch together. We have a "no sharing food" rule in our school so please only bring food for your child/children only.

- Hot Lunch Payment Plans:
  - Check (payable to Fairfield School Lunch) or cash to Cafeteria Manager at school.
  - Pre-pay through [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) (Check for charges)
  - PLEASE keep your lunch account current to avoid any unnecessary upset to your child in the cafeteria.

### **Conferences:**

- Conference Dates are: **October 20, 26, 27 – March 29, 30, April 5 times & schedule to follow through IC**
- Teachers will be in contact with specific date and times for your conferences. Beyond set conference days, parents may call for teacher conferences any time during the year. It is best to contact your child's teacher to make an appointment. Supervision is not in place for children during conferences.

### **Dismissal Information**

- Safety comes first at NSS and this is especially important as we dismiss all 412+ students. Please review the following information to help clarify dismissal procedures.
- Regular Dismissal Options:
  - Bus
  - Pick up by parent of designee
  - Dismissed to walk home independently
  - Dismissed to ECC Program
  - Dismissed to Wakeman Bus
  - Dismissed to DATTCO Bus
  - Dismissed to YMCA Bus
- Bus  
If your child/children are eligible for the bus his/her name is automatically placed on the designated bus list and the teachers dismiss your child to the bus. Children can only ride their designated bus. If you plan on picking up your child from school you need to complete a "change in plans" note and send it in to your child's teacher that morning. If there is no note, and parents cannot be reached by phone, students are automatically sent home on the bus.
- Parent/Designee Pick Up Intermediate Blacktop Area –  
Students in Grades K, 1, & 2 – Classroom Teachers will dismiss directly to parent/designee as follows:

- **Grade K** - Mrs. Ramstedt's Outside Door (Last Door)
  - **Grade 1** - Mr. Porricelli's Outside Door (Second Door)
  - **Grade 2** - Mrs. Marko's Outside Door (First Door)
- Students in Grades 3, 4, & 5 – Classroom Teachers will dismiss their students on the Intermediate Blacktop Area.
  - **Due to our increased security measures – we do not dismiss students between 3:00 and 3:30. Please contact Mrs. Jackson directly if an emergency requires this at any time. Otherwise, please understand our need to keep this time clear for a safe dismissal of all students. If a necessary dismissal does take place between 3:00 and 3:30 – please ring the school doorbell and our office staff will escort your child to you at the front door. This keeps visitors to a minimum during this important time of the day as we prioritize safety.**

### **Dismissal Changes**

- Please complete a “change in plans” form (obtain through the PTA) and have your student hand it to the teacher in the morning. It is essential that we receive both white and yellow copies. This form is needed if there is a change in your child's regularly assigned dismissal procedure. We understand that sometimes there are last minute changes in family dismissal arrangements. **We ask that these last minute changes be kept to a minimum if possible and be called into the office by 12:00 p.m.** This will enable the office to deliver “a change of plan note” to the teacher before afternoon instruction begins. As instructional time is a priority, we try to keep interruptions to a minimum.
- **We need a note each time there is a change.** For example, we need a note **each time** your child is staying for a scout meeting, or After School Enrichment, etc.
- If we do not receive a call or change – your child will be dismissed as usual.
- We notify parents of any busses that may leave our campus later than usual through Infinite Campus only so make sure to check the appropriate communication preference (i.e. text, email, or both).

### **Friday Flash and Information**

- The Friday Flash is an electronic newsletter and a great vehicle for sharing important information about activities at NSS. Flyers and individual notes or letters need to be emailed to [nssfridayflash@fairfieldschools.org](mailto:nssfridayflash@fairfieldschools.org) by Thursday morning in order to be included in the following week's edition. Approved flyers need to be sent to [info@nsspta.org](mailto:info@nsspta.org).

### **Health Information**

- Please notify the nurse immediately of any head lice findings, even if discovered over the weekend or if it occurred during the summer. Confidentiality is always observed.
- Please report all communicable diseases to the school, even if they occur on a weekend. This includes strep throat, conjunctivitis, bronchitis, chicken pox, impetigo, pinworm, pneumonia and Lyme disease.

- Please do not send any medication to school with the children unless they have pre-arranged special permission (this includes vitamins, cough drops, prescription and non-prescription drugs). A parent may come to school at any time to give a medication to their child, but the nurse can only give a medication if the Doctor and parent have given written permission. If your child will need medication in school, please obtain a special form for this purpose from the nurse.
- When your child is ill, please call the absentee line, 203-255-8416, before or after school hours for each day your child is absent. Please leave a message stating your child's name and teacher and reason for absence. Thank you for your cooperation.
- Children are encouraged to bring their own chap stick to school, if needed. However, chap sticks must be labeled with child's name.
- District policy states that if a student has a temperature at night, in the morning or is sent home from school with one, they must stay home until they have been "temperature free" for 24 hours.
- Please do not send children to school if they have vomited during the night or in the morning. Although there is no specific school policy, we find that those children frequently are not able to work and we have to send them home.
- A parent cannot give a medication to anyone except his or her own child.
- During the winter months, children need to dress warm enough to be outside for fifteen minutes of recess.
- During the summer months, we discourage flip-flops as they present a safety risk while at recess. If they choose to wear them, they should bring in a pair of sneakers or other appropriate footwear to change into for recess.

#### **Life Threatening Allergy Policy #5516**

- Board of Education Policy#5516 was passed recently. More information will be shared shortly regarding specific aspects of this policy. For now, please refrain from sending snacks from home that contain peanuts and/or tree nuts. This helps us keep all of our students safe at school. We will share more information with you throughout the school year.

#### **Infinite Campus**

- This is the system used by Fairfield Public Schools to keep information current on your child/children and to communicate with you effectively and in a timely fashion. You can access information about Infinite Campus on the Fairfield website – [www.fairfieldschools.org](http://www.fairfieldschools.org) (parent portal section).
- It is essential that you keep this information current throughout the school year by reviewing your information and updating it as appropriate. Please make sure to enter ALL fields of information requested such as: phone numbers, emergency contacts, medical information, **AND that you check the box that allows your child to use technology in school**. If you find that you are not receiving notices from the school on infinite campus – please contact the main office and we will help you.

### **Over Due or Lost Books**

- Parents are responsible to pay for lost or unreturned library or textbooks.

### **Parking/Traffic Information/Traffic Circle reminders**

- The Circle is One Way. Please stay to the right as you enter and leave.
- The area of the circle near the front door entrance to the school is a Drop-off/Pick-up Zone only. You may stop and wait for a student in that area, but you may not leave your car. If you need to pick up your child at the door, you will need to park in a designated parking space.
- PLEASE don't **leave your car with the motor running** and unattended.
- Please help our environment by not keeping cars running within our campus.

### **Publishing Student Images & Technology Policy**

- Throughout the year there are a variety of activities in the classroom and sponsored by our PTA where there is routine videotaping or photographing of students. These images are routinely displayed or shown in a variety of settings including, but not limited to meetings, publications, bulletin boards and the school's web site. Student names are not connected with their images. **Parents who do not want their child videotaped or photographed and those images displayed in the circumstances described are asked to send in a written request to the principal.**
- We ask that parents exercise safety in terms of video and photographic material. Please **DO NOT** publish any student performances or pictures on Facebook or any type of public website!
- The provision of seeking prior permission does not apply to school yearbooks, school newspapers or images published by the working press. However, if a parent has a concern about the publication of a student's image in those settings, that concern should be brought to the attention of the school principal.

### **Physical Education Attire**

- It is the town policy for all students to wear sneakers in physical education class. Students who do not wear their sneakers will not be allowed to participate in physical education.

### **Visiting the School**

- We love having visitors at NSS and do our best to balance our need to ensure safety while maintaining a friendly and inviting school atmosphere. Please make sure to follow our safety protocols when visiting or volunteering in the building. It is district policy to have all volunteers complete a Volunteer/Resource Person Registration Form and Waiver (found on the District, NSS, and PTA website and distributed during the first week of school). We ask all parents to complete this form so that you can attend classroom activities throughout the year (i.e. parent readers; field trips; room parents, etc...).
- You will need to use the front doorbell to gain access to the building. We may ask to see identification and will also ask your reason for coming to the building. We ask that you contact the office in advance if you plan on visiting. You then

report to the main office to sign in and obtain a visitor's sticker. Make sure to wear your sticker in a clearly visible spot as staff members may question you in the hallway as they work together to monitor visitors in the building. Please make sure you sign out when your visit is over and make sure you DO NOT let other visitors into the building when you enter or leave through the front doors. We also ask that you adhere to your planned visit (i.e. lunchroom visit with your child; classroom presentation) and refrain from visiting other unplanned areas. This helps us maintain both a safe and distraction free learning environment for all. Please keep in mind that these measures are in place to maintain our school focus on "SAFETY FIRST." We greatly appreciate your understanding in following these protocols.

### **Weather Information**

- We utilize Infinite Campus to notify you of unexpected delayed openings and/or early dismissals due to storm/emergency conditions while school is in session. There is a section in the Infinite Campus Parent Portal that gives you the option of receiving either an email or text message. Make sure you complete it and keep it current. You can also obtain this information on local television and radio stations, [www.fairfieldschools.org](http://www.fairfieldschools.org), and 203-255-TALK (255-8255). You will be asked to complete alternate early dismissal plans for your child/children during the first week of school. Please make sure to complete this as noted on the form.



### **PUBLIC NOTICE**

Each school building's asbestos containing materials management plan is available for review at the school office.

E.P.A. Reg. 763.93 (4)