

# FAIRFIELD WOODS MIDDLE SCHOOL

1115 Fairfield Woods Road

Fairfield, CT 06825

Phone: 203-255-8334 Fax: 203-255-8210



**Gary A. Rosato, Ed.D.**  
Principal

**Ken Seltzer**  
Assistant Principal

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Assistant Principal

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August 2017

Dear Parents and Guardians:

Welcome to the 2017-2018 school year. I look forward to meeting each of you and working with you and your child (ren) at Fairfield Woods Middle School. I know it will be a great year!

I apologize for the length of this letter, but it contains a lot of important school information for parents and students, so please review this together. Even if you are not new to Fairfield Woods, please take another look at this information.

Three important items – please note:

- Upcoming **Open House** dates are:
  - Grade Six – Wednesday, September 13, at 7:00 p.m.
  - Grades Seven and Eight – Thursday, September 28, at 7:00 p.m.
  - Your child will bring home a schedule for you to follow. Please bring this with you. (**Please – Parents only at Open House**)
- Please read the **Student Drop Off / Pick Up** procedure carefully in the attached letter. It is critical that all parents dropping off or picking up students follow this procedure starting on Day 1. Thanks for your support.
- The **first day of school is Thursday, August 31st** and it is a full day for all students. School hours are 8:10 a.m. – 2:50 p.m.

Sincerely,

*Dr. Rosato*  
Principal

1. **6<sup>th</sup> Grade Orientation + Orientation for NEW 7<sup>th</sup> and 8<sup>th</sup> grade students**

The first day of school for Grade 6 students only is Wednesday, August 30th. Students will have a two-hour orientation session from 9:00 a.m. to 11:00 a.m. School buses do not run on this day, so please plan to provide transportation for your child. We hope all sixth graders will attend so that they can meet their teachers and become acquainted with the building and other team members before the full student body arrives. Grade 6 students should report to the Cafeteria at 9:00 a.m. where they will be seated by homeroom groups, meet their homeroom teacher and walk together to their homeroom classrooms. 7<sup>th</sup> and 8<sup>th</sup> grade students new to Fairfield Woods will be invited by their counselors to attend an orientation meeting on this day as well.

All students should be picked up from the orientation by 11:00.

On the first day of school, Thursday, August 31st, all students will report directly to their homeroom classrooms. 7<sup>th</sup> graders should report to the 7<sup>th</sup> grade hallway (down the main hall and then left upstairs) and 8<sup>th</sup> graders should report to the 8<sup>th</sup> grade hallway (down the main hall). All 6<sup>th</sup> grade homerooms are located in the 6<sup>th</sup> grade wing.

Homeroom assignments will be available on Infinite Campus after August 23<sup>rd</sup>. Please do not call the school for this information. Team assignments are final as a great deal of time and thought has gone into creating balanced teams.

2. **Schedule**

Homeroom teachers will review each student's schedule during the first day of school. If there is an error on a student's schedule they should see Mrs. Breisler in the guidance office.

3. **Buses, Transportation and Student Drop Off / Pick Up**

Bus eligibility begins one mile from school property. If a student lives beyond one mile, they are permitted to take a school bus. Students should see Mrs. Whiteley in the main office if they have questions regarding their bus assignment. Buses begin running on August 31<sup>st</sup>.

4. **Student Agendas**

All students will receive a new Fairfield Woods Student Handbook/Agenda when they come to school. The handbook contains a great deal of important information about the school, behavioral expectations and opportunities available to students. Both students and parents should read it carefully. The agendas have been provided through the generosity of the FWMS PTSA for every student to assist with study skills and organization. Students are expected to list all of their assignments in this book every day.

5. **Supplies**

Required supplies vary by grade level. A list of supplies is included in each of the Team Letters are posted on the Fairfield Woods website. As mentioned, you will be supplied with a new agenda / assignment book – a gift from the PTSA.

6. **Lunch**

Hot lunch including fruit and milk, as well as a la carte selections is available every day. Full lunch service will begin on Thursday, August 31st. Students can choose to pay for their lunch on a daily basis or through the meal pay service which is called MyPaymentsPlus. A link can be found on the school and district websites under Food Services. Pre-payment to Fairfield Food Services is required. **Outside food deliveries are not to be made to the cafeteria for any reason.**

7. **Emergency Forms**

Please make sure all your emergency contact information is up to date on Infinite Campus. School emergency forms are on the FWMS website under the Parent Information tab. They must be downloaded, completed and returned to school on the first day.

9. **Medical notes**

Please notify the school nurse immediately if your child develops any communicable diseases during the school year.

All students **entering grade 7 MUST** have had a health assessment on or after August 15, 2015. If we do not have a record of this on file, we will attempt to contact you directly before school starts. **CONNECTICUT STATE STATUTE MANDATES THAT CHILDREN WITHOUT THIS INFORMATION ON FILE WILL NOT BE ALLOWED TO START THEIR CLASSES.** Please check your child's medical records to be sure it is up to date. Children will be sent home if the form is not on file in the nurse's office.

Students entering 7<sup>th</sup> grade must also have the following immunizations:

- ✓ **Tdap – one dose**
- ✓ **Meningococcal – one dose**
- ✓ **Varicella – two doses or verification of the disease**

Children will be sent home if immunizations are not current.

For additional information, please contact the school nurse (203-255-8424) or the Public Health Nursing Office (203-256-3150).

10. **Communication and Involvement**

Everyone at Fairfield Woods strives to deliver an excellent educational program for every student. We will make every effort to communicate with you about the program and your child's progress through email, conferences, report cards, phone calls, Open House, and postings and messages on Infinite Campus. The FWMS Web Page also provides a great deal of information for you. If you ever need information or have a question, please do not hesitate to contact the school.

Parent Conferences are scheduled for October 19, 25, and 26. Parents and Guardians will be contacted by the school if a conference is deemed necessary. If any parent would like to request a conference, they can do so by contacting your child's homeroom teacher. Further details will be shared as the time gets closer.

11. **After School Activities**

Fairfield Woods offers a wide variety of after school programs to interest all students from 3:00-4:00. A **late bus** runs at 4:10 on Mondays and Thursdays to selected stops throughout the Woods enrollment area. The late bus begins on Monday, September 18th. Sign-up for activities occurs during lunch periods and are explained by the Activities Coordinator. Some of the activity choices include: Arts and Crafts, Cross Country, Field Hockey, Football, Singer-Songwriters, Basketball, Cheerleading, Dance Team, Drama Club, Newspaper Club, Track Club and Yearbook Club. An updated list of after school activities will be posted on the website and through Infinite Campus throughout the year.

12. **Videotaping/Photographs/Surveillance**

There may be occasion to videotape and take pictures of students in classrooms and during activities throughout the year for educational purposes or for newspapers, orientation slides, web page postings or the student yearbook. If you do not want your child photographed or videotaped, please write to Mrs. Duguid in the FWMS office before school begins. (Student pictures on the Website do not include a student's full name.) Also, please be advised that security cameras are installed throughout the school for safety, security, and surveillance purposes.

13. **Honors and High Honors**

Criteria for achieving honors and high honors reflect the high academic expectations of Fairfield Woods Middle School.

- High Honors: All A's in all subjects listed on the report card
- Honors: All A's and B's in all subjects listed on the report card
- A grade of "P" in a Pass/Fail course will not disqualify a student from either High Honors or Honors
- Any letter grade of C, D, F or I in any course will disqualify a student from making either High Honors or Honors.

If a student receives an "I" (incomplete) on their report card, he/she will be unable to qualify for honors until the outstanding work is completed. Students are given two weeks from the issue date of the report card to complete and turn in any outstanding work. It is the student's responsibility to seek out their teachers, complete their assignments and return all work within the time limits established. Once this is done, a grade average will be compiled. If the student receives either an A or B as a grade that replaces an "I", they will qualify for either honors or high honors. Any outstanding work not completed within the established time limits will receive a grade of "zero". These "zero" grades will be averaged with all other grades earned in the course during the marking period to determine the final grade.

14. **PTSA – Parent-Teacher-Student Association**

Everyone's involvement in the PTSA is important. Membership and participation in the PTSA extends and enriches the school experience for all students. The Woods PTSA is especially active and supportive of the middle school program. Parents, Guardians and Teachers are strongly encouraged to join the PTSA during the membership drive. Membership tables will be set up at Open House for your convenience. Money raised through the membership drive and other PTSA fundraisers supports a variety of events and activities such as Operation Hope lunches, the 8<sup>th</sup> grade dance, scholarships,

student year-end picnics, Spirit Day, sports uniforms, assignment books, and beautification gifts to the school – to name just a few.

Thank you for taking the time to review this letter with your child. I hope this information helps you prepare for the 2017-2018 school year. All of us at Woods look forward to welcoming all of our students back to school on August 31<sup>st</sup>.

Sincerely,

*Gary Rosato*

Dr. Rosato, Principal

**(Please read [Drop Off and Pick Up Procedures](#) below)**

## FAIRFIELD WOODS MIDDLE SCHOOL

### DROP-OFF/PICK-UP PROCEDURE:

**Please read this carefully.**

**I have provided a map at the end of this letter showing the new traffic pattern.**

**I strongly urge you to send your child on the school bus.** The arrival and dismissal times at Fairfield Woods are very congested. It would greatly help the overall situation if car traffic is minimized. Please consider having your child take the school bus if at all possible. Thank you. If you are planning to drive your child to school, however, please note that the front loop is reserved for **BUSES ONLY**.

The school administration and the Fairfield Police Department have developed this traffic pattern for student drop off and pick up. There are **2 drop off / pick up locations**.

- **Drop off / Pick up location #1 behind the tennis courts at the Auditorium entrance**
  - If you are entering the school property from Fairfield Woods Road, you will turn right up the 1<sup>st</sup> driveway past the tennis courts and drive around to the auditorium where you will drop your child off. When you come back down the driveway, you will only be allowed to turn left to exit the property leading you back to Fairfield Woods Road.
  
- **Drop off / Pick up location #2 – next to the 6<sup>th</sup> grade wing near Jennings School**
  - If you are entering the school property from the Jennings School parking lot, you will turn right and then a quick left up the driveway by the 6<sup>th</sup> grade wing and drop your child off by the entrance at the top of the driveway. When you go back down the driveway, you will only be allowed to turn right to exit the property leading you down to Fairland Drive.
  
- This traffic pattern will keep cars and student foot traffic away from the front of the school as buses are arriving in the morning and leaving in the afternoon.
  
- Crosswalks have been painted and signage has been installed to assist with this process.
  
- **IMPORTANT: If you are picking your child up at the end of the day, please be sure they know which side of the building you will be waiting for them. Students should be able to independently walk to where you are picking them up.** I have provided a map at the end of this letter showing the new traffic pattern.
  
- It is critical that all parents who are dropping off or picking up students adhere to this new traffic pattern as it will greatly enhance the safety of all students at the critical times of arrival and dismissal. Thank you for your help and support in this matter.

Traffic Congestion Times  
 Morning: 7:45 AM till 8:15 AM  
 Afternoon: 2:50 PM till 3:10 PM

### Fairfield Woods Middle School

### Proposed Traffic Plan

Northeast School parking lot  
 Auditorium Area

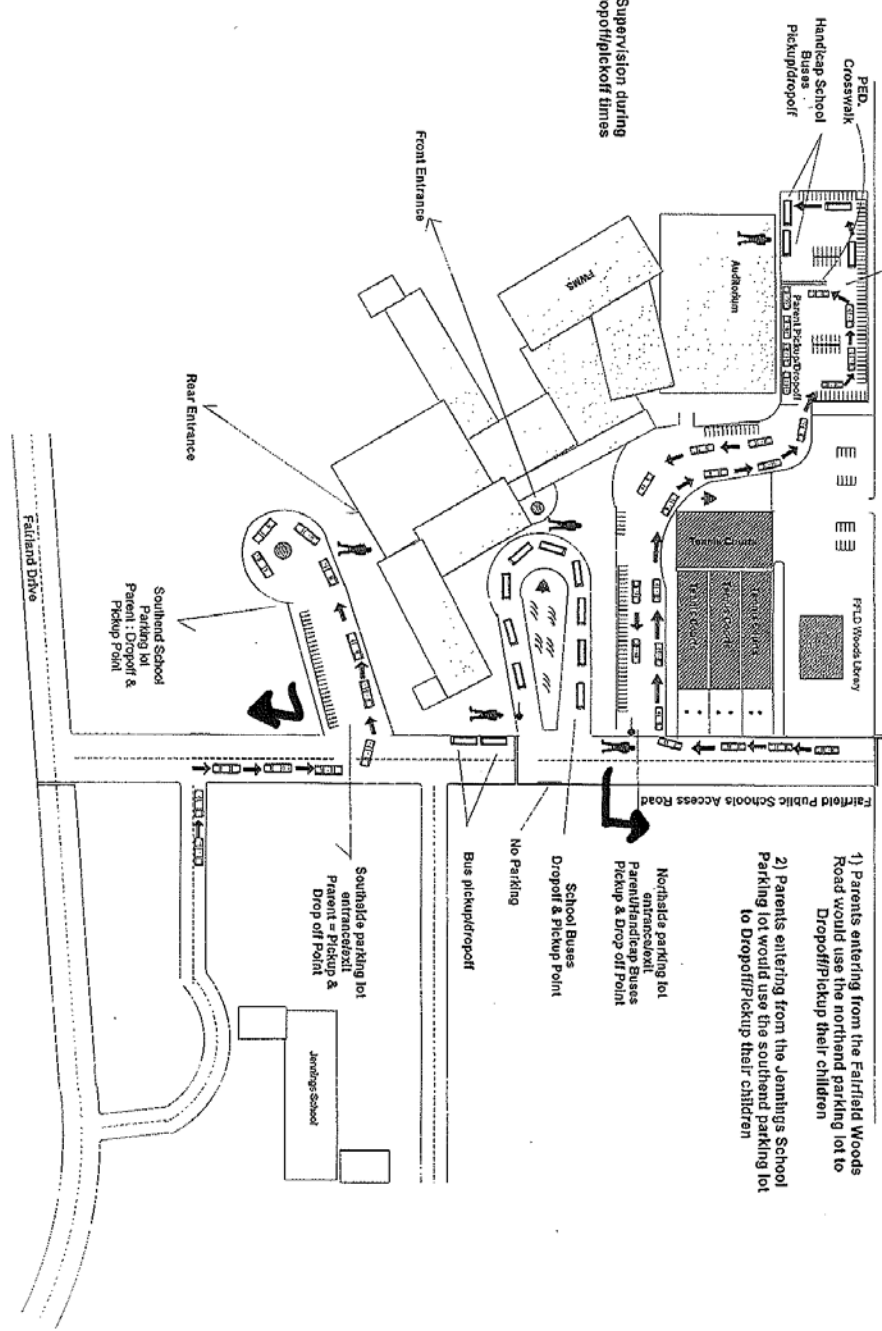
Fairfield Woods Road

Crosswalks



- 1) Parents entering from the Fairfield Woods Road would use the northern parking lot to Dropoff/Pickup their children
- 2) Parents entering from the Jennings School Parking lot would use the southern parking lot to Dropoff/Pickup their children

 = Supervision during Dropoff/pickup times



Front Entrance

Rear Entrance

Southend School  
 Parent Dropoff &  
 Pickup Point

Northeast parking lot  
 entrance  
 Parent/Handicap Buses  
 Pickup & Drop off Point

No Parking

School Buses  
 Dropoff & Pickup Point

Bus pickup/dropoff

Southside parking lot  
 entrance  
 Parent Dropoff &  
 Pickup Point

Jannings School

Fairfield Drive