

# MCKINLEY SCHOOL HANDBOOK

## Policies and Procedures



**2017-2018**

**Parent/Student Handbook  
2017-2018**

**Table of Contents**

**SECTION 1 - GENERAL INFORMATION**

Principal's Letter	4
Board of Education	5
Central Office & McKinley School	6
FPS Mission, LT Goal, Educational Goal	7
McKinley Mission	8
Staff Roster	9-10

**SECTION 2 - ATTENDANCE**

School Year	11
Arrival	11
Dismissal	12
Attendance Guidelines	13-14
Registering and Withdrawals	15

**SECTION 3 - ACADEMIC AND INSTRUCTIONAL EXPECTATIONS**

Curriculum	15-16
Professional Development	16
Grading System	17
In the Classroom	17
Class Celebrations/Birthdays	17
Field Trips	17
Homework	17-18

**SECTION 4 - BEHAVIORAL EXPECTATIONS**

Pledge and Behavior Expectations	18-20
Bus Conduct	20
Cellular Phones	21
Dress Code Policy	21
Items Not Permitted in School	21
Bullying Policy	22
Recess Policy	22
School Property	22

## Table of Contents Continued

### SECTION 5 - COMMUNICATIONS

Home/School Communication	22
Infinite Campus	22
Agenda Book	23
Email	23
Weekly E-News	23
School Visitation	23
Telephone	23

### SECTION 6 - SAFETY AND SUPPORTIVE ENVIRONMENT PROCEDURES

Food Policy	24
Fire and Lock Down Drills	24
Inclement Weather	24
Family Emergency Plan	24
Medical Emergencies	24

### SECTION 7 - SUPPORT SERVICES

Counseling	25
Library Learning Commons	25
Pupil Services	25
Social Worker Services	26
Health Services	26-28
Cafeteria	28

### SECTION 8 - PTA

PTA Contacts and Information	28 - 29
------------------------------	---------

### APPENDIX

Volunteer Registration Form	30 - 32
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Dear McKinley Families,

The McKinley School Handbook has been prepared to provide you with valuable information about McKinley School. There are many policies, regulations, and services discussed in this handbook. Please read and keep the handbook for reference throughout the year. Many of your questions have been anticipated and are discussed in some detail within this document.

McKinley School will continue to provide a challenging academic curriculum while also infusing the arts in education throughout the year. We do our utmost to fulfill the mission of the Fairfield Public Schools. We are continuing on our path of student-centered teaching – using evidence of student learning to inform our teaching. Our themes this year are teamwork, collaboration, and kindness. We have set three goals to guide our work: 1) further strengthen our early intervention process in literacy. This is a district goal for all the schools which Dr. Jones has initiated; 2) use student classwork in reading to plan instruction and monitor progress so that we respond immediately to how students are learning; 3) work together as adults across teams to share innovative teaching practices that best help students produce quality work.

We are so appreciative of all of our families at McKinley who work collaboratively with the school. We encourage you to become actively involved in your child's education. You are invited to visit your child's class and to work closely with your child's teacher. Together, we will continue to make McKinley a great school where every student has opportunities to succeed.

It is our hope that this guide will be helpful to you as you familiarize yourself with the policies and procedures at McKinley. We are looking forward to a dynamic school year filled with excitement and many opportunities for learning.

Sincerely,  
Leslie C. Pearson  
Principal



**FAIRFIELD  
PUBLIC SCHOOLS**

## **BOARD OF EDUCATION**

Phillip Dwyer ~ Chairman  
Trisha Pytko ~ Vice Chairman  
Jessica Gerber ~ Secretary  
Nick Ayesh  
Donna Karnal  
Jennifer Maxon Kennelly  
Eileen Liu-McCormack  
John Llewellyn  
Marc Patten

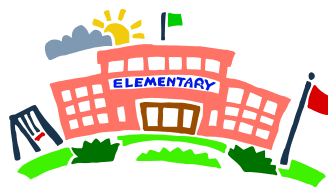
### **BOARD OF EDUCATION MEETINGS**

You are invited to attend meetings of the Board of Education, which are usually held on the second and fourth Tuesdays of the month.

During the course of the year, special meetings may be held. These meetings, which are also open to the public, will be announced far enough in advance to encourage community participation.

All meetings are held in the Board Room, 501 Kings Highway East, 2<sup>nd</sup> floor, at 7:30 PM.

## SECTION 1 - GENERAL INFORMATION



### **CENTRAL OFFICE**

Dr. Toni Jones	Superintendent of Schools	255-8371
Michael Cummings	Chief Academic Officer	255-8372
Darla Miner	Executive Director – Innovation, Curriculum and Programs PK-12	255-8372
Colleen Deasy	Executive Director - Personnel and Legal Services	255- 8462
Robert Mancusi	Executive Director - Special Education and Student Services	255-8379
Tom Cullen	Executive Director – Maintenance and Facilities	255-8373
Doreen Munsell	Executive Director – Finance and Business Services	255-8383

### **MCKINLEY ELEMENTARY SCHOOL**

**Grades: K – 5**

Location	60 Thompson Street Fairfield, CT 06825
Telephone	(203) 255-8318
Fax	(203) 255-8204
Absentee Line	(203) 255-8414
Website	<a href="https://campus.fairfieldschools.org/campus/portal/fairfield.jsp">https://campus.fairfieldschools.org/campus/portal/fairfield.jsp</a> <a href="http://www.mckinleyschool.org">www.mckinleyschool.org</a>
Staff e-mail	Staff member’s first initial and last name @fairfieldschools.org (example: lpearson@fairfieldschools.org)
Hours of Operation	8:45 AM to 3:25 PM

## **MISSION**

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever-changing global society through a comprehensive educational program.

## **LONG-TERM GOAL**

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

## **EDUCATIONAL GOALS**

Fairfield Public School students will:

- Develop into responsible citizens who exhibit ethical behavior
- Acknowledge, explore, and value the importance of diversity
- Develop a healthy personal identity and self-reliance
- Demonstrate strong motivational persistence to learn
- Exhibit an inquisitive attitude, open mind, and curiosity
- Acquire an understanding and appreciation of other cultures
- Understand international issues and demonstrate the skills needed to participate in a global society
- Acquire knowledge of the following areas of study: science; technology; mathematics; language arts; social studies; literary, visual, and performing arts; world language; unified arts; health and physical education.

The mission of McKinley School, in partnership with the community, is to provide our diverse students with a rigorous and nurturing learning experience designed to maximize their intellectual, physical, social and emotional potential.

### Beliefs

- Students must become self-directed learners, complex thinkers, and cooperative workers in order to become successful and productive members of a global community.
- The school must work in partnership with the community to ensure quality performance, continued growth, and motivation for life-long learning.







## *McKinley School*

### **2017-2018 Staff Roster**

Principal  
Instructional Improvement  
Secretary  
Clerical Assistant  
Nurse  
Psychologist  
Social Worker

Leslie Pearson  
Scott Mazuroski  
Chrissy Petrino  
Paula Behanna, Denise Lynch  
Guylaine Kinney  
Dominika Pellegrini  
Rebecca Miller

Kindergarten Teachers

Tara Carignan  
Ginny Gillen  
Michelle Greco

Grade 1 Teachers

Patricia Ahearn  
Shannon Andersen  
Cory Cody  
Ilyse Gendron  
Diana Tompkins

Grade 2 Teachers

Kristen Grammatico  
Laura Jamison  
Tina Martin  
Jen Russello

Grade 3 Teachers

Lucille Contacessi  
Kristen Kiewlen  
Brianna Ozimek  
Jacquelyn Sorrentino

Grade 4 Teachers

Amy Fox  
John Harvey  
Kura O'Driscoll  
Michelle Papper

Grade 5 Teachers

Alexandra Doyle  
Renee Grenier  
Rick Lowry  
Lindsay Morrell

Art Teacher

Amy Gorruso

Physical Education Teachers

Sean Dolyak  
Kelly Haines

Music Teachers

Lisa Bettke  
Mendy Midzenski

Strings Teacher  
Band Teacher

Dan Fecteau  
Patti DiMeglio

Spanish Teacher	Angelina McClain Marta Mwambulukutu
ESL Teachers	Laura Baker Michelle Gudiel Jessica Keane Joyce Bultman
ESL Paraprofessional	Isabel Hodgson
Language Arts Specialists	Mary Dolan-Collette Anmarie Galgano Michelle Pennino
Literacy Interventionists	Kim Newbauer Joan Huff Annette Lemma
Math/Science Resource Teacher Math Interventionist	Maureen Bonenfant Jessica Curtis
Gifted Teacher	Tanya Rahn
Special Education Teachers	Dina Battaglia Tara Chizmadia Lynne Levesque Caitlin Sakso
Speech and Language Therapist Occupational Therapist Physical Therapist	Stephanie Zwillich Louisa Frederick Lauren Gately
Library Media Specialist Library Media Paraprofessional	Susan Selk Debbie Sherwood
Paraprofessionals	Janet Arnow Siobhan Blaze Janet Burns Alexis Guadalupe Christina Haithwaite Ramon Hodgson Deborah Levy-Holleran Pinal Kothari Meaghan Lahiff Kate Mangan Karen Rosen Teresita Sansone Diane Waring
School Building Substitute School Building Intern	Sheila McDermott Christine Gusson
Head Custodian Custodians	Diego Arredondo Jason Pereira Mark Volza

## SECTION 2 - ATTENDANCE

### A. SCHOOL YEAR

The Board of Education has established a calendar containing 182 days for instruction. At the beginning of the school year, this calendar will be distributed indicating the days that school is in session, all holidays and vacation periods (see McKinley PTA calendar).

#### SCHOOL HOURS

Grades K-5

8:45 A.M. to 3:25 P.M.

#### EARLY DISMISSAL

8:45 A.M. to 1:40 P.M.

#### Scheduled Early Dismissal Days

*October 17, 19, 25, 26; November 22; December 12, 22; January 30;*

*February 15; March 13, 28, 29; April 4; May 22*

#### DELAYED OPENING

10:45 A.M. to 3:25 P.M.

### B. ARRIVAL

Students may enter the building through the front door beginning at 8:45 a.m. For his or her safety no student should arrive before 8:45 a.m. UNLESS the student is attending specific school-scheduled and supervised activities such as band or orchestra rehearsal, Ballet for Breakfast or is enrolled in Kids' Place early morning care.

#### WALKERS

Walkers should arrive between 8:45 a.m. and 8:55 a.m. They should use the sidewalks and enter the school through the front door. Only students will be permitted access to the building. Parents will not be allowed to walk students to class.

#### AUTOMOBILE DROP OFF

All parents dropping students off for the start of school should follow a Stop, Kiss & Go procedure. *Reminder:* No one should be dropped off before 8:45 a.m.

1. When dropping off your children, please **enter using the driveway by the playing fields**, and pull your vehicle up as far as possible. **Do not leave your vehicle**. If your child needs assistance, ask the attending staff member(s) to help. **Have your children exit from the passenger side of the vehicle only**.
2. Park only in the areas designated with white lines.
3. It is imperative that caution be used at all times when driving near school grounds and in driveways. **Please drive slowly**. Also, avoid parking in the handicapped spaces unless you have a permit. Please be a positive role model for driving wearing a seatbelt, refraining from talking on a cell phone, and if parking, walking safely. Please know that our students' safety is our primary concern. Your caution and cooperation are most appreciated.

Please refer to the map on the next page.





**BUS RIDERS**

All bus riders will be dropped off after 8:45 a.m. in front of the school. They should use the sidewalks and enter the school through the front doors. Staff members are available to help students exit the bus and enter school safely.

**BICYCLE RIDERS**

Children in grades 1-5 may ride their bikes to school if parents permit. Once on school grounds, children must walk their bikes to the bike rack. Locks and helmets are strongly recommended. Please stress that bicycles are subject to the laws of the road. Bike riders should arrive between 8:45 a.m. and 8:55 a.m. McKinley School is not responsible for lost or stolen bicycles. If you are in need of a bicycle helmet please see Becky Miller, Social Worker.

**C. DISMISSAL**

**SUPERVISION OF STUDENTS AFTER SCHOOL HOURS**

The safety of your child is our highest concern, and there are always school staff assigned the responsibility of student supervision during the instructional day.

Supervision is **NOT** provided at any other time(s) unless specific arrangements have been made with a staff member.

Students may not remain in the building, or on school grounds, more than 10 minutes after the instructional day ends (up to 3:40), unless specific arrangements for supervision have been made with a staff member, the student participates in a supervised afterschool program or the student is accompanied by his/her parent or guardian.

**WALKERS AND CAR RIDERS**

After buses are called all walkers will be dismissed. Students with younger siblings dismiss with the youngest sibling's class. Classroom teachers walk students to the designated dismissal area for each grade.

Children walking home alone are required to have a letter on file in the main office with a parent or guardian signature.

### **BUS RIDERS**

At 3:25 p.m. a bell rings and all bus students report to the gym. In the gym each student lines up in his or her designated bus area. Students are then dismissed in the order that the buses arrive. ***Bus students are not permitted to ride any bus other than the one to which they are assigned.***

### **DISMISSAL NOTES**

Students must bring a written note from their parents in the morning referring to:

1. Early dismissal
2. Going home other than the usual way
3. Leaving the building with someone other than a parent or guardian.

**EMERGENCY MESSAGES TO STUDENTS**-Please do not request **OFFICE PERSONNEL** to contact your child unless there is an extreme emergency. Our office receives many requests per day to relay messages regarding cancellation of dental appointments, pick up, baby-sitting and the like. Although these may be important messages, each require an adult to interrupt a class to locate a student. This disturbs the educational flow for everyone. There is no system by which these messages can be relayed without much time and effort being spent. **DO NOT CALL OR COME INTO THE OFFICE AFTER 3:00 P.M. IN AN ATTEMPT TO CHANGE AFTER-SCHOOL ARRANGEMENTS.** Please be sure your child leaves home with important information. Of course, in the case of an extreme emergency, we will deliver messages promptly.

### **AUTOMOBILE PICK UP**

All parents picking students up after school need to park in designated spots to meet their students. **It is highly recommended that parents park off-site since there is limited parking available on campus.**

1. At 3:25 p.m. kindergarten parents must enter using the driveway by the playing fields, park, and pick up children at the exterior door of each Kindergarten classroom.
2. Parents who are picking children up after school in grades 1 - 5 must enter using the driveway by the playing fields, park and walk to the designated meeting spot. When picking your child up after school, please arrive before 3:30 P.M. Do not park in the bus loop or in the Kiss and Drop area. It is imperative that this area be left clear so that the buses, emergency vehicles, and other parents trying to access parking through the driveway have clear in/out access. Since parking is limited, it is recommended that parents park off-site or arrive early to find an open spot.
3. Teachers dismiss students from designated spots. Grades 1 & 5 parents meet students at the basketball courts. Grade 2 parents meet students at the rear of the school, at the doors directly opposite the front door. Grades 3 and 4 parents meet students in the front of the building. It is helpful for parents to await their children in the grass area so that the front entranceway is clear for teachers and students to exit. **Older siblings will dismiss with the youngest sibling's teacher.**
4. If you are picking up your child early or in the middle of the day for any reason, please wait for your child in the main office. Remember to sign out and, if returning during the day, sign back in. If your child is at recess, he/she will be called to the main office for dismissal.

### **STUDENTS STAYING FOR AFTER SCHOOL ACTIVITIES**

**All students** will be dismissed by their classroom teacher. Students must remain with the classroom teacher until called from the Office by the dismissal announcements.

### **D. ATTENDANCE GUIDELINES**

Attendance is extremely important to a successful school experience. We encourage both parents and students to make prompt and consistent attendance at school a priority. To be counted present for the day, students must attend school for at least the equivalent of half the school day. At McKinley, 12:15 p.m. is the

exact midpoint of the school day. Students who have 10 or more unexcused absences will receive a truancy letter from the principal, in accordance with state and district policy (see Absences below).

### TARDIES

It is extremely important for students to arrive at school on time. This sets up a life-long habit of promptness, which is essential to the work place. Students arriving after 8:55 a.m. must **stop in the office to receive a tardy slip**. Furthermore, parents will receive a letter from the principal for continued tardies. Additionally, a referral to the school social worker will be made for chronic tardiness.

### ABSENCES/TRUANCY

Students are encouraged to attend school with minimal absences in order to profit as fully as possible from the educational experience. In accordance with Connecticut state law, it is the policy of Fairfield Public Schools to define truancy in this manner: **A truant is a child aged five to eighteen inclusive who has four unexcused absences in one month or ten unexcused absences in one year.** Parents will receive a letter from the principal and a meeting with the principal or social worker will be held to resolve the situation.

Connecticut state law requires parents/guardians to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents/guardians or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

If a child is absent from school, parents must call **203-255-8414** between 4:00 PM (the preceding day) and 9:00 AM and leave the child's name, classroom teacher's name and reason for the absence on the answering machine. **WE CANNOT STRESS HOW IMPORTANT THIS PHONE CALL IS FOR THE SAFETY OF YOUR CHILD.**

### EARLY PICK UP

When it becomes necessary, children may be dismissed during the normal school day. Students must come to school with a note written by a parent or guardian requesting an early dismissal. The note should include the reason for the requested early dismissal. In order to maintain school safety and minimize interruptions to instructional time in the classroom, a parent, guardian, or person authorized on the Emergency Card must come to the office and sign the child out of school. School officials may require verification of custody or identification from anyone requesting to check a student out of school. No student is to leave the building unescorted during the school day.

- **EMERGENCY MESSAGES TO STUDENTS**-Please do not request *OFFICE PERSONNEL* to contact your child unless there is an extreme emergency. Our office receives many requests per day to relay messages regarding cancellation of dental appointments, pick up, baby-sitting and the like. Although these may be important messages, each require an adult to interrupt a class to locate a student. This disturbs the educational flow for everyone. There is no system by which these messages can be relayed without much time and effort being spent. **DO NOT CALL OR COME IN THE OFFICE AFTER 3:00 P.M. IN AN ATTEMPT TO CHANGE AFTER-SCHOOL ARRANGEMENTS.** Please be sure your child leaves home with important information. Of course, in the case of an extreme emergency, we will deliver messages promptly.

### VACATIONS WHEN SCHOOL IS IN SESSION

The staff of the Fairfield Public Schools emphasizes the importance of regular school attendance. We urge you to plan vacations only during the time school is **NOT** in session. If you must take a family vacation during school time, the following will be the responsibility of both parents and child.

1. Send a written note to your child's teacher(s) a week before you will be away requesting school work to be covered during that period. To the extent that the teacher can provide work that the child can do with little or no direct teaching instruction, it will be provided.

2. During the vacation, parents should set aside regular study time and, insofar as possible assist the child with his/her work.
3. Upon the child's return to school, make up work must be handed in **WITHIN TWO WEEKS** of the return to school.
4. If the child cannot understand the work, it is the responsibility of the parents to provide tutorial assistance outside of school to help the child. While teachers do help youngsters after school, that time is most properly reserved for children absent from school for illness, family emergency, or a holy day, or for pupils who attend class and still need extra help to grasp difficult concepts.
5. Family vacations are considered an unexcused absence.

**E. REGISTERING/WITHDRAWALS**

The school office should be notified of all student entrances and withdrawals so that records may be obtained or sent out. To register a new student parents must make an appointment at the Board of Education. **Online Registration is required.** The url address is:

[http://fairfieldschools.org/parent\\_resources\\_registration\\_emergency\\_card\\_portal.htm](http://fairfieldschools.org/parent_resources_registration_emergency_card_portal.htm)

## **SECTION 3 -ACADEMIC AND INSTRUCTIONAL EXPECTATIONS**



**A. CURRICULUM**

**Language Arts**

Reading instruction at McKinley is based on the Balanced Literacy model. The reading curriculum is rigorous and rooted in the Common Core State Standards for Literature and Informational Texts (non-fiction). Balanced Literacy includes the 60 minute reader's workshop and is supported by an additional 30 minutes of word work, interactive read aloud, and shared reading. During the workshop, students are provided with direct instruction from the teacher during the mini-lesson and then given time to read independently in a self-chosen book that has been determined to be at a "just right" level for them. During this independent work time, teachers meet with students in small reading groups where students are guided through texts and provided strategies to help them become stronger and more independent readers and thinkers. Teachers also meet with students in 1:1 reading conferences so the teacher can support each student's growth and independence. Reader's workshop is based on the premise that a child becomes a better reader by spending at least 60 minutes each day with their "eyes on text." Students are expected to read at home in addition to the time spent reading at school.

In addition to daily reading, all students at McKinley are provided with daily writing instruction during a 45-60 minute writer's workshop. Similar to the reader's workshop, the writing curriculum is based on the Common Core State Standards for writing. Students at McKinley are instructed across a variety of genres including narrative, information, and argument writing. Children are given the opportunity to learn a new writing strategy during the mini-lesson and then time to apply the new learning to their writing. Writing instruction involves independent work as well as small group instruction, conferring, guided and shared writing experiences. Students are expected to write a lot and will grow as creators, revisers, and editors of their own writing.

**Math**

Mathematics is ever-present in the 21<sup>st</sup> century and is a critical life skill for our students. It is no longer sufficient to learn arithmetic and procedural mathematics. Students need to be active problem solvers and mathematical thinkers to be prepared to address the issues and problems in the work place and world in which they live.

The primary focus at the elementary level is to develop a deep understanding of number and place value. The curriculum includes increased emphasis on algebraic thinking and involves students in the study and use of patterns and relationships. Students use logic and mathematical reasoning to justify solutions.

Students are expected to use a variety of problem-solving tools; calculators, computers and software, and manipulative to solve problems. It is important for students to know basic facts as they progress through the grades. Students are encouraged to make conjectures about mathematical relationships and seek varied strategies for analyzing information. The development of alternative strategies for finding solutions to problems is not only encouraged but is important to build a repertoire of approaches for solving problems. Students compare and analyze strategies and determine which is most efficient given a set of number of problem situation.

All students are expected to communicate mathematical ideas, problem-solving strategies and justify their reasoning. Students “prove” their answers through a variety of representations building models, illustrations, charts, graphs, using numbers and expressing them in written and verbal form. Students are encouraged to generalizations about strategies they use with questions like; “Will this strategy always work?”, or “How can you apply that strategy to solve a different problem?” Everyday with teacher guidance students solve problems, develop models, apply and practice skills, share different approaches, explain their reasoning, clarify their thinking and develop confidence in themselves as mathematicians.

For more information, please visit the Fairfield Public Schools math website at <http://fairfieldpublicschools.k5math.wikispaces.com/home>

### **Science**

The elementary (K-5) study of science promotes the development of wonder and essential understandings of the natural world. It nurtures students’ abilities to apply scientific knowledge to make informed and logical judgments about societal issues. In the intermediate grades the elementary program focuses on the development of descriptions of basic natural phenomena. These are creative processes of investigating, reasoning, critiquing and communicating about ideas, not about a static body of facts to be memorized. Therefore, in science students will participate in endeavors that are evidence based and use inquiry skills that lead to a greater understanding of the world. The scientific explorations include areas of earth, life, and physical sciences and involve the formulation of hypotheses, designing of experiments, using technology, gathering and analyzing data using appropriate equipment and materials, and then drawing conclusions. As part of this program Grades 3 – 5 also incorporate a unit based on Fairfield’s Mill River ecosystem, flood plain, and its link to the sea. The elementary program builds a foundation for further study in science at the middle school level.

### **Social Studies**

The elementary social studies curriculum begins with the study of how communities are formed and why it is important to be a contributing member of one’s community. There is a focus on respecting the world around us, beginning with one’s local community, expanding to the state, national and international levels. Various cultures are explored and basic geographic skills and concepts are taught. This year FPS will be implementing a new curriculum in grades 3-5. In grade 3, students will explore local history, geography, and government with a focus on the significance of Fairfield’s contribution to America’s story. In grade 4, students will explore the geographic, economic, and cultural characteristics of the regions of the United States, with a significant focus on New England. In grade 5, students will investigate the European exploration and settlement of the Americas, the development of the 13 American colonies, and the impact the American Revolution had on various groups of people.

## **B. PROFESSIONAL DEVELOPMENT**

Professional development is a program of planned activities that provides for the professional improvement of all staff members. All professional staff members in the system participate in this program.

For the 2017-18 school year, there are two full days for professional development and six early-release days for teachers (**please mark your calendars!**):

The professional development schedule is:

- October 17, 2017 – Early dismissal (1:40 p.m.)
- November 7 2017 - (Election Day ~ SCHOOL CLOSED for students; open to voters)
- December 12, 2017 – Early dismissal (1:40 p.m.)
- January 30, 2018 – Early dismissal (1:40 p.m.)
- February 15, 2018 – Early dismissal (1:40 p.m.)
- February 16, 2018 - (Full Day ~ SCHOOL CLOSED)



- March 13, 2018 – Early dismissal (1:40 p.m.)
- May 22, 2018 – Early dismissal (1:40 p.m.)

C. **GRADING SYSTEM**

- ***Progress Reports and Conferences:*** Progress Reports are made available to parents through Infinite Campus on a regularly scheduled basis. Information gathered during a specific reporting period is reflected on the progress reports and shared during conferences.

PROGRESS REPORT DATES

December 22  
 March 27  
 June 12 (last day of school)

CONFERENCE DATES (Early Dismissal at 1:40 p.m. for all students)

Fall Conferences: October 19, 25, 26  
 Spring Conferences: March 28, 29 April 4

D. **IN THE CLASSROOM**

**ACADEMIC EXPECTATIONS** It is expected that every student put forth his/her best effort throughout every school day and in each academic subject. Classroom teachers continually monitor student progress and differentiate instruction to meet the needs of each student. If there are questions, concerns, or commendations, the regular communications (See Section IV) established between teachers and parents should include these areas.

**BIRTHDAYS AND CLASSROOM CELEBRATIONS:** McKinley has established 4 school-wide celebrations during the year. They may include a class party at the end of October, just prior to winter break, in February, and at the end of the year. Your child’s teacher and PTA room parents will communicate guidelines for these celebrations.

New Board of Education policy prohibits parties that involve food within the classroom. Room parents and teacher will celebrate special events without food. (See Food Policy in Section 6)

**FIELD TRIPS:** Field trips are an extension of planned instructional activities. Parents will receive advance written notice regarding an upcoming field trip. No student will be allowed to go on any field trip without the written consent of the parent/guardian. No student with parental permission to participate in a field trip will be denied access to a trip based on failure to contribute monetarily.

Additionally, if, in the judgment of the teacher or principal, a student will require special supervision in order to protect his/her safety on a field trip, the student’s parent will be required to accompany the class on a field trip. Parents will be given ample notice prior to being asked to accompany his/her child on a trip. Students are not allowed to call home the day of a field trip or special activity if they forget their permission notice. This is done to foster student responsibility.

**HOMEWORK**

- Homework is a very important part of your child’s education and learning experience. It fosters student initiative, independence and responsibility. It reinforces and supplements school learning experiences as well as fosters communication between home and school.
- It is the responsibility of the student, not the parent, to ensure that homework is turned in to the teacher. It is highly recommended that parents, particularly of primary age students, check their book bags every day. This will ensure that all assignments are completed and put in their proper place, ready for school.
- If homework is not falling within these guidelines for your child, please contact his/her teacher to discuss the matter.

### Time Schedule for Homework\*:

Kindergarten	occasional assignments as appropriate
Grade 1	10 to 15 minutes, two to three days a week.
Grade 2	15 to 20 minutes, four days a week
Grade 3	15 to 30 minutes, four days a week.
Grade 4	30 to 45 minutes, four days a week.
Grade 5	45 to 60 minutes, four days a week.



\* These times do not include time spent reading.

These times are for the average student. Teachers never expect homework to regularly take substantially more time than listed. If it does, parents should contact teachers. Remember to provide consistent encouragement and support to your child. Show an interest in their school day. Ask your child daily about school. Talk to your child and ready them. Keep the lines of communication open.

- Internet Use: Students must have signed parental consent to access the Internet in class or in the Library Learning Center. As part of our commitment to well-rounded educational experiences, McKinley students have access to computers, instructional programs on the computer, and the Internet. With the privilege of use comes the obligation to use the equipment responsibly. The consent outlines student expectations when utilizing technology on school grounds.
- Projects: Students will have opportunities to collaboratively work on projects in the various curricular areas. These opportunities will be related to instructional goals with an academic focus. Students and parents will be presented with a description of the project, timelines, and students' expectations on a given project.
- Textbooks: Textbooks and library books are provided without cost to pupils in the Fairfield Public Schools. Pupils are responsible and accountable for their return. If a book is lost, the parent is expected to pay for the book.

## **SECTION 4 - BEHAVIORAL EXPECTATIONS**

The mission of McKinley School, in partnership with the community, is to provide our diverse students with a rigorous and nurturing learning experience designed to maximize the intellectual, physical, social, and emotional potential.

In order to achieve this mission and to foster the partnership between the home and school, we need to communicate what our expectations are for McKinley students. Outlined below are the behavioral expectations for our students.

### **A. For specifics on any policy, please consult the Fairfield Public Schools parent handbook or the district website, [www.fairfieldschools.org](http://www.fairfieldschools.org).**

Breaches of conduct on school property, school transportation, or at any school-sponsored activity, will, depending on the particular circumstances, lead to appropriate consequences.

### **B. PLEDGE AND BEHAVIORAL EXPECTATIONS**

Appropriate student behavior is expected of all students at all times.

The school's aim is not only to provide for the safe and orderly functioning of the school, but also to help the student develop a sense of self-discipline. Students are expected to follow the school rules and obey the school staff.

Individual and class-wide positive reinforcement programs are utilized. Each classroom utilizes Responsive Classroom techniques.

We emphasize a positive, pro-active approach to discipline and behavior management through classroom rules, Morning Meeting, individual classroom management plans, counseling opportunities, and various other incentives and events during the school year. Each class will develop rules collaboratively at the onset of the school year. We are confident that this approach will empower our children to be respectful, democratic, and caring citizens. Instances of misconduct, however, will not be ignored or tolerated. Teachers and others in positions of authority will apply consequences, which are reasonable, related to the misconduct, and respectful of students. Examples of consequences include but are not limited to student conference, parent contact, parent conference, individual behavior plan, detention, and suspension.



### **Preventative measures**

Beginning of the school year

- Focus on behavioral expectations
- Establish routines

Class Meetings (modeled by the Responsive classroom approach)

- Sets the tone-this forum addresses issues
- Classroom Rules posted in every class-written in positive terms

### **McKinley School Behaviors**

- Be safe.
- Be responsible.
- Be respectful.

### **McKinley School Recess Behaviors**

- Move quietly from the classroom to the playground (Noise at Level 0).
- Play tag and running games on the field.
- Go up the playscape using ladders and down the slides.
- Wait on the sides for the swings.
- Use the walls for sitting.
- Play only in designated areas near adult supervision
- Line up quickly for lunch when called.

### **McKinley School Cafeteria Behaviors**

- Sit at a table in the designated area.
- Remain in your seat.
- Raise your hand for assistance.
- Talk using Level 2 voices.
- Clean up your table and floor area.
- Deposit trash and move into line in an orderly manner.



**Consequences are consistent to area and should be reflective of infraction.**

- STEP 1 Teacher will remind student of behavioral expectations and classroom rules

- STEP 2 Teacher will give 2<sup>nd</sup> reminder and send student to quiet place in room until ready to return and follow expectations.
- STEP 3 Teacher will send the child to a buddy class (with work) and will inform parents.
- STEP 4 Student may receive discipline referral to the office. Office staff will contact parents.
- Children who consistently break the rules will meet with principal and parents.
- As outlined in Fairfield Public Schools policy 5114, suspension and expulsion may be a consequence for conduct which seriously disrupts the educational process.

**Please keep the rules at home as a reference.**

**C. BUS CONDUCT**

**FAIRFIELD PUBLIC SCHOOLS' BUS TRANSPORTATION PROCEDURES**

1. Seating on the bus is at the discretion of the driver. There are no reserved seats other than those assigned by the school or the driver for safety or disciplinary reasons.
2. Appropriate behavior on the bus is expected from all students. Discipline reports issued by the drivers will be sent home for the signature of the students' parents or guardians. Unsafe behavior may result in the temporary suspension of a student's bus privileges. Our goal is to have a safe bus ride to and from school for every student.
3. Please share the following procedures and safety rules with your child before he/she boards the bus:
  - Leave home early enough to arrive at your bus stop on time.
  - Wait well away from the edge of the road.
  - Wait until the bus comes to a **full stop** before approaching the door. It saves time if you line up with younger children boarding first.
  - When boarding or leaving the bus, go up or down the steps **one at a time**.
  - Take your seat immediately, and do not stand up until the bus arrives at your destination.
  - Keep your legs, feet, and any articles you are carrying out of the aisle.
  - Speak in soft voices and avoid shouting or throwing objects.
  - Avoid talking to the driver, except in cases of emergency.
  - Do not open bus windows without the driver's permission.
  - Keep your head, arms, and hands inside the bus at all times.
  - When leaving the bus, if you must cross the street, walk in **front** of the bus (at least six feet away from the bus) in full view of the driver. Stop and look both ways, and wait for the bus driver's signal to cross. **This is a very important safety procedure.**



#### D. CELLULAR PHONES

To provide proper supervision of students at all times and to ensure that the instructional program maintains the proper integrity, students should not bring cell phones to school. If an emergency situation arises which necessitates use of the telephone, a student may come to the office.

#### E. DRESS CODE POLICY

Students' dress reflects pride in the school and in themselves. Students are encouraged to dress appropriately, suitable to weather conditions and in a manner conducive to a safe, secure learning environment. Any clothing which is considered as distracting or which may be disruptive to the instructional program will not be permitted. The principal or designee will determine if the clothing in question is unacceptable and the student's parents will be called to bring a change of clothing.

Below are some guidelines for appropriate dress:

- Clothing: Clothing with offensive slogans or language is not permitted at school. Bare midriffs, halter-tops, tops with spaghetti-straps, tank tops and short-shorts are not appropriate for school.
- Head Coverings: Hats, caps, bandanas, or any head covering will not be permitted in the building. This applies to all students, male and female. This rule will be enforced for all students, except in the case of religious beliefs.
- P.E. Requirements: Sneakers **must** be worn on Physical Education days.
- Shoes: Shoes, not flip-flops or slippers, must be worn in the building. Sandals with straps are recommended.



Parents are requested to use judgment in determining what is appropriate clothing for school. A general rule to follow is that clothes be neat and not extreme. Students should dress to assure a healthy and comfortable condition for the school day. Flip flops and roller sneakers should not be worn for safety reasons.

#### F. ITEMS NOT PERMITTED IN SCHOOL

Due to instructional, safety, and security issues, any toys brought to school, except as specified by the teacher for special projects, will be confiscated and brought to the principal's office and released to the parent. In order to insure student safety and the protection of personal property (expensive jewelry and toys, large sums of money), parents are encouraged to monitor closely those items that are brought or worn to school by students.

The following items are specifically prohibited on school ground

- Weapons (real or toy) such as guns, pocket knives, razor blades, sharp objects, or shockers
- Matches, caps, and fireworks
- Skateboards, roller blades, roller skates, heeleys
- Cell phones, iPods, MP3 players, radios, CD players, and hand-held video games
- Sports equipment (equipment for recess will be provided by the school)
- Toys, stuffed animals, dolls, and trading or playing cards
- Make-up, glitter, scented lip gloss, perfume, cologne or spray deodorant
- Animals or Pets
- No items, toys, or toy pens should be hanging from backpacks

The school is not responsible for lost or damaged items.

### G. BULLYING POLICY

McKinley Elementary School promotes a secure and happy school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Therefore, it is a policy of the Board of Education (policy 5330) that bullying of a student by another student is prohibited, and such instances will be documented and acted upon accordingly. This includes any threatening behavior communicated over the Internet. Students may anonymously report mean behavior by submitting a note to the "Heads Up" box found in the Library.

### H. RECESS POLICY

A 20-minute recess takes place each day. Additionally, a 10-minute movement break will also occur each day. Students should be appropriately dressed to spend time outdoors during recess. Warm clothes, gloves, hats and boots are required during winter months. Children well enough to come to school should be well enough to be outside during recess. Exceptions for medical reasons may be granted with a doctor's note. In the event of inclement or severely cold weather, outdoor recess will be cancelled.

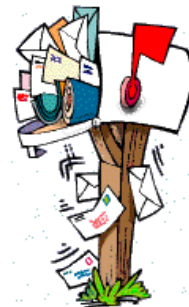
### I. SCHOOL PROPERTY

Parents are to be held liable for damage to school property caused by a student who has acted in an unreasonable manner. School property includes books, supplies, furniture, buildings, and grounds.

## SECTION 5 - COMMUNICATIONS

### A. HOME/SCHOOL COMMUNICATION

- Consistent Communication: Communicating effectively with parents is a staff priority. There are a number of ways in which we maintain communication. Each classroom has an established system of weekly communication for students' academic and/or behavioral progress.
- Conferences: Parents are encouraged to maintain regular, meaningful communication with teachers. If at any time you have questions, concerns, or commendations to share, please contact your child's teacher immediately. **Please call to request and schedule a conference.** Drop-in conferences do not offer a concentrated opportunity to focus on the issues and disrupt the educational program for students in the classroom. A scheduled time demonstrates the respect of all individuals involved in the conference as well as respect for an engaged, efficient instructional environment.
  - Conferences in Fairfield Public Schools are held to:
    - Establish early communication with the home
    - Exchange information about the child
    - Plan how home and school will work together for the child's benefit
    - Develop understanding of concerns and expectations
    - Report student progress and show samples of student work
    - Answer questions about grades (where applicable)
    - Talk about transition from grade to grade
- Infinite Campus: Fairfield School District has implemented Infinite Campus, which is a web-based student information system designed to improve access to student data and communication between faculty, parents and students.



Please visit the Fairfield Public Schools website at [fairfieldschools.org/parent](http://fairfieldschools.org/parent) resources for more information on how to access Infinite Campus. Most communication from the school and district will be communicated through Infinite Campus. The Principal shall send out weekly blasts on Fridays covering school news or highlighting upcoming events. Standards-based assessment scores in math and reading will be available to parents on Infinite Campus this year.

**B. AGENDA BOOK**

Students in grades 3-5 will have access to an Agenda book. This Agenda book is intended to provide communication between home and school.

**C. EMAIL/MAILBOX**

Staff mailboxes and email are checked daily. Please check with your individual teacher to determine his/her preference for communication. Teachers will communicate to you via Infinite Campus.

**D. MCKINLEY SCHOOL WEEKLY ENEWS (MSWEN)**

This email from the PTA will include a current school events calendar, highlight opportunities for students and parents alike within the school, and offer articles on school-related issues.

**E. SCHOOL VISITATION**

**ALL VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING TO SIGN IN AND WEAR A VISITOR/VOLUNTEER BADGE.**

- All school volunteers are required to have a volunteer form on file in the main office. (Appendix)
- Please remember it is a school policy that all cell phones are turned off **before** you enter the building. They are a major distraction to staff and students.
- Parents are welcome and encouraged to visit the school, attend assemblies, and participate in special events. In order to minimize disruptions, classroom observations are permitted **by appointment only**. Parents should complete an "Observation Request Form" (available in the office).
- If parents find it necessary to deliver articles of clothing, lunches, etc. to school, the items must be labeled (name and class) and left outside on the Oops Cart. Office staff will check the cart periodically. Classroom instruction may not be interrupted by parents delivering these items to the child.
- Parents may join their children for lunch in school on their birthday. For security reasons, please refrain from going out to recess with your child. It's difficult for our staff when "non-staff adults" are on the playground. Outside lunches with identifiable packing are not allowed. Soda or drinks that are less than 100% fruit juice are not allowed.

**F. TELEPHONE**

- Our staff is committed to returning phone calls to parents within 24 hours of a parent's contact with the school. Concerns that are specific to your child's classroom or teacher should be addressed with the teacher first. If concerns persist, the principal or instructional improvement teacher would be happy to help you.

## SECTION 6 - SAFETY AND SUPPORTIVE ENVIROMENT PROCEDURES

### **A. FOOD POLICY**

The Fairfield Public Schools District is implementing practices to minimize the risk of accidental exposure to life-threatening allergens in our schools. Policy 5516 and accompanying Administrative Regulations lay out the complete plan. On August 27, 2015 then Superintendent Dr. Title enumerated these policy changes:

- All classrooms are designated peanut and tree nut free.
- 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 [snack]
- Our district website will provide a link to safe foods for consumption in the classroom
- Students may not share food or move around when consuming foods
- All staff and students will receive training to support a better understanding of life-threatening allergens
- No celebrations will have food
- Food free zones include the Library, Computer Lab, Music Room, Art Room, Science Room

### **B. FIRE AND LOCK DOWN DRILLS**

Connecticut law requires that each school hold monthly fire drills. In addition, lock-down drills are held up to three times per school year. These procedures help children practice listening to the directions of their teacher and follow procedures in a safe and orderly manner in the event of an emergency.

### **C. INCLEMENT WEATHER/EARLY DISMISSAL/DELAYED OPENING**

Occasionally, inclement weather or an emergency makes it prudent for the safety of students to have a delayed opening or an early dismissal. Delayed openings begin at **10:45 A.M.** and early dismissals are usually **1:40 P.M.**, but unusual conditions could dictate a different schedule. It is the responsibility of parents/guardians to be on alert and know that your child will be coming home.

There are a number of ways to get information regarding an emergency closing or delayed opening:

1. It will be announced on radio stations WICC (600 AM) and WEZN (99.9 FM) as soon as possible.
2. The Fairfield Public Schools provides a contact number **255-TALK (255-8255)** regarding school cancellations/delays/early dismissals.
3. Log on to the Fairfield Public Schools' website: [www.fairfield.k12.ct.us](http://www.fairfield.k12.ct.us)
4. You will also receive a text, email or phone call by entering your information on Infinite Campus.

Please do not telephone the school, the district office, or the radio station. When there is a delayed opening of school, ALL before school activities are canceled.

### **FAMILY EMERGENCY PLANS**

In the event of an emergency early school closing due to inclement weather or other emergencies, parents are encouraged to **develop an emergency plan and discuss it with their children** in advance. To be prepared for such an emergency, parents will want to implement a family emergency plan such as:

- Be sure contact information is updated at <https://campus.fairfieldschools.org/campus/portal/fairfield.jsp>
- Remind your child to go to a designated neighbor if no one is home.
- Have your child call to inform you or another adult when he/she arrives at home/neighbor's house.

We suggest that you discuss your dismissal plans with your child on days when inclement weather is expected.

### **D. MEDICAL EMERGENCIES**

In the event of a medical emergency, McKinley School has an emergency response team ("Green Team") trained and in place.



## SECTION 7 - SUPPORT

### A. PSYCHOLOGICAL SERVICES

Our school has a full-time School Psychologist available to every child, parent, and staff member. Our School Psychologist, **Ms. Dominika Pellegrini**, has specialized training in both education and in psychology, and uses her skills as a professional to assist students in their educational, personal, and social development. Ms. Bossio works with the entire school community toward the goal of helping all students reach their full potential. As students face different challenges, these services can provide solutions for tomorrow's problems through thoughtful and positive actions today. She is available to consult with both parents and teachers on behaviors and/or academic needs that impact the student across the home and school settings. Direct student services may include classroom lessons, small group instruction and/or individual counseling targeting: social skills, friendship formation, behavior management, peer mediation/problem solving, learning strategies instruction, etc.

Among those services are:

- Peer mediation groups
- Interest groups
- Peer leadership groups
- Groups to help children learn how to study
- Groups to help children enrich their social and friendship skills
- Classroom lessons to help children learn how to get along with others

### B. LIBRARY LEARNING COMMONS

The **Library Media Center** has adapted to the needs of the 21<sup>st</sup> century student, with the Library Media Center evolving into a "**Library Learning Commons**", and 21<sup>st</sup> Century skills delineated in the "Information, Communication, and Technology Curriculum". If you were to visit the Library Learning Commons, you would find students in small groups, large groups, or individually, taking an active part in their learning, making choices of books they want to read for enjoyment, and taking advantage of a variety of non-fiction resources, both print and online, for both enjoyment and research. Students are assisted in their learning by the Library Media Specialist, Library paraprofessional, and, in the case of full-class research, the classroom teacher. Integrated units of study that integrate common core standards, continue to be developed collaboratively, offering our students practice in answering essential questions through the process of research.

Students are provided access to many print and digital resources. Circulation is unlimited, with no restrictions on what students may take out. There are no fines for overdue materials, but students are encouraged to return materials as soon as they are done with them. All materials must be returned or paid for by the last day of school.



### C. PUPIL SERVICES

The Special Education Department is comprised of a team of professionals dedicated to ensuring that all children learn. The members, comprised of four Special Education Teachers, a Speech and Language Pathologist, Social Worker, Occupational Therapist, Physical Therapist, and School Psychologist are specially educated and trained to address the specific learning needs of the children at McKinley. Together, the department addresses the learning, behavioral, emotional, and social needs of the students. The Special Education Team meets regularly throughout the year with Mrs. Pearson, classroom teachers, specialists, and parents to address academic and social issues of concern. Through these team meetings and/or Planning and Placement Team (PPT) meetings, staff and parents collaboratively design individual student programs, brainstorm behavioral and academic strategies, and determine the best way to enhance student learning.

#### **D. SOCIAL WORKER SERVICES**

**Mrs. Becky Miller** a full time, Licensed Clinical Social Worker provides support for students through a variety of modalities. These include:

- Individual counseling
- Group work focusing on enhancing social skill development or to provide children experiencing difficulties (such as divorce, bereavement) with a peer support network
- Classroom lessons on character development (including topics such as bullying, gossip, good sportsmanship, diversity, tolerance, kindness) focused on creating a supportive learning environment
- A school-wide program on diversity and tolerance
- Support to McKinley faculty in the form of resources and consultation
- Family support in the form of resource referral, counseling, consultation and limited home visits.
- McKinley has a variety of afterschool programs in collaboration with the Wakeman Boys and Girls Club and Becky Miller (RMiller) is the contact person.

#### **E. HEALTH SERVICES –**

The school nurse is Mrs. Guylaine Kinney, R.N.



#### **ADMINISTERING MEDICATIONS TO STUDENTS**

Medication shall only be administered in school when it is not possible to achieve the desired effects by home administration. Medication will be administered in school by the School Nurse or, in the absence of the nurse, by other qualified school personnel. Self-administration of medications by students may be permitted when certain requirements are met.

The following requirements apply to all prescription and over-the-counter medications in school.

- Medical Authorization - Written authorization from an authorized prescriber, i.e., the child's physician, dentist, Physician's Assistant, or Advanced Practice Registered Nurse, must be provided before the initial dose may be given.
- Parental Authorization - Written authorization of the child's parent must be provided before the initial dose may be given.
- Packaging - Prescription medications must be provided in the original pharmacy prepared containers, which are properly labeled with the name of the child, drug, strength, dosage, frequency, authorized prescriber's name, and date of prescription. Over-the-counter medications must be in their original container.
- Transporting - All medications (except those approved by the School Nurse for self-administration by students) shall be delivered to the school by the parent or other responsible adult.
- Note: - If your child has a health condition requiring administration of emergency drugs, such as a life-threatening allergy, you should contact your School Nurse immediately so that the necessary authorizations and medication are available.
- Also - Parents may come to school to administer medications to their child if needed. However, the above requirements must be met whenever medication is to be administered by the School Nurse, other school personnel, or self-administered by the child.

## HEALTH EXAMINATIONS

All students registering for preschool programs and kindergarten in the spring must provide evidence of a completed health assessment before entrance into school in the fall. All other students new to Fairfield must submit evidence of a health assessment. Health assessments for all preschool and kindergarten students must have been done within one year prior to entrance into those grades. Health assessments required for initial enrollment of older students must have been done as recently as the last required health assessment for the student's grade level. (The School Nurse will inform you of the acceptable time frame for your child's health assessment.)

## IMMUNIZATIONS

In accordance with Connecticut General Statutes, the Board of Education shall require each student to be protected by adequate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenza type b, hepatitis B, and chicken pox (varicella) unless medically contraindicated or failure to do so is based upon the exercise of the rights of freedom of religion as provided in the United States or Connecticut Constitution and in the Connecticut General Statutes.

A complete immunization record must be presented before a child enters school. For all students, this record must show dates of adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis (initial series plus booster given on or after the fourth birthday), measles, mumps, and rubella (a dose given on or after the first birthday). Additionally,

- Children under age 5 must also show a record of adequate immunization against haemophilus influenza type b (HIB) (a dose given on or after the first birthday).
- A second dose of measles vaccine is required for students who enter kindergarten.
- Children born January 1, 1994, or later, must show a record of adequate immunization against hepatitis B (3 dose series)
- A record of adequate immunization against chicken pox (varicella) is required for all students born January 1, 1997, or later. Alternatively, a written statement signed and dated by a Physician, Physician's Assistant, or Advanced Practice Registered Nurse, indicating that the student has had chicken pox, will be accepted.

## HEALTH SCREENINGS

The following health screening programs are provided in school:

**Vision:** Grades K, 1, and 3-5

**Hearing:** Grades K, 1, 3, and 5

**Postural Screening:** Grade 5 girls only

## ACCIDENTS AND ILLNESS

The school is responsible for first aid only, i.e., the immediate and temporary care given to a student whose illness or injury occurs on the school premises during school hours or in school sponsored/supervised activities. Parents should consult their family physician for accidents or illnesses, which occur at home. When the student returns to school, please indicate the reason for absence in a note so that his/her health record may be updated. Parents are urged to report to the School Nurse as soon as possible when their child has a communicable disease. Students are not to attend school when ill. It is recommended that a student remain home for 24 hours after his/her temperature has returned to normal without the help of a fever reducer such as Tylenol, Motrin or Advil.

## STUDENTS WITH SPECIAL HEALTH NEEDS

Parents should notify the School Nurse if a child has any medical problems, e.g., allergies, chronic illness, vision, or hearing difficulties. The School Nurse will work with the child's physician, parent, and other school personnel to meet any special health needs in school so that the child may benefit fully from his or her educational program.

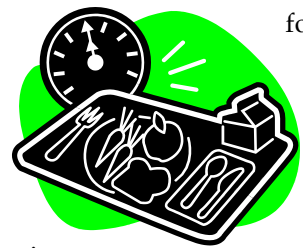
The Special Educational Service Department, which includes special education instruction; school psychological services; speech-language pathology services; and motor services, exists to facilitate the instructional and administrative aspects of the total program with the students as the focal point to all.

The Pupil Service Program is for all children in the school. The staff is concerned with those children who are experiencing the problems of normal development, as well as those whose problems require a more intensive and specialized type of help.

## CAFETERIA

The Fairfield Public Schools system takes pride in being able to serve nutritious meals to our students through Whitsons. The cafeteria opens for hot lunch on the first day of school. Menus are posted in the school cafeteria and are published on Infinite Campus. Pupils should know before coming to school what they will have for lunch. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price.

- Free or Reduced Lunch: Free or reduced lunches will be provided for all students whose parents meet the federal guidelines for this program. Please apply for the program by completing a free and reduced lunch form as soon as the school year begins. Until approved, **full price will be charged.**
- Lunch Guests:
  - Parents may join their children for lunch in school on the child's birthday. For security reasons, please refrain from going out to recess with your child. It's difficult for our staff when "non-staff adults" are on the playground. Outside lunches with identifiable packing are not allowed. Soda or drinks that are less than 100% fruit juice are not allowed.
- Special Diet: If your child has special dietary needs, please contact the Cafeteria Manager to share your information. This information will be communicated to Whitsons.



## PAYMENT

The Fairfield Public Schools now uses the Infinite Campus parent portal and an electronic lunch card system for tabulation of lunch balances and payment. Instructions for use can be found on the FPS website ([fairfieldschools.org](http://fairfieldschools.org)) under Parent Resources, Food Services.

## SECTION 8 - PTA

### MCKINLEY PARENT TEACHER ASSOCIATION (PTA)

The McKinley School Parent and Teacher Association (PTA), is a very dynamic, involved group of volunteers, dedicated to enhancing student education, advocating for children and serving the McKinley Community. As a non-profit organization, we work in accordance with the Connecticut PTA <<http://www.ctpta.org/>> and the National PTA <<http://www.pta.org/>>- the largest volunteer child advocacy association in the United States.

Anna Wood -PTA President

Awarded the School of Excellence Seal by the National PTA in 2004 and 2008, the McKinley School PTA embodies our school's motto, "We are Family". Together:

We serve as a forum in which parents and teachers can discuss ways "... to promote quality education, strive to expand the arts, encourage community involvement, and work for a healthy environment."

We promote the welfare of children at McKinley and our community.

We strive to bring into closer relation the home and the school so that parents and teachers may cooperate and collaborate more fully in each child's education.

We derive our strength from members who represent a diversity of cultures, a variety of religious and political beliefs, and many ethnic backgrounds.

We support and sponsor, in collaboration with the McKinley faculty, curriculum-based programs, cultural arts performances and many family social events.

We invite you to join us in our efforts to enrich our children's lives and enhance our community. The PTA helps parents, students, school staff, and the community work together to share ideas about programs and activities that benefit children.

#### MEMBERSHIP

Parents and teachers are encouraged to join the PTA via: <http://mckinleyschoolpta.org/our-pta/join-the-pta/>

To join, please download the form, fill out the information, and return the form in an envelope with your payment to the school office c/o PTA Membership. If you have any questions, please contact Kelly Socol at [kacampion@yahoo.com](mailto:kacampion@yahoo.com) or Dana Merchant at [gnugget78@icloud.com](mailto:gnugget78@icloud.com).

#### PTA MEETINGS

The McKinley PTA holds general meetings throughout the year. The general meetings may include speakers on various educational and parenting-related topics pertinent to children at McKinley School.

#### PARENT VOLUNTEERS

There are many activities that are supported by the McKinley PTA. Each event and activity requires parent volunteers. Parents are encouraged to volunteer for special events and activities. For more information about volunteering, contact our Volunteer Coordinators or the President.

The McKinley PTA information is available via its comprehensive web site at (<http://www.mckinleyschoolpta.org>). Flyers are also issued throughout the year in Monday Messages. McKinley School Weekly ENews is a weekly newsletter that keeps you current on McKinley activities. It is linked to the McKinley PTA web site at <http://www.mckinleyschoolpta.org>

The McKinley PTA Executive Board members are elected by PTA members and are listed at <http://www.mckinleyschoolpta.org/our-pta/board-members/>

#### PTA DIRECTORY

The McKinley School Directory is a listing of the names, addresses, phone numbers and e-mail addresses of all the McKinley families who choose to be listed. It is published by the PTA and offers an excellent consolidated source of important information. Participation in the directory is encouraged, but it is optional. Parents must fill out a directory form in order to be included in the directory. If you have any questions or concerns about the directory, please contact Denise Rozelle.

# Appendix



FAIRFIELD PUBLIC SCHOOLS  
Fairfield, Connecticut

**Volunteer/Resource Person Registration Form and Waiver of Liability**

*Only one form needs to be completed by a Volunteer/Resource Person each school year. Please print clearly in ink:*

**Registration Form**

Name: \_\_\_\_\_

Last First Middle Telephone

Address: \_\_\_\_\_

Street City Zip Code

E-mail address: \_\_\_\_\_ Driver's License: \_\_\_\_\_

Emergency adult contact: \_\_\_\_\_ Phone \_\_\_\_\_

Are you now or have you ever been a school volunteer/resource person? \_\_\_\_\_

At which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school: \_\_\_\_\_

**Criminal Conviction Information**

Are you a sex offender? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

*If you answered YES, list all offenses*

Offense(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

If requested, are you willing to consent to a criminal background investigation? \_\_\_\_\_

**Important Volunteer/Resource Person Policies and Guidelines**

1. All Volunteers/Resource Persons must complete a new Volunteer/Resource Person application each year.
2. All Volunteer/Resource Persons must sign in at the school office before proceeding to their Volunteer/Resource Person assignment.
3. Volunteers/Resource Persons must respect a student's right to confidentiality including the following areas: standardized test scores, family background information, reports of serious behavior patterns and written teacher observations.

Date: \_\_\_\_\_ Signature of Volunteer/Resource Person: \_\_\_\_\_

Printed Name of Volunteer/Resource Person: \_\_\_\_\_

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

**Volunteer/Resource Person Registration Form and Waiver of Liability**

\*\*\*\*\*For  
School Use Only

“Sex offender list” checked by \_\_\_\_\_ on \_\_\_\_\_(mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? \_\_\_\_\_Yes \_\_\_\_\_No

If “yes,” and provided the individual authorized the check,

- The date on which the check was requested? \_\_\_\_\_
- The date on which it was received and reviewed. \_\_\_\_\_

Approved

Not Approved

Reviewed by: \_\_\_\_\_

Signature

Date