



NSS ABC's

School Guidelines and Practices

2017-2018

GENERAL INFORMATION

CENTRAL OFFICE

Dr. Toni Jones	Superintendent of Schools	255-8371
Michael Cummings	Chief Academic Officer	255-8372
Colleen Deasy, Esq.	Director of Personnel & Legal Services	255-8462
Darla Miner	Director of Innovation, Curriculum, & Programs PK-12	255-8390
Robert Mancusi	Director of Special Education & Student Services	255-8379
Tom Cullen	Director of Operations	255-8373
Doreen Munsell	Director of Finance	255-8383

NORTH STRATFIELD SCHOOL

Location	190 Putting Green Rd. Fairfield, CT 06825
Telephone	(203) 255-8322
Fax	(203) 255-8206
Absentee Line	(203) 255-8416
Website	www.fairfieldschools.org/schools/ns
PTA Website	www.nsspta.org
Online Directory	www.myschoolanywhere.com
Staff e-mail	Staff members first initial & last name@fairfieldschools.org (example: djackson@fairfieldschools.org)
Office Hours	8:30-4:30
Regular School Hours	8:55-3:30
Delayed Opening Hours	10:55-3:30
Early Dismissal Hours	8:55-1:40

**North Stratfield School
Staff Roster 2017-2018**

Principal		Deborah K. Jackson	
Main Office Secretary		Mari Kathein	
Clerical Secretaries		Eileen Judd & Kim Grosso	
Nurse		Tracy Gyarfas	
Instructional Improvement/Gifted Teacher		Robert Gillen	
Language Arts Specialists		Jessica Brinsmade & Darcy Stiber	
Math/Science Resource Teacher		Allison Karas	
Library Media Specialist		Andrea Clark	
Kindergarten		Grade 3	
“K-H”	Paula Healey	“3-B”	Cheryl Banner
“K-K”	Elizabeth Keresev	“3-M”	Kristen Mancini
“K-M”	Nicole Monahan	“3-W”	Matt Wendin
Grade 1		Grade 4	
“1-C”	Jean Cooper	“4-M”	Gina Marcheschi
“1-Hk”	Nicole Hackney	“4-N”	Kathy Noonan
“1-Hr”	Kayla Horne	“4-P”	Steve Porricelli
Grade 2		Grade 5	(Reading to HR +)
“2-K”	Kathleen Kane	“5-D”(Content)	Muriel Dushok
“2-M”	Karen Myers	“5-F”(Writing)	Jessica Furey
“2-R”	Kristin Rollinson	“5-M”(Math)	Jennifer Marko
Psychologist	Dr. Corie Goldman	Social Worker	Dr. Peter Tolk
Special Education	Tracie Alley Erica Murray	Ruth Prins Pamela Sevilla	
Speech/Language	Beverly Passley	ELL	Joyce Bultman
Occupational Therapist	Lauren Arnow	Physical Therapist	Jen Mehta
Art	Brittany Mansi	Spanish	Sue Welch
Physical Education	Kim Rasmussen	*Bob Bove (p/time)	
Music	Ashley Zadravec	*Cidalia Kettles (p/time)	
Band	Patty DiMeglio	Orchestra	Jen Ficks
Intern – Ally Gyarfas		Building Substitute	TBA
Paraprofessionals		Media Technician	Sue Dowling
Kathleen Allen	Sherry Miro		
Cheryl Bartush	Lisa Romano		
Terry Kalfus	Jen Shelov		
Kelsey McKissick	Louise Vezina		
Judy Lockmiller			
Head Custodian	Mark Getchell		
Custodians	Paulo Ossa & Lou Maz		
Head Cafeteria	Brittany Weiss		

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. In this way, our teachers can make sure to check their class lists for students and escort them 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 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 are 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.

Attendance /Truancy

- Attendance is very important to a successful school experience. We encourage both parents and students to make prompt and consistent attendance at school a priority. Students who have 10 or more unexcused absences will receive a truancy letter, in accordance with state and district policy (see Absence Policy – Board of Education Policy Book on the district website).
- 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 FPS to define truancy in this manner: *a child aged five to eighteen who has four unexcused absences in one month or ten unexcused absences in one year.* In accordance with the most recent state mandates – students absent from school for extended stays abroad are reported as “absent.” Children who are absent because of a family vacation are considered unexcused absences and parents are asked not to unregister from FPS. If you must take a family vacation during the school year, please send in a written note to your child’s teacher. We encourage your child to read and keep a written log during a vacation. Teachers are not responsible for providing work during a vacation, however, when possible assignments that require no direct teaching instruction may be sent home with advance notice.

Absences

- If your child is absent from school, please call the **NSS Absent Line – (203) 255-8416**. A recorded message will ask for your child’s name, teacher’s name and reason for absence (this helps us determine if it is an excused absence and prevents us from calling home to verify attendance).

Tardies

- It is extremely important for students to arrive at school on time. Students arriving after 8:55 am must stop in the office to receive a tardy slip. A referral to the social worker will be made for chronic tardies.

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 lists 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. We also prefer that you do not send in goody bags for

distribution to the class as they can contain items that may pose a threat to the safety of students on the bus home.

Building Use

- Reservations must be made if you plan an activity in the building before or after school. The district has implemented an online reservation system "School Dude." To access School Dude go directly to the Fairfield Public Schools website – www.fairfieldschools.org. All building use reservations require a minimum seven 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.
- The Hot Lunch Payment Plan has changed. The Meal Pay payment system is no longer in use. Student meal accounts will soon be able to be accessed and replenished through IC. Details will be provided through IC and on our website as they become available.
 - PLEASE keep your lunch account current to avoid any unnecessary upset to your child in the cafeteria.

Cell Phones

- To provide proper supervision of students at all times and to ensure that the instructional program maintains the proper integrity, students are discouraged from bringing cell phones to school. In the event that a child does bring a cell phone to school, he/she is asked to keep the cell phone in the backpack inside the locker. Children may use the office phone in the event of a situation that requires calling home. We also ask that parents monitor technology, including cell phone activity, from home. Students at the elementary level do not always have the maturity required to use technology appropriately. The wide use of cell phones and their many features and applications has begun to cause difficulties for students in school when unsupervised from home. Much of the technology in use currently can cause concerns that bubble up within the school environment such as when a student uses instant messaging to embarrass a peer or exclude someone from a group. PLEASE make sure your child/children have supervision regarding

the use of all technology (i.e., cell phones – texting, etc..., website browsing, iPads) starting in the elementary years.

Conferences:

- Conference Dates are:

Fall - October 19	6-8pm	Spring: March 28	2-4pm
October 25	6-8pm	March 29	2-4pm
October 26	2-4pm	April 4	2-4pm
- 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 390+ students. Please review the following information to help clarify dismissal procedures.
- Regular Dismissal Options:
 - Bus
 - Pick up by parent or 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. Alley/Sevilla's Outside Door (Last Door)
 - **Grade 1** - Ms. Murray's Outside Door (Second Door)
 - **Grade 2** - Mrs. Banner'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).

Fire/Lockdown Drills

- Connecticut law requires each school to hold monthly fire drills and periodic lockdown drills. We help our children practice quick and safe safety measures in the interest of safety. A lockdown drill sign is posted on the outside doors during drills.

Food Policy

- The district takes safety seriously, and this includes minimizing the risk of accidental exposure to life-threatening allergens in our schools. Policy 5516 (see Board of Education website) outlines the following:
 - *All classrooms are designated peanut & tree nut free.
 - *Nut free snacks - parents/guardians are asked to not send your children to school with foods containing peanuts or tree nuts for consumption in the classroom (SNACK).
 - *Students may not share food or move around when consuming food.
 - *Classroom celebrations may not include food.
 - *Food free zones include the LMC, Computer Lab, Music Room, Art Room

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 by Thursday morning in order to be included in the following week's edition. Approved flyers need to be sent to info@nsspta.org.

Health Information

- 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.
- Students should not attend school when ill.
- Please contact the School Nurse as soon as possible when your child has a communicable disease and don't forget to report this even if this occurs over the 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.
- Children are encouraged to bring their own Chapsticks to school (label them) if needed.
- 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 medication to anyone except his or her own child.
- During the winter months, children need to dress warmly enough to be outside for fifteen minutes of recess.
- During the warm months, we discourage flip-flops as they present a safety risk while at recess. If children choose to wear them, they should bring in a pair of sneakers or other appropriate footwear to change into for recess or p.e. class.

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 (I.C.) on the Fairfield website – www.fairfieldschools.org (parent portal section). You access your child's progress reports and assessment information through I.C.

- 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 for paying 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/Pickup 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 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, 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)

