

Osborn Hill School



Procedures *2013-2014*

Basic Information

Osborn Hill School

760 Stillson Road
Fairfield, CT 06824

Principal: Mr. Frank Arnone
Secretary: Mrs. Theresa Budlowski
Nurse: Mrs. Barbara Servetas

Important OHS Phone Numbers

Main Office	(203) 255-8340
Absentee Line	(203) 255-8417
School Cancellation.....		(203) 255-8255 (TALK)

Websites

OHS Homepage: TBD

Osborn Hill School PTA: <http://www.ohspta.com/>

Fairfield School District Homepage: <http://fairfieldschools.org/>

Fairfield School District Food Services:
http://fairfieldschools.org/parent_resources_food_services.htm

Table of Contents

Basic Information	Page i
Daily School Procedures	Pages 2 - 5
School Hours	Change in Regular Dismissal
Delayed Opening	Dismissal of Walkers
Early Dismissal	Bike Riders' Policy
Drop-Off and Pick-Up	After School Supervision
K12 Alert System	Absences and Tardiness
OHS Students' Rights and Responsibilities	Pages 6 – 9
Philosophy	Consequences
Students' Rights	School Rules
Students' Responsibilities	Playground Rules
School Procedures	Pages 10 – 15
Chewing Gum	Report Cards
Birthdays	Homework Policy
Class Parties	No Bail Out Policy
Valuables	Dress Code
Classroom Observations	Field Trips
Unscheduled Vacations	Lost and Found
Holiday and End-of-Year Gifts	Cell Phones & Personal
Fundraising	Electronic Devices
Communication	Page 16
Email to Teachers	
Ozzie Flash	

Table of Contents

Programs	Pages 17 – 18
PTA Volunteer Program	Library Learning Commons
DARE	Curriculum
Kids' Place	
Schedules	Pages 19 – 22
Kindergarten	Music Concerts
Open House	Lunch Program
Conferences	Standardized Testing
Special Subject Areas	
Healthcare	Pages 23 – 24
School Nurse	Screenings
Medications	Allergies
Illness	
Transportation	Page 25

Daily School Procedures

SCHOOL HOURS

Regular Day: 8:55 a.m. – 3:30 pm

Note: Please do not arrive earlier than 8:45 as classrooms are not open.

DELAYED OPENING / EARLY DISMISSAL

Delayed Opening: 10:55 a.m.

Early Dismissal: 1:40 p.m.

Alerts for unexpected school cancellations, delays, and early dismissals will be sent through Infinite Campus.

It is also possible to listen to local radio stations (WICC, 60 AM; WEZN 99.9FM) for specific information. Parents can also call to hear a voicemail announcement regarding schedule changes due to inclement weather. The phone number is **255-TALK**. ***Please do not call the school or Central Office for this information.*** The decision to close school early is made no later than 11:00am.

Please inform your children that when school closes early, all after-school activities are cancelled and the children are to go home the regular way. Please be sure that your child can access your home or has a "safe" plan for early dismissal due to bad weather.

Daily School Procedures

DROP-OFF & PICK-UP FOR BUS RIDERS, WALKERS, & BIKERS

In Morning:

Children may begin arriving at 8:45a.m. when classrooms open.
Kindergarten students should line-up by classroom door.
No cars are allowed in bus loop from 8:40am to 3:45pm.

In afternoon:

Walkers, Pick-Ups and Bikers are dismissed at 3:25 p.m.
Bus Riders are dismissed at 3:30 p.m. Bus lines form in corridors.
Parents should not congregate close to classroom windows.
Students participating in after school programs will be dismissed after the
walkers, pick-ups, and bus riders.)
**At regular dismissal time of 3:25 PM, no parent may be in the school
building unless they need to conduct business in the office.**

In order to maximize instructional time and maintain an orderly school environment and safe dismissal, **no student may be checked out of the office between 2:45 and 3:30 p.m. unless it is an emergency.**

Pick-Up Parents need to remain in their cars along the curb in front in single file and out onto Pansy Road. Please wait patiently. The supervisor(s) will load each car with your child(ren) when you arrive at the apex. Do not wave or command children to come to your car until you have arrived at the apex. All traffic in the pick-up loop should move in a counter-clockwise direction at all times. Cars should not be idling while waiting for children. We must THINK GREEN! Also limit car pickups. Make use of bus service if eligible. Car parking is limited so make plans after children arrive home.

CHANGE IN REGULAR DISMISSAL PROCEDURE

Parents must send a note with their child in the morning if there will be a change in the regular dismissal for that day. Parents are not to call the school office or email their child's teacher during the day to make a dismissal change. We understand that true emergencies do come up and parents will be allowed two such emergencies during the school year. Also, parents wishing to pick up their child earlier than the regular dismissal time of 3:25 PM must send in a note with their child in the morning stating the time for early pick-up. Early pick-up must be before 2:45 PM. Parents will come to the office to pick up their child and sign their child out.

Daily School Procedures

DISMISSAL OF WALKERS

All walkers are dismissed at 3:25 pm.

At the buzzer, parents or guardians may walk to outside doors to meet K-1st grade children. The 2nd -5th grade children may walk to appropriate areas.

At the beginning of the school year, parents/guardians of children in grades K-2 must sign a consent form indicating authorized persons who may pick up their children.

These children must be met at the outside classroom door by a parent/guardian, older sibling, or other authorized person. Unless otherwise arranged, students in 2rd-5th grades will be dismissed on their own.

BIKE RIDERS' POLICY

Bike riding to school is only for students in Grades 3, 4, and 5.

Younger siblings K-2 **may not** accompany the bike riders. Helmets must be worn, as required by law. Bikes must be stored in bike racks. Riders must bring their own lock. No children may cross Stillson Road riding on their bicycles. They must walk their bicycles at the crossing where the crossing guards are. Riders must walk their bicycles from the bicycle path behind the building to the bike rack. They may not ride their bicycles on the blacktop after 8:45 am or before 3:40 pm.



AFTER SCHOOL SUPERVISION

It is the parent/guardian's responsibility to make arrangements for their child or children after school. The school's office staff and teachers cannot be expected to watch children after regular school hours. Please make every effort to have a friend or family member pick up your children in the event that you are running late. You may also want to consider Kid's Place, an afterschool program, if you have frequent issues with afterschool care. You can find information on Kid's Place under *Programs* later in this handbook.

Daily School Procedures

ABSENCES & TARDINESS

It is necessary for parents to call school whenever your child is absent to ensure that every child who leaves home in the morning will arrive safely at school. Parent cooperation is crucial to the success and effectiveness of this program.

**If your child will be absent or late,
call the absentee line (203) 255-8417 by 9am.**

The recorded message follows:

“This is the Osborn Hill School Absentee Reporting Line.
At the tone, please state your child’s name, teacher and
reason for absence (be brief). Please do not put any other
messages on the tape. Thank you.”

The phone call must be made on each day of absence, even consecutive days.

A child must be in school for more than 50% of the day to be considered present. Children must therefore arrive before 12:15 and children who leave early must leave after 12:15 to be counted as present for the day.

If your child is late for school for any reason, he/she must stop at the office to check in.

The parents of repeatedly tardy and absent children will be contacted and permanent record notated if tardiness is habitual. A child missing more than half the school day will be considered absent.

Rights and Responsibilities

Of Osborn Hill Students

PHILOSOPHY

Osborn Hill School, its staff and parents are dedicated to the development of capable and caring young people.

Osborn Hill School is a place where every child is promised safety, opportunity, respect, comfort, dignity, and acceptance.

At Osborn Hill, most children behave very well almost all of the time. With children, it is expected that mistakes of judgment will occur. When mistakes are repeated, and when **SAFETY** or **THE RIGHTS OF OTHERS ARE AT RISK**, consequences will occur.

STUDENTS' RIGHTS

As an Osborn Hill student you have the **RIGHT** to:

1. Participate in worthwhile learning opportunities at school
2. Be free from cruel teasing and put-downs
3. Have a safe, calm, clean, and orderly learning and playing environment
4. Be free from fear of physical harm
5. Have a fair turn in the classroom and on the playground
6. Make mistakes without being ridiculed by others
7. Seek help from adults who are here to help you
8. Be treated with dignity and respect by everyone



Rights and Responsibilities

Of Osborn Hill Students

STUDENTS' RESPONSIBILITIES

As an Osborn Hill student you are EXPECTED to:

1. Come to school prepared with necessary tools, completed homework, and a willingness to try to learn.
2. Avoid fights or verbal abuse of other students.
3. Be fair and accepting of others eager to join any activities.
4. Work and play safely.
5. Work to the best of your ability, taking pride in your effort.
6. Use appropriate, acceptable language. Vulgar language is forbidden.
7. Be kind, considerate, helpful, and respectful toward others.
8. Share equipment and materials fairly and use them properly.
9. Respect property, especially things that do not belong to you.
10. Cooperate with your schoolmates, and with the adults who are here to help you.
11. Speak out when you witness unfairness or the offensive language or behavior of other students.
12. Be a good sport whether you win or lose.
13. Be truthful to everyone.
14. Avoid spreading hurtful rumors about others.
15. Avoid offensive hand gestures or making cruel jokes.
16. Avoid offensive communications (verbal, written or electronic) or having conversations that are unwanted or too personal.
17. Inform a trusted adult in the school if you see anyone being poorly treated or abused or being abusive toward others.
18. Keep hands to yourself. Avoid touching others or their belongings.

Rights and Responsibilities

Of Osborn Hill Students

CONSEQUENCES: (Osborn Hill Discipline Plan)

Osborn Hill Students who do not choose to behave responsibly will first be spoken to firmly by the adult in charge.

Children who continue to choose to disregard rules of appropriate conduct will also be choosing to be removed from activities and isolated from their peers at the discretion of the supervising adult.

Students may be removed from class by a supervising adult and sent to the school office for "Time Out" to continue working on class assignments.

Children REMOVED FROM CLASS for misbehavior and sent to the office for discipline will:

1. Discuss event with Mr. Arnone or Mr. Hudspeth
2. Lose privileges and/or write apologies
3. Receive creative and appropriate discipline (K.P. in lunchroom, litter patrol, work crew, etc.)
4. Have PARENTS CONTACTED by phone, e-mail or mail as appropriate.

Repeat behavior or serious school infractions will result in in-school suspension for all classes, privileges, and activities and parents will be contacted immediately.

FIGHTING and REMOVAL FROM CLASS FOR REPEATED MISBEHAVIOR are considered very serious events and will involve Mr. Arnone or Mr. Hudspeth, and parents immediately. **PARENTS MAY BE ASKED TO REMOVE THEIR CHILD FROM SCHOOL FOR THE REMAINDER OF THE DAY.**

This Osborn Hill School CODE OF CONDUCT applies to all activities in the school building, on the school grounds, on the school bus, and on school-sponsored field trips. Third, fourth and fifth grade students and parents are asked to sign a copy of this "agreement".

Rights and Responsibilities

Of Osborn Hill Students

SCHOOL RULES

1. Everyone deserves to be treated well. Students, teachers, bus drivers, staff members, and parents are to be treated with respect.
2. Walking and quiet talking is for inside, and running and shouting is for outside.
3. Hitting and/or inappropriate language is not permitted. Rough play or hitting other students (as in “play fighting”) is dangerous and those who hit will lose privileges and their parents will be contacted. The use of bad language is also hurtful to others and will result in loss of privileges and their parents will be contacted.
4. Buses are for sitting and talking quietly while traveling to and from school.
5. Outside lunch recess means outside only! Students may not wander through the halls or remain in their classrooms during lunchtime without supervision.
6. Outdoor play is restricted to designated play areas.
7. Students need to demonstrate proper manners while eating lunch. Clean up your own mess, and take your turn with the sponges and brooms.
8. No picking up or throwing of stones, dirt, or snowballs...EVER!
9. Skateboarding on school grounds is not allowed at any time.

In addition to these guidelines, we expect students to:

- be on time for school - before 8:55 a.m. bell.
- refrain from chewing gum or eating candy in school
- refrain from wearing hats indoors except when on the way to lunch or playground
- keep their lockers and classrooms clean
- keep shoes tied. No flip-flops in warmer weather.
- refrain from bringing toys, electronic games, card collections, or sports equipment to school unless with teacher permission
- arrive at school no earlier than 8:45 a.m., when classrooms open.

PLAYGROUND RULES

All children play outdoors everyday, weather permitting. During this recess time the children will follow certain safety rules and be monitored by playground supervisors on duty. Footwear is very important to the safety of the children. Sneakers and rubber-soled shoes are best. Sandals are not encouraged in summer weather and flip-flops should not be worn to school. When it is cold, children need to wear warm clothing and footwear, including hats and gloves/mittens. When there is snow on the playground and fields, children will be allowed to play on the blacktop. For rainy days and other inclement weather conditions (such as ice!) recess will be conducted and supervised in the child's classroom.

School Procedures

CHEWING GUM

Chewing Gum is not allowed in the school building or on the buses unless stipulated in an individualized plan approved by the school.

BIRTHDAYS

We celebrate and announce birthdays at Osborn Hill. We'll all help you to celebrate! The PTA will provide a new reading book to all students when they celebrate their birthday. Mr. Arnone will visit each student with a birthday. We ask your cooperation in **not** sending in edible treats to be shared with the class.

CLASS PARTIES

Parties are limited to just a few each year. Classroom Teachers will plan along with Classroom Parents for these special activities. If a class has a student with a known food allergy, that child's parent will be involved in the party planning and a list of acceptable foods will be determined. Class parents will collect funds and purchase food items from the list.

VALUABLES

Please avoid bringing valuable items to school. Lost, misplaced or broken valuables create problems and bad feelings. Please leave electronic games and gadgets at home, too.

CLASSROOM OBSERVATIONS

At Osborn Hill School, we pride ourselves in having parents involved in classroom activities. Parents often assist teachers in special activities, field trips, celebrations, etc. If a parent wishes to formally observe their child in the school environment, we ask the parent to request this one week in advance by completing the Observation Request Form. We will then arrange a mutually convenient time and the parent will be accompanied by a school representative. Observations are limited to a 30-minute time period in order to minimize interruptions to the student learning environment.

School Procedures

UNSCHEDULED VACATIONS

We believe that attendance at school is important because of the instruction being provided as well as the interaction occurring between students and their teachers. If you withdraw your child from school to go on a vacation, you have made the decision that your child will gain as much or more from the experience. Please do not request homework for the period of absence. Instead, have your child keep a journal or diary account of their experience. Three to four pages of writing per day is appropriate. Please notify the school in advance of your planned vacation.

HOLIDAY AND END-OF-YEAR GIFTS

The most appreciated gifts for staff members have been those made by the children themselves. Handmade cards, gifts, holiday baked goods are examples. Large monetary contributions to a gift “fund” for teachers places an undue hardship on many families, so we firmly request that monetary contributions over \$5.00 not be made. The best gift of all is the continuing cooperation, courtesy, genuine concern, and affection shown to each other throughout the year.

School Procedures

FUNDRAISING

Osborn Hill is a learning community. Its needs should take precedence over external community needs. However, Osborn Hill is not an island. Student involvement in the “real world” is a valid educational experience. Student involvement in the community should stress service and familiarization with issues. Students should be encouraged to give personal service to community needs, rather than being used as fundraising instruments by adults with non-academic agendas. Outside organizations should be discouraged in their efforts to make Osborn Hill a part of their fundraising strategy. An annual calendar of fundraising activities will be developed by the PTA and the Student Council. Fundraising activities should not reduce instructional time. All community appeals, including printed materials, presentations, videos, etc., must be prescreened by the principal or his designee(s).

Progress Reports

Progress reports are issued three times a year for all grades. They are tools to communicate academic growth by students in academic areas, work habits, social skills, and effort.

For academic areas, specific skills are listed under each academic area. Teachers use assessments, assignments, and observations to determine if the student is exceeding, meeting, progressing, or not meeting each skill. Some skills may not be marked for certain marking periods because the skill is not introduced until later in the year.

For effort, work habits, and social skills, each area is either appropriate or needs improvement.

School Procedures

HOMEWORK POLICY

We encourage parent involvement in special projects/papers. The final written product however, whether handwritten or word-processed is expected to be the student's. The following is a suggested time schedule for homework assignments:

Kindergarten	Occasional assignments as appropriate
Grade 1	10-15 minutes 4 days per week
Grade 2	15-20 minutes 4 days per week
Grade 3	15-30 minutes 4 days per week
Grade 4	30-45 minutes 4 days per week
Grade 5	45-60 minutes 4 days per week

If parents observe their child having specific difficulty with an assignment or taking longer than the above guidelines, please communicate this to the teacher.

NO BAIL OUT POLICY

This policy has been instituted in order to help our students become more responsible decision-makers and to lower the number of instructional interruptions of classrooms throughout the day. The No Bail Out Policy encourages students to face the responsibility and consequences for the choices they make. This policy will lead to natural consequences for students that make poor choices. For example, if the student forgets his/her instrument, he/she will be unable to participate in the music lesson for that day. This policy will lead the child to be less likely to make the choice again.

Students are not allowed to call home for the following items that they were responsible for bringing to school:

- Homework or school books
- Instruments

If a parent chooses to bring an item left at home, the item may be left in the office, but the child will not be called out of class to pick it up. If the student stops by the office and sees the item, they may take it.

If students forget their lunch, they may call home but will not be called back to the office when the lunch arrives. They can pick the item up before lunch.

School Procedures

DRESS CODE

Although Osborn Hill School does not have a formal dress code, students' dress must be both practical and tasteful. The wearing of torn, worn-out, offensive, slogan T-shirts, or distractive clothing does nothing to enhance the learning posture of children. Clothing that restricts movement or presents a safety hazard (i.e. chains, dangling earrings) is not appropriate for school. Students must wear sneakers to school on gym days and hats are not to be worn in classrooms. Footwear is very important to the safety of the children. Sneakers and rubber-soled shoes are best. When it is cold, children need to wear warm clothing and footwear, including hats and gloves/mittens. When there is snow on the playground and fields, children will be allowed to play on the blacktop. For rainy days and other inclement weather conditions (such as ice!) recess will be conducted and supervised in the child's classroom.

Please send your child to school with appropriate clothes for outdoor recess, especially in the winter. The children do go out on most days so they need to be dressed accordingly. During warm weather, the wearing of flip-flops to school should be discouraged as it is a potential safety hazard.

FIELD TRIPS

Classes take one or more field trips a year. Please note the following:

- Students always travel by bus unless it is within walking distance.
- Signed permission slips are always required.
- Students may order cold lunch (cost of one regular lunch) from the cafeteria if the trip requires a bag lunch—the teacher will note on the permission slip if this service is available.
- Parents and siblings may sometimes be allowed to attend—the teacher will note this on the permission slip if it is an option.
- The PTA subsidizes each child's trip expense with a \$12 annual contribution.
- **Students must remain with their class for the entire field trip, including the bus rides to and from the trip.** Part of the field trip experience is the group time on the bus. The dismissal of students by parents from the field trip is discouraged and requires approval well in advance of the trip.

LOST & FOUND

The Lost & Found items can be claimed in the wooden trunk outside the computer lab. All things that are left at the playground, APR, etc. can be found in this trunk. **PLEASE label all items: backpacks, lunchboxes, coats, hats, gloves, etc.**

School Procedures

CELL PHONES & PERSONAL ELECTRONIC DEVICES

Osborn Hill School's first priority is to have an interruption-free and distraction-free learning environment for all students, teachers and staff. The guidelines below help ensure a protected learning environment.

Cell Phones

Student use of cell phones is prohibited. If a student is asked to carry a cell phone by parents (*i.e.*, the student walks home and the phone is for safety), the phone must be kept off and in a secure location until the end of the day. These items may not be displayed on a student's person during the school day.

Other Electronic Devices

Radios, tape/CD/DVD/Blu-Ray players, iPods/MP3s, PSPs, Palms, earphones, etc. are not to be used during instructional or non-instructional times such as lunch, recess, etc. These items may not be displayed on a student's person during the school day.

Kindles, e-Readers, Nooks, other electronic reading devices, iPads, tablets, and laptops may be used by students with parent and teacher consent. The device should be used only for instructional purposes. If used in other ways, the use of the device will be prohibited.

Exceptions

The above prohibitions may be relaxed under the following circumstances:

- the use is specifically required to implement a student's current and valid IEP,
- the use is at the direction of the teacher for educational purposes,
- the use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

Parents, we ask that you carefully consider whether your child needs to have any of these items at school. Should your child bring any of these items to school, please be aware that there is some risk that they may be lost, misplaced, broken or stolen. The school cannot be responsible for replacing lost, broken, or stolen items.

Failure to follow school procedures regarding electronic devices will result in appropriate disciplinary action, which can include but is not limited to the confiscation of the item(s) that will have to be picked up by a parent/guardian from the school. Repeated infractions may lead to further disciplinary consequences.

Communication

EMAIL TO TEACHERS

Changes in dismissal and other urgent matters should not be sent via email to teachers. Teachers are busy with instruction throughout the day and are not likely to see emails immediately. An urgent message may be missed. If something truly urgent arises, please call the office.

Please allow time for teachers to respond to your emails. Again, teachers are very busy throughout the school day with instruction, planning, and meetings. **Parents should not expect replies to emails during the school day.**

OZZIE FLASH

All parent communication is online and sent via e-mail to all families. Announcements, flyers and forms are also available via the PTA website (www.ohspta.com). This system replaced Friday Folders in April 2008 and has been found much more reliable and efficient (it also saves copy paper). Notices to be sent via the Flash must still be approved by central office or the school administration.

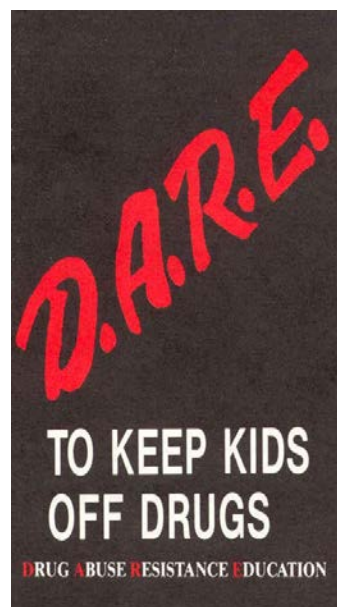
Programs

PTA VOLUNTEER PROGRAM

There are many ways in which a parent may become involved in his/her child's education through the PTA Volunteer Program. All parents are welcome and encouraged to participate as an Osborn Hill School volunteer. Consult your Volunteer Handbook published at the beginning of the year to find a program suitable to your interests and schedule. This year's PTA Committee Chairpersons List is found in the beginning of this handbook. All adults who expect to volunteer during the school year must complete a Security Screening Form prior to working in the school. This form will be available at Visitation Day in August and at anytime in the main office.

DARE

Fifth Grade students participate in DARE, **D**rug **A**buse **R**esistance **E**ducation. The primary focus of DARE is to educate students about the many social influences that pressure young people to experiment with drugs. Upon completion of the ten-week program, each student receives a certificate of achievement at a graduation ceremony. Please plan to attend with your child.



KID'S PLACE

Kid's Place is Osborn Hill School's licensed before- and after- school child care program. Kid's Place is open Monday through Friday from 7:30 a.m. to 8:45 a.m. and from 3:45 to 6:00 pm. Registration is available on a full-time, part-time and drop-in basis. For a registration packet, please call (203) 913-8288.

Programs

LIBRARY LEARNING COMMONS

The Osborn Hill Library Learning Commons serves students as they develop lifelong learning strategies. The program is based on Linking Learning: The K-12 Library Media Curriculum for Information Literacy and Technology Skills. Development of learning strategies includes an appreciation of a wide range of literature, increasing proficiency in the use of technological tools to access and communicate information, and experience with the research process using specific skills. Collaboration with the entire Osborn Hill staff, students and parents is one of the necessary components for the success of this program.

A variety of technological tools are easily accessible to both students and staff throughout the school. The Library Learning Commons has computers running Windows XP. All computers have access to a variety of general use and curriculum specific software products, an online encyclopedia and atlas; printers and an automated circulation and catalog system. We have a computer lab that can accommodate a full class of students. The lab has 27 computers running Windows XP with a variety of general use and curriculum specific software programs and will have supervised access to the Internet.

In addition to the Library Learning Commons and computer lab, each classroom has computers and printers available for student use. Each classroom computer has a variety of grade level appropriate software programs, access to the filtered Internet, the library's automated catalog system and print capabilities. Each fourth and fifth grade classroom contains a SmartBoard for instructional purposes.

In addition we have a number of televisions and VCRs, CD and DVD players and writers, scanners, digital cameras, and video camcorders. A Windows NT server supports the school's network that provides communications and resource sharing between classrooms and beyond.

CURRICULUM

District curricula are available on the district website or follow the link below:

http://fairfieldschools.org/curriculum_instruction.htm

Schedules

KINDERGARTEN SCHEDULE

Kindergarten students stay for full days (8:55-3:25), Monday through Friday.

OPEN HOUSE

Open House is a chance for parents to visit their children's classrooms and hear about the year ahead. **Open House for parents of students in Kindergarten through 2nd grade is Thursday, September 10, 2013 from 7:00 pm to 8:30 pm. For parents of students in grades 3 through 5, Open House is Thursday, September 17, 2013 from 7:00 pm to 8:30 pm. Parents should report to the All Purpose Room at the start of the Open House.**

CONFERENCES

There are two times a year that are set aside for parent conferences. **Fall conferences are scheduled for October 17, 23, and 24, 2013. These are early dismissal days and a schedule of appointments will be sent home. Spring Conferences are scheduled for March 26, April 2 and 3, 2014.**

In addition, parents or teachers may request additional conferences to discuss a child's progress should the need arise. Parents are always welcome to contact their child's teacher at any time during the year, particularly if a situation arises which has affected the child's self-esteem and ability to learn comfortably. **Please schedule a time to meet privately with your child's teacher and refrain from impromptu conferences in the hallways or classrooms at arrival, dismissal or other times during the school day.** Teachers are supervising children and should not be pulled from that responsibility.

Schedules

SPECIAL SUBJECT AREAS

Gym: Two 30 minute classes each week for K-5th graders.

Art: 1 session per week. Class length ranges from 30 min. to 1 hour depending on grade level.

Music: Two 30 minute classes each week for K-4th graders.
5th graders receive one 30 minute class and one chorus session each week.
Recorder lessons start in 3rd grade.

Instrumental Music:

- String lessons are offered as pullouts and before school to 4th and 5th graders.
- Band lessons are offered as pullouts and before school to 5th graders.

Library Media Center: flexibly scheduled according to units of study at each grade level.

Spanish: Two 25-minute sessions each week starting in 4th grade.

MUSIC CONCERTS

There are two music concerts each year performed by our fourth- and fifth-graders who participate in orchestra, band, and/or chorus. **The performances for this coming year are scheduled for 7:00 pm on Thursday, January 23, 2014 and Thursday, May 21, 2014.**

Schedules

LUNCH PROGRAM

<u>Grade</u>	<u>Recess</u>	<u>Lunch</u>
2	11:00 – 11:20	11:20 – 11:40
5	11:25 - 11:45	11:45 – 12:05
KM & KSO	11:50 – 12:10	12:10 – 12:30
KG & KBe	12:10 – 12:30	12:30 – 12:50
1	11:55 – 12:15	12:15 – 12:35
3	12:25 – 12:45	12:45 – 1:05
4	12:50 – 1:10	1:10 – 1:30

- Parents may join their child for lunch on an occasional basis if they wish. Please adhere to our healthy eating policy. No soda or junk food is allowed. No food can be shared with other students.
- Three ways to pay for meals or milk:
 1. Send in check/cash to the Cafeteria Manager at Osborn Hill starting the first day of school (there is no fee for this method of payment).
 2. Pre-pay through www.Mealpay.com whatever dollar amount you choose using a debit or credit card (there is a first-time minimum deposit of \$20). You will be charged a 5.75% convenience fee for using your debit or credit card or a \$2.00 per check fee for using your checking account. These charges cover the cost of bank fees (the school district does not receive any income from these fees).
 3. You may call Mealpay’s toll free number at 1-866-875-6833 to pre-pay by check, credit or debit card over the phone. Convenience fees stated above apply.
 4. **Note: You can check cash balances in your child’s account at anytime, free of charge, by visiting www.Mealpay.com**
- Low/negative balance letters will be sent home weekly when a student account balance reaches three (3) meals or less. When a student’s account balance reaches zero he/she will be allowed emergency lunch loans. The first three (3) emergency lunch loans, the student may select from the full menu. They will not be allowed to purchase a la carte items with the exception of milk. After three (3) emergency lunch loans the student will receive the bagel plate or cereal plate lunch. The Cafeteria Manager will call the student’s parent when the student reaches three (3) emergency lunch loans. When a student exceeds five (5) emergency lunches, the Cafeteria Manager will notify the principal who will contact the student’s parent by letter or telephone requesting payment of the account.
- Menus will be sent home monthly and are also published in the town newspapers. They can also be found on the district website.

Schedules

STANDARDIZED TESTING SCHEDULE

CMTs

Osborn Hill School students participate in several standardized testing programs. The Connecticut Mastery Test (CMT) is a State mandated examination administered to children in grades 3-8. The CMTs are scheduled for March 2014. The results are sent home Summer 2014.

Naglieri (NNAT2)

All 3rd grade students will take the Naglieri (NNAT2), a one session non-verbal ability test.

Cognitive Abilities Test (CogAT)

The Cognitive Abilities Test (CogAT) is administered to all children in grade 3. The CogAT consists of three sessions.

Healthcare

SCHOOL NURSE

The school nurse offers coverage from 9:00 am until 3:30pm daily. The duties are many and varied. A major portion of time is spent with your children administering first aid and illness evaluation. Various screenings are done throughout the year, including vision and hearing, and head lice.

The school nurse provides the health care and immediate first aid in case of an accident or sudden illness. The nurse will call the parent or guardian to come to the school for the child if the child becomes sick. It is important that the school nurse have **your emergency numbers and family physician information.**

MEDICATIONS

Prescriptions and/or over-the-counter medications may not be dispensed or sent in with students to take on their own during school hours unless a medication authorization form is filled out and signed by doctor and parent. These forms may be obtained in the health room. This includes cough drops. The medication when sent into school must be in its original container and brought in by an adult.

Healthcare

ILLNESS

It is the policy of the Fairfield Public Schools that all students with a temperature of 100 degrees or above, with or without symptoms be excluded from school. If your child has had a fever, please be sure they are fever free for 24 hours before returning to school.

Due to the H1N1 flu pandemic, the Dept. of Health asks that students with flu symptoms remain at home until such time when they have not had a fever for 24 hours. Students are encouraged to get the flu vaccine when available. Children will be encouraged to wash their hands with soap and water several times during the day. Parents should also encourage proper hand washing. Students diagnosed with Strep Throat are allowed to return to school 24 hours after treatment has started and they are fever free. Also, be sure to tell us when your child has Strep as this is a reportable Communicable Disease. If a child is being cultured for Strep throat, please do not send the child to school until results are known.

Please do not send your child to school if he/she has red, tearing, itching, crusty eyes. The child will not be allowed to stay in school with these conditions. A student with conjunctivitis may return to school after starting medication only if the eye has stopped itching and discharging.

A child with an undiagnosed rash will be excluded from school and will not be readmitted until a doctor's diagnosis has been made. A doctor's note must be sent to school on both conjunctivitis and rashes for the child to be readmitted.

SCREENINGS

Vision and hearing screenings are done during the year. Parents will be contacted if any discrepancies are discovered. Scoliosis screening is done at the 5th grade level. Color Vision is done at the first grade level.

ALLERGIES

A number of children have food allergies and we must all be careful in what foods come into school, especially in classes with allergic children. If your child is in such a class, the classroom teacher will meet with Class Parents and parents of the allergic child(ren) to develop a list of safe foods. Class Parents will then purchase foods for any parties and/or events. They will ask all parents to send in money to cover the cost of these purchased foods. A good website to learn more about food allergies is www.foodallergy.org

Transportation

SCHOOL BUS

The town provides transportation for children in grades K-3 who live more than 3/4 mile from school and for children in grades 4 and 5 who live more than one mile from school. Parents of children who live within these distances but believe it unsafe for their children to walk to school may submit a letter requesting transportation on a space available basis. Bus assignments will be mailed prior to the opening of school. Children are to ride **only** their assigned bus to and from school. **No exceptions!** A child may get off at a different bus stop **only with written permission** from the parent or guardian. The child must show this note to the teacher and then give this note to the bus driver as they get on the bus for the ride home. If the child is **not taking the bus** on a certain day, please send a note to the child's teacher indicating that the child should be dismissed as a walker for that day.

The following are some simple rules recommended for your child's safety. Please take a few minutes to talk to your child about these safety rules:

- Bus riding is a privilege. Offensive riders will be removed from the bus for a period of time. Your school day officially begins when you first take a step on to the bus, and it ends when you step off in your neighborhood.
- Arrive on time for the bus.
- Do not cross the road in front of the bus so that the driver can see you safely cross. Make eye contact with the driver.
- Wait only at the designated bus stop on the correct side of the street.
- Stay out of the street and wait until the bus comes to a complete stop.
- Do not push or shove to get in line as the bus arrives. Do not run to the bus when it is still moving.
- Respect private property at the bus stop.
- Do not push and keep your hands and belongings to yourself.
- Be careful not to have loose ends hanging from clothing and backpacks that might get caught on railings and doors.
- Speak in a normal voice – **No shouting!**
- Treat bus equipment with respect.
- Realize that the bus driver is in charge.
- Do not stay on the bus in an emergency, unless the driver gives other instructions.
- Do report offensive language or behavior to the driver and to Mr. Arnone. Drivers are also instructed to report offensive behaviors to Mr. Arnone.

Any bus lost and found questions may be addressed to the Transportation Supervisor, at 255-8385.