



Dear Families:

This guidebook, along with the district publication, *A Family Guide to the Fairfield Public Schools*, will help inform you about all that is going on in our district and school.

Welcome to the 2015 - 16 school year and have a great year!

Respectfully,

Elizabeth L. McGoey
Principal

STRATFIELD ELEMENTARY SCHOOL

**1407 Melville Avenue
FAIRFIELD, CT 06824
PHONE: (203) 255-8332
FAX: (203) 255-8209**

Stratfield Web Site:

<http://fairfieldschools.org/schools/strat/>

Leadership Team

Principal.....Elizabeth McGoey
Instructional Improvement Teacher/Gifted Teacher.....Marie Kass
Language Arts SpecialistJen Stowell
Language Arts SpecialistJen O’Connell
Math/Science Teacher.....Amy Lacey
Psychologist.....Kathleen Flannery
Library Media Specialist.....Amy Rizzo

Office Staff - Hours 8:00 A.M. to 4:30 P.M.

Building Secretary.....Linda O’Connor
Part-Time Clerk.....Nancy Schneider
Part-Time Clerk.....Elizabeth Corcoran
School Nurse.....Karen Reid

Custodial Staff

Head Custodian.....John Portela
Night Custodian.....Ian Potts

SCHOOL HOURS

Grades K-5	8:55 A.M. to 3:30 P.M.
Early Dismissal (K-5)	8:55 A.M. to 1:40 P.M.
Delayed Opening	10:55 A.M. to 3:30 P.M.

ABSENTEE CALL-IN LINE	255-8421
EARLY CLOSING HOTLINE	255-TALK (8255)

Student drop-off begins at 8:45 A.M. Please do not drop-off students any earlier, as there is no supervision available until 8:45 A.M.

STRATFIELD ELEMENTARY SCHOOL
2015-2016 SCHOOL STAFF

Leadership Team

Principal	Elizabeth McGoey
IIT/Gifted Teacher	Marie Kass
Language Arts Specialist	Jen O'Connell Jen Stowell
Math/Science Specialist	Amy Lacey
Psychologist	Kathleen Flannery
Library Media	Amy Rizzo

Office Staff

School Secretary	Linda O' Connor
Part-Time Clerk	Nancy Schneider
Part-Time Clerk	Elizabeth Corcoran
Nurse	Karen Reid
Social Worker	Christine Perez

Teaching Staff

Kindergarten	Kathy Kassouf Penny Nielsen Juliana Poznan
Grade 1	Dorothy Carter Kathryn Ciccarelli Meghan O'Connor Christina Ries
Grade 2	Amy Francoletti Carla Frankel Lauren Kinsley Kristen Naiburg
Grade 3	Kathleen McCay Adeleen Moore Lisa Yacoviello
Grade 4	David Foster Gina Guetti Kelly Jasper Catherine Scott
Grade 5	Tara Bainer Hanna Dyki Darren Molony Amanda Schmidt

Art Teacher	Robert Matarazzo
Music Teacher Strings/Orchestra Band Teacher	Dr. Martha Alward Donna Tanana Brian Borelli
P.E. Teachers	Joseph Cote Bob Bove

Spanish Teacher ELL teacher	Susan Welch Maria Magalhaes
Speech/Language Teacher	Jen Lau
Occupational Therapy	Cyndi Kydes Kelly Sasso
Physical Therapy	Lauren Gately

Special Education Staff

Resource Teachers	Katy Allamby Barbara Nemeth Kristen Rudolph Cheryl Tafel
<u>Support Teachers</u> Paraprofessionals	Veronica Barraza MaryEllen Busillo Carol Hochberg Sophia Ibanez Teresa Kerrigan Eileen Krahe Minna Lewis Pia Natoli Melissa Otten Wendy Radovic

Building Support Staff

Cafeteria Manager	Gail Plotkin
Lunch Aides	Susan Fiske Stacy Sullivan
Head Custodian	John Portela
Night Custodian	Ian Potts
Intern Building Sub	Jaimie McNally Patrick DelVecchio

STRATFIELD SCHOOL VISION STATEMENT

Our philosophy stresses that each student should thoroughly enjoy learning while receiving a comprehensive background in basic skills while exposing the child to humanities, art, music, and literature. The curriculum fosters awareness, appreciation of, and acceptance of the varied cultures found in our immediate society and throughout the world. We utilize many local resources such as; community members, libraries, museums, and places of business.

Instruction includes concepts and practical problem solving experiences that enable students to use their higher level thinking skills. Our diverse curriculum offers each child a chance to succeed and to emerge as strong, secure individuals who are able to face life's many challenges with confidence.

STRATFIELD POLICIES AND PROCEDURES

Attendance

Regular daily attendance is very important. It assists children in their academic progress and helps them to be more secure in their school group. It also gives them an appreciation of the importance of education. All outside activities should be scheduled after school hours. Dental and medical appointments should also be arranged for after school hours whenever possible.

Tardiness/Absences

Promptness will help your child with establishing a sense of responsibility and dependability. If a child is to be tardy or absent, parents must report the tardiness or absence using the Absentee Call-in line at 203-255-8421. Please be sure to call this line and state the reason for the absence.

If students arrive to school after 8:55 A.M., an adult must escort them to the office to sign them in and obtain a late pass.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

- Doors will be open to students at 8:45 A.M. There are staff at the front entrance, office entrance, and at the “Kiss and Go Lane” to greet all students. In order to keep the traffic flowing, parents are asked to pull all the way up to reduce the back-up through the parking lot. We additionally ask that parents stay in their cars and allow the staff to assist students getting out of the cars. We ask that only students enter the building. If an adult needs to enter the building, he or she will need to enter at the office door, sign in at the office, and obtain a visitor’s pass and state the reason for his/her visit. Parents should not accompany students to the classroom unless they have an appointment with the classroom teacher at that time.
- **Please do not drop your children off before 8:45 A.M. as there is no supervision available until that time.**
- Students arriving on buses will enter through the main entrance at 8:45 A.M.

Dismissal

- Student dismissal time is 3:30 P.M.
- Bus students will be called to the gymnasium, and then students who are walkers/parent pick-up will be called by grade level.
- Students in grades 1-5 will be escorted to the front of the building for pick-up by parents, and kindergarten will dismiss by the door near the gym. Your child's teacher will communicate the specific location for dismissal/pick-up and any further information that is necessary in order to ensure the safety of all of our students.
- To ensure a safe dismissal, it is necessary for the teacher to see each parent/guardian picking up his/her child. Parents will need to come to the front entrance to meet their child's teacher in order for the child to be dismissed.

Dogs/pets are not allowed on school property during the school day. This presents a particular safety concern during arrival and dismissal of our students.

Early Dismissal Days

All students, including kindergarten, are dismissed at 1:40 P.M. on early dismissal days.

Alternate Dismissal

- If a student is going to have an alternate dismissal, please inform us in writing. Teachers will send these notes to the office so we have a record of all changes of dismissal.
- We will only accept alternate dismissals over the phone in the event of an emergency. We will not accept changes in dismissal after 3:00 P.M., unless Ms. McGoey approves it.
- E-mail changes of dismissal will not be accepted as occasional mail system outages make this method of communication too unreliable.
- If your child needs to leave during the day for any reason, he or she must bring written notification to his or her teacher in the morning. In order to pick-up your child during the school day, you must stop in the office to sign him or her out and office staff will then call your child down from his or her classroom.

EMERGENCY COMMUNICATION

All emergency and other communication to parents and staff will be made through Infinite Campus. It is imperative that all parents/guardians complete the contact information or they will not receive these messages. For school closures and delays, etc. 203-255-TALK and the district website, in addition to the normal radio and TV stations will also be used, as has been the process in the past. Below is the Infinite Campus Portal Parent Guide site for your reference.

http://fairfieldschools.org/downloads/Infinite_Campus/IC%20parent%20portal%20for%20web.pdf

GET ACQUAINTED NIGHT/OPEN HOUSE

Get Acquainted Night/Open House is a parent event established as a way to learn about Stratfield School and individual classroom expectations. This brief informational presentation is given at 7:00 pm in the gymnasium, followed by visits to the classroom for teacher presentations. The date of this event is **Tuesday, September 15, 2015**. Classroom teachers will present two identical presentations. The first one will start at 7:30 P.M., and the second will begin at 8:00

P.M. Additionally, specialists will be available in their individual rooms from 6:40 PM – 7:00 PM should you wish to speak with any of these individuals.

PARENT/TEACHER CONFERENCE SCHEDULE

Timely communication between home and school is an important part of a successful learning experience. While this communication happens on an on-going basis and takes a variety of forms, specific Parent/Teacher Conference Days for the elementary schools have been established in the fall and spring to facilitate the process. Please mark your calendars with the following dates:

Thursday, October 22, 2015 (evening conference)
 Wednesday, October 28, 2015 (evening conference)
 Thursday, October 29, 2015

Wednesday, March 30, 2016
 Thursday, March 31, 2016 (evening conference)
 Wednesday, April 6, 2016

LUNCH, RECESS, SNACKS, BIRTHDAYS, AND CAFETERIA PROCEDURES

Snacks in the Classroom

Most classrooms have snacks during the morning, and we would ask that you provide healthy snacks for your children. At Stratfield, we believe in promoting the importance of physical activity and proper nutrition in our daily lives.

We would like to challenge all Stratfield families to make an effort to provide healthy, nutritious snacks for all children. Please make a conscious effort to leave behind the sugary, unhealthy treats and introduce smarter, healthier choices to our children.

Peanut Free Table

A peanut free table is available for students with known nut allergies. A student can choose one friend to join them at the table. Any child joining a friend at this assigned table must have hot lunch. The only child that can bring a cold lunch to the peanut free table is the child with the nut allergy.

Recess/Lunch Schedule

Grade	Recess Time	Lunch Time	Bathroom/drinks in Classrooms
K	10:55-11:15	11:20-11:40	11:40-11:50
3	11:20-11:40	11:45-12:05	12:05-12:15
4	11:45-12:05	12:10-12:30	12:30-12:40
5	12:10-12:30	12:35-12:55	12:55-1:05
2	12:35-12:55	1:00-1:20	1:20-1:30
1	1:00-1:20	1:25-1:45	1:45-1:55

Birthday Celebrations

We welcome celebrating your child's birthday in the classroom; however, we are asking that you please refrain from bringing in *any* food for this celebration. Please communicate with your child's teacher for other alternatives to celebrate this special day.

ADULT GUESTS

Parents and other visitors are both welcome and encouraged to visit the school and participate in special events. A few safety protocols have been put into place to provide a safe and secure environment for all students. School visitors must have an appointment with a staff member or a legitimate reason for entering the school. All appointments scheduled with teachers will be confirmed with the office so that we can expect your visit. Lunch-time visitors will only be allowed for student birthdays; a designated lunch table will be identified for this purpose.

If you or any family member would like to visit the school to help in a class, the library, or elsewhere, you must have a Volunteer Registration form on file in the school office. Please see the information below regarding Volunteers.

ITEMS BROUGHT TO SCHOOL

If parents find it necessary to deliver articles of clothing, lunches, instruments, or other items to the school for their children, the items must be labeled with the student's name and classroom and left on the "OOPS CART" located at the main entrance of the school.

BULLYING

BOARD OF EDUCATION DEFINITION OF BULLYING

The State's definition of bullying under Sec. 10-222d, as amended by PA 08-160 and Board of Education policy is: "any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are committed more than once against any student during the school year."

Process for Anonymously Reporting Acts of Bullying

A new procedure was put into place to allow parents and students the opportunity to anonymously report acts of Bullying. Please see the Family Guide to the Fairfield Public Schools Handbook for the definition of Bullying.

If you or your child wishes to anonymously report an act of Bullying there are 2 anti-bullying boxes at Stratfield School. One is located on the OOPS Cart at the main entrance of the school, and the other is located within the school for all students to access.

As always, we like to keep lines of communication open. Please feel free to contact me with any problems or issues that you may have in the upcoming school year.

GUIDELINES FOR PARENT VOLUNTEERS

Thank you for offering to lend a hand as a parent volunteer at Stratfield School! As a staff, we firmly believe that there is a direct correlation between the quality of education that can be achieved in a school and the visible presence of caring parent volunteers.

Volunteers must adhere to the highest standards of personal discretion and confidentiality regarding all sensitive school-related matters. **In addition, there must be a clear understanding of and appreciation for the special “trust” that is formed between the school and the parent volunteer. Generating rumors or prying on the part of a volunteer to make personal or private matters public, simply cannot be tolerated.** The school reserves the right to “uninvite” a parent volunteer who is not able to adhere to these ethical standards.

We have drafted the following list of **ethical standards** for parents who serve as volunteers at Stratfield. We want and need your help!

1. Volunteers must aspire to “professional standards” of ethical conduct while serving in the school and while communicating about school activities outside of the school. There should be no judgmental or comparative anecdotal conversations in school or within the school community regarding the following:
 - Perceived strengths, weaknesses, or “styles” of individual children
 - Children who display developmental delays or a need for special education or social services (school psychologist, social worker, speech and language pathologist, etc.)
 - Children’s social, economic, academic, or emotional challenges or advantages
 - Perceived strengths, weaknesses, or “styles” of individual teachers
2. Volunteers must try to adhere to the schedules they have worked out with their cooperating teachers. An unanticipated failure to appear disappoints children and upsets teachers who have come to rely upon your presence and assistance. Please call in advance if you are not able to keep to your schedule.
3. Volunteers with questions about the methods or practices of a teacher should seek clarification from the teacher.
4. Volunteers should be prepared to tactfully redirect any efforts of other parents to question them about sensitive school-related matters.
5. Volunteers may be involved by working with children directly or handling management tasks (laminating, copying machine, etc.) as determined by the teacher.

All volunteers must have a Volunteer/Resource Person Registration form on file in the school office. **The Volunteer/Resource Person Registration form must be completed at least 3 days prior to volunteering—you cannot complete a form on the day you plan to volunteer.** The Volunteer/Resource Person Registration form is not required for parent/teacher conferences, assemblies/special events, class presentations or any other parent/staff meetings. The **Volunteer Registration Form** is in the Appendix at the end of this guidebook.