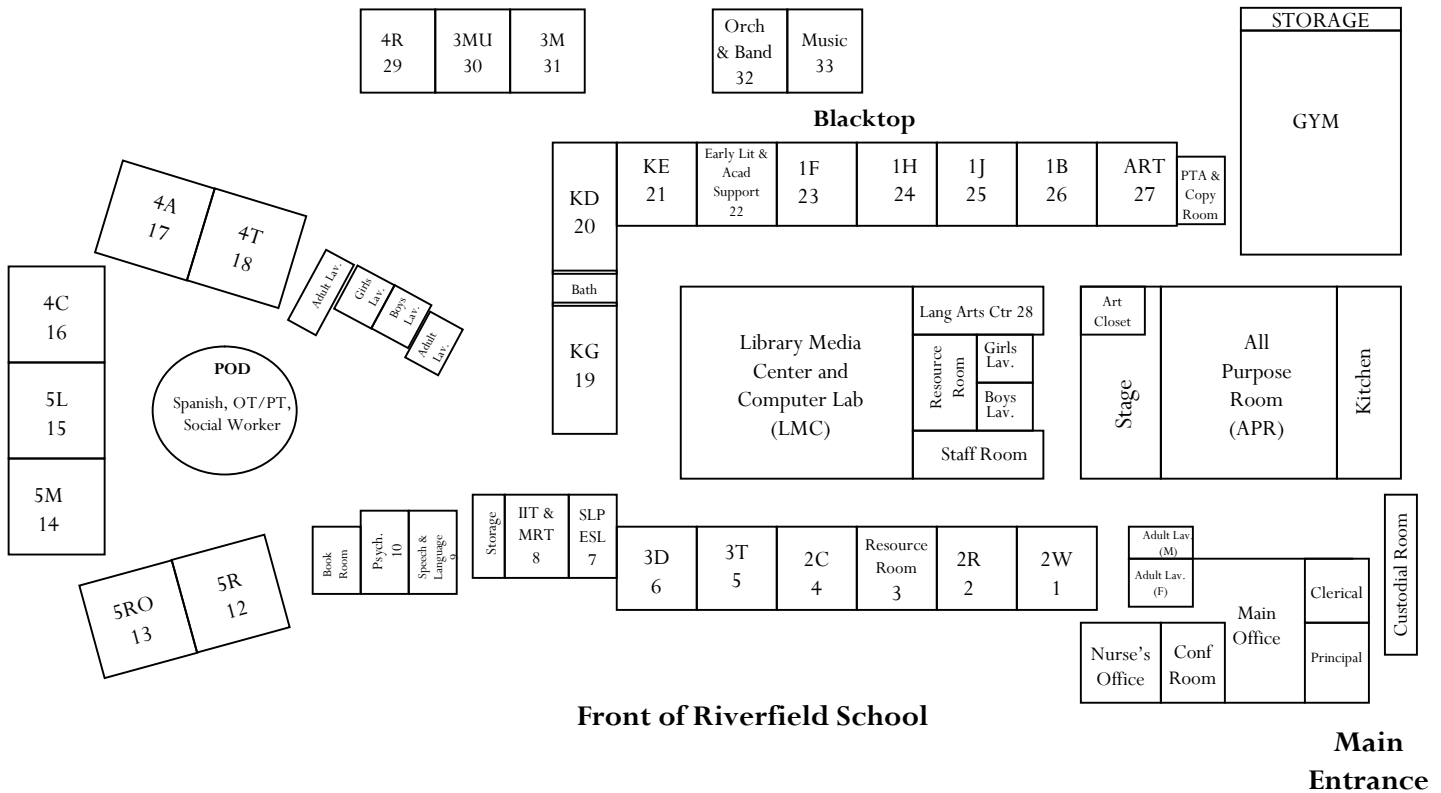


RIVERFIELD HANDBOOK

2009-2010

SCHOOL BUILDING MAP

2009-2010



Please Note: Map is not drawn to scale.

Room 3	Mrs. Laurie Lecomer/Mrs. Robin Osborn
Room 7	Mrs. Marie Labaze/Ms. Megan Kasparek
Room 8	Mrs. Laurie DeAngelis/Mrs. Elise Archibald
Room 9	Mrs. Denise Moore
Room 10	Mrs. Babette Thorson
Room 22	Mrs. Jessica Furey/Mrs. Mary Atticks/Mrs. Teale Keane/Mrs. Gail Williams
Room 27	Mrs. Diane Lynch
Room 28	Mrs. Nora Kurimai/Mrs. Arian Modansky
Room 32	Mr. Brian Borrelli/Mr. Jeff Albright/Mr. Jon Noyes
Room 33	Mrs. Donna Beatty
LMC	Mrs. Sue Selk/Mr. Justin Falcon/Mrs. Susan Dowling
LMC Office	Mrs. Sarah Schilling
POD	Mrs. Elba Llantín-Cruz (Spanish)/Ms. Danielle Green (OT)/ Ms. Sabrina Thompson (PT)/Mrs. Karen Martin S.W.
GYM	Ms. Amy Gagon/Mr. Sean Dolyak

RIVERFIELD ROADRUNNER

QUICK FACTS

RIVERFIELD ELEMENTARY SCHOOL

1625 Mill Plain Road

Fairfield, CT 06824

Principal – Mr. Paul Toaso

Secretary – Mrs. Dawn Olson

Nurse – Mrs. Sue DeCola

RIVERFIELD PHONE NUMBERS

Main Office	255-8328
Absentee & Late Line.....	255-8419
Delay & Early Dismissal.....	255-8255 (TALK)
School Fax.....	255-8207

OTHER IMPORTANT PHONE NUMBERS

Board of Education Central Office.....	255-8300
Supervisor Food Services (Joann Fitzpatrick).....	255-8370
School Bus Manager (John Ficke).....	255-8477

WEBSITES

www.riverfieldpta.com

www.edline.net/pages/Riverfield_ES

www.edline.net/pages/Fairfield_School_District

SCHOOL HOURS

8:55 am – 3:30pm	Regular Day
8:55am – 1:10pm	Extended Day Only
1:40pm	Early Dismissal
10:55am	Delayed Opening

RIVERFIELD SCHOOL HANDBOOK

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LETTER FROM THE PRINCIPAL

Dear Parents and Students,

We have a number of new families joining the Riverfield Community this year to whom I extend a warm welcome. Please become an active member of our wonderfully supportive PTA and get involved in the many school activities that support students' academic and social growth. I'm looking forward to a very exciting school year as we celebrate the 50th Anniversary of Riverfield School which opened in 1959. We value parents as partners in educating our students at Riverfield. You are your child's first and most important teacher. Working in collaboration with our excellent and dedicated staff, you play a critical role in making Riverfield School a Community of Learners where each child is guided to achieve his/her personal best.

Our goal is to help our students to develop the skills, concepts and attitudes that will make them lifelong learners who are well prepared to meet the challenges of the 21st century. Our school motto of "Children First" guides all that we do. Our outstanding staff is committed to improving student learning for each child in a nurturing and supportive environment. We want our students to become independent, respectful and responsible citizens who are kind and helpful to others. When the home and school work together, we can provide the best program possible for our students. Let's make our 50th year the most successful one for all.

Please keep this directory handbook to refer to for information on our policies, procedures and families. It is a wonderful resource for your family. My best wishes for an excellent school year!

Sincerely,

A handwritten signature in black ink that reads "Paul M. Toaso". The signature is written in a cursive style with a long horizontal flourish at the end.

Paul Toaso

INTRODUCTION BY THE PTA PRESIDENTS

Dear Riverfield Families,

The 2009-2010 school year is well underway and we are happy to report that everything is running smoothly thanks to our dedicated staff, involved parents and wonderful children. This is an exciting year because it is Riverfield's 50th birthday. We have fun activities planned for both children and adults so please keep an eye out for upcoming events – starting with our Riverfield Birthday Party on November 18th, 2009. Whether you are a new family to our school or have been at Riverfield for years - there are several important things we need you to know...so please keep reading.

At Riverfield we have a history of amazing parental involvement both in and out of the classroom. Everything you do from reading in class to volunteering in the library to assisting at a fundraiser directly impacts our children. Please consider giving what time and resources you can to support our school.

Communication is key in any successful organization and in every family. The Riverfield PTA is making the move to become paperless by September 2010 and we need your help and support. We have many valuable resources that we are going to rely on more and more as we approach the end of this school year. To begin, our online newsletter – The Roadrunner X-Press – is emailed at the conclusion of every week. A lot of work goes into making the newsletter an informative tool for our families. The X-Press also has a link to our online version of Friday Folders. We will be moving away from the traditional Friday Folders - all important flyers will now be found at this link. It is important that you read the X-Press and check the Online Friday Folders EVERY WEEK so you can stay informed of all information relating to our school. We also have our PTA website (www.riverfieldpta.com) which is a source for everything Riverfield. All pertinent information can be found on this site. Please bookmark this site and check it regularly. Finally, this Directory & Handbook is essential if you want to stay connected. It has contact information for every family, staff, board of education member, committee chair and PTA board member. It also contains virtually every valuable fact about Riverfield from lunch times to playground rules. Please familiarize yourself with this book and keep it handy.

We are looking forward to a fantastic school year. If you ever have any questions or concerns please do not hesitate to contact us.

Maureen Sawyer, President
Nora Fanning, President-Elect

255.8981
259.3980

ssawyer1@optonline.net
norafanning@optonline.net

DAILY SCHOOL PROCEDURES

PARENT DROP-OFF PROCEDURE & RULES

Children may begin arriving at 8:45am. There is no adult supervision prior to 8:45am. (For earlier arrivals please see Kids Care Program on pg. 20)

In the spring of 2008, we initiated a new drop off procedure – it is called “**Stop, Kiss & Go.**” Parents dropping off students must enter the teacher parking lot and follow the driveway around. At the sign - stop your vehicle and have your children exit on the right hand side – there will be a staff member there directing the children. Students should not be dropped off at any other location for school.

If you have younger children that need to be walked to their classroom, please park in a designated parking spot. (See the parking section of this book on pg. 7 for more comprehensive parking rules)

MORNING LINE-UP

Children in grades K-3 may line-up at their exterior classroom door. Children in grades 4-5 will line-up on the blacktop next to the portable classrooms where their teachers will meet them.

PICK-UP

Walkers and bike riders are dismissed at 3:25pm. (For Kindergarten Early Dismissal please see the Kindergarten section on pg. 26) There is no adult supervision after 3:45pm. (For later pick-ups see Kids Care Program on pg. 20)

Bus riders are dismissed after the walkers and bike riders. Students participating in after school programs (i.e. Afterschool Adventures, Brownies) will be dismissed after the busers.

At the bell parents can pick-up the K-3 students at their outside classroom door in the afternoon – this reduces confusion in the hallways. If you want to give permission for another adult or older sibling to pick up you child at dismissal, you must put it in writing for your child’s teacher.

For 4th and 5th grade students, please make arrangements to meet your children outside the building – most notably on the blacktop near the basketball hoops. For security reasons all doors in the wing need to remain locked. **Please do not knock to be let in as it disrupts the classes on either side of the door – there are no exceptions.**

<p>IMPORTANT – There should be absolutely no pedestrian traffic through the teacher parking lot either at drop-off or pick-up.</p>

DAILY SCHOOL PROCEDURES

CHANGES IN AFTERSCHOOL PLANS

All changes in normal routine pick-ups **must be in writing** or the regular routine will be followed (e.g. if your child normally takes the bus and there is no note to be a walker for the day, your child will be placed on his/her regular bus). In an **EMERGENCY ONLY** you may call and ask the secretary to write a note and/or tell the teacher. Please **do not** let this become a habit. It takes much time and effort to locate a child, and frequent interruptions are disruptive to all students in the classroom. Please do not depend on email as a form of communication with your teacher. Many teachers do not check their emails until the end of the day.

ABSENT OR LATE

Please call 255-8419 before 9:15am when your child is absent or going to be late. Please remember this is **not** the main number for Riverfield – it is a line designated for absences and tardiness only. Listen for “Thank you for calling the Riverfield student absentee line...” then after the tone state your child’s name, teacher and illness or reason for being late. Please be brief. If your child is late you must sign him/her in at the main office when you drop them off. (Please see Sign In/Out section on pg. 6)

The second day of school is when “child check” begins. This is when we compare the actual attendance to messages to be sure that each child who has left for school has arrived. Your cooperation is crucial to the success and effectiveness of this program.

FREQUENT TARDINESS

Arriving consistently late for school can have a negative effect on a student’s academic achievement. We do not want this to happen to your child, therefore your support is extremely important. Your child will miss the key start of school which includes announcements and instructions for the day ahead. It also does not instill in your child the importance of being punctual. In addition, it gives the impression that school is not sufficiently important to warrant being on time. If there is a situation you need to discuss with our school nurse or principal, please feel free to do so and together you can provide a rich educational experience for your child.

FREQUENT ABSENCES

Lack of consistent attendance can have a negative effect on a student’s academic achievement. We take our responsibility of educating students very seriously. When a child is absent, important hands-on instructional time is missed as well as opportunities to socialize with peers and to participate in school activities, which is also critical at this age.

DAILY SCHOOL PROCEDURES

DELAYED OPENING/EARLY DISMISSAL

Occasionally, inclement weather makes it prudent for the safety of the students to have a delayed opening or early dismissal.

Delayed Opening Time - 10:55am

Delayed openings are 2 hours after the normal start time. Buses and crossing guards will operate 2 hours later than usual on those days. A decision on delayed opening or school closure due to inclement weather will be made no later than 6:30am. To find out if school has been canceled or delayed please use the sources listed below.

Early Dismissal (Including Kindergarten) Time: 1:35pm Walkers/1:40pm Busers

Early dismissal usually occurs after a four-hour day, but unusual conditions could dictate a different schedule. The decision to close school early is made no later than 11:00am. **Do not call the school** to find out if there is an early dismissal – use the resources listed below.

Phone Number: 255-TALK (255-8255)

Radio Stations: WICC – 600AM and/or WEZN – 99.9FM

Television: Locals News Stations

The **best option** is to get automatic emails or text messages to your cell phone. It is free and so easy – go to our school website at www.edline.net/pages/RIVERFIELD_ES scroll down to the “news” section and click on “Sign Up For K12 Alerts.” Then just follow the simple instructions OR go to www.k12alerts.com/fairfieldschools/.



SIGN IN/OUT & VISITATION

If your child is late for school, a parent **must** sign them in at the main office. The “Arriving Late” book is available in the main office. Once you arrive at school, your child should walk directly to class while you are signing him/her in. If your child is uncomfortable walking to class on their own, a **staff member** can escort them. If your child needs to be picked up early, please send a note to your child’s teacher. Come directly into the office and sign your child out in the “Leaving Early” book. The office will call your child down to the office to meet you.

For safety reasons, we lock our exterior doors and **REQUIRE ALL VISTORS, INCLUDING PARENTS, TO ONLY USE THE MAIN ENTRANCE**, report to the main office, sign into the “Visitor’s Book” and get a visitor’s badge. This is a BOE policy that is meant to protect your child.

All parents and other visitors must sign in and out when visiting Riverfield. All classroom visits need to be pre-arranged and pre-scheduled with your teacher or the Principal.

DAILY SCHOOL PROCEDURES

PARKING

It is extremely important for safety reasons to obey the parking regulations at the school.

Acceptable Parking Locations:

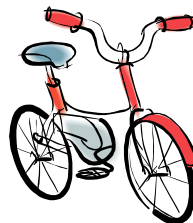
- ↪ Parking spaces on hill when you enter parking lot.
- ↪ Visitor spots across from fire lane on left-hand side of driveway.
- ↪ Along Lakeside Drive.

Unacceptable Parking Locations:

- ↪ The BUS/FIRE lane should **never** be used by parents. It is illegal to park or stand in any BUS/FIRE lane. Buses and emergency vehicles cannot get through the designated lane when cars are parked within, before or after the BUS/FIRE lane.
- ↪ Staff Parking lot or designated staff spots.
- ↪ In front of main entrance.
- ↪ In basketball court area when school is in session. The children use this court during lunch/recess and is it dangerous and disruptive to be parked in that area.

BIKE RIDER POLICY

- ↪ HELMETS MUST BE WORN as required by law.
- ↪ Parents must send in a signed permission slip for bike riders if those children are to ride home without parental supervision.
- ↪ RIDERS MUST WALK THEIR BIKE ON SCHOOL GROUNDS!
- ↪ Bike riding to school is not recommended for children under grade 2.
- ↪ Bikes must be stored in bike racks and locks are strongly recommended.



BUS TRANSPORTATION

The town of Fairfield provides transportation for children in grades K-3 who live more than $\frac{3}{4}$ miles 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 is 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 – there are no exceptions! A child may get off at a different bus stop on their route but only with written permission from the parent or guardian. The child must show this note to the teacher and then give the 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. It is important to note that if a teacher does not receive a written note your child will be placed on his/her regular bus.

The following are some simple rules recommended for your child's safety. Please go over these safety rules with your child(ren):

- ↪ 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.
- ↪ Respect private property at the bus stop.
- ↪ Remain seated while the bus is moving.
- ↪ Do not push and keep your hands and belongings to yourself.
- ↪ Speak in a normal voice – no screaming.
- ↪ Treat bus equipment with respect.
- ↪ Realize that the bus driver is in charge.

Please Note: The bus driver is not allowed to let a child off the bus unless a note is written to release the child to another adult. If a parent/guardian is not there to meet the bus at the designated bus stop, the bus driver will circle back around to your stop once he has completed his/her entire route. Please stay at your child's bus stop and try to keep your cell phone with you if possible.

Anything forgotten on the bus will remain on the bus until the next run. Students can retrieve their lost items when they are scheduled to ride the bus again.



SCHOOL POLICIES

BULLYING POLICY

Riverfield promotes a secure and happy school climate, conducive to teaching and learning, which is free from threat, harassment and any type of bullying behavior. Therefore, it shall be a policy of Riverfield that bullying of a student by another student is prohibited. Bullying is defined as: Any overt act(s) by a 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 repeated against the same student over time. A student who engages in any act of bullying is subject to appropriate disciplinary action up to and including suspension, expulsion or referral to law enforcement officials.

Riverfield's Program:

1. Permits anonymous reports of bullying by students and written reports by parents or guardians.
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students reports they receive.
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports.
4. Requires Riverfield school to maintain a publicly available list of the number of verified bullying acts that occurred there.
5. Requires Riverfield school to have an intervention strategy for school staff to deal with bullying in student codes of conduct.
6. Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.

Riverfield will deliver prompt and reasonable investigation of alleged acts of bullying. The Principal or his designee is responsible for handling all complaints of alleged bullying. A comprehensive approach, involving everyone in the school and the community, to address this issue is essential to reducing incidences of bullying. Such approach must involve proactive intervention at all levels; school-wide, classroom and individual. In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the incidence of bullying. It is important and necessary to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

WEAPONS POLICY

The safety of all students is our highest concern. Students who bring to school, use, sell or attempt to sell a firearm, deadly weapon, dangerous instrument or facsimiles of weapons will be suspended from school and reported to the Fairfield Police Department. State law specifically prohibits such behavior. Such behavior may result in expulsion from school for a period of up to, but not exceeding 182 consecutive school days.

SCHOOL POLICIES

DRESS CODE

Students are expected to dress in a manner that is appropriate and not distracting to other learners. Clothing that restricts movement or presents a safety hazard (dangling earrings) are not appropriate for school.

- ↪ Students must wear appropriate footwear to school (sneakers on PE days).
- ↪ Heeleys are not allowed anywhere on school grounds at any time.
- ↪ Hats, caps and bandanas may not be worn in school.
- ↪ Students may not wear articles of clothing displaying inappropriate words/pictures or having drug/alcohol/tobacco references.
- ↪ Cut off midriff t-shirts, extremely high cut shorts or skirts or other very brief articles of clothing (tank top with spaghetti straps, halters, tube tops) are not allowed.
- ↪ Students must wear pants at their waists.
- ↪ Underwear must not be visible.
- ↪ Appropriate clothing for outdoor recess, especially in winter months, is needed. This would include snow pants, boots, hats and mittens when there is snow on the ground.

RIVERFIELD C.A.R.E.S. CHECKLIST (BLUE SLIP)

These procedures will be used for inappropriate behavior:

1. Supervisor gives student 1 warning for inappropriate behavior.
2. If behavior continues, student will have a 5 minute time out. During this time out, students fill out and discusses checklist with supervisor.
3. Recess supervisor completes the checklist and maintains log of checklists given.
4. Student returns checklist to classroom teacher after recess.
5. Classroom teacher briefly reviews checklist with student and reinforces C.A.R.E.S..
 - a. When inappropriate behavior occurs at the end of the recess, the student will fill out a checklist in class and classroom teacher will give a consequence.
 - b. For serious behaviors, student will be sent immediately to the office. Classroom teacher and student will fill out a checklist and call home. Consequence will be given by classroom teacher.
6. Classroom teacher calls student's parents about checklist by end of day.
7. Checklist will be sent home for parents to sign and return.
8. Classroom teacher will collect checklist and return it to Laurie DeAngelis.

NO BAIL OUT POLICY

Regarding Forgotten Items

In November 2006, we initiated the “No Bail Out Policy” at Riverfield School. This policy was created to help our students become responsible decision makers. Responsibility, like discipline, is something that children learn through practice, observation, positive role models and positive encouragement. The “No Bail Out Policy” is aimed at encouraging students to face the responsibility and consequences for the choices they make. The consequences can be positive as when classes warrant an extra recess or accumulate marbles in their compliment jar for a special treat; they may also be not so positive as in the case of forgetting your instrument and not being able to have your lesson. We also believe that students who face natural consequences for poor choices will be less likely to make these poor choices again. That is why we are asking for your cooperation.

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

- ↳ Homework or School Books
- ↳ Lunch or Snacks
- ↳ Instruments

If parents do not “bail them out” by bringing their forgotten item(s) to school, students will face the natural consequence of their actions. We will also be sure to acknowledge and praise those positive choices that students make, in turn reinforcing them. Our goal is to help our children make good choices now for those relatively “minor” issues so that they are better able to make more responsible decisions in the future as teenagers and young adults.

If you have any questions regarding this policy please feel free to contact the main office.

CURRICULUM & POLICY INFORMATION

ACADEMIC RECORDS

The school must maintain minimal personal data on each student. This includes records of academic achievement, grade level, attendance, standardized test scores, health records, reports related to planning and placement meetings (PPTs) and reports of serious behavior patterns. If a parent wishes to examine his or her child's record file they may arrange to do so by contacting the principal's office. If you are moving, please come to the office to complete a release of records form to forward all academic records.

CONFERENCES

Parent/Teacher conferences are held two times a year at Riverfield school. This year Fall conferences are scheduled for October 20, October 22 and October 28. In the Spring, conferences are scheduled for March 31, April 6 and April 8. In addition, parents and teachers may request additional conferences to discuss a child's progress would 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.

FIELD TRIPS

Classes take one or more field trips a year.

- ↳ Students always travel by bus unless it is within walking distance.
- ↳ Signed permission slips are always required.
- ↳ Students may order cold lunch (for the cost of one lunch) from the cafeteria if the trip requires 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.

FRIDAY FOLDERS

Friday Folders are taken home each Friday afternoon and must be brought back to school each Monday morning. Your child's Friday Folder will be kept at school until the following Friday when the process is repeated. The purpose of the Friday Folder is to consolidate the sending of notices home into one day and to enhance communication between the classroom teacher and the parent. These folders will contain letters to parents, menus, PTA notices, permission slips, student work (optional), etc...

In an effort to "go green" – the Riverfield PTA will be sending out less hard copies of flyers this year. Please read the Roadrunner X-Press weekly, check your online "Friday Folder" link weekly and periodically check out the Riverfield PTA website (www.riverfieldpta.com) to stay in touch with current events at school.

CURRICULUM & POLICY INFORMATION

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 students. The following is a suggested time schedule for homework assignments:

Kindergarten	Occasional assignments as appropriate
1 st Grade	10-15 minutes 2-3 days a week
2 nd Grade	15-20 minutes 4 days a week
3 rd Grade	15-30 minutes 4 days a week
4 th Grade	30-45 minutes 4 days a week
5 th Grade	45-60 minutes 4 days a week

RECOGNITION OF RELIGIOUS HOLIDAYS

The recognition of religious holidays provides an opportunity to appreciate and respect diversity. Recognition of religious holidays must support curricular objectives. All religions must be afforded equal dignity with none advanced or disparaged. Decorations which have no direct religious meaning may be displayed during the holiday period. No school events will be scheduled on the eve of the day of major religious holidays that are also school holidays. The complete policy is available by contacting the central Board of Education Office.

REPORT CARDS

Report cards are issued three times a year for grades 1-5 and twice a year for Kindergarten. They are a tool to measure academic growth. Grades achieved on the report card are measured by a variety of classroom activities. Questions regarding a child's achievement should be addressed directly to the teacher who has done the grading. Grades in PE, Music and Art are formulated by the teachers of those subject areas. An explanation of the grading system can be offered by the teacher.

STANDARDIZED TESTING SCHEDULE

The Connecticut Mastery Test (CMT) is a state mandated examination administered to children in grades 3-8. This year the CMT will be administered throughout the month of March (**March 1, 2010-March 26, 2010**). The last 1 ½ week is dedicated to make-up exams. CMT-Writing will be administered on **March 2, 2010**.

The Cognitive Abilities Test is administered to children in grades 3, 5 and 7. This three-day test, along with make-ups, will be administered sometime during the month of **January 2010**.

CURRICULUM ENHANCEMENTS

DARE

Fifth grade students participate in DARE - Drug Abuse Resistance Education. 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.

SPECIALS

ART is once a week.

PHYSICAL EDUCATION is twice a week in the gym for grades 1-5 and full-day Kindergarten students. Extended day Kindergarten students have PE once a week.

MUSIC is twice a week for grades 1-5 and full-day Kindergarten students. Extended day Kindergarten students have Music once a week.

LIBRARY is in the Media Center (LMC) and students attend on a flexible schedule. Books from the Library Media Center may be checked out daily.

RECORDER lessons start in the 3rd grade.

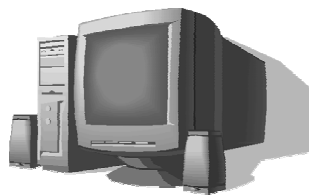
STRING LESSONS are offered in 4th and 5th grades.

BAND is offered in 5th grade.

SPANISH class is daily in 4th and 5th grades.

TECHNOLOGY

Fairfield's current technology plan provides a computer capable of running the Internet in each classroom. This plan includes five computers per classroom in grades 4 and 5 and one computer per classroom in grades K through 3. The Library Media Center has a computer lab for student use. We have enough computers in the LMC to accommodate an entire class. Our children are fortunate to have trained teachers and current technology resources to integrate their learning across the curriculum.



LIBRARY & MEDIA CENTER

LIBRARY MEDIA CENTER

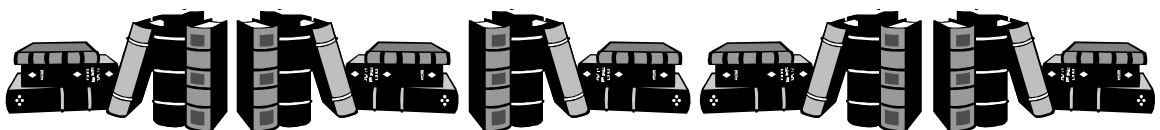
The Riverfield School Library Media Center (LMC) is designed to help students become lifelong readers and responders to literature. Our desire is to ensure that all Riverfield learners are effective users and communicators of ideas and information. To do this we provide a variety of teaching methods and materials. We promote literacy through a quality collection that provides materials for every reading and interest level as well as resource based information.

To encourage our students to use higher level thinking skills, we use the Big Six Research Skills suggested by Eisenberg and Berkowitz. Our children benefit from having the human resources of a full-time Media Specialist, a paraprofessional, a media technical assistant and parent volunteers. We have made significant progress in our children's learning by integrating the curriculum area with each other and with our information and technology skills.

Students may come to the library individually, in small groups and as a whole class to self select books. The Library Media Specialist is available to guide them in their selections. Students are not limited to the number of books they may have out at one time. The checkout period for books is 2 weeks, for periodicals it is 1 day.

Overdue notices are sent home on a monthly basis. All books must be returned or paid for by the end of the school year.

If you have any questions, please contact Sue Selk at Sselk@fairfield.k12.ct.us.



SPECIAL SERVICES

SPEECH & LANGUAGE

The Speech and Language Pathologist (SLP) is a member of the Planning and Placement Team (PPT). The SLP is trained in the diagnosis and treatment of speech and/or language disorders (spoken language, comprehension, or the processing of spoken language). The SLP assesses a child through specific standardized tests, curriculum based assessments, classroom observations and work samples. A diagnosis is based upon these findings as well as input from other team members. The SLP is also responsible for pure-tone audiogram testing. Direct, indirect and consultative services are provided to those children identified as having a speech-language disorder.

LANGUAGE ARTS SPECIALIST

The Language Arts Specialist collaborates with the building administrator, teachers and other professionals in implementing a balanced, integrated language arts program for all students. The Language Arts Specialist provides ongoing leadership by providing assistance in instructional strategies, pacing and grouping for instruction. Language Art leaders collaborate with teachers in developing and monitoring language arts assessment for all students. Specific diagnostic information, through formal and informal assessment of students is provided on request of teachers, special education team and parents. The Language Arts Specialist participates in both the Early Intervention Program (EIP) and the Planning and Placement Team (PPT) meetings by providing diagnostic information and assistance in planning an appropriate program for students at risk in language arts. The Language Arts leader assists teachers with articulation of student information between grade levels and collaborates on class placements. Finally, the Language Arts leader works with the building administrator in the preparation of the Language Arts budget for the school and assists with the ordering and distribution of materials.

RESOURCE ROOM

Resource Room team members provide both direct and support services for children identified as needing these services through an Individualized Education Plan (IEO). Students are provided assistance along a continuum of services. The Planning and Placement Team (PPT) at Riverfield School, of which the special education teachers are members, determines a student's needs and recommends the support necessary for the child's success at Riverfield. Resource Room team members provide instruction ranging from direct instruction in the Resource Room to monitoring the child in his/her mainstream class. Resource Room teachers also collaborate with classroom teachers to provide instruction within the classroom environment when appropriate.

SPECIAL SERVICES

MATH RESOURCE

Math Resource leaders are essential for raising the level of mathematical knowledge and pedagogical competence of the staff, for coordinating mathematical instructional effort within and between buildings and for helping to assure the implementation of a comprehensive, high quality program. In addition, school mathematics leaders support the roles and efforts of teachers, supervisors, and administrators who are increasingly concerned with promoting excellence for their students. The Math Resource Teacher provides ongoing leadership and assistance in planning, implementing and evaluating a comprehensive school mathematics program. School mathematics leaders should be available as a resource to all staff in the areas of curriculum design, professional development, teaching methodology, classroom management, selection of materials and student assessment.

EARLY INTERVENTION PROGRAM (EIP)

Guidelines for Fairfield Public Schools require that all schools have an early intervention team to support teachers in their effort to identify and solve learning, behavioral, and emotional problems that are impacting a student's education.

This team will:

- ↳ Identify problems students are having in learning and behavior.
- ↳ Offer teachers support in intervening with these issues.
- ↳ Provide ideas/strategies/modification for intervention.
- ↳ Identify other possible resources available to support the student.
- ↳ Provide information regarding students with suspected disabilities.

At Riverfield School, the EIP Team consists of the referring classroom teacher, at least three other classroom teachers, the principal, a special education teacher, IIT, math specialist, language arts specialist, the school psychologist and other staff members (such as special area teachers, speech and language clinician, school social worker, and school nurse) as needed. The classroom teacher will contact parents about any concerns they may have and will notify them of a planned EIP meeting. Parents will also be called after each meeting. They will be informed about the priority goals and objectives that will be developed and addressed in the classroom. The parents can then support this process at home. The teacher will also keep the parents informed about their child's progress with the strategies and/or modification throughout the EIP process. Supporting students learning is a partnership - with the parents and teachers working together. If you have any questions about the EIP Team at Riverfield, please contact Mrs. Babette Thorson.

HEALTHCARE

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 regular school hours or in a school sponsored/supervised activity. Although temporary care may be given in school as needed for accidents or illnesses that have occurred at home, parents should consult their family physician for care. Parents are urged to report to the school nurse 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. In the event of a medical emergency, an ambulance will be called to transport the student to the hospital.

COMMUNICABLE DISEASES

Communicable diseases or conditions should be reported to the school nurse as soon as possible. These include but are not limited to:

Chicken Pox	Hepatitis	Pinkeye	Scarlet Fever
Coxsackie Virus	Impetigo	Pneumonia	Shingles
Diphtheria	Influenza	Poliomyelitis	Smallpox
Fifth Disease	Measles	Ringworm	Strep Throat
Food Poisoning	Meningitis	Salmonella	Tetanus
German Measles	Mononucleosis	SARS *	Tuberculosis
Haemophilus Influenza	Mumps	Scabies	Whooping Cough
Head Lice	Vaccinia Disease		

If your child is suspected of having one of these diseases or conditions, your physician should be consulted immediately.

* Severe Acute Respiratory Syndrome

MEDICATIONS

In order for any prescription and/or over-the-counter drug to be given in school the following procedures must be followed:

1. Written Doctor's order
2. Written permission of parents
3. Medication brought in by an adult
4. Medication in original container

HEALTHCARE

HEALTH SCREENINGS

The following health screenings are provided in school:

- ↳ **Vision Screening** – Grades Pre-K (4-yrs-old by Jan 1st and older) through grade 6 and grade 9.
- ↳ **Hearing Screening** - Grades Pre-K (4-yrs-old by Jan 1st and older) through grade 3 and grades 5 and 8.
- ↳ **Postural Screening** – Grades 5 through 9.
- ↳ **Color Vision Screening** – Grade 1 and all new students in grades 2 through 12 who have no prior recorded findings.
- ↳ **Pediculosis (Head Lice)** – In elementary schools, the entire class is screened when a case of head lice is identified in the class. In all schools, siblings and close contacts of the child with head lice are screened when a case is identified.

KIDS CARE PROGRAM

Kids' Care is Riverfield School's state licensed childcare staffed by professional teachers. It is located in a familiar school environment for a comfortable transition. Our staff works directly with your child's teacher and facilitates socialization with their classmates.

HOURS:

Monday-Friday	7:30am-8:55am
Monday-Tuesday, Thursday-Friday	3:25pm-6:00pm
Wednesday (Kindergarteners Only)	1:10pm-6:00pm

Please Note: On Early Dismissal days Kids' Care will open at 1:40pm

REGISTRATION & FEES (Steady or Drop-In Basis):

There is a one time registration fee per family of \$50.00 and registration is limited.

Daily Morning Fees	\$12.00
Daily Afternoon Fees (Regular Dismissal)	\$17.00
Early Dismissal Fees	\$25.00

Please Note: There is no minimum attendance required.

For more information or for an enrollment packet please contact Rosanne Young at 767-1550 or email kidscareriv@sbcglobal.net

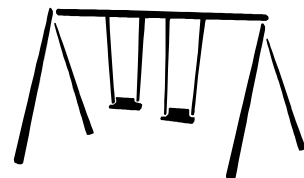
PLAYGROUND RULES & PROCEDURES

The Riverfield School playground is in use from 8:55am-3:25pm for Riverfield students only. Please refrain from using the playground for non-Riverfield students during these hours.

All children play outdoors every day – weather permitting. During recess time, the children will follow certain safety rules and will be monitored by playground supervisors on duty. Footwear is very important to the safety of the children. Sneakers and rubber-soled shoes are the best. Clogs and open-toe shoes are not encouraged in the summer weather. When it snows children need to wear boots, snow pants, jackets, hats and gloves/mittens. For rainy days and other inclement weather conditions (such as ice) recess will be conducted and supervised in the child's classroom.

GENERAL PLAYGROUND RULES:

- ↪ Observe Riverfield C.A.R.E.S. guidelines for social conduct (pg. 10).
- ↪ Play fair, have fun, be a good sport and wait your turn.
- ↪ Welcome newcomers to your game.
- ↪ Do not leave the playground without a supervisor's permission.
- ↪ If hurt, notify the recess supervisor immediately. Students cannot wait to visit nurse at the end of the recess session.
- ↪ Tell a recess supervisor if a ball goes into the driveway or over the fence.
- ↪ No toys or equipment from home can be used during recess.
- ↪ All recess equipment should be returned to the recess box at the end of each recess session.
- ↪ No tag games allowed on wood chips – grass area only.
- ↪ Touch football is allowed for grade 5 only. Other grades may throw and catch only.
- ↪ Kickball games allowed only for grades 3-5. No captains. Fair teams.
- ↪ No sand, stone, snow or wood chip throwing at any time.
- ↪ Sidewalk chalk only allowed on blacktop – not on buildings.
- ↪ No climbing on top of playground apparatus.
- ↪ Do not play directly in front of portables.
- ↪ Line up quietly by class and walk to lunch.



PLAYGROUND RULES & PROCEDURES

RULES FOR PLAY AREAS:

SLIDES

- ↪ One person at a time on the slide
- ↪ Feet first
- ↪ Always look to check that no one is at bottom
- ↪ Go down only and exit quickly

BARS & RINGS

- ↪ Stand clear of bars when someone is crossing
- ↪ Go one way only when using ropes
- ↪ Only hang from hands – not knees
- ↪ Do not stand on top of bars

GYMNASTICS PARALLEL BARS

- ↪ Always have at least one hand holding on
- ↪ Do not stand on top of bars

SINGLE SWINGS

- ↪ One rider sitting
- ↪ Stay clear
- ↪ No jumping off
- ↪ If chain is bending you are too high

BLACKTOP

- ↪ Be careful when playing wall/kick ball that you don't run into someone
- ↪ Keep a safe distance when jumping rope

LARGE BLUE STEERING WHEEL

- ↪ One person at a time
- ↪ All others stay clear

LUNCH INFORMATION

LUNCHROOM POLICY

For those special occasions when parent's wish to have lunch with their children in the lunchroom, there is a designated Student and Guest table for you to have quality one-on-one time with your child. This table should be used when you bring in food to enjoy with your child during their regularly scheduled lunch period. This policy is consistent with our long-standing practice of not allowing children to share food at lunch. If you would like to join your child and his/her friends without bringing food or eating yourself, you are welcome to sit at his/her table. As always, please be sure to sign in at the office and wear a Riverfield visitors pass before going to the lunchroom.



LUNCH TIMES

	<u>Recess</u>	<u>Lunch</u>
Kindergarten	12:20	12:40
1 st Grade	11:40	12:00
2 nd Grade	11:20	11:40
3 rd Grade	12:40	1:00
4 th Grade	12:00	12:20
5 th Grade	1:00	1:20

PLEASE NOTE: On Early Dismissal days lunch times will be 20 minutes earlier for all grades.

KINDERGARTEN INFORMATION

KINDERGARTEN SCHEDULE

Riverfield School employs an extended/full day model for its Kindergarten program. Beginning on the first day of school and continuing for the first 1 ½ weeks, all Kindergarten children attend school for four hours (8:55am-1:10pm). This four-hour schedule is also always in effect on Wednesdays throughout the year.

EXTENDED DAY – Beginning on **Monday, September 14, 2009**, one-half of the Kindergarten children (designated as the Monday/Thursday group) will stay for the full day of school. Beginning on **Tuesday September 15, 2009**, one-half of the Kindergarten children (designated as the Tuesday/Friday group) will stay for the full day of school. You will be notified by your child's teacher to which extended day group your child is in.

FULL DAY – Beginning on **Monday, September 14, 2009**, all "full day children" will stay the full school day on each day except Wednesday.

DISMISSAL POLICY FOR KINDERGARTEN

Extended Day dismissal and Wednesday dismissal for Kindergarten is at 1:10pm.

Students taking the bus will be walked by staff to their designated buses.

All students who are "walkers" will be dismissed at the front entrance of the school. Please park in an allocated spot (see "parking" on pg. 7) then meet your child at the front door under the overhang.

Students attending Kids Care will be escorted to the designated room.

Please Note: In the case of inclement weather or on a scheduled Early Dismissal Day the entire school will be dismissed at the same time. All "walkers" will be dismissed at 1:35pm and all busers will be dismissed at 1:40pm. In this situation, if you are picking your child up you must do so at his/her outside classroom door.



OTHER USEFUL INFORMATION

ANIMALS

It is a Board of Education policy that there should be NO ANIMALS ALLOWED IN THE SCHOOL OR ON SCHOOL GROUNDS during regular school hours. **Please leave your dogs at home when picking up your children at school...thank you!**

LOST & FOUND

The Lost and Found bin is located directly outside of the main office. All things that are left on the playground, APR, etc... can be found in this bin. Please label all items: backpacks, lunchboxes, coats, hats, etc... with your child's full name. Items not picked up by the end of the school year will be donated to local charities.

ROADRUNNER X-PRESS

The PTA publishes Riverfield's weekly electronic newsletter that is chock full of important and timely information. It can be delivered directly to your email address by registering at www.Riverfieldpta.com. Copies of the newsletter can also be read online at the same email address. If you need to promote upcoming events, solicit volunteers, or thank your committee members, please send your submissions to newsletter@riverfieldpta.com. Submissions are due on Tuesday no later than 10:00pm for that week's edition of the X-Press. If you have any questions please contact Betsy Brown at 259-7696 or betsygbrown@gmail.com.

SNACKS

We encourage children to bring a healthy snack and a refillable plastic water bottle for snack time and save juice for lunch. We find this prevents students from getting a sugar high which is followed by a lethargic low, and then interferes with learning. Please do not send candy or cookies for snack. If there is a health concern such as diabetes, we can certainly make an exception.

SNOW POLICY

We believe in sending children out to play every day except when it is raining or we have extreme wind chill conditions. In order for the children to play in the snow, they will need to have snow boots and pants to wear. This is for their own health and safety. We do not want the children sitting in cold, wet clothes for the rest of the day. Children who do not wear snow pants and boots will not be allowed to play in the snow. They will, however, be able to play on the blacktop. Thank you for helping us ensure that your children have fun in the snow while staying warm and dry!

PTA INFORMATION

PTA Committee Chair Information

1) **Budget** – Please find out the budget for your event (email PTA Treasurer)

If your event is a **Fundraiser** – please note the budget expectation. Feel free to contact the President or President Elect if you foresee any problems meeting this budget expectation. Expenses prior to the event may be submitted for reimbursement with receipts (see below).

If your event is a **Not-for-Profit** – please make sure that expenses total 10% or less of your expected income.

If your event is a **Program** – please do not spend in excess of the budget that has been allocated and voted on by the PTA. Contact the President or President Elect if you think this will be a problem.

2) **Expense Vouchers: Deposit Slips and Reimbursement Slips** – Deposit vouchers,

reimbursement slips and petty cash vouchers can be found in the main office of the school in the Treasurer's Box or online at the PTA website. All checks collected should be made out to "Riverfield PTA." Make sure this is clear on all flyers distributed. Submit all cash and checks to the Treasurer with a deposit form completely filled out and a record of all cash/checks received. Hand deliver all deposits over \$200 directly to the Treasurer (Christine Russo), otherwise all forms can be submitted via the Treasurer's mailbox. **Do not take out any expenses from the cash on hand.** Submit for all expenses on a Reimbursement Slip and **please attach all receipts.** Checks are usually issued within the week of submission and can either be sent home in your child's backpack, mailed directly to a vendor or picked up in person.

3) **Newsletter Blurbs** – Please feel free to use the PTA newsletter to advertise your event. You

are encouraged to do all subsequent reminders, updates and thank you's directly through the newsletter. All submissions should go to newsletter@riverfieldpta.com. Do not send submissions to the editor's home email address. The deadline for Friday's newsletter is **Tuesday evening @ 10:00pm**. Email Blasts are only done on an emergency basis at the discretion of the PTA President and President Elect. Please contact them for approval prior to your submission.

PTA INFORMATION

- 4) **Flyers for Friday Folder Distribution** - Any PTA flyer that goes home in the Friday folder or is submitted to the X-Press for the online version of Friday Folders needs to be approved by Mr. Toaso and the PTA President or President Elect. We are strongly encouraging you to only do online versions of your flyers this year. If you feel a hard copy is necessary please contact Nora Fanning. If this is the case, please make only enough copies for the OLDEST and ONLY. The number of oldest and only can be found on the class array in the main office. All copies need to be separated by individual classes and put into each teacher's mailbox in the office. Deadline to the teacher's boxes is usually Thursday afternoon to assure the flyer goes home by Friday. Additionally, please email your flyer to newsletter@riverfieldpta.com to have your flyer posted on the PTA website and in the Friday Folder Link.
- 5) **Copy Center** – All copies for Riverfield PTA related items can be done at the PTA copy machine which is located at the Board of Education office at 501 King's Highway East Suite 210. The Riverfield copier code is 0091. No reimbursements will be made for copies done at any copy store.
- 6) **Communications** – Please know who your PTA Board contact is and phone or email them to let them know how the event is going. They can also get answers to any questions you might have. The PTA Board meeting is always the 1st Thursday of every month. If your event is scheduled for the coming month(s), please contact this person by the 1st of the month with a status report. If you need to send an email to all the teachers, please send it to the school secretary, Dawn Olson, and she can forward it to the teachers for you. If you need the help of the custodians, please contact Mr. Kevin Metcalf in person or by putting a note in his mailbox in the office. Please keep him informed of your needs as early as possible so he is not surprised.
- 7) **Mailboxes in Office** – If your event will have forms/checks being sent in by students, please check for your folder in the wooden cabinet by the door in the front office. There is a box of files and you can move your folder up front during your collection time. There are also unmarked folders if you need to create one.
- 8) **Volunteers Needed?** – Please call the Volunteer Coordinators (Marcie Bow 254-8291 and/or Mindy Kupec 292.6516) if you feel the need for additional volunteers for your committee.
- 9) **Tax Exempt** – Riverfield PTA has tax exempt status. If you are purchasing anything for a PTA event, please inquire if the purchase can be tax exempt. Please call Christine Russo for a form.

CALENDAR OF EVENTS

August 2008 – December 2008

September	3	First Day of School Welcome Back Coffee in APR @ 9:00am
	7	Labor Day – School Closed
	10	Executive Board Meeting @ 9:30am Open House in Gym @ 7:00pm
	11	Gift Wrap Fund Raiser Begins
	16	Committee Chair Meeting in APR @ 9:15am
	17	Constitution Day (Speaker: Tony Hwang) in LMC 9:30am PTA General Meeting in LMC @ 7:30pm
	18	Summer Reading Celebration
	21	School Photo Day
	23	Nutmeg Book Club Meeting in LMC @ 7:00pm
	24	Kindergarten Dinner at Friendly's Restaurant
	28	Yom Kippur – School Closed
	29	Gift Wrap Fundraiser Ends
October	1	Executive Board Meeting @ 7:30pm
	5	Coat Drive Begins
	6	Walk/Bike to School Day Early Dismissal 1:40pm (Professional Development Day)
	12	PTA General Meeting in LMC (Speaker Dr. Ann Clark) @ 9:15am
	13	Walk/Bike to School Day (Rain Date) Cool Cat Jazz Program K-2 9:30/3-5 10:30 Nutmeg Book Club in LMC @ 7:00pm
	19	Book Fair – Teacher Preview @ 8:00am Book Fair in Gym 9:00-3:30pm PTA Council Meeting at Riverfield @ 7:00pm
	20	Early Dismissal 1:40pm (Conferences) Book Fair in Gym 9:00-2:00pm and 6:00-8:00pm
	21	Book Fair in Gym 9:00-3:30pm Book Fair & Ice Cream Social 6:00-8:00pm
	22	Early Dismissal 1:40pm (Conferences)
	23	Cookie Dough Fundraiser Begins
	28	Early Dismissal 1:40pm (Conferences)
	30	Halloween Parade – Kindergarten Only 9:30am/Grades 1-5 2:00pm Halloween Story Telling in LMC @ 10:30am
November	3	Election Day – School Closed
	5	PTA Executive Board Meeting @ 7:30pm
	9	Photo Re-Takes
	10	Veteran's Day Celebration – Breakfast 8:00am/Speakers 9:30am
	11	Veteran's Day – School Closed
	12	Turkey Trot @ 9:30am
	17	Turkey Trot @ 9:30am (Rain/Snow Date)
	18	Riverfield's 50 th Day of School
	19	Holiday Gift Drive Begins
	24	Nutmeg Book Club in LMC @ 7:00pm
	25	Early Dismissal 1:40pm (Thanksgiving Break)
	26-27	Thanksgiving Break – School Closed
December	3	Executive Board Meeting @ 9:30am
	4	End of 1st Marking Period
	10	Winter Fair in Gym 9:30am-3:30pm
	11	Winter Fair in Gym 9:30am-3:30pm (Snow Date)
	18	Report Cards Issued
	24-25	Holiday Break – School Closed
	28-31	Holiday Break – School Closed

CALENDAR OF EVENTS

January 2009 – June 2009

January	1	Holiday Break – School Closed
	7	Executive Board Meeting @ 7:30pm
	10	Ice Skating at Longshore
	11	PTA General Meeting in LMC @ 9:30am
	15	Professional Development Day – School Closed
	18	Martin Luther King Day – School Closed
	27	Winter Concert (5th Grade) RLMS @ 7:00pm
	28	Reading Celebration Day
	30	Ice Skating at Longshore
February	2	Early Dismissal 1:40pm (Professional Development Day)
	4	Executive Board Meeting @ 9:30am
	8	PTA General Meeting in LMC @ 7:30pm
	15-19	Winter Break – School Closed
March	27	Ice Skating at Longshore
	4	Executive Board Meeting @ 7:30pm
	5	End of 2nd Marking Period
		Family Bingo Night in APR @ 6:00pm
	8	PTA General Meeting in LMC (Speaker: RLMS Staff) @ 9:30am
	12	Bingo Night in APR @ 6:00pm (Rain Date)
		Report Cards Issued
	26	Winter Dance in APR @ 6:00pm
	29-31	Teacher Appreciation Week
April	31	Early Dismissal 1:40pm (Conferences)
	1-2	Teacher Appreciation Week
	1	Executive Board Meeting @ 9:30am
	2	Good Friday – School Closed
	6	Early Dismissal 1:40pm (Conferences)
	8	Early Dismissal 1:40pm (Conferences)
	12-16	Spring Break – School Closed
	22	PTA General Meeting in LMC @ 7:30pm
	23	5th Grade Talent Show in APR @ 6:30pm
	28	Earth Day
May	6	Executive Board Meeting @ 9:30am
	13	PTA General Meeting in LMC @ 7:00pm
	14	Riverfield Spring Carnival 6:00-9:00pm
	15	Riverfield Spring Carnival 3:00-9:00pm
	16	Riverfield Spring Carnival 1:00-9:00pm (Rain Date Only)
	21	Art Show @ 6:00pm
	25	Walk/Bike to School Day
	28	Patriotic Day @ 9:00am
	31	Memorial Day – School Closed
	June	3
7		Field Day 9:30am - 3:30pm (Weather Permitting)
10		PTA General Meeting in LMC @ 7:30pm
11		50th Anniversary Beach Party at Penfield (50's Theme) @ 8:00pm
22		Last Day of School (Tentative)