



AVAILABLE THROUGH THE FAIRFIELD WEBSITE: [www.fpsk6.org](http://www.fpsk6.org)

**Parent Informational Packet 2024-2025 NO RETURN REQUIRED**

1. District Calendar
2. Annual Required Mandated Policy/Regulation List
3. Email Guidelines
4. Health Information from School Nurses
5. Bollinger Insurance Flyer (to be completed online)
6. Chapter 45 - State DOE explanation regarding food in schools
7. Free and Reduced and Mandated Family Care Information. Free and Reduced directions and application are available on our website, [www.fpsk6.org](http://www.fpsk6.org), under the parent tab.
8. Future Student Enrollment Survey - entering your child/children to this list is beneficial in allowing the school to notify parents of the preschool lottery and kindergarten registration.

Student-Parent Handbook is available on our website under the Parent tab.

**BEFORE YOU CAN ENTER YOUR CHILD'S PORTAL, YOU MUST COMPLETE THE VERIFICATION OF INFORMATION PROCESS LISTED BELOW:**

All families should have their sign-in information from last year. Parents of new students receive their Genesis login information via email approximately late August after completion of registration. Please contact William Harvey at [harveyw@fpsk6.org](mailto:harveyw@fpsk6.org) if you have any issues obtaining access to Genesis.

Please note that ALL forms must be completed **before** you can enter the portal for your student's information, i.e. schedules, class assignment, bus assignment, report cards, etc.

1. Publicity Consent Form: Signature required
2. Policy and Regulation Verification Form: Signature required
3. Acceptable Use Consent: Signature required
4. Student Emergency Forms (for Nurse)\*\*

**\*\* Be sure to sign ALL Signature sections on the Emergency Form.**

**ATTENTION GRADE 4-6 PARENTS:** This is to inform you that there will be a \$30.00 Chromebook fee due for the 2024-2025 School Year. You will receive notification from your principal. If you have questions, please contact Mr. Santana: [santanar@fpsk6.org](mailto:santanar@fpsk6.org).

# FAIRFIELD PUBLIC SCHOOLS

## 2024-2025 SCHOOL CALENDAR

| DATE   | DAY (S)      | EVENT  | STAFF<br>INST. AIDES | STUDENTS   | P/G<br>CAFETERIA<br>AIDES |
|--|--------------|--|----------------------|------------|---------------------------|
| <b>August 2024</b>   |              |  | <b>2</b>             | <b>0</b>   | <b>0</b>                  |
| 28   | Wednesday    | New Teacher Orientation  |                      |            |                           |
| 29   | Thursday     | First Day Meeting for Staff  |                      |            |                           |
| 30   | Friday       | Early Dismissal for Staff Prep Day   |                      |            |                           |
| <b>September</b>   |              |  | <b>20</b>            | <b>20</b>  | <b>20</b>                 |
| 2  | Monday       | Labor Day - No School  |                      |            |                           |
| 3  | Tuesday      | First Day for Students   |                      |            |                           |
| 10   | Tuesday      | Back to School Night: Stevenson  |                      |            |                           |
| 11   | Wednesday    | Back to School Night: Churchill  |                      |            |                           |
| 16   | Monday       | 2-Hour Delayed Opening for Students<br>Professional Development for Staff (AM) |                      |            |                           |
| <b>October</b>   |              |  | <b>22</b>            | <b>21</b>  | <b>21</b>                 |
| 3  | Thursday     | Rosh Hashanah - No School  |                      |            |                           |
| 14   | Monday       | No School Students<br>Professional Development for Staff                       |                      |            |                           |
| <b>November</b>  |              |  | <b>17</b>            | <b>17</b>  | <b>13</b>                 |
| 7 & 8  | Thu. & Fri.  | NJEA Convention - No School  |                      |            |                           |
| 21, 25, 26   | Thu, M & Tue | Early Dismissal for Conferences  |                      |            |                           |
| 27   | Wednesday    | Early Dismissal for Students and Staff   |                      |            |                           |
| 28 & 29  | Thu. & Fri.  | Thanksgiving Recess - No School  |                      |            |                           |
| <b>December</b>  |              |  | <b>15</b>            | <b>15</b>  | <b>14</b>                 |
| 9  | Monday       | 2-Hour Delayed Opening for Students<br>Professional Development for Staff (AM) |                      |            |                           |
| 20   | Friday       | Early Dismissal for Students and Staff   |                      |            |                           |
| 23-31  | Mon. – Tue.  | Winter Break - No School   |                      |            |                           |
| <b>January 2025</b>  |              |  | <b>21</b>            | <b>21</b>  | <b>21</b>                 |
| 1  | Wednesday    | New Year's Day - No School   |                      |            |                           |
| 16   | Thursday     | 2-Hour Delayed Opening for Students<br>Professional Development for Staff (AM) |                      |            |                           |
| 20   | Monday       | Martin Luther King, Jr. Day - No School  |                      |            |                           |
| <b>February</b>  |              |  | <b>18</b>            | <b>18</b>  | <b>17</b>                 |
| 14   | Friday       | Early Dismissal for Students and Staff   |                      |            |                           |
| 17 & 18  | Mon. & Tue.  | Presidents' Day Recess - No School   |                      |            |                           |
| <b>March</b>   |              |  | <b>21</b>            | <b>21</b>  | <b>21</b>                 |
| 19   | Wednesday    | 2-Hour Delayed Opening for Students<br>Professional Development for Staff (AM) |                      |            |                           |
| <b>April</b>   |              |  | <b>16</b>            | <b>16</b>  | <b>16</b>                 |
| 18   | Friday       | Good Friday - No School  |                      |            |                           |
| 21-25  | Mon. – Fri.  | Spring Break - No School   |                      |            |                           |
| <b>May</b>   |              |  | <b>21</b>            | <b>21</b>  | <b>20</b>                 |
| 23   | Friday       | Early Dismissal for Students and Staff   |                      |            |                           |
| 26   | Monday       | Memorial Day - No School   |                      |            |                           |
| 27   | Tuesday      | 2-Hour Delayed Opening for Students<br>Professional Development for Staff (AM) |                      |            |                           |
| <b>June</b>  |              |  | <b>15</b>            | <b>15</b>  | <b>12</b>                 |
| 18   | Wednesday    | Early Dismissal for Students   |                      |            |                           |
| 19   | Thursday     | Early Dismissal for Students   |                      |            |                           |
| 20   | Friday       | Last Day: Early Dismissal for Students<br>Teachers upon completion of sign out |                      |            |                           |
| <b>Total Days</b>  |              |  | <b>188</b>           | <b>185</b> | <b>175</b>                |
| <i>If more or less than 5 snow/emergency days are used, the calendar will be subject to change at the discretion of the Superintendent/Board of Education.</i> |              |  | <b>-5</b>            | <b>-5</b>  | <b>-5</b>                 |
|  |              |  | <b>183</b>           | <b>180</b> | <b>170</b>                |

UPDATED JULY 16, 2024 BY BOARD OF EDUCATION



### **Mandated Policies and Regulations**

The Mandated Policies and Regulations listed below shall be annually disseminated to all school staff, students, and parents through the district website or other means.

Board Policies and Regulations can be accessed by going to the Fairfield Website ([www.fpsk6.org](http://www.fpsk6.org)) under the Board tab, then policies or regulations. Click the group you are searching (i.e. Finances - 6000, Students - 5000, Program - 2000, etc.) for a list.

**At the beginning of each school year, you must log into your child's portal in Genesis and sign the confirmation that you have access to these policies and regulations before you can access information in the portal.**

|         |  |                     |
|---------|--|---------------------|
| #2260   | Equity in School and Classroom Practices   | Policy & Regulation |
| #2360   | Use of Technology  | Policy              |
| #2361   | Acceptable Use of Computer Networks/Computers and Resources  | Policy & Regulation |
| #3283   | Electronic Communications Between Teaching Staff Members and Students                              | Policy              |
| #5200   | Attendance   | Policy & Regulation |
| #5331   | Management of Life-Threatening Allergies in Schools  | Policy & Regulation |
| #5331.1 | Peanut and Tree Nut Free Environment   | Policy              |
| #5512   | Harassment, Intimidation, or Bullying  | Policy              |
| #5516   | Use of Electronic Communication and Recording Devices  | Policy              |
| #5530   | Substance Abuse  | Policy & Regulation |
| #5600   | Student Discipline/Code of Conduct   | Policy & Regulation |
| #5610   | Suspension   | Policy & Regulation |
| #5611   | Removal of Students for Firearms Offenses  | Policy & Regulation |
| #5612   | Assaults on District Board of Education Members or Employees                                       | Policy & Regulation |
| #5613   | Removal of Students for Assaults with Weapons Offenses   | Policy & Regulation |
| #5620   | Expulsion  | Policy              |
| #5751   | Sexual Harassment of Students  | Policy & Regulation |
| #5850   | Social Events and Class Trips  | Policy & Regulation |
| -#7440  | School District Security   | Policy & Regulation |
| #7441   | Electronic Surveillance in School Buildings and on School Grounds                                  | Policy & Regulation |
| #8461   | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Offenses | Policy & Regulation |
| #8462   | Reporting Potentially Missing or Abused Children   | Policy & Regulation |
| #9120   | Public Relations Program   | Policy & Regulation |



Fairfield, New Jersey 07004

## EMAIL GUIDELINES

The Fairfield Township School District has provided each instructional staff member with a professional email. The following guidelines are provided to assist staff and the community members to utilize email effectively in educational settings.

School email accounts are to be used for the following:

- clarification of assignments
- due date questions
- field trip questions
- request for a phone call
- any information about class assignments
- communicating with colleagues and staff members, etc.

School email accounts ARE NOT to be used for the following:

- discussions regarding discipline issues
- student information (privacy laws)
- emergencies (i.e. Johnny needs to ride the bus home today)
- issues with time sensitivity (changing meeting/testing/conference dates, etc.)

NOTE: Conferences or private issues should not be discussed through emails.

To email a member of the faculty go to the District Website ([www.fpsk6.org](http://www.fpsk6.org)) and click on the staff member's email address from the directory located under Quick Links of each school. All emails are last name, first initial (i.e. [smithj@fpsk6.org](mailto:smithj@fpsk6.org)).

Teachers may be available to receive phone calls or return phone calls only during their planning times. Teachers cannot use their phones or school emails while meeting with their students in their classrooms or specials.

Please allow the teacher two school days to respond to your phone calls or emails.



FAIRFIELD, NJ 07004

Dear Parents/Guardians,

In an effort to safeguard your child's health and the health of all children in our district, we have a few suggestions that will help to stop the spread of infection among students and staff. These guidelines should be used as a reference point to aid you in making sound decisions.

|                   |   |
|-------------------|---|
| STREP THROAT      | A child may return to school after he/she has been on antibiotic therapy for a full 24 hours, provided the child is feeling well enough to attend and does not present with other symptoms.   |
| FEVER             | A child may return to school when his/her temperature has been normal for 24 hours. All children with temperatures of 100° or above should be excluded from school. Tylenol and Advil lower an elevated temperature; therefore the child should be off Tylenol or Advil for 24 hours as well. |
| COLD              | A child should stay home if he/she is too uncomfortable to complete his/her work. A child should also stay home if he/she has a persistent or severe cough.   |
| VOMITING/DIARRHEA | A child should be symptom free for 24 hours and be able to hold down food and fluids before returning to school.  |
| SKIN RASHES       | If your child exhibits a skin rash of undetermined origin, please consult your physician before sending the child to school.  |
| CHAPPED LIPS      | Children are permitted to carry their own chapstick or lip balm to school.  |
| COVID-19          | All COVID-19 Protocols mandated by the State will be followed. Stay home if sick.   |

If a child appears ill while at school, the decision to send the child home will be made by the school nurse. If the school nurse contacts you and requests that you pick up your child, please do so as quickly as possible.

Should you have any further questions, please feel free to contact the school nurse at your child's school.





# K-12 Voluntary Student Accident Insurance

## AVAILABLE COVERAGE OPTIONS

Depending on which program your school provides, some or all of the following voluntary insurance products are available for purchase on a voluntary basis:

- School time only student accident insurance
- 24-hour accident coverage
- Student dental accident insurance

## KIDS WILL BE KIDS

1. Make sure your child is properly covered against unforeseen accidents.
2. Purchase coverage at your convenience from any computer.
3. Follow the easy step-by-step instructions and you're done in minutes!



These voluntary participation student accident insurance plans offered through your school can be purchased easily online at:

**[www.BollingerSchools.com](http://www.BollingerSchools.com)**

## OFFICE LOCATION

200 Jefferson Park, Whippany, NJ 07981

**[BollingerSchools.com](http://BollingerSchools.com)**



The information contained herein is offered as insurance industry guidance and provided as an overview of current market risks and available coverages and is intended for discussion purposes only. This publication is not intended to offer legal advice or client-specific risk management advice. Any description of insurance coverages is not meant to interpret specific coverages that your company may already have in place or that may be generally available. General insurance descriptions contained herein do not include complete insurance policy definitions, terms and/or conditions, and should not be relied on for coverage interpretation. Actual insurance policies must always be consulted for full coverage details and analysis. DBA Risk Placement Services Insurance Brokers. CA License No. 0C66724. Copyright © 2020 Risk Placement Services, Inc.

**CHAPTER 45**

**AN ACT** establishing certain restrictions concerning foods and beverages sold, served or given away to pupils at public and certain nonpublic schools and supplementing chapter 33 of Title 18A of the New Jersey Statutes.

**BE IT ENACTED** by the Senate and General Assembly of the State of New Jersey:

C. 1 8A: 33-15 Findings, declarations relative to food, beverages sold to certain school pupils.

1. The Legislature finds and declares that:

a. the federal Centers for Disease Control and Prevention has declared that obesity, which affects 61% of American adults, and childhood obesity, which affects up to 15% of American children between the ages of six and 17, are epidemics in the United States;

b. Congress has introduced the Improved Nutrition and Physical Activity Act (IMPACT Act) to address the overall concern with the obesity epidemic and, in particular, the need to educate youth about good nutrition, healthy eating habits, and the importance of physical activity;

c. the United States Surgeon General has issued a report entitled "The Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity," which lists the treatment and prevention of obesity as a national priority, and the United States Department of Agriculture issued a report to Congress in which it recognized that foods without regulated nutrition standards are low in nutrient density and are higher in fat, added sugar, and calories; and

d. health experts agree that one of the most effective ways to prevent obesity is to establish policies and programs that encourage children and adolescents to develop healthy eating habits that they can maintain throughout their lives.

C. 1 8A: 33-16 Regulation of items sold, served, given away on school property.

2. a. As of September 2007, the following items shall not be served, sold or given away as a free promotion anywhere on school property at any time before the end of the school day, including items served in the reimbursable After School Snack Program:

(1) Foods of minimal nutritional value, as defined by the United States Department of Agriculture;

(2) All food and beverage items listing sugar, in any form, as the first ingredient; and

(3) All forms of candy as defined by the New Jersey Department of Agriculture.

b. Schools shall reduce the purchase of any products containing trans fats beginning September 1, 2007.

c. As of September 2007, all snack and beverage items, sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers, or served in the reimbursable After

School Snack Program, shall meet the following standards:

(1) Based on manufacturers' nutritional data or nutrient facts labels, no more than eight grams of total fat per serving, with the exception of nuts and seeds, and no more than two grams of saturated fat per serving;

(2) All beverages, other than milk containing two percent or less fat, or water, shall not exceed a 12-ounce portion size; and whole milk may not exceed an eight-ounce portion;

(3) In elementary schools, beverages shall be limited to milk, water or 100 percent fruit or vegetable juices;

(4) In middle and high schools, at least 60 percent of all beverages offered, other than milk or water, must be 100 percent fruit or vegetable juice; and

(5) In middle and high schools, no more than 40 percent of all ice cream and frozen desserts shall be allowed to exceed the above standards for sugar, fat and saturated fat.

d. Food and beverages served during special school celebrations or during curriculum-related activities shall be exempt from the provisions of this section, with the exception of foods of minimal nutritional value as defined by the United States Department of Agriculture.

e. The provisions of this section shall not apply to:

(1) Medically authorized special needs diets as defined by the United States Department of Agriculture;

(2) School nurses using foods of minimal nutritional value during the course of providing health care to individual students; or

(3) Special needs students whose Individual Education Plan indicates a particular diet.

C. 1 8A:33-17 Applicability to certain nonpublic schools.

3. The provisions of this act shall apply to nonpublic schools that participate in the Child Nutrition Programs as defined by the New Jersey Department of Agriculture.

C.18A:33-18 Rules, regulations.

4. The Secretary of Agriculture shall, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), promulgate rules and regulations to implement the provisions of this act and shall monitor compliance with the provisions of this act.

C. 1 8A: 33-19 Nonpreemption of more stringent policies.

5. Nothing in this act shall be construed to prohibit the board of education of a public school district or the governing board or chief school administrator of a nonpublic school from establishing more stringent nutritional policies for students.

6. This act shall take effect immediately.

Approved February 21, 2007.



**FAIRFIELD PUBLIC SCHOOLS**  
**FREE AND REDUCED AND FAMILY CARE SURVEY INFORMATION**

Dear Parent or Guardian:

All students enrolled in New Jersey public schools must be surveyed to determine the percentage of students who qualify for free and reduced-price school meals. This survey is necessary even if the school does not participate in any of the federally funded Child Nutrition Programs.

Free and Reduced directions and forms are available on our Website, [www.fpsk6.org](http://www.fpsk6.org), under Quick Links or under the Parents tab.

Complete the application to be used for survey purposes. Please fill out this application as soon as possible, sign it and return it to your child's school.

New Jersey is committed to ensure that all children are enrolled in a health insurance program. Information on your meal application will be shared with NJ Family Care to determine if your children qualify to participate in this state insurance program. If you do **not** wish to share your information with Medicaid or NJ Family Care you must complete and sign the information sharing form for Medicaid or NJ Family Care and return it to your child's school. For more information, follow the link to the [NJ Family Care](http://www.njfamilycare.org) website.

NJ Family Care      <https://www.njfamilycare.org>      1-800-701-0710

Contact your child's school if you have any questions. Thank you for your cooperation.

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## MANDATED FAMILY CARE INFORMATION

In 2008, P.L. 2008, Chapter 38 was signed into law and mandates that all children age 18 and under have health insurance. All relevant state agencies continue to engage in outreach strategies to help families meet this requirement. Since the passage of that legislation, school districts have played a major part in the outreach and identification of uninsured children and families. The Departments of Education and Human Services would like to continue to engage school districts in ensuring that students and families lacking health insurance are informed about the options available to them.

To enhance our collective outreach efforts, we are requesting that you employ the use of the school emergency card that is requested from parents and guardians at the beginning of each school year.

The emergency form, **available through your child's portal in Genesis**, inquires as to whether children have health insurance, and specifically requests parental permission to share the information with NJ FamilyCare to remain in compliance with FERPA requirements and N.J.A.C. 6A:32-7.1(g).

The student's health insurance status is paramount and should be asked annually. In addition, knowing a student's status as a free or reduced lunch recipient enables NJ FamilyCare to efficiently use an express process to enroll uninsured students into NJ FamilyCare/Medicaid. This process provides more immediate coverage to eligible children.



## **FAIRFIELD BOARD OF EDUCATION**



### **Fairfield Future Enrollment Survey**

If you have younger children who are not already attending Fairfield Schools, please complete the information requested in this survey for Future Enrollment.

This list gives us an approximate number of students who will eventually attend Fairfield Schools. It is also used to notify parents of the preschool lottery and/or kindergarten registration.

If you have neighbors, friends or relatives in town who have preschool-age children, please pass this information along.

Please complete your child's information in the survey on our website under the registration tab. Your help is greatly appreciated.