2026-2027 STAFF PACKET INFORMATION

1. School Calendar
2. Board Meeting Schedule
3. Absence Management Instructions
4. Field Trips
5. How and When to Report Child Abuse/Neglect
6. Marking Period and Conference Information
7. Attendance, Sign In/Out Roster, Sick Leave and Dress and Grooming Information
8. Professional Development Workshop Request Instructions
9. Course Approval Information
10. Criminal History Regulation Notice

THE FOLLOWING 7 ITEMS REQUIRE ACTION:

(you will receive an email with 2 Google Form links to submit)

11. Acceptable Use of Computer Policy #2361
12. Right to be Free of Gender Inequity
13. List of mandated policies to be reviewed annually
14. Acknowledgement of availability of Staff Manual on the district's website
15. Acknowledgement of availability of Safety and Security Plan on the district's website
16. Family Leave Policy #1643
17. Employee Emergency Contact Form

FAIRFIELD PUBLIC SCHOOLS

KINDERGARTEN - GRADE 6

MARKING PERIOD / CONFERENCE INFORMATION

2026-2027 SCHOOL YEAR

Marking Period			
From	**To**	**Grading Portal Opens**	**Report Card Distributed Grades K-6**
September 2, 2026 (W)	**December 4, 2026 (F)**	December 1, 2026 (Tu)	December 11, 2026 (F)
December 7, 2026 (M)	**March 12, 2027 (F)**	March 9, 2027 (Tu)	March 19, 2027 (F)
March 15, 2027 (M)	**June 11, 2027 (F)**	June 8, 2027 (Tu)	*June 21, 2027 (M)

*Last day of school, pending emergency day give-back

CONFERENCES

DATES	**STEVENSON AND CHURCHILL**
Thursday, November 19, 2026	Evening
Monday, November 23, 2026	Afternoon and Evening
Tuesday, November 24, 2026	Afternoon

Attendance, Sign In/Out Roster, Sick Leave, Dress and Grooming

Refer to the following policies, regulations, statutes and FEA contract for information regarding attendance, sick leave, signing in/out of building, and dress and grooming.

Teaching and Support Staff Members:
Policies and/or Regulations 3212/4212, 1642.01 and 3216/4216

Request for Doctor's Note

18A:30-4. Sick leave, physician's certificate, requirements; definitions.

a. In case of sick leave claimed due to personal illness or injury, a board of education may require a physician's certificate to be filed with the secretary of the board of education in order to obtain sick leave.

b. If an employee's need to use sick leave as defined pursuant to N.J.S.18A:30-1 is foreseeable, a board of education may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the board of education.

c. If the reason for the leave is not foreseeable, a board of education may require an employee to give notice of the intention as soon as practicable, if the board of education has notified the employee of this requirement.

d. A board of education may prohibit employees from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.

e. In case of sick leave claimed for ***three or more consecutive days, a board of education may require reasonable documentation*** that the leave is being taken for a purpose permitted pursuant to subsection a. of N.J.S.18A:30-1.

Sign In/Out Roster

As per "Agreement between The Fairfield Board of Education and The Fairfield Education Association," for July 1, 2024 to June 30, 2028, page 17 Article IX, B.: Sign In/Out Roster- All employees shall indicate their presence for duty by swiping in the current system, as well as placing their initials in the appropriate column of the faculty sign-in and sign-out roster.

For traveling staff, you must do this upon arrival and departure at each building. If leaving the building for lunch, you must do this upon departure and arrival to the building.

Dress and Grooming

The Board of Education believes that the appearance and dress of all staff members is an important component of the education program of this school district. Responsibility for acceptable grooming and attire will rest primarily with the employee as a professional. Accordingly, the Board established Policies and Regulations #3216 and #4216 explaining the rules for the grooming and attire of all staff members in the performance of their professional duties.

WORKSHOP/CONFERENCE REQUEST

Our *Workshop/Conference Request and Requisition form* (2 pages) is located on the district's website under staff forms.

ALL workshops are to be Board approved.

- ***All workshops are to be entered into Absence Management whether they are out-of-district, in-district or virtual.***
- ***You must complete the "Travel Report" (under staff forms on our website) for ALL workshops, whether you travel or not (this is a brief summary not for mileage).***

1. *Complete the workshop/conference request and requisition forms. Be sure the principal signs and indicates the account # and has affirmed there are funds to cover the workshop.*

2. Once the principal approves, the forms go to Pat Iandolo and the workshop will be added to the agenda for Board approval.

3. Enter your workshop into Absence Management. Be sure to include notes to the admin stating the title, location and Board approval date.

4. As your workshop date approaches it is recommended that you call the workshop provider to confirm that your registration was received. If you are not registered for the workshop, please contact Zayra Garcia. Do not attend without confirming registration.

5. If you attend a workshop, not approved by the Board, you will be responsible for payment. The Board also will not reimburse staff for any workshop paid personally, that hasn't been pre-approved. Retroactive approval is not permitted.

6. Within 5 days of the completion of the workshop, you must complete your *Travel Report* (summary of workshop), which is available on the district's website under staff forms.

7. *NEVER register for a workshop yourself or you will not be reimbursed. All registrations and PO's go through Zayra Garcia in the Business Office.*

*It is necessary for you to **confirm ahead of time** that you are registered, not the day of the workshop.*

COURSE APPROVAL INFORMATION

Reimbursement and/or Movement on the Guide

Course Approval Request form is available on the district's website under staff forms.

Refer to your contract Article XIII pages 25-26.

Prior approval by the Superintendent and the Board for all courses is required. No exceptions. Full information is in the contract.

A passing grade of "B" or higher is required to move on the guide or be reimbursed.

Courses must be relative to the position you hold in the district for reimbursement.

STEP #1 Applying for Approval

1. Complete course approval request form found on our website under staff forms.
2. Even if the course is not reimbursable, it must be submitted for approval, as instructed above in order for the credits to be applied for movement on the guide.
3. Send the form to the Superintendent's office for approval.
4. Once approved by the Board, you will receive a copy. Be sure to check with Pat Iandolo if you do not receive it.

STEP #2 Applying for Payment or Movement

1. Upon completion of the course(s), provide Pat Iandolo with proof of a passing grade of "B" or higher and proof of payment to the college or university.

NOTE: Your reimbursement may not be for the entire cost of the course, it is dependent upon how many teachers request courses. Cost per credit is determined by adding all credits requested and dividing them into the "bank" to get a per credit amount to be reimbursed. When the course is completed and the grade report and proof of payment is submitted, Pat will complete a requisition and send it to Zayra Garcia for processing. A copy will be sent to you.

2. If the course brings you to the point of movement on the guide, submit a copy of your transcripts and a brief letter requesting such movement to the Superintendent's office.
3. Movement on the guide occurs on September 1st or February 1st only.
4. No employee will receive more than one salary adjustment in any single school year for earned graduate credits.
5. Pat will inform you when your paperwork has been sent to the business office for processing of payment. From this point, check with Zarya Garcia for reimbursement progress.

FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, NEW JERSEY

CRIMINAL HISTORY REGULATION NOTICE

Put into effect: September 2009

TO ALL EMPLOYEES:

The State Board of Education Publicizes Regulation Requiring Employees to Report their Own Arrest or Indictment to the Chief School Administrator.

N.J.A.C. 6A:9B; 6A:9B-4.3; 6A:9B-4.4 and N.J.S.A. 18-A:16-1.3
Effective January 5, 2009

All certificate holders shall report their arrest or indictment for any crime or offense to their superintendent within 14 calendar days. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to their superintendents the disposition of any charges within seven calendar days of disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. (as above) [revocation or suspension of certificates.] School districts shall make these requirements known to all new employees and to all employees on an annual basis.