

Fuente Nueva Charter School

# Family Handbook

2023-2024

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## Purpose of Handbook

The Student & Family Handbook shares the values, programs, and policies of our school. The handbook is part of our ongoing efforts to foster a healthy partnership with parents, based upon our mutual interest in the educational and personal development of students. This handbook describes our partnership in terms of what families can expect from our school and in turn what our school expects of families and students. It is a living document that may adjust as we learn together. We believe and research demonstrates that a positive partnership between home and school can deeply impact a child's overall well-being and academic success.

## Mission and Vision

The mission of Fuente Nueva Charter School is to empower TK/kindergarten through fifth grade students to become engaged world citizens through a challenging and creative Spanish immersion program that emphasizes academic excellence, the arts, community involvement, and social responsibility.

We value:

A supportive and stimulating academic environment that nurtures the whole child.

A lifelong love of learning.

Multilingual communication abilities and appreciation.

Collaboration and teamwork among community members.

Empathy, compassion, and respect for cultural and ecological diversity.

La misión de la escuela de Fuente Nueva Charter es fortalecer las habilidades de los estudiantes de kínder a quinto grado para llegar a ser ciudadanos globales a través de un exigente, desafiante y creativo programa de inmersión de español que enfatiza la excelencia académica, las artes, la participación de la comunidad y la responsabilidad social.

Valoramos lo siguiente:

Un medio ambiente académico que apoye y estimule la vida del niño en su totalidad.

Larga duración afectiva por el aprendizaje.

Se aprecia y valora la comunicación multilingüe.

Colaboración y trabajo en equipo entre miembros de la comunidad.

Empatía, compasión y respeto por la diversidad cultural y ecológica.

## Cultural/Behavioral Expectations

We believe that students must feel valued, seen and cared for to be ready to learn. This concept also applies to teachers who must feel valued, seen and cared for to be ready to teach. As a community the responsibility to practice our values, each of us must do our part. We have adopted simple guidelines that guide us in our daily connections with one another and the school.

### *Golden Rules, Our Guidelines for Success*

At Fuente Nueva we have three Golden Rules, which have also been called our Guidelines for Success. These apply to all of us who are a part of the Fuente Nueva Community. They are:

- I care for myself
- I care for others
- I care for this place

We encourage families to support their youth by discussing what these rules/guidelines means for them as a classmate and student at Fuente Nueva. At the beginning of each year the teachers will also have this discussion with students and create a class agreement upon which they will base their collaboration and learning. When a student is not following the rules or acting in a way that is harmful to themselves, others or this place it is often found that a quick question of, “Is this taking care of others?” is enough for the student to redirect their behavior in a constructive manner.

As families of Fuente Nueva youth, we ask you to consider how these rules/guidelines apply to you and your interactions with the school. What does it mean for you to take care of yourself, others, and this place? Some examples of what this could look like are:

I take care of myself by:

- Reading emails and newsletters
- Attending parent teacher conferences
- Volunteering with healthy boundaries

I take care of others by:

- Reading emails and newsletters
- Reaching out to the teacher if I have a concern
- Arrange to speak to the teacher at a time that is convenient, and they do not have students under their supervision
- Talking well of the teacher in front of my student, even when the teacher has done something that frustrates me

I take care of this place by:

- Picking up trash if I see it as I walk my student to their classroom.
- Volunteering for campus beautification days

By each of us considering these concepts in our daily interactions we will build a connected community to face both our challenges and successes as a team.

## School to Home Communication and Notification

We value partnership and connection with parents in the educational journey. To keep open communications between Families and the School we ask families to keep their contact information up to date. When filling out the Start of School Packet (SSP) s online please enter the email address and phone numbers most likely to be checked on a regular basis. Any changes or updates to that information after the 1<sup>st</sup> day of school can be made by emailing [info@fuentenueva.org](mailto:info@fuentenueva.org).

At Fuente Nueva we have 4 ways of communicating important information:

## Weekly Classroom Newsletter

This is your lifeline to the happenings at Fuente Nueva. As a Parent/Guardian your main source of information about the daily happenings and upcoming events at the school is your teacher's weekly newsletters. The Teacher's newsletters are updated weekly (typically on Monday) and can be accessed on the website under Classroom – Classroom Portal. The password for the site will be provided in your welcome email from your teacher prior to the 1<sup>st</sup> week of school.

## Emails

You should receive a weekly email from your Classroom Teacher which will link to the website, where you can access the newsletter. In addition, you will occasionally receive emails from the Charter Director ([bwylie@fuentenueva.org](mailto:bwylie@fuentenueva.org)) or the office ([info@fuentenueva.org](mailto:info@fuentenueva.org)) to highlight reminders for important deadlines or emergency information that needs attention.

## Mass Communication (Automated Texts, Emails & Phone calls)

In addition to emails, we also use a mass communication system which will send out texts, emails and voice messages. We use this like all school emails for important deadlines and emergency notifications. When Parent/Guardian's fill out their SSP, they are asked to select various communications methods. Those selections are what get enabled during a mass communication

## Website

The website is a great resource for families. In most cases if you have a question about what is happening at Fuente Nueva, you can find the information on the website. Weekly classroom newsletters can be accessed from the website as well as blog posts under Current Event's, the Principals Corner, and the Counselor's Corner. Monthly board meeting agendas can always be found on the home page.

## Volunteering

Volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank everyone for their willingness to volunteer in this manner. Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, the Charter School has established the following procedures, to facilitate volunteering during regular school days:

### Checklist

- ✓ Sign in and out at the Office EVERY time you visit
- ✓ Your visit MUST be prearranged with the Teacher/Staff
- ✓ Have your current TB test clearance on file (Email to [info@fuentenueva.org](mailto:info@fuentenueva.org))
- ✓ Have a Volunteer Information [form filled out](#)

### Volunteering Policy

The full policy can be accessed on our website. Below is a synopsis of guidelines for volunteers:

- Remain in the presence of an employee, if the school determines the volunteer activity will necessitate direct supervision of students (such as overnight trips) will be required to do a LiveScan background clearance prior to volunteering.

- Submitted to a tuberculosis risk assessment
- Pre-arrange volunteer activities with the classroom teacher and Charter Director
- A volunteer may not volunteer in the classroom for more than twelve (12) hours per month.
- Submit proof of vaccination or a negative COVID-19 test performed in the past 48 hours.

Volunteer hours are applied to the non-mandatory 4 hours per family of volunteering requested by the Charter School. The Charter Director does not have any obligation to the person to accept their offer of assistance and that after the offer is accepted, there is no obligation to continue the volunteer relationship.

Thank you for all your support. Without our community members Fuente Nueva Charter School would not be the caliber school that it is year after year.

## Visiting Campus

The full policy can be accessed on our website. Below is a synopsis of guidelines for visitors:

- Visits during school hours should first be arranged with the teacher or staff member in advance.
- All visitors (including volunteers) shall register in the Visitors Logbook immediately upon entering the school premises during regular school hours.
- All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g. fever, coughing) may be denied registration.
- Except for unusual circumstances, approved by the Charter Director, school visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice (2) per semester.

### Procedures for Disruptive Visitors

- The Charter Director may direct a visitor without lawful business on campus to leave campus when the visitor's presence or acts interfere with the peaceful conduct of the activities of the school, or disrupt the school or its students, or school activities. Any visitor who is directed to leave by the Charter Director or designee will not be permitted to return to the Charter School campus for at least seven (7) days.
- No person who furnishes the information set forth in this policy and who provides proof of identity shall be denied registration except if the Charter Director or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt the Charter School, its students, its teachers, or its other employees or volunteers or result in damage to property, physical safety or will result in the distribution or use of unlawful or controlled substances.

## Wellness Policy

### Nutrition

#### *School Meals*

Our school is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and trans-fat. We offer universal FREE snack and lunch through the National School Lunch Program. In accordance with

state guidelines, students will be allowed at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated. We aim to create meals that are:

- Are appealing and attractive to children
- Are cooked from scratch using local and/or organic ingredients when possible
- Promote healthy brain food such as healthy fats, proteins and fruits and vegetables
- Offer opportunities for cultural connections to food
- accommodate students with special dietary needs

Menus will be posted on the school website. Families can opt into meals for the year or order when they complete the annual online parent portal registration.

### Opting Into Daily Snack and Lunch

For the 2023-2024 school year we have two lunch options available.

Vegetarian and Non-Vegetarian

### Opting Out of Daily Snack and Lunch

Those who “Opt Out” may order lunches on specific days once a month the online menu. The menu for each month is posted on the school website and will be open for ordering for approximately one week. Once the order form closes any changes to a student’s order need to be made by emailing [info@fuentenueva.org](mailto:info@fuentenueva.org). Parents/Guardians may, at any point, during year choose to “Opt In” the program. Student’s will always be able to get lunch should they choose, though for student that have not ordered or opted out the default meal will be vegetarian.

### Home Meals and Snacks

Food that is sent for students to eat during the school day should match the nutritional goals of our own school lunch program. We ask that parents do not include:

- Candy, or other high processed sugar content foods such as cakes, cookies and sports drinks
- Peanuts – specifically for classrooms where there is a student who has a nut allergy

### Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. We ask all students to bring a water bottle that can be filled only with water and kept with them throughout the day. In Kindergarten/Transitional Kindergarten students use cups that are provided by the school instead of water bottles.

State guidelines require that foods offered at school during any time must meet USDA nutritional guidelines. Café Fuente must also meet these requirements. The families will be supported to provide foods that meet the nutritional standards.

### Celebrations and Rewards

Families are asked to consider nutritional quality when selecting any snacks which they may donate for occasional class parties. All foods offered on the school campus are encouraged to be planned with the following guidelines:



- Consider this list of healthy party ideas that include non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and can be viewed on our website or [found here](#) in PDF form.
- Bring low processed sugar items such as home baked goods, or fruits
- Please do NOT bring high processed sugar items such as frosted cakes and cookies

## Homework Policy

We agree to provide homework that creates a connection between parents, students and teachers. All homework will be assigned will be:

- meaningful
- minimal
- manageable
- project based

<b>Grade</b>	<b>English</b>	<b>Core Teacher</b>	<b>Total Target Time</b>
Transitional Kindergarten & Kindergarten	Read with family	One per night <ul style="list-style-type: none"> <li>● Conversational Spanish opportunities</li> <li>● Occasional special projects that explore student identity and cultural heritage</li> </ul>	10-20 minutes a night (including 10 mins. of reading)
First Grade	Leveled books	One per night <ul style="list-style-type: none"> <li>● Mental math practice</li> <li>● Conversational Spanish opportunities</li> <li>● Occasional special projects that explore student identity and cultural heritage</li> </ul>	10-20 minutes a night (including 10 mins. of reading)
Second Grade	Leveled books	One per night <ul style="list-style-type: none"> <li>● Mental math practice</li> <li>● Conversational Spanish opportunities</li> <li>● Occasional special projects that explore student identity and cultural heritage</li> </ul>	20 minutes a night (including 10 mins. of reading)
Third grade	Leveled books  Book Reports	One-two per night <ul style="list-style-type: none"> <li>● Mental math practice</li> <li>● Conversational Spanish opportunities</li> <li>● Spanish vocab development</li> <li>● Occasional special projects that explore student identity and cultural heritage</li> </ul>	20-30 minutes a night (including 10 mins. of reading)

Fourth	Literature circles	One-two per night <ul style="list-style-type: none"> <li>• Mental math practice</li> <li>• Conversational Spanish opportunities</li> <li>• Occasional special projects that explore student identity and cultural heritage</li> <li>• Science fair</li> </ul>	30 minutes a night (including 15 mins. of reading)
Fifth grade	Literature circles	<ul style="list-style-type: none"> <li>• Incomplete math tasks</li> <li>• Weekly reading in Spanish</li> <li>• Occasional special projects (science fair, home-school connections)</li> </ul>	30 minutes a night (including 15 mins. of reading)

**Reading with your student:**

Families are encouraged to read with their children as much as possible. As students emerge as readers, we recommend that you listen to them read. Reading in Spanish at home is great, but if that feels too hard for your family reading in English helps students develop Spanish at school.

**Math at home:**

There are so many ways to help students develop math skills in everyday life. Families are encouraged to get creative and help their students see all the ways that numbers, subtraction, and all facets of math are all around us. For more information about [mental math](#), see [this article](#).

## Schedules

Monday – All Grade s- 8:30 am – 1:30 pm – **EVERY MONDAY dismissal is at 1:30pm**

Tuesday – Friday

Kinder 8:30 am – 2:15pm

1<sup>st</sup>- 3<sup>rd</sup> 8:30 am– 2:45pm

4<sup>th</sup> -5<sup>th</sup> 8:30 am – 2:55 pm

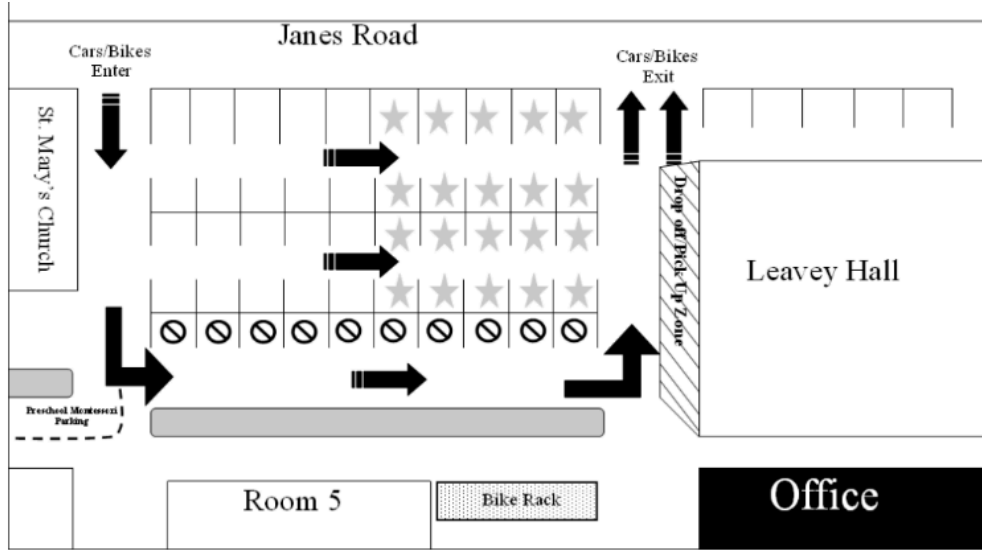
Parent Teacher Conference Week and Last Day of School – Dismissal All Grades 1:05 pm

## Arrival & Dismissal

Drop off is the same for all grades. Before care is offered

School starts at 8:30 am for all students. Students who arrive at 8:30 am are required to check in at the office with their parent/guardian and receive a tardy slip.

As the Parking Lot is shared with St. Mary’s Church (the “Church”) and the Mad River Montessori Preschool (the “Preschool”) the diagram depicts the parking areas and the drop off/pick up locations.



4<sup>th</sup> & 5<sup>th</sup> Grade students may walk from the parking lot to their classes unattended. All other grades must be walked in with their parent/guardians or, when a school attendant is present, may be drop off in the Drop Off/Pick Up Zone located on the South Side of Leavey Hall.

Students arriving and departing school independently must have pre approval from families that have been communicated with the front office and will sign in and out daily for safety purposes.

For the safety of all students, staff and the flow of traffic, there is no drop off or pick up allowed on the western side of the school, including In Front of the Preschool areas, which is a driving zone/fire line.

Please remember to:

1. Follow parking lot arrows to enter/exit and drive through lot appropriately
2. Pick up and drop off of students occurs in drop off/pick up zone **only**.
3. Pull as far forward as possible in loading zone to allow additional cars to arrive behind you.
4. Students on bikes should walk their bikes any time they are on campus and park them securely in the bike area.
5. Parents and students exiting cars are to walk carefully to the sidewalk to enter the school grounds.
6. Park only in spaces with marked with stars.
7. STOP for all pedestrians crossing.

### *After School Arrangements*

Any arrangements for students to accompany other students' home or to other activities following school hours need to be arranged **outside** of school. Staff cannot allow Student/s to leave campus with anyone not on the list of designated individuals who parents/guardians have pre-designated to pick up their student/s. Parents/Guardians need to email the teacher and [info@fuentenueva.org](mailto:info@fuentenueva.org) should there be **any change** to a student's regular pickup schedule.

## Attendance – Absences & Tardies

Excused Absences - Illness, Medical Appointment, Funeral, and Mental Health Day

Unexcused Absence – anything else that does not fall under excused.

Excused Tardies: Illness, Medical Appointment, Funeral, and Mental Health Day

Unexcused Tardies – anything else that does not fall under excused.

### Travel or Extended Absences

Parents/Guardians of a student who is gone more than one day due to illness or is going to be gone for an unexcused reason for one day or more may apply for an [Independent Study \(IS\) Packet](#). The completion of this packet will allow for any missed days to be counted as present and keep the student in line with the current academics within the classroom. Due to the necessity of gathering materials we require that Parents/Guardians submit the IS request no less than two weeks prior to the intended absence. Emergency IS Packets may be obtained on a case by case basis.

Should a device be required for completion of the IS Packet the School will provide a School device and the necessary charging equipment. It is the responsibility of the Parent/Guardians to supervise their student/s while using the school equipment and to return it in the same manner as it was distributed.

Immediately upon return to school it is the Parent/Guardian who is responsible for ensuring all IS Packet paperwork and equipment is returned to the Office.

## Student Dress Code

Appropriate dress contributes to a productive learning environment. Students are encouraged to wear clothing that they feel comfortable in and can participate in a wide range of movement activities. Parents are encouraged to support their students to be prepared for the variety of weather patterns that can arise on any given school day.

Fuente Nueva values each child's unique expression and seeks to have an inclusive Dress Code. If at any time a member of the community has feedback to improve the inclusiveness of the policy, we welcome the chance to improve.

### General:

Clothing is free of hate speech, curse words or phrases as well as advertising drugs, alcohol, tobacco, gang related activities and anti school messages.

The body is covered from above the bust down to the upper mid thigh. Clothing covering this area is opaque and skin does not show through.

We encourage students to wear clothing that allows them to move their bodies and engage in the physical activities that they wish to with comfort.

### Top half of the body:

Shirts will cover the tops of the shoulder (with at minimum a strap), torso front and back. No Half-shirts, crop tops, backless, and strapless tops allowed. Shoulder straps stick firmly to the body with low risk of falling off children's shoulders.

Students are encouraged to remove hats and hoods while in class except for warmth, mental health and well-being, medical or religious reasons.

### Bottom half of the body:

Pants fit the waist, and are worn at waist level.

Underwear is completely covered by outer clothing.

If skin or undergarments are able to be seen through tights or leggings, they are worn as an undergarment and covered by shorts or skirts.

Shorts, or skirts are worn in such a manner that underclothing and bottoms are covered. Layers worn underneath such as leggings can help provide ease of movement if needed.

Shoes that can be used for an active lifestyle are encouraged. Shoes are worn to school every day. For safety, no high heels, flip-flops, slippers without a sole, "Heelys", athletic cleats, and steel toed shoes.

The Charter Director or designee reserves the right to make judgments on any article of clothing, which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

## Extended Day & Before Care

The goal of the Extended Day Program is to provide students with both structured and unstructured opportunities for students to learn and grow. Academic homework support will be provided as well as tutoring for qualifying students. This is a fee for service program, with options for subsidized care through Changing Tides. Fees for all students are reduced for the 22/23 school year due to an influx of state funding for expanded learning opportunities.

### Qualifying Students

The Extended Day Program is available for currently enrolled students at Fuente Nueva. If we have more interested students than space in the program, there will be a lottery held for student enrollment.

The priority tiers for the lottery are:

Students who qualify for free or reduced lunch and/or are homeless and foster youth.

Students whose parents/guardians work at the school as critical infrastructure workers.\*\*

All other students whose parents/guardians are considered critical infrastructure workers.\*\*

### Behavior Expectations

It is expected that students can conduct themselves safely and positively as members of the Extended Day community. Student participation in the program may be restricted due to inappropriate and or unsafe behavior at the discretion of the Charter Director or his/her designee.

### Before Care

Hours of operation: 7:45-8:30am

Fees due in advance along with a schedule: Up to 45 minutes of care five days a week: \$10/week

Families using vouchers from the Changing Tides take full responsibility for the necessary paperwork and for fees not covered by Changing Tides

Absences: Families must contact program staff in the event of absences. There will be no refunds for non-attendance (with exceptions for illnesses of three (3) days or more).

### Extended Day Care

Hours of operation: Starts at school dismissal for each grade and ends at 5:30pm.

Fees due in advance along with a schedule (must sign up for a minimum of 4 days of care/week)

There is no charge for care for students who are designated as homeless/foster youth, English language learners, or those who qualify for free and reduced lunch per the federal guidelines that are reported on the Income Verification Form.

Families using vouchers from the Changing Tides take full responsibility for the necessary paperwork and for fees not covered by Changing Tides

Absences: Families must contact program staff in the event of absences. There will be no refunds for non-attendance (with exceptions for illnesses of three (3) days or more).

<b>Hours of Care</b>	<b># Days / Week</b>	<b>Fees / week</b>
<i>Up to 3 hours and 15 minutes of care (tk/k)</i>	<i>4 days a week</i>	<b>\$36</b>
	<i>5 days a week</i>	<b>\$44</b>
<i>Up to 2 hours and 45 minutes of care (1-5)</i>	<i>4 days a week</i>	<b>\$29</b>
	<i>5 days a week</i>	<b>\$36</b>

### Late Pick Up

We charge \$1.00 for every minute that your child remains in Aftercare after 5:30pm. No exceptions

### Payments

Families are highly encouraged to pay in advance for care at their weekly rate.

Payments may be submitted by check or credit card through the parent portal on Schoolwise: [Fuente.schoolwise.com/](http://Fuente.schoolwise.com/)

The month is due in full by the 5th of the next month. Late fees will be charged on the 6th of the month at a rate of \$25. Care will be terminated after 45 days of nonpayment.

Families using vouchers from the Changing Tides take full responsibility for the necessary paperwork and for fees not covered by Changing Tides

### Additional Information

School Emergency Cards are used for the purpose of Extended Day as well. If you wish to have different information on file for either program, please contact the main office.

We offer a subsidy through Changing Tides Family Services. Call 445-9291 for more information.

## Things to remember by Grade

### Transitional Kindergarten – 2<sup>nd</sup> Grade

- ✓ Attend School Each Day
- ✓ Pack an extra set of clothing for your student
- ✓ If you are packing a snack & lunch for your student, make sure it includes nutritionally dense foods
- ✓ The Classroom Newsletter is your source of information
- ✓ Notify your student's Maestra by email and include [info@fuentenueva.org](mailto:info@fuentenueva.org) on the email by **9am EACH** school day your student is going to miss.
  - TK - Maestra Martha - [mmanzoadame@fuentenueva.org](mailto:mmanzoadame@fuentenueva.org)
  - K – Maestra Marrero - [rmarrero@fuentenueva.org](mailto:rmarrero@fuentenueva.org)
  - 1<sup>st</sup> – Maestra Pilar – [psanguinetti@fuentenueva.org](mailto:psanguinetti@fuentenueva.org)
  - 2<sup>nd</sup> – Maestra Ortiz – [iortiz@fuentenueva.org](mailto:iortiz@fuentenueva.org)

### 3<sup>rd</sup> Grade

- ✓ Attend School Each Day
- ✓ Pack an extra set of clothing for your student
- ✓ If you are packing a snack & lunch for your student, make sure it includes nutritionally dense foods
- ✓ The Classroom Newsletter is your source of information
- ✓ The Month of May begins CAASPP Testing. This is a requirement by the State of California. It is important that your student is present during these assessments.
- ✓ Notify Maestra Yael by email ( [ytorres@fuentenueva.org](mailto:ytorres@fuentenueva.org) ) and include [info@fuentenueva.org](mailto:info@fuentenueva.org) by **9am EACH** school day your student is going to miss.

### 4<sup>th</sup> & 5<sup>th</sup> Grade

- ✓ Attend School Each Day
- ✓ Pack an extra set of clothing for your student
- ✓ If you are packing a snack & lunch for your student, make sure it includes nutritionally dense foods

- ✓ The Classroom Newsletter is your source of information
- ✓ The Month of May begins CAASPP Testing. This is a requirement by the State of California. It is important that your student is present during these assessments.
- ✓ 4<sup>th</sup> & 5<sup>th</sup> Graders have leading roles in the Reader's Theater production in June. It is important that your student is present for the weeks leading up to Reader's Theater in order to properly prepare for the event.
- ✓ Notify your student's Maestra by email and include [info@fuentenueva.org](mailto:info@fuentenueva.org) on the email by **9am** **EACH** school day your student is going to miss.
  - 4<sup>th</sup> – Maestra Catalina – [cleon@fuentenueva.org](mailto:cleon@fuentenueva.org)
  - 5<sup>th</sup> – Maestra Cat– [cwolmarbudea@fuentenueva.org](mailto:cwolmarbudea@fuentenueva.org)