



PARENT/STUDENT **Handbook**



FAMILY ACADEMY
OF MULTILINGUAL EXPLORATION
2024/2025

PLEASE FILL OUT THIS PAGE COMPLETELY-
REMOVE AND RETURN TO SCHOOL

STUDENT

I certify that I have received a copy of Family Academy of Multilingual Exploration Parent/Student Handbook and together with my parents we have read and discussed this document.

Signature- Student

Date

PARENT

I am the parent/legal guardian of _____. I have had the opportunity to read the Family Academy of Multilingual Exploration Parent/Student Handbook and have discussed it with my child.

Signature- Parent/Legal Guardian

Date

Table of Contents

Welcome Letter	4
About FAME	5
School Hours - Arrival & Dismissal	6
Attendance	8
Code of Conduct New Haven Public Schools	9
Dress Code Uniform Information	9
Advisory Program Grades 6-8	10
504 Notice and IDEA	10
Health and Nursing Services	11
School Grounds	12
School Telephone Policy	12
Student Information Cards	13
Parent Volunteers and Visitors	13
Transportation	13
Bus Conduct	13
Valuables	14
Lockers-Locks	14
Lost and Found	14
Cafeteria Rules	15
Field Trips	15
Food Policy/Birthday Celebrations	15
Hall Policy	16
Money Sent into School	16
Naviance	16
PowerSchool	16
Progress Reports & Grading	16
Parent-Teacher Conferences/Report Cards	17
Parent Teacher Organization (P.T.O.)	17
Parent Responsibilities	18
Bullying Policy	18
Emergency Drills	18
Student Recognition	19
SUBIR Assemblies	19
Student Support Service Team	19
SPMT	20
Off Limit Areas	21
Promotion Criteria in Grades 7th and 8th	21
Race & Equity Policy	21
Tardiness	21
Technology and Chromebooks	22
Town Meetings	22
Vandalism	22

Welcome Letter

Dear Parents & Students:

Welcome to the **2024-2025** school year at Family Academy of Multilingual Exploration PreK-8. This handbook has been prepared to allow you to understand our school rules and policies. Each rule and policy detailed in this booklet is intended to ensure the safety, health and education of all our children.

It is very important that you take time to go over this year's handbook. It is a supplement to the New Haven Public School's Handbook and aligns with the NHPS Code of Conduct, with further information that directly affects the day-to-day operations of our school. Please keep this handbook readily available during the school year. We are sure it will answer many questions for you.

Family Academy of Multilingual Exploration will continue to strive for academic excellence for all children. This can only be accomplished when we all work together and support each other in the education of our children. Please be our partner in ensuring the exceptional development of our PreK-8 students.

Adjustments may need to be made to our handbook as the school year progresses. Any changes to this handbook will be sent home as an addendum.

Educationally yours,

The Administration and Staff at Family Academy of Multilingual Exploration

Ms. Rodriguez
Principal

Mrs. Carini
Assistant Principal



About FAME

Family Academy of Multilingual Exploration Mission Statement

Developing bilingual brains through discovery.



ABOUT FAME

Family Academy of Multilingual Exploration is a community school serving the Fair Haven area of New Haven, CT. This neighborhood is known for attracting various immigrant groups throughout its history. In

2001, the school was selected by the U.S. Department of Education to develop and implement a Dual Language Program. FAME provides all students in Kindergarten through eighth grade with the opportunity to develop oral and reading fluency in English and Spanish. As a dual language school, our goal is to have all students become bi-literate individuals.

F.A.M.E. is known for its culture of being a family where everyone feels safe and learns in a caring community. We are proud to celebrate our cultural differences. Academics is important to us and we want our students to strive to their fullest potential. Our Code of Conduct reflects our commitment to a safe school environment. Every member of our community practices respect and kindness in order to honor everyone they encounter. The school is driven by the guiding principles of collaboration, consensus and no-fault in order to make decisions that are in the best interest of children.

Guiding Principles

This school is driven by the guiding principles of collaboration, consensus and no-fault in order to make decisions for the best interest of children.

Mission

Family Academy of Multilingual Exploration provides a supportive and rigorous dual language education that encourages the development of bilingual brains through discovery. The exploration and inquiry driven learning environment motivates students to reach high levels of academic excellence enabling them to become active, responsible and ethical members of a multicultural society.

Vision

Our vision at Family Academy of Multilingual Exploration is to foster a culturally and linguistically diverse learning community where all learners are able to attain their full potential and achieve personal, academic and career success in multiple languages in order to become culturally affirming community members.

New Haven Public Schools

Vision: Our vision is to be a district of excellence that inspires, empowers and equips every student to flourish in and contribute to a changing world.

Mission: In partnership with families and community, New Haven Public Schools empowers every student to thrive in a safe, inclusive, and supportive environment that embraces and cultivates our vibrant cultural diversity. Together, we nurture critical thinkers and lifelong learners who are prepared for success.

Core Values

We believe...

- **Equitable opportunities** are essential for students to succeed in college, career and life.
- Setting **high expectations** respects the natural gifts and talents of our students and staff.
- **Collaboration and partnerships** enhance learning and achievement.
- That a commitment to **continuous improvement** is a key principle for achieving excellence.
- **Systemic accountability** creates conditions where students, staff and families can thrive.

“We are at Two”



This is a symbol we make with our hands to show attention and respect to a speaker who is addressing us.

School Hours - Arrival & Dismissal

School Hours - Arrival & Dismissal

Regular School Day: 8:35 a.m.-2:50 p.m.

Early Dismissal: 8:35 a.m. -12:50 p.m.

Breakfast: 8:20am is available daily as a “grab and go” option.

Tardiness: Students arriving after **8:40 a.m.** are considered **tardy** and must report to the Main Office to obtain a pass to enter class.

Arrival

- Entry and pickup for Pre-K is through the Main Entrance on Blatchley Avenue.
- Entry for K - 8 is on Fillmore near the service entrance.
- Grades K - 8 students, upon entry will grab a breakfast and report to their classroom. Teachers will greet students at the door.
- Staff members are stationed throughout the building to monitor and support arrival.
- The instructional day begins promptly at 8:40 a.m.

Late Arrival

- **Students arriving late must be signed in by a parent at the main office. All students must arrive by 11:00 a.m. to be marked present for the day. Please notify your child’s teacher or the main office if you plan on being late due to a doctor’s appointment.**

Dismissal

- Buses will leave the FAME at 3:05 p.m.
- Please do not block delivery entrance on Fillmore Street

- Kindergarten students will be dismissed at 2:45 p.m. by entrance doors on Fillmore near service entrance
- Grades 1-8 students will be dismissed at 2:50 p.m.
- Grades 1 & 2 will exit by doors on Fillmore closest to Grand Avenue
- Grade 3 will exit by entrance doors on Fillmore near service entrance
- Grades 4-5 will dismiss through cafe doors
- Grades 6, 7, 8 will be dismissed through gym doors near the staff parking lot
- Pick-up for walkers is available until 3:05 p.m. At approximately 3:05 p.m., all remaining students will be taken to the main office. Parents must pick students up at the main office and sign them out.
- Please be on time to pick up your child at 2:50 p.m.
- Please notify your child's teacher or the main office in writing of any changes in dismissal arrangements for your child first thing in the morning. We are aware that emergencies occur but NO changes will be allowed to the dismissal procedure after 2:00 p.m.
- Parents' and students' compliance with the dismissal procedures are necessary for the safety of every FAME student.
- Absolutely NO entry or pickup from the Bus Area on Blatchley Avenue between 2:30 p.m. to 3:30 p.m.
- Please do not block the bus lane.

Request for Early Dismissal

Family Academy of Multilingual Exploration requires that a responsible person (Parent/Guardian) must come to the office to sign-out students who leave during the school day. Parents should make every attempt to limit the number of times they must (emergency or appointment that cannot be scheduled out-side the normal school day) take a child out of school prior to dismissal time. For our student's safety, proof of identification may be requested of any person picking up any student and must be shown if requested by school personnel before a student may be dismissed. Please notify your child's teacher or the main office if you plan on picking up your child early.

Delayed Opening/Early Dismissal Due To Inclement Weather

You will be notified via ParentLink in the case of a delayed opening/early dismissal due to inclement weather. In addition, NHPS.net will post information regarding the change. Please note that supervision will not be provided until the start of the delayed opening time. The following stations will provide delay and closing information: WTNH-TV- Channel 8, WVIT-TV - Channel 30, WFSB-TV - Channel 3, and FOX CT - Channel. 61.

Attendance

Students have a right to 180 days of meaningful learning experiences. Students have the responsibility to attend school regularly in accordance with the district attendance policy. Parents have the responsibility to make certain their children attend school each day except in the case of illness or other unavoidable circumstances. Parents should encourage positive attitudes regarding punctuality and attendance. A record of student tardiness and absenteeism is kept by the school. **If a student has to be absent from school, parents must notify the school at (475) 220-2500. You must also send a note to school indicating the date(s) the student was absent and the reason for the absence. For verification purposes you must send in a note even if you call the school.**

Please be aware that any student with 5 unexcused absences will receive a letter from the school, and according to the New Haven Board of Education Policy any student who reaches 20 unexcused absences will be referred to DCF. *Students coming to school late are required to have a parent come to the main office and sign them in. No students arriving late should be just dropped off at the main office. Students must be in attendance at school on the day of a field trip or extracurricular activities in order to participate. This includes after school events.

In the case of a long illness, parents must notify the School Counselor or the School Secretary immediately so that a program of instruction can be discussed and developed. Students who are absent five (5) consecutive days or more **MUST** return with a medical note. According to Connecticut's Attendance Protocols, students who miss a total of 10 days are considered TRUANT. This total of 10 days includes BOTH excused and unexcused absences. A Family with Service Needs will be filed with Juvenile Court when a student has ten (10) unexcused absences or twenty (20) days regardless of excused or unexcused.

****Personal vacations are not considered legitimate reasons for absence from school and will be recorded as unexcused absence. Family vacations should be planned during the scheduled vacations in the school calendar.**

Truancy Initiative

New Haven Public School district is committed to reducing chronic truancy and promoting positive school attendance through a comprehensive, multi-agency approach. Our truancy program starts with early interventions in elementary and middle grades and engages the support and accountability of schools, families, police, state agencies and the courts in reducing chronic truancy.

- o If a student is *absent 4 consecutive days*, the telephone auto dialer will call the student's home and alert the parent.
- o If a student is *absent 5 days*, the school will send a letter home requesting that the parent contact the school. In addition, the student may be placed on academic probation.
- o If a student is *absent 8 days*, the school will send a letter home informing the parent/guardian that he/she is required to attend a hearing at the school.
- o If a student is *absent 10 days*, the parent must attend a formal hearing within 5 days or the student may lose course credit. Student is considered TRUANT
- o If a student is *absent 15 days*, the student is referred to truancy court and may face sanctions. o If school absences exceed 5 days and parents do not respond to the school's request for meetings, truancy and police teams may make evening and/or limited weekend visits to the home.

Code of Conduct New Haven Public Schools

New Haven Public Schools has adopted a new code of conduct based on restorative practices. Restorative practices help to build positive relationships and foster a safe, supportive, and positive learning community by respecting all individuals. Family Academy of Multilingual Exploration follows the NHPS Code of Conduct.

Link to full Code of Conduct New Haven Public Schools:
[NHPS Adopted Unified Code of Conduct 020821.1.pdf](#)

Dress Code Uniform Information

Hats/Coats/Dress Code (NHPS Student & Family Handbook 2023-2024)

One's dress and appearance will foster a healthy and conducive environment for learning. In addition, proper dress and grooming promotes good health and personal hygiene. For safety reasons, students are not permitted to wear "hats, caps, coats, or hoods" in school buildings, unless for medical or religious reasons or otherwise approved by the building leader. In the case of medical or religious reasons, proof must be submitted to an appropriate administrator. Students failing to comply with this directive will be considered insubordinate. Principals are instructed to take all the necessary steps in ensuring that this directive is communicated to their respective parent group, student body and staff.

*Students who attend any school with a dress code/uniform code must be in compliance with the school's dress or uniform code. [JEWELRY/ACCESSORIES: Students are not to wear jewelry, ornaments...](#)

School Uniform Policy

As part of our safety program, Family Academy of Multilingual Exploration continues to enforce a school uniform policy. The purpose of this policy is to provide additional opportunities for increased school safety, to minimize disruption, to easily identify trespassers on campus, and to promote improvement in student behavior. School uniforms also help students to experience a greater sense of school identity and belonging and to promote academic excellence.

The policy is as follows:

All students attending Family Academy of Multilingual Exploration Pre-K-8 are required to wear a school uniform to school each day.

Our uniform consists of a light blue shirt and navy blue pants or a navy jumper or skirt.

In general the standard uniform policy is as follows:

- Shirts, Blouses: **light blue**
- Pants: Navy blue leggings, jumpers, skirts (leggings may be worn under skirt – no patterns): **navy blue**
- PHYSICAL EDUCATION: on their assigned day for PE, students can wear **navy sweats and must wear sneakers**.
- Pullovers, Sweatshirts, Sweaters: white, navy, gray and black **no inappropriate drawings or designs. Students cannot wear hoodies, jackets, or outerwear inside building**
- Shoes and/or sneakers are permitted- **no sandals, crocs, flip flops, or shoes that may be a safety hazard**
- **NO sleeveless shirts or blouses; NO shorts above the knee; No jeans, No belly shirts, No sagging pants (showing underwear).**

HEADWEAR: No hats, bandanas, hoods, sweatbands, or sunglasses will be worn in the building except for medical reasons.

JEWELRY/ACCESSORIES: Students are not to wear jewelry, ornaments or accessories, which distract from the educational process, such as excessive noisy jewelry and/or belts. No heavy metal chains (such as those made out of steel, chrome, alloy, etc.) and look-alikes that are not formal jewelry are allowed

around the neck, around the waist, or hanging from the waist into the pocket. Students may not wear metal-spiked apparel or similar accessories.

OTHER: Students are not to wear extreme facial makeup that is disruptive to the educational environment. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision.

SPECIAL DRESS: Schools may develop special dress day/special dress occasions for students at the discretion of the school administration (examples: Hat Day, Twin Day, etc.)

SPECIAL SITUATIONS: If a student cannot comply with the standardized dress code based on religious beliefs, his/her parent or guardian may write a letter explaining the situation to the school principal. Each case will be dealt with on an individual basis.

STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES AS PER BOARD POLICY.

Advisory Program Grades 6-8

An advisory program is an arrangement whereby one adult and a small group of students have an opportunity to meet daily in order to provide a caring environment for guidance and support, everyday administrative details, recognition and activities to promote citizenship. The purposes of advisory are to ensure that each student is well known at school by at least one adult who is that student's advocate (the advisor), to guarantee that every student belongs to a peer group, to help every student find ways to be successful, and aid the transition from school to the outside world.

504 Notice and IDEA

It is the policy of the NHPS System to provide students with disabilities free and appropriate public educational services designed to meet the individual needs of identified students. Students with a disability consistent with the definitions set forth in IDEA and Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided with appropriate instruction and education services.

Health and Nursing Services

Nurse's Office: (475) 220-2515

Family Academy of Multilingual Exploration has nursing services five days a week: To be determined by the Health Department.

The nurse is responsible for checking all health records to be certain that each student is properly immunized, contacting parents of ill or injured students and checking other health related matters. State Law mandates that all students be properly immunized and receive a physical before entering Pre K,

kindergarten and Grade 7. In addition ALL new entries, in any grade from Out-of-State must have a physical before entering school. Physicals from Out-of-State Doctors are not acceptable. [Connecticut Health Assessment Record](#) forms may be obtained from the School Nurse, New Haven Board of Health or most Doctor's offices. Please contact the Bureau of Nursing at 203-946-7301 with any questions on this policy.

School Based Health Clinic - NEW

FAME will have a school based health clinic on site this year. If you would like your child to be seen in the school based health clinic, you must sign up for services using the link below.

<https://veoci.com/v/p/form/r9ypcxkc66y2>

Mandated Health Policies

The New Haven Health Department Bureau of Nursing is the agency responsible for providing school nurses, maintaining student health records and ensuring compliance with State and local law. Students who cannot show proof of proper immunizations cannot enroll in school until all necessary immunizations are completed. Students who are ill with any type of communicable disease cannot return to school without a doctor's note stating that the student is well and able to return. It is the responsibility of the parent to notify the school nurse of any allergies or medical conditions that may hinder their child's education and to provide proper documentation and medication for that condition.

All meal modifications for children participating in the USDA School Nutrition programs require that a medical statement be received to allow the school food authority to understand the extent of the student's special dietary needs. Forms are available on the NHPS.net website and at the school nurse office.

NHPS Food Allergy Management Plan and Food Allergy Policy **Healthcare/Allergy Need**

Parents/Guardians Responsibility in Management and Emergency Planning

1. To notify the school of the child's allergy/healthcare needs by providing as much information about the extent and nature of the healthcare need/food allergy as is known. Such information is to be updated at least annually.
2. To work with the school nurse and school team to develop a plan that accommodates the child's needs throughout the school including the classroom, cafeteria, after-school activities, and the school bus.
3. To provide written medical documentation, instructions and medication as directed by a physician. This may include proper authorizations for medications and emergency response protocols.
4. To provide written permission for the nurse to communicate with the health care provider.
5. To replace medication after use or upon expiration.
6. To provide to the school all available phone numbers to reach you, home, cell phone, work, and preferably two emergency contact names and phone numbers in the event a parent/guardian cannot be reached.
7. To accompany the child on field trips if possible and requested.
8. To educate the child in the self-management of their healthcare/food allergy needs including safe and unsafe foods, strategies for avoiding exposure to unsafe foods; symptoms of allergic reactions; how and when to tell adults they may have an allergy related problem: how to read food labels (age-appropriate). Education efforts should promote self-advocacy and competence in self-care.

Medication

All medication must be brought to school by an adult parent/guardian or childcare provider. No medication will be accepted from a student. All medications brought onto school property must

be taken to the school office or nurse's office. Long-term prescription medication (in excess of two weeks) may be administered at school if both parent/guardian and physician have completed an [Administration of Medication Request Form](#). Medications must arrive in an appropriate container labeled by the pharmacy. All long-term medication must be renewed at the beginning of each year. Any change in medication or dosage during the school year requires new documentation (Administration of Medication Request Form).

Contagious Health Conditions

We follow district, local and state guidelines regarding COVID-19 safety protocols. For the 2024-2025 school year, NHPS follows the [Test Mask Go](#) policy.

If your child should have a contagious health condition other than COVID-19, such as chicken pox, strep infection, pink eye, a cold with fever, head lice, ringworm, impetigo, etc., please treat the condition and keep the child at home until the condition is no longer contagious. If your child is running a fever with an alternate diagnosis other than COVID-19, he or she may come to school after they have been fever free for 24 hours.

If your child or someone in your household tests positive for COVID-19, please reach out to the school for more information and/or next steps.

*When the nurse is not available, the administrator will accommodate medical needs. If your child is ill or is injured, you will be contacted immediately. It is extremely important that all emergency contact information is up to date and on file in our main office.

School Grounds

Students must leave the school grounds at the end of the day unless they are part of the after school program, are under parental supervision, or supervised by a teacher. The playground is available to neighborhood families after our after school program ends at 6:30 p.m. Students are not permitted to return to the building after being picked up by a parent.

School Telephone Policy

School telephones may only be used with permission from office personnel. Students will be allowed to use the office phone if there is an emergency or if there is a change in an after school activity.

Student Information Cards

Every student is required to have an [emergency information card](#) on file in the main office. It is critical that we have several phone numbers on file in case of an emergency. Please notify the office immediately if you change your phone number and/or address. We will check all numbers periodically to be sure we can reach a parent/guardian. Students will not be allowed to participate in any activity (field trip, school social, after school program, etc.) if we do not have emergency numbers on file.

Parent Volunteers and Visitors

Family Academy of Multilingual Exploration welcomes parent volunteers and visitors. Volunteers are encouraged to act as classroom helpers, for special projects and events and as mentors for students upon following district requirements for volunteers. Visitors are welcome to and encouraged to attend conferences, SUBIR Assemblies, and performances. **ONCE YOU ENTER THE BUILDING, PLEASE REPORT TO THE MAIN OFFICE, SIGN IN and complete a “Visitor Badge” which must be worn while visiting our school. WHEN YOU LEAVE, SIGN OUT.** This is a mandatory procedure consistent throughout the NHPS system that has been implemented for the safety of our children. ***Visitors to our school will not be permitted to visit any classroom without the prior consent of the teacher and administrator.*** This rule is designed to make sure that classroom interruptions are kept to a minimum. This rule is especially important at the beginning of the school day.

Transportation

If there is a change to the usual method of transportation, a note must be sent to your child’s teacher. Please go over these changes with the child **before** he/she comes to school, and be sure the child’s teacher knows about them. ***For safety reasons we do not accept changes to a student’s bus transportation. Students are NEVER allowed to ride on a bus they are not assigned. Students are also not allowed to walk home without written permission from a parent.***

Bus Conduct

Our bus drivers are responsible for getting students to and from school safely and we will do everything possible to support them in their job. Students are to get on the bus, sit down and stay seated until they arrive at school. Students are to obey all bus rules, follow the driver’s directions, and use appropriate voice levels and language. Severe problems, such as fighting as well as vandalism of the bus will result in immediate suspension from the bus.

The following plan will be enforced for all students who misbehave on the bus:

1st offense: Verbal Warning

2nd offense: Written Warning

3rd offense: Bus Suspension 3 Days

4th offense: Bus Suspension 10 Days

5th offense: Bus Suspension 10 Days OR suspension for the remainder of the school year

There will be no exceptions. It is the students’ responsibility to act appropriately on the bus.

Valuables

Students should at no time bring valuable personal items to school. In the event of loss, due to theft or damage, etc, the school will not be held responsible. Administrators, teachers, security guards,

substitutes have the right to confiscate iPads/iPods, video games, cell phones, Laser pointers, sports cards, etc. Parents will be responsible for picking them up from school.

Cell phones are not allowed in school per district mandate.

Cell phones that are brought to school must be kept off and put away in backpacks or lockers during the day. If cell phones are visible during the instructional day they will be confiscated by the teacher or the school administrator and a parent must come to school to pick it up at the end of the day. If a cell phone is confiscated on more than one occasion from the same student additional loss of school privileges will result. **In the event of loss, due to theft or damage, etc, the school will not be held responsible. Please refer to the NHPS Handbook for the school district's policy and procedures regarding cell phones (page 25).**

Parents: PLEASE DO NOT CALL OR TEXT YOUR CHILD DURING THE SCHOOL DAY. This places your child in the difficult position of having to respond to you, violating school and district policy for using their cell phone in school. In case of an emergency please contact the main office by phone at 475-220-2500.

If you child calls or text you during the day for any reason please contact the main office. No student should call their parents to ask to be picked up early for any reason. If students are not feeling well, they must report to the school nurse and she will determine if the student needs to go home. The nurse will contact parents.

Lockers-Locks

All 6th-8th grade students will be assigned a locker for the school year. All lockers are to be kept neat and clean. Lockers are not to be shared by students. Locks will be issued to students. Students are responsible for locks issued to them. They will be held financially responsible for lost locks. The cost of locks is \$2.00. Students will be given time at the beginning, middle and end of the day to go to their lockers. Jackets and coats will remain in lockers during school hours. Students in Grades K-5 will not be assigned lockers as they are not permitted for these grades. Even though lockers are provided, **please be sure your child does not bring valuables to school as we are not responsible for loss of items. This includes cell phones, game systems, and other electronics. student lockers are property of the school.**

Lost and Found

All clothing found on school grounds, regardless of its value, is placed in the lost and found. Money, jewelry or other articles of value are turned into the office. Students may claim them after proper identification of items.

Cafeteria Rules

The cafeteria is the school's dining room. It serves more than 450 students each day. It is the responsibility of each student to leave his/her place clean and tidy for the next student who will be using it. Since we have large groups of students who must have lunch at the same time, we must have certain rules of conduct and respect the rights of others. These rules are:

- Students will be allowed to bring their own lunch from home, but they must eat and drink all lunch items during their lunch period.
- **Students are not allowed to bring food containing peanut butter.**
- Students and visitors will not be permitted to receive lunch from outside food service facilities (i.e. McDonalds etc.) during Lunchtime
- Glass drinks are not allowed in the cafeteria at lunch time
- No sharing food
- Parents and students are not allowed in the food preparation area of the cafeteria
- Students are responsible for keeping their eating area clean
- Students must eat while sitting at a table. No one may walk around and eat or leave their seat during the lunch period.
- Any loud yelling, talking, fighting or unacceptable behavior will result in disciplinary action.
- Students must dispose of all trash and garbage in the receptacles.
- Students will select lunch items before leaving the serving line.
- All students must be accounted for in the cafeteria at all times unless they have a written pass from a staff member to be excused and the staff member picks them up from the cafeteria. Disciplinary actions will be the result for those who are missing without the proper permission.

Field Trips

Field trips within our city and to nearby points of interest are scheduled by teachers throughout the school year. These trips are designated to enhance the classroom curriculum as well as to introduce students to the enriching resources outside of the classroom. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. **Verbal permission will not be accepted in lieu of providing the school with a written signature. Students must return permission by due dates provided.** A fee may be required to help defray transportation or facility usage fees. Parents chaperones will be communicated through your child's teacher.

Food Policy/Birthday Celebrations

In accordance with the Healthy Kids First Initiative in the district, there are new guidelines for the celebration of special events at school. We are a PEANUT / TREE NUT FREE SCHOOL. Please do not send your child with any food products containing nuts or made in a facility that processes nuts. Please check ingredients on products.

- Non-edible treats are acceptable for celebrations (ex: pencils, stickers, small gift bags or a book donated to the class in your child's name.
"Treats" for special events must be healthy and nutritious (ex: pretzels, fruits, veggies, etc.)
- It would be helpful if you could review a few pieces of information with your children:
 - No sharing food
 - No eating on the bus
 - Wash their hands before and after meals
 - No peanuts/nuts/tree nuts

Hall Policy

- Students need a pass to leave the classroom for any reason.
- When students pass from class to class, they should proceed directly and quietly and enter their classroom ready to learn.

Money Sent into School

Any money sent into school must be placed in an envelope marked with the following information.

1. Student Name
2. Teacher Name
3. Event (ex. Field trip, lunch)
4. Amount of money enclosed.

Naviance

Naviance is the electronic tool being used to support your child's Success Plan (SSP) in grades 7-8. The SSP is the plan that your school is developing along with your child to prepare him/her for success in college, career, and life. Naviance can be accessed by logging onto naviance.com

PowerSchool

PowerSchool is the student information system being used throughout our district in grades Pre-K to 12. Of particular interest to parents is your ability to monitor your child's attendance as well as your child's academic performance/progress through the use of Power Grade Book, which will give you access to your child's teacher's grade book for all subjects and courses. PowerSchool will be updated regularly by teachers in grades K-8 for parents to monitor student progress at home.

Progress Reports & Grading

The academic year is divided into four marking periods. A student's grade in each class will be based on the following: daily work, class participation, homework assignments, projects, tests and overall effort.

A progress report for grades K-8 will be sent home during the middle of each marking period. Parents are asked to sign it and return it to the school. We strongly encourage parents to meet with teachers if necessary.

Progress reports are a courtesy to parents; however, a child's grade may change after the progress report date has passed. It is recommended that parents keep themselves informed of their child's progress by checking homework, quiz grades, test grades, and communicating with the teachers throughout the marking periods.

Grading System K-2

E= Excellent

S= Satisfactory

N= Needs Improvement

Grading System 3-8

A= Excellent Achievement (90-100)

D= Poor Achievement (60-69)

B= Above Average Achievement (80-89)

F= Failure (59 and below)

C= Average Achievement (70-79)

I= Incomplete

Important Items on the Report Card for your attention:

- Look for the grade in each of the items listed
- Read the teacher's comments
- Check the student's attendance
- Discuss the contents of the report card with your child. Praise them for their work and discuss ways of improving any poor grades
- No more than two weeks will be given to complete any missing work at the end of the marking period.

Parent-Teacher Conferences/Report Cards

Report cards will be distributed at the end of every quarter. Parent-teacher conferences will be scheduled at the end of the first and second marking periods (November and January). The teacher or the parents may initiate additional conferences. Parents who wish to schedule an appointment should send a note to the teacher and arrange a time that will not interfere with the instructional day. Report cards will be mailed home in April and June.

Parent Teacher Organization (P.T.O.)

The **P**arent **T**eacher **O**rganization is vital to the success of F.A.M.E. All parents are encouraged to become members and actively participate in the PTO. Meetings are scheduled once a month. Each year the PTO sponsors several fund raising projects. With the help of all parents, these projects can continue to be successful. The projects allow the PTO to fund many important activities at the school. Please support their activities as generously as possible. Your time is a very valuable resource and is greatly appreciated.

Parent Responsibilities

1. Make sure your child:
 - a. Arrives and is picked up on time
 - b. Attends school daily
 - c. Has enough sleep
 - d. Dresses appropriately
 - e. Does all of their homework
 - f. Does not bring electronics, toys, or any items that will disrupt their educational experience
2. Attend all parent/teacher conferences and meetings
3. Support your child's teacher
4. Support the PTO - through attending meetings, volunteering or making phone calls
5. Any problems or concerns please discuss with the classroom teacher first. If you are not satisfied, please do not hesitate to call an administrator. School-based issues or concerns are handled by administration.
6. Let's work together to make your child's education a successful experience.

Bullying Policy

The New Haven Board of Education will not tolerate any form of bullying or harassment of members of the New Haven Public School Community by students or employees of the New Haven Public Schools. Bullying and /or harassment, includes but is not limited to, acts based on: gender, ethnicity, national origin, race, sexual orientation, physical characteristics or mental capacity. The New Haven Public Schools requires students, staff, and/or parents to report all cases of bullying and harassment immediately, to the school's administrator, administrator's designee, or director. Teachers and other school staff that receive reports of bullying from students are required to report this information to the appropriate administrator immediately.

Bullying is defined as physical, verbal or psychological attacks or acts of intimidation or the intentional isolation that is intended to cause fear, distress, or harm to the victim while on school grounds or at a school sponsored activity.

Emergency Drills

Fire Drills and Lockdowns are conducted once each month. In the case of an emergency and/or fire drill, detailed escape plans are posted on each classroom door which has an escape route to an outside area, a safe distance from the building. Students are moved to these designated areas within a specified period of time in a safe, quiet, and orderly manner. Students must take safety drills seriously.

Student Recognition

Our school-wide SUBIR (Safety, Unity, Be Kind, Integrity, Responsibility) program is a set of strategies and systems to increase the capacity of our school to reduce school disruption, and educate all students. Through the combined efforts of our entire school community, we share a commitment and a desire for a safe, organized, accountable, and respectful school environment. Some of the specific goals that we focus on include, creating systems for providing regular positive feedback, acknowledging students when they are exhibiting SUBIR qualities, improving social competence, and developing environments that support academic success.

SUBIR Assemblies

SUBIR Assemblies (K-4)

The SUBIR assembly is a recognition program at Family Academy of Multilingual Exploration K to 4. These assemblies will be held five times per year. They are subject to change so please consult notices for any changes throughout the year.

Listed below are the qualities for SUBIR

- ★ Safety
- ★ Unity
- ★ Be Kind
- ★ Integrity
- ★ Responsibility

SUBIR Assemblies (5-8)

Students in grades 5 - 8 will participate in assemblies to celebrate student work through dramatic presentations or other formats. This program is a monthly school meeting in which students from each class will have the opportunity to share what is happening in their room. We encourage parents to attend each SUBIR Assembly. SUBIR Assemblies are scheduled five times a year. These meetings are subject to change so please consult your newsletter for any changes throughout the year.

Student Support Service Team

The Student Staff Support Team (SSST) helps the school to develop a positive school climate in which social/emotional goals are incorporated into the educational practices of the school. The team promotes school wide awareness of human development and health concerns, and helps to reduce problems such as truancy, substance abuse, discipline, violence, etc. The team is prepared to provide interventions for any crisis situation that may arise. SSST uses data to provide staff development around pervasive issues and group support to students with common referrals.

The team meets twice each month, and is composed of an administrator, a counselor, school psychologist, school social worker, resource staff, security officer, PPT Chair, truancy officer, and other school representatives.

Support Services

SCHOOL COUNSELOR

The school counselor helps students in areas of academic achievement, career and social emotional development as well as class scheduling and high school placement process and crisis intervention. The school counselor also provides support for students who are experiencing emotional concerns.

PSYCHOLOGIST

The school psychologist helps students, parents, and teachers to solve problems that might get in the way of student learning. These problems include students having trouble concentrating on their class work, getting themselves motivated to do their best, and encountering work they may feel is too hard.

SOCIAL WORKER

The school social worker assists in helping students do their best. The social worker helps students figure out why they are not experiencing academic success. When students are feeling sad, upset or going through a crisis, the school social worker can be of comfort, listening, and supporting students. The social worker collaborates with the student's parents and teacher to help the student grow and develop along the six Developmental Pathways (physical, social, ethical, psychological, cognitive and language).

SPEECH PATHOLOGIST

The speech pathologist is responsible for determining whether or not a student is having a learning difficulty due to a speech, language or hearing problem. Some of the indicators that may cause a learning deficit for a student are listed below:

- Stuttering to the degree that it interferes with a student's learning in class.
- Articulation severe enough to hinder understanding in the class.
- Language skills are above the student's cognitive ability to the level that he/she cannot understand, complete or participate in oral or written language skills.
- Hearing is deficient to a degree that the student needs special help with interpreting, understanding and carrying out assignments or tasks.

SPMT

SCHOOL PLANNING MANAGEMENT TEAM (SPMT): The SPMT is a representative body of adults in the school and community. They volunteer to participate in the governance and management of the building. The composition of the team is: Administration, Teachers, Parents, Support Staff, Students, and committee representatives. The function of the team is to:

- Advise on policy guidelines to address curriculum, social, and staff development.
- Monitor the School Improvement Plan to systematically address issues of curriculum, social climate, staff development and public relations.
- Coordinate the activities of all individual groups and programs in the school.
- Work with the parent teacher organization to plan an annual social calendar, and
- Collaborate to enhance a child-centered environment.

Off Limit Areas

Our school is maintained and operated for the benefit of all students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, the electrical transformer and circuit breaker room, storage areas, inner offices, teacher's lounge, kitchen maintenance areas, areas that are not supervised by staff, and areas that have no classes, events, or activities being facilitated by staff. Willfully entering into one of these areas may result in immediate suspension or expulsion.

Promotion Criteria in Grades 7th and 8th

The following is the minimum criteria for promotion in grades 7 and 8:

- Students must pass three of four major subjects (English, Mathematics, Science, Social Studies)
- Students can fail no more than one major subject (see above) and one enrichment subject (art, physical education, music, etc.)
- Student's attendance at school must be in compliance with the Board of Education's attendance policy. Twenty unexcused absences may constitute retention.

Race & Equity Policy

NHPS Race and Equity Policy [NHPS Policy for Race and Equity 23 Nov 2020.pdf](#)

Purpose

New Haven Public Schools (NHPS) students deserve respectful learning environments in which their racial and ethnic diversity is valued and contributes to successful academic outcomes. Through addressing racial equity, we affect the larger idea of diversity (Singleton).

This policy confronts the institutional racism that results in predictably lower academic achievement for students of color than for their white peers. Continuously working to eliminate our district's institutional racism will increase achievement, including on-time graduation, for all students, while narrowing the gaps between the highest- and lowest-performing students.

NHPS acknowledges that complex societal and historical factors contribute to the inequity within our school district. Nonetheless, rather than perpetuating the resulting disparities, NHPS must address and overcome this inequity, institutional racism and bias, providing all students with the support and opportunity to succeed.

Tardiness

Tardiness to School

School begins at 8:35 am. The school day ends at 2:50 pm. Prompt arrival to school is expected of all students in order to begin the day as a whole class. Late arrivals disrupt class procedures and cause a loss of instructional time. Any student who arrives in his/her homeroom after 8:45 am is considered tardy. Three tardy arrivals in one marking period will prompt a call to the student's parents and may also become an unexcused absence.

Tardiness to Class

Students are allowed two minutes of passing time between the classes. Any student tardy for class without a written excuse from a staff person will be accepted in class and given detention by the classroom teacher the next day until the tardiness problem is resolved. In cases of

repeated tardiness, the appropriate administrator will be informed for further disciplinary action. The parent will be notified of a student's repeated tardiness.

Continued tardiness to class will prevent students from participating in trips and other activities for the school.

Technology and Chromebooks

Each F.A.M.E. students will have access to a chromebook or other electronic device issued by the New Haven Public School district. Parents/guardians will sign a contract agreeing to assume responsibility for district-issued electronic devices, including Chromebooks. Insurance will be available for purchase to protect against any damage to district-issued devices. If a student has a personal laptop/chromebook, parents/guardians may opt out of taking a district-issued one. **However, no personal electronic devices/computers are allowed in school.** [Click here for NHPS Student & Family Technology Handbook.](#) **Parents and students will be required to sign the student information card stating that your child will abide by the rules and regulations of Family Academy of Multilingual Exploration and the New Haven Public Schools.**

Town Meetings

We have monthly K-2 and 3-8 Town Meetings. This is an opportunity for classes and students to demonstrate and celebrate learning, exploration, and discovery. Classrooms have the choice to demonstrate learning and growth in any format such as song, dance, dramatics, visual arts, poetry, collaborative presentations, etc. We hope to share a link to Town Meetings as well as invite families to attend at different times throughout the school year.

Vandalism

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to his/her teacher or an administrator immediately, so that the damage is not misconstrued as vandalism or a potential danger to others.