

# ***Celentano Biotech, Health and Medical Magnet School***

## ***Pre-K-8***



# ***Parent & Student Handbook***

## ***2021-2022***

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# WELCOME TO CELENTANO BIOTECH, HEALTH AND MEDICAL MAGNET SCHOOL

**SCHOOL COLORS: BLUE AND WHITE**

**MASCOT: TIGERS**

**MOTTO: NO EXCUSES!**



Dear Parents & Students:

Welcome to another exciting school year at Celentano! This handbook has been prepared to offer a clear understanding regarding 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 and go over this year's handbook. It is a supplement to the New Haven Public School's Handbook with further information that directly affects the day to day operations of our school. Please keep this handbook readily available during the school year. I am sure it will answer many questions for you.

Celentano Biotech, Health and Medical Magnet School 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. To support our students, Celentano is proud to continue expanding our goals for providing an outstanding STEM focused education for our students and families. Celentano enthusiastically partners with the community to provide enriching experiences to each and every student. Our school theme allows us to create focused partnerships that enhance the educational experiences for all students.

I look forward to building a wonderful partnership with each family and creating a network that will continue to positively develop an environment that enhances the potential and talents of each child. I appreciate your involvement and I am looking forward to a great year. Together, we can accomplish the extraordinary as we "Achieve Academic Excellence through Commitment!"

Sincerely,

*Mrs. Yolanda J. Generette*

Principal

# Celentano Mission Statement

Celentano Biotech, Health and Medical Magnet School is a family that cares for each other and learns and grows together. We are committed to provide our children with the confidence and skills to question and find the answers within themselves and in the world.

Celentano Biotech, Health and Medical Magnet School's staff, students and community friends are committed:

- To provide a safe and nurturing learning environment
- To integrate the rigorous core curriculum through project- based learning
- To develop case studies that will support students in the active process of exploring the idea of living organisms being utilized to solve complex problems and perform tasks

# Celentano Vision Statement

Celentano Biotech, Health and Medical Magnet School is a place where we provide a challenging learning experience in STEM which maximizes individual potential, instills curiosity and ensures students are well equipped to meet the challenges in the world around them.

## Celentano's Core Values:

### ✓ P-Perseverance

- persistence in accomplishing something despite any difficulties or delays.

### ✓ R-Respect

- feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements.

### ✓ I-Integrity

- the quality of being honest and having strong moral principles: moral uprightness.

### ✓ D-Determination

- firm or fixed intention to achieve.

### ✓ E-Excellence

- the fact or state of excelling; possessing good qualities in high degree

## **OPERATIONAL STRUCTURE**

### **SCHOOL PLANNING AND MANAGEMENT TEAM**

The School Planning and Management team develops a School Comprehensive Improvement Plan, sets academic, social and community relations goals, and coordinates all school activities, including staff development programs. The team creates critical dialogue around teaching and learning and student progress and recommends mid-course adjustments and modifications in curriculum and teaching based on children's changing needs. Members of the team include administrators, teachers, support staff, and parents

*Parents are invited and needed for this critical governing body. Please consider volunteering.*

### **PARENT TEACHER ORGANIZATION (PTO)**

All parents are urged to become members and actively participate in the PTO. Meetings are scheduled once each month during the school year and are announced two weeks in advance. 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. Research shows that when parents are involved in their child's school, the child is more successful and the home/school connection is positive.

### **STUDENT STAFF SUPPORT TEAM (SSST)**

The Student Staff Support Team 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 promote PBIS thereby, helping to reduce problems such as truancy, substance abuse, discipline, violence, teen pregnancy, etc. The team is prepared to provide intervention for any crisis situation that may arise. Also, the 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 and community mental health representatives.

### **SCHOOL NUMBERS**

The school may be reached by the phone numbers listed below or by fax at (203) 946-5064

**Principal: Mrs. Yolanda Jones-Generette – (475) 220-3400**

**Vice Principal: Mrs. Lisa Pietrsimone - (475) 220-3400**

**Main Office – (475) 220-3400**

**School Nurse – (475) 220- 3464**

### **SCHOOL HOURS**

**Regular School Day for students in Pre-K - 8: 7:55 a.m. - 2:10 p.m.**

Pre-K Hours: 7:55a.m. – 2:10 p.m. (please note that all Pre-K students are required to attend from 7:55am – 2:10pm)

K- 8 students may enter the building at 7:40 a.m. Students arriving after 7:55am must report to the office. They will be marked tardy.

Buses begin to load students at 2:05 p.m. Buses will leave the grounds at 2:15 p.m. Students in Grades K-8 that will be picked up by a parent will meet their parent in the Music Room.

**Early Dismissal: 7:55 am -12:10 p.m.**

### **ADMISSION PROCEDURES**

When transferring into Celentano, the student will need transfer papers signed by a representative from the registration office at the Gateway Center, 54 Meadow Street, first floor. Make sure that your admission papers indicate that the student has had an up-to-date physical examination and/or is in compliance. If the student is in compliance then the following procedures apply:

- Report to the Main Office for admission and further instructions.
- A brief intake meeting to discuss student background information, school policy and school wide expectations.
- Report to the nurse for medical clearance.

All parents will receive a Parent/Student Handbook and are responsible for knowing and reinforcing the school rules and policies with their children.

## ACADEMICS & CURRICULUM OVERVIEW

### CURRICULUM

Our curriculum is similar to schools in New Haven Public Schools, but is enhanced through STEM studies. As stated in our mission, our students will examine case studies that will require them to explore how biology and technology are merged together to identify global problems and potential solutions. We offer students opportunities to sharpen their reading, writing and math skills across the curriculum. Our program of study includes Language Arts, Math, Science, Social Studies, Technology, Physical Education, Engineering is Elementary, Music, Band and Art. Band will be offered to students in grades 4-8. Each teacher designs units of study that satisfy core curricular needs, while integrating STEM topics.

### ACROSS THE CURRICULUM:

#### **Writing:**

Students will enhance their writing by experiencing a wide variety of writing forms. Students will write expository, narrative, and persuasive essays using prompts, memoirs, poems etc. They will learn process writing skills. Students will also write from the heart using journals. Students will respond to literature using written response to text at least three times per week.

#### **Math:**

Math will be brought alive through the use of manipulatives, literature, and journal writing in the classes. Students will respond to math open-ended questions and apply skills to problem solving on real world issues.

#### **Discovery Room:**

The Discovery Room provides a world class, nationally recognized curriculum which offers a comprehensive approach to STEM Education. Through activity-, project-, and problem-based curriculum, the Discovery Room gives students in pre-kindergarten through grade 8, a chance to apply what they know, identify problems, find unique solutions, and lead their own learning. For educators, the Discovery Room provides an engaging and rigorous curriculum which is integrated in all content areas and provides tools that empower students and transform the classroom into a collaboration space where content comes to life.

### LEAST RESTRICTED ENVIRONMENT

All students will be placed in a least restricted environment. Several instructional models offer individual students a least restricted environment in which to increase their knowledge. The following instructional models are offered to support student success:

- Team Teaching - A regular and special education teacher team will teach regular and special education students in a shared classroom.
- Resource - Students have an IEP that requires 15 or fewer hours of support from a special education teacher in math or reading.
- Cooperative grouping, shared and independent reading, rubrics, note taking and projects all contribute to students' acquisition of knowledge.

**504 NOTICE**

It is the policy of the NHPS System to provide a free and appropriate public education to all handicapped students within its jurisdiction. Students who are handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided with appropriate instruction and education service.

**HOMEWORK POLICY**

Homework is considered an integral part of the total school program. If regular homework assignments are not completed, parents/caretakers will be notified. **Loss of school privileges will result when repeated assignments are not completed.** Teachers will assign homework in accordance with District Policies:

The **minimum** homework requirement as designated by the school system is the following:

- Kindergarten: not more than 10 minutes per day assigned at the teachers discretion
- Grade 1: four times per week, not more than 15 minutes per day
- Grade 2: four times per week, not more than 20 minutes per day
- Grade 3: four times per week, not more than 30 minutes per day
- Grade 4: four times per week, not more than 40 minutes per day
- Grade 5: four times per week, not more than 50 minutes per day
- Grade 6: four times per week, not more than 60 minutes per day
- Grade 7: at least two major subject assignments, 6 hours per week
- Grade 8: at least two major subject assignments, 6 hours per week

**GRADING SYSTEM**

**GRADING K-4**

Students will receive E (excellent), S (satisfactory), and N (needs improvement) as their grades to be consistent with the system’s grading policy. However, rubrics and portfolio assessments will also be used as a way of analyzing students’ performance. Parents will be informed if the performance is basic, proficient, or goal.

**GRADING 5-8**

A= 90 – 100

D= 60 - 69

B= 80 – 89

F= 59 and below

C= 70 – 79

I= Incomplete

Rubrics and portfolio assessments will also be used as a way of analyzing students’ performance. Parents will be informed if the performance is basic, proficient, or goal.



Incomplete grades are given for specific reasons such as an illness for a long period of time and emergencies. All incompletes must be approved by the principal. Missed work must be made up within four weeks of the date the incomplete grade was issued, and it is the responsibility of the student to complete and submit the work. Teachers are to encourage students to make up missed assignments.

### **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.

### **NAVIANCE**

**Naviance** is the electronic tool being used to support your child's Success Plan (SSP) in grades 6-8. 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](http://naviance.com)

### **STUDENT WORK**

A student's assignments should be completed independently with integrity and a standard of excellence. Teachers will review protocols for ensuring students are accurately citing references and documentation of sources.

### **PARENT AND TEACHER REPORT CARD CONFERENCES**

There will be two parent-teacher report card conferences. Parents are required to attend the first and third marking period conferences. Report cards will be distributed only to parents during these two marking periods. The second and fourth marking period report cards will be mailed home. Parents are encouraged to frequently contact teachers throughout the year to check on their child's progress.

### **PROGRESS NOTICES TO PARENTS**

Warning notices will be sent to parents of those students who are struggling in specific marking periods. These notices must be returned with a parent's signature. They will be sent home around the middle of each marking period. School staff is also encouraged to inform parents when a student's performance is positive. **It is the parent's responsibility to provide the school with a change of address.**

## **CRITERIA FOR PROMOTION (GRADES 7 AND 8)**

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 and 8th Grade Capstone Project)
- 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.
- Students must pass one year of English and one year of Mathematics prior to being promoted to a senior high school.

## **HONOR ROLL**

Making the Honor Roll is a great achievement. The faculty and staff at Celentano applaud all of those students who become Honor Roll members. The following are the guidelines for determining Honor Roll status:

- High Honors - Students with an A/E average
  - No grade below a B+ in any subject
- Honors - Students with a B average
  - No grade below C+ in any subject
  - All Es and only one S.
- Honorable Mention - Students with a B- average
  - No grade below C in any subject Elementary students

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is an organization designed to complement and encourage high standards of performance. Students are recognized and honored for their initiative in achieving high academic performance along with maintaining the highest standards of citizenship and character. Students inducted into the National Junior Honor Society participate in many school and community activities.

## **AWARDS**

Students receive special recognition during each marking period of the school year. These awards are intended to promote student growth and motivation. Teachers are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. These recognitions will include both academic and social growth of all students.

## EXPECTATIONS OF STUDENTS

As the year begins, we would like all students and parents to know exactly what the staff expects from students in accordance with our PBIS program (5 P's):

- Celentano students will follow the 5 P's (polite, prompt, prepared, positive and productive) in every aspect of the school.
- Celentano students will represent their school in an outstanding manner (i.e. on trips, on buses, walking to and from school).
- Celentano students will work to the best of their ability by producing high quality work, reflecting on learning, communicating effectively, exhibiting a desire to learn, and a willingness to do the work.
- Celentano students will treat peers and adults with dignity and respect.
- Celentano students will keep the interior and exterior of the building clean.
- Celentano students will keep our walls, desks, chairs, etc. free of writing
- Celentano students will obey all rules and regulations set forth by teachers and administrators.
- Celentano students will keep a positive relationship with teachers and peers.
- Celentano students will come to school prepared. All students will have their own pens, pencils and notebook every day.
- Celentano students will behave appropriately on the school bus by sitting in a seat on the school bus and remaining seated until their destination is reached.
- Celentano students will walk silently in the halls.
- Celentano students will use their indoor voices in the halls, classes and cafeteria.
- Celentano students will wear their uniforms daily.

## GUM CHEWING

Our school has a three-part policy, which governs the use of gum chewing during school hours:

1. NO GUM CHEWING!
2. NO GUM CHEWING!!
3. NO GUM CHEWING!!!

Students are expected to comply with all aspects of this policy.

## LOCKERS AND VALUABLES

All students in grades 6-8 will be assigned a locker. Lockers are to be kept neat and clean and should always be left locked. Lockers are not to be shared by students. Students are not allowed at any time to 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, and all other school personnel have the right to confiscate iPods, CD players, Nintendo DS', video games, cell phones, beepers, laser pointers, sports cards, etc. Parents will be responsible for picking them up from school. Cell phones are not allowed in school.**

## BOOKS AND OTHER INSTRUCTIONAL MATERIALS

Students are responsible for the care of any and all textbooks, library books and instructional materials which are used by him/her. Students will be charged the full replacement cost for any lost or damaged materials which are assigned to them. All lost or damaged material must be paid for before the end of the school year or before the student officially withdraws from Celentano. Students who have not fulfilled these obligations will be denied report cards and their diploma.

## ATTENDANCE

Parents have the responsibility to make certain their children attend school each day except in the case of illness or other unavoidable circumstances. **If a student is absent from school, parents must notify the school. You must send a note to school indicating the date(s) the student was absent and the reason for the absence.** Additionally, the administration may ask for doctor or court notes to excuse absences. If a student leaves a class or school without permission, the school will call home and take appropriate action. In accordance with the attendance of the New Haven Board of Education, promotion may be withheld if a student is absent from school a total of 20 or more days.

In the case of a long illness, parents must notify the Guidance Counselor 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 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 may be filed with Juvenile Court when a student has ten (10) unexcused absences or twenty (15) days regardless of excused or unexcused.

- Personal vacations are not considered legitimate reasons for absence from school and will be recorded as an unexcused absence. Family vacations should be planned during the scheduled vacations in the school calendar.
- Truancy is defined as staying away from school without permission. Parents will be notified in the case of a student being truant.

## TRUANCY INITIATIVE

New Haven Public Schools district is committed to reduce chronic truancy and promote 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 without a note*, 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.

## ARRIVAL AND DISMISSAL

The school day for students in grades Pre-K – 8 begins at 7:55am and ends at 2:10pm. Breakfast will begin at 7:40a.m. and end at 7:55 a.m. (NO EXCEPTIONS). Students will not be allowed to enter the building before 7:40 a.m.

## 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. **Students will not be allowed to participate in any activities (field trips, school socials, after school program, etc.) if we do not have emergency numbers on file.**

## REQUESTS FOR EARLY DISMISSAL

Celentano requires that a responsible adult (Parent/Guardian) must come to the front door and 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 the safety of our students, proof of identification will be requested of any person picking up any student and must be shown to school personnel before a student may be released. **Notes or phone calls will not be accepted to release a child from school. Parents will not be able to pick up their child from 1:50pm – 2:10pm and must wait until dismissal to pick up their child. Students will be released only to those designated on the pick-up or emergency forms.**

## TARDINESS TO SCHOOL AND CLASS

### TARDINESS TO SCHOOL

School begins at 7:55am. The school day ends at 2:10pm. Prompt arrival to school is expected of all students. Late arrivals disrupt class and cause a loss of instructional time. Any student who arrives in his/her homeroom after 7:55am 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.**

## CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme inclement weather, equipment failure or public crisis. The school board and administration are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless it is felt that a significant safety risk is evident and/or imminent.

For all emergency school closings, tune into the following radio and TV stations:

WELI	WPLR	WKCI	WYBC	WTNH
WNHC	WAVZ	WEZN	WLVH (Spanish)	

## TRANSPORTATION AND BUS ARRIVAL

Bus students and walkers report to the following assigned areas upon arrival:

- **K will report to the cafeteria**
- **Grades Pre-K and 1 – 8 will report to their classrooms**

Supervision of students begins at 7:40 am and ends at 2:20 pm. *Parents who bring children to school may not leave them before 7:40 am. Students who get picked-up at the end of the school day must be picked up at 2:10 pm in the music room.*

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.*

For car riders, there will be a single line delivery and pick-up only. For the safety of students brought to school, double-parking for the purpose of letting them out or picking them up is not allowed. When entering the car rider line please be ready for your child to exit the car. This is not the time to write notes to teachers or conduct any other activities that would prevent your child from immediately exiting the car. Pull up to the far end of the line, even if there are no other cars behind you. This keeps the line moving at a steady pace. Parents entering the building to pick up children at the end of the school day must wait in the front hall for dismissal. Once dismissal begins parents will be allowed to sign their children out of the building via the pick-up room which is located in our band room. Please do not pick your child up early unless there is an emergency or unless he/she has an appointment.

*The following transportation procedures will be in effect for suburban students attending Celentano, regarding school closings and/or delayed openings due to inclement weather.*

### **CLOSING**

If New Haven Public Schools **are open** and you live in a suburban town where the school district has closed – **No AM transportation to New Haven** from the closed town will be provided.

### **DELAYED OPENING**

If New Haven Public Schools are on a delay, then there is a delay for suburban towns' transportation to New Haven based upon the New Haven delay time. *If there is a difference in the length of a delay between New Haven and a suburban town, transportation will be based upon the New Haven delay time.*

If New Haven Public Schools **are not** on a delay and a suburban town is on a delay – **No AM transportation will be provided** on that day for that town.

### **EARLY DISMISSAL**

Dismissal times will **ALWAYS** be based upon New Haven's dismissal.

## **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. Students are to follow the following guidelines for behavior on the bus:

1. Always follow the directions of the driver
2. Stay seated at all times
3. Adhere to the seating arrangement (K-2 students sit in the front, grades 3-5 sit in the middle of the bus and grades 6-8 sit in the back of the bus)
4. Use reasonable voice levels and appropriate language
5. Be polite and considerate to the driver and other students

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

- 1<sup>st</sup> offense: Verbal Warning  
2<sup>nd</sup> offense: Written Warning (letter sent home by Administration)  
3<sup>rd</sup> offense: Bus Suspension for 3 Days  
4<sup>th</sup> offense: Bus Suspension for 5 Days  
5<sup>th</sup> offense: Bus Suspension for 10 Days  
6<sup>th</sup> offense: Bus Suspension for the remainder of the school year

Severe problems, such as fighting as well as vandalism of the bus will result in immediate suspension from the bus. **There will be no exceptions.** *It is the students' responsibility to act appropriately on the bus.*

## **DRESS CODE /UNIFORM POLICY**

### **SCHOOL UNIFORM POLICY**

#### **Policy Statement**

**As part of our safety program, Celentano will 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 Celentano are required to wear a school uniform to school each day. Our uniform consists of navy blue collar polo shirts and khaki pants, khaki jumpers, or skirts. Students are permitted to wear navy blue sweatpants ***only*** on gym days. Please be advised that students will not be allowed to change at school on gym day.



In general the standard uniform policy is as follows:

- Pants, jumpers, skirts: khaki
- Shirts, Blouses: navy blue (**NO WRITING OR PICTURES ON SHIRTS!**)
- Shoes and/or sneakers are permitted

**NO blue jeans, NO pants with holes, NO sleeveless shirts or blouses, No low-cut or tight-fitting shirts, and NO tight fitting pants**

**HEADWEAR:** No hats, bandanas, hoods, sweatbands, scarves, 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- a-likes 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: Pants cannot hang below the waist.** Blouses must cover the chest, back and stomach areas. The test for appropriate skirt and short lengths is to stand with arms down at one's side. The garment must be below the fingertips. Students must wear shoes or sneakers at all times. **Flip-flops and sneakers with skating wheels are not allowed in the building. Students will not be allowed to wear hoodies and outer garments in school during school hours. This includes: overcoats, windbreakers, jackets, etc.** Students are expected to place all outerwear in their assigned lockers before reporting to homeroom or classes in the morning. Students who fail to comply with this directive will be considered insubordinate. **When a student clearly violates any of the above rules, the principal may require him/her to return home and change unsatisfactory dress for suitable attire. Parents/guardians will be notified.** Students are not to wear extreme facial makeup that is disruptive to the educational environment.

**SPECIAL DRESS:** Celentano will have special dress day/special dress occasions for students at the discretion of the school administration (examples: Hat Day, Twin Day, etc.). You will be notified of these occasions via Parentlink and/or note home.

**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 or the Principal may allow the student to call a guardian to bring him or her clothes to school. Each case will be handled on an individual basis.

#### **GANG RELATED CLOTHING AND JEWELRY**

No student is allowed to wear clothing, jewelry or any other markings that may be identified as gang related.

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

## CAFETERIA RULES

The cafeteria is the school's dining room. It serves more than 400 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 must enter quietly, sit at your assigned table, and wait for further instructions.
- Students must dispose of all trash and garbage in the receptacles.
- Select all of your lunch items before you leave serving line.
- All students must be accounted for in the cafeteria at all times unless they have a written pass from a staff person to be excused and the staff member picks them up from the cafeteria. Disciplinary action will be the result for those who are missing without the proper pass
- 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 and visitors will not be permitted to have lunch brought from outside food service facilities (i.e. McDonalds etc.)
- Glass drinks are not allowed in the cafeteria or school at any time
- 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.
- No food may be taken out of the cafeteria
- Any loud yelling, talking, fighting or unacceptable behavior will result in disciplinary action.

## MONEY SENT TO 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.

## GENERAL RULES OF BEHAVIOR

**The staff and faculty of Celentano set high standards for the behavior of students. Our assumption is that parents expect their children to behave in an appropriate and respectful manner in school as well as at home.** Students are expected to show appropriate and respectful behavior when interacting with faculty, staff, custodial staff, and peers. Every student is expected to behave respectfully toward all school personnel. Students are reminded that any teacher or staff member has the authority and responsibility to correct unruly individuals at any time.

1. Students will be disciplined for: insolence, disrespect, or insubordination, for the use of foul language and/or fighting.
2. Running in the halls is not permitted.
3. Students will not be permitted to chew gum while at school.
4. Rules of behavior established by a teacher to maintain order and control in his/her classroom will be followed.
5. Students will not be permitted to bring personal items such as iPods, Game Boys, Nintendo DS', radios, tape recorders, **cell phones**, pagers, toys, etc. to school.
6. Students are not permitted to bring any type of weapon (**including toy weapons**) to school.
7. Students will be severely disciplined for threatening, bullying and/or sexual harassment. These offenses are against the law.

## RANGE OF DISCIPLINARY ACTIONS

Student Conferences

Parent Contact

Parent Conference

Detention

Parent sitting in class(es) with the student

Loss of School Privilege

Bridge Room

Out of school suspension

Expulsion

Note: Please refer to the Behavior and Discipline Policy of the NHPS for complete details of behavior and discipline policies.

## 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.

### **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, teachers 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.

### **BULLYING POLICY**

**The NHPS Board of Education approved the following anti 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, the bus, or at a school sponsored activity.

### **SUPPORT SERVICES**

#### **COUNSELOR**

The school guidance counselor is available to assist students with questions regarding class scheduling, career choices, social problems and crisis situations.

#### **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.

### **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.

### **HEALTH CARE**

#### **HEALTH AND NURSING SERVICES**

The school nurse is a care giver, health advocate, and comforter for our students. She diagnoses illnesses, gives vision, hearing, posture, blood pressure and hemoglobin screenings. In her role as advocate and comforter, she provides health problem counseling, guidance and follow-up on referrals.

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 kindergarten and Grade 7.** Celentano requires that all new school registrants provide proof of immunization for polio, diphtheria, pertussis, tetanus, measles, rubella and mumps prior to entry to school. In addition, all children new to school must receive a complete health assessment within one month of school entry. The assessment must include a blood test, vision screening, hearing screening, blood pressure, height, gross dental screening and posture screening. Health assessment forms can be obtained from the school nurse. 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. New Haven Public School Medical forms may be obtained from the School Nurse, New Haven Board of Health or most doctors' offices.

#### **MEDICATION FOR STUDENTS**

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

### **CONTAGIOUS HEALTH CONDITIONS**

If your child should have a contagious health condition 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 they may come to school after they have been fever free for 24 hours.

### **PEANUT FREE SCHOOL**

Celentano has adopted a peanut/nut free food policy. We are asking that no peanut/nut products be brought to school for snacks or lunches. This includes refraining from bringing in snacks/food processed in a facility that processes peanuts/nuts. This information is on the box of food; usually it is the last piece of information under the list of ingredients. We realize that this may be an inconvenience for some of you, but do appreciate your help and understanding as we have many students who have severe nut allergies. In addition, Celentano is following a healthy food initiative and not allowing baked goods and candy into the school. 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

This policy will be strictly monitored during all lunch waves and in the classrooms. Again, thank you for making Celentano a peanut/nut free school.

### **MISCELLANEOUS**

#### **TELEPHONE CALLS**

Please be aware of our policy. ***STUDENTS CANNOT RECEIVE TELEPHONE CALLS***

#### **PETS**

No pets, of any kind, are allowed at school without permission from an administrator.

#### **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.

**EMERGENCY**

Fire drills 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 the fire drills seriously. They must listen for instruction and cease all playing. Teachers are to conduct a roll call of all students once they are safely outside.

**FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designated to supplement different aspects of 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 if they are granting permission for their child to attend the field trip. Verbal permission will not be accepted in lieu of providing the school with a written signature. Sometimes a small amount of money may be requested from each student to help defray transportation or facility usage fees. Parents are encouraged to attend field trip outings with their children.

**FUND RAISING**

All classrooms or club fund-raising projects must be approved by the School Governance Council and the principal. Students, staff and faculty are not to solicit money unless a project has been approved by the principal. Please remember that New Haven Public Schools has a policy for Healthy Kids First. **No junk food including sodas, cakes, candies etc. are allowed. Only 100% juices are used.**

**BIRTHDAY CELEBRATIONS**

Due to the disruption of the educational environment, all birthday parties and/or celebrations will not be permitted during and after school hours.

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**CONFIRMATION AND ACKNOWLEDGEMENT OF RECEIVING AND READING  
THE PARENT AND STUDENT HANDBOOK**

I, -----, and my child(ren)-----

-----, have received the Celentano Biotech, Health and  
Medical Magnet School Parent and Student Handbook. We have read and understood the  
policies in the Handbook. We hereby agree to abide by the said policies.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

