

Family Academy of Multilingual Exploration *PreK-8*

***255 Blatchley Avenue
New Haven, CT 06513
School Phone: (475)-220-2500
Fax: (475)-220-2505***



***Parent & Student Handbook
2021-2022***

**Family Academy of Multilingual Exploration
Student/Parent Handbook for Students K-8
2021-2022 School Year**

255 Blatchley Avenue
New Haven, Connecticut 06513
Tel: (475)220-2500 Fax: (475)220-8505
School Hours: 8:35am - 2:50pm

Marisol Rodríguez, Principal

Regina Carini, Assistant Principal

**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

Dear Parents & Students:

Welcome to the 2021-2022 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

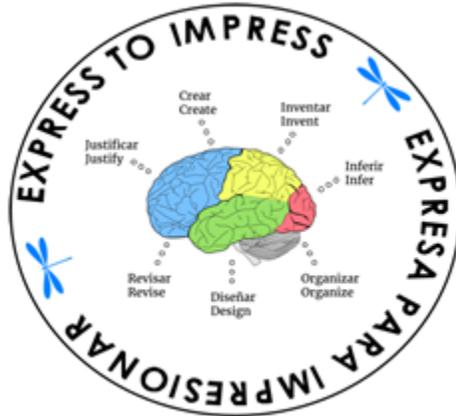
Ms. Rodriguez
Principal

Mrs. Carini
Assistant Principal



Family Academy of Multilingual Exploration Mission Statement

Developing bilingual brains through discovery.



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 will foster a learning environment that supports empowered bilingual learners to become active and responsible members of a multicultural society.

Vision

All stakeholders will join forces in order to develop bilingual brains through academic discovery by ensuring consistency in our school structure. This will be achieved through a code of conduct, active collaboration and pride in the ability to communicate and learn in two languages.

“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.

Newsletter

Newsletters will be published by the school and distributed quarterly. The newsletter includes a principal’s message, information about meetings and events as well as highlighting student accomplishments. The newsletter is available in English as well as Spanish.

School Hours

Regular School Day: 8:20am-2:50 pm **Early Dismissal:** 8:20-12:45

Breakfast: 8:20am

Tardiness: Students arriving after **8:35am** 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.
- Kindergarten and 1st grade will report to their classroom
- Grades 2 - 8 students, upon entry will grab a breakfast and report to their classroom.

Dismissal

- Buses will leave the grounds at 3:00 p.m.
- Please do not block delivery entrance
- Kindergarten students will be dismissed at 2:45 p.m. by entrance doors on Fillmore near service entrance
- Grades 4 & 5 will exit by entrance doors on Fillmore near service entrance
- Grades 1, 2, 3 will exit by doors on Fillmore closest to Grand Avenue
- Grades 6-8 students will be dismissed through cafeteria doors near the playground.
- Late pickups at 2:55 need to be signed out at the main office.

Absolutely NO entry or pickup from the Bus Area on Blatchley Avenue.

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 2019-2020)

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 (**NO 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: navy, grey and black **no inappropriate drawings or designs. Students cannot wear hoods inside building**
- Shoes and/or sneakers are permitted- **no sandals or flip flops**
NO sleeveless shirts or blouses; NO shorts above the knee; No jeans.

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-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: 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.

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 (K-4)

The SUBIR assembly is a monthly recognition program at Family Academy of Multilingual Exploration K to 4. These assemblies will be held the last Thursday of the month. They are subject to change so please consult your newsletter 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 for the last Wednesday of each month. These meetings are subject to change so please consult your newsletter for any changes throughout the year.

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 Services

Nurse's Office: (475) 220-2515

Family Academy of Multilingual Exploration has nursing services four 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.

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

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.

Medicine

All medicine 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

Due to the pandemic, COVID-19 protocols are currently in place to protect all F.A.M.E. community members. We follow district, local and state guidelines regarding COVID-19 safety protocols. Any student or staff member who has been in close contact with a COVID-19 positive individual or any individual exhibiting COVID-19 type symptoms MUST stay home and contact the school for further guidance.

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.

Prior to returning to school, any student absence must be cleared by the school nurse. A negative COVID-19 test may be required.

COVID-19 Resource Links:

- New Haven Coronavirus Updates: [New Haven COVID-19 Hub](#)
- [SAFE RETURN to Schools Presentation Final.pdf](#)
- [School Nurse Flow Chart BOE COVID.pptx](#)
- [Daily Screening Tool.pptx](#)
- [COVID-19 Decision Tree](#)

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. **If a student has to be absent from school, parents must notify the school. 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.**

In the case of a long illness, parents must notify the Guidance 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. 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.

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.

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. We want to thank you for your efforts in making sure that your child comes to school each and every day possible and that when, due to illness or other circumstances, he or she cannot attend school, you provide us with a written excuse for the absence.

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 can't 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.

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. 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. **Due to current Covid district protocols parents/guardians are currently not permitted to enter the building.**

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 iPods, CD players, 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.

If a student brings a cell phone to school, the teacher will place the student phone in a lock box during the school day. The cell phone will be returned to the student prior to dismissal.

Lockers-Locks

All 7th-8th grade students will be issued a locker; all lockers are to be kept neat and clean. Lockers are not to be shared by students. Locks will be issued upon request for a rental fee of \$2.00; students are responsible for locks issued to them. They will be held financially responsible for them. Students in Grades K-6 will not be assigned lockers as they are not permitted for these grades. **Please be sure your child does not bring valuables to school as we are not responsible for loss of items. Due to COVID restrictions, we will not be assigning lockers.**

Cafeteria Rules

Due to COVID restrictions, we will not be using the cafeteria for breakfast or lunch.

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
- 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
- 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.

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.

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.

Grading System K-3

E= Excellent

S= Satisfactory

N= Needs Improvement

Grading System 3-8

A= Excellent Achievement

D= Poor Achievement

B= Above Average Achievement

F= Failure

C= Average Achievement

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

Parent-Teacher Conferences

Parent-teacher conferences will be scheduled for the 1st two 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.

Family Academy of Multilingual Exploration P.T.O.

The Parent Teacher Organization is vital to the success of F.A.M.E. Please support their activities as generously as possible. Your time is a very valuable resource and is greatly appreciated.

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.

Chromebooks and Technology

Each F.A.M.E. student 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. Students who take a district-issued chromebook may take them home every night. Students are required to bring their chromebooks to school every day, fully charged. [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.