



PARENT/STUDENT **Handbook**



FAMILY ACADEMY
OF MULTILINGUAL EXPLORATION
2025/2026





255 Blatchley Avenue | New Haven, Connecticut 06513 | Tel: (475)220-2500 | Fax: (475)324-6469 |
School Hours: 8:35 am - 2:50 pm
Marisol Rodríguez, Principal
Regina Carini, Assistant Principal

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

STUDENT

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

Student's Signature

Date

PARENT

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

Parent/Guardian's Signature

Date

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★ WELCOME LETTER



Dear Parents & Students:

Welcome to the **2025-2026** school year at Family Academy of Multilingual Exploration PreK-8. This handbook has been prepared to help you 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 educating our children. Please be our partner in ensuring the exceptional development of our PreK-8 students.

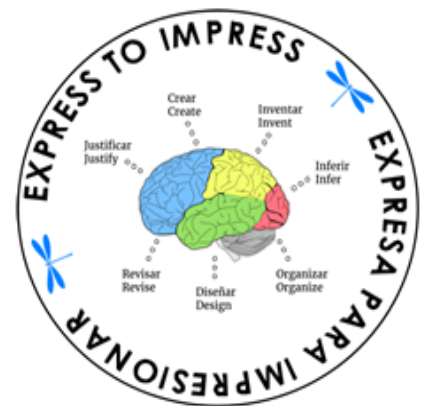
Adjustments need to be made to our handbook as the school year progresses. Any changes to this handbook will be sent home as an addendum.

Sincerely yours,

The Administration and Staff at Family Academy of Multilingual Exploration

Ms. Rodriguez
Principal

Mrs. Carini
Assistant Principal



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 the 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.
- A commitment to **continuous improvement** is a key principle for achieving excellence.
- **Systemic accountability** creates conditions where students, staff, and families can thrive.

❖ 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 biliterate 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 are 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 to honor everyone they encounter. The school is driven by the guiding principles of collaboration, consensus, and no-fault to make decisions that are in 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 can attain their full potential and achieve personal, academic, and career success in multiple languages, becoming culturally affirming community members.

❖ GUIDING PRINCIPLES

This school is driven by the guiding principles of collaboration, consensus, and non-fault to make decisions in the best interest of children.

❖ **DUAL LANGUAGE PROGRAM**

The Family Academy of Multilingual Exploration Dual Language Program is designed to develop fluency in English and Spanish. Beginning in Kindergarten, students will be instructed in both languages with an aim towards strengthening Spanish and English proficiency.

The staff of the Dual Language Program recognizes the value in today's society of being literate and fluent in both Spanish and English. The program will focus on serving the children of the Fair Haven neighborhood, but welcomes participation of children from other communities.

Staff will:

- Foster effective communication between parents and the school.
- Identify ways in which parents can support and enhance their child's academic success.
- Continue to develop and increase their skills in Dual Language instruction.



❖ **"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**

❖ **REGULAR SCHOOL DAY:** 8:35 a.m.-2:50 p.m.

EARLY DISMISSAL: 8:35 a.m. -12:50 p.m.

- **Breakfast:** 8:20 am is available daily as a "grab and go" option.
- **Tardiness:** Students arriving **after 8:45 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 arrivals.
 - 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 the delivery entrance on Fillmore Street
 - Kindergarten students will be dismissed at 2:45 p.m. at the entrance doors on Fillmore near the service entrance
 - Grades 1-8 students will be dismissed at 2:50 p.m.
 - Grades 1 & 2 will exit by the doors on Fillmore closest to Grand Avenue
 - Grade 3 will exit by the entrance doors on Fillmore near the service entrance
 - Grades 4-5 will dismiss through the cafe doors
 - Grades 6, 7, and 8 will be dismissed through the 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 is 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. and 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 outside the regular school day) take a child out of school before dismissal time. For our students' safety, proof of identification may be requested of any person picking up any student. ID 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 are responsible for attending school regularly, following the district's attendance policy. Parents have the responsibility to make sure 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. **The school keeps a record of student tardiness and absenteeism.** If a student is absent from school, parents must notify the school at (475) 220-2500. **The parent/guardian 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 five 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 dropped off at the main office. Students must be in attendance at school on the day of a field trip or extracurricular activities 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 absences. Family vacations should be planned during the scheduled holidays/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. It engages the support and accountability of schools, families, police, state agencies, and the courts in reducing chronic truancy.

- If a student is *absent for four (4) consecutive days*, the telephone auto dialer will call the student's home and alert the parent.
- If a student is *absent for five (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.
- If a student is *absent eight (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.

- If a student is *absent ten (10) days*, the parent must attend a formal hearing within five (5) days, or the student may lose course credit. The student is considered TRUANT.
- If a student is *absent fifteen (15) days*, the student is referred to truancy court and may face sanctions.
- If school absences exceed five (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**

One's dress and appearance will foster a healthy and conducive environment for learning. In addition, proper clothing and grooming promote good health and personal hygiene. For safety reasons, students are not permitted to wear "hats, caps, coats, or hoods" in school buildings, except for medical or religious reasons or with the approval of 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 comply with the school's dress or uniform code.

❖ **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 identify trespassers on campus easily, 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 the 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 that distract from the educational process, such as excessively 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 days/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 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 to 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 outlined 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, 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, the New Haven Board of Health, or most doctors' 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's 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 medication 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 the school with 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, and 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 medicines brought onto school property must be taken to the school office or the nurse's office. Long-term prescription medication (in excess of two weeks) may be administered at school if both the parent/guardian and the 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 2025-2026 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/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 injured, you will be contacted immediately. All emergency contact information must be 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 5:30 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 in case of an emergency or 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. We must 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.) unless we have their emergency contact information 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, provided they follow district volunteer requirements. 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 that they are not assigned to.** *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.

❖ **APP. FIRST VIEW**



The first view app will enable parents to locate their students' buses and anticipate arrival times.

The FirstView® map screen shows you the location and direction of your student's bus, your student's stop schedule for the current day, and timestamps for school arrivals and departures. You will know when the bus arrives or departs from school.

Parents/Guardians can find **FirstView** in the **App Store or Google Play**. You can then follow the instructions to download the app to a smartphone and register.

❖ **VALUABLES**

Students should never 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, the teacher or the school administrator will confiscate them, 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 your child calls or texts 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 the 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 the 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 the loss of items. This includes cell phones, game systems, and other electronics. **Student lockers are the 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 the 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 specific rules of conduct and respect the rights of others. These rules are:

- Students will be allowed to bring their 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., McDonald's, etc.) during Lunchtime.
- **Glass drinks are not allowed** in the cafeteria at lunchtime
- **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**

Teachers throughout the school year schedule field trips within our city and to nearby points of interest. These trips are designed to enhance the classroom curriculum and 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 permission forms for the field trip. Verbal permission will not be accepted in lieu of providing the school with a written signature. Students must return permission by the 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 celebrating 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 the ingredients on the 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 TO SCHOOL**

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

- Student Name
- Teacher Name
- Event (ex., Field trip, lunch)
- Amount of money enclosed.

❖ **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 Parent Teacher Organization 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 fundraising 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. Do all of their homework
 - f. Do 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. If you have 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 the 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, 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 who 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 time in a secure, 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 enhance our school's capacity 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 the 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 class. 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, a school psychologist, a school social worker, resource staff, a security officer, a PPT Chair, a 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, the 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 students in doing their best. The social worker helps students figure out why they are struggling academically. When students are feeling sad, upset, or going through a crisis, the school social worker can be a 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 is 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, the 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, and 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 comply 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.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 at school is expected of all students to start 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 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 of 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 at the school.

❖ **TECHNOLOGY AND CHROMEBOOKS**

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. However, no personal electronic devices/computers are allowed in school. [Click here for the 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 and 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 vandalism damage be paid for before a student is allowed to return to class. If a student accidentally causes harm, 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.

Contact Us

- **Phone**

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- **Message**



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- **Website**



[F.A.M.E](http://www.f.a.m.e.org)

- **Address**



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