

Fair Haven Pre K-8 School



"Elevate Your Thinking, Elevate Your Life"

***Parent and Student  
Handbook***

***2020-2021***

Heriberto Cordero, Principal  
Robert Manghnani, Assistant Principal  
Dr. Nellie Martinez, Assistant Principal

Dear Parents & Students:

Welcome to the 2020-2021 school year at Fair Haven 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.

Fair Haven Pre K-8 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.

Sincerely,

*Mr. Cordero, Principal*

*Mr. Manghnani, Assistant Principal*

*Dr. Martínez, Assistant Principal*

## SCHOOL INFORMATION

### *Contacting the School*

The school may be reached by phone numbers listed below.

Main Office	Mr. Perez	(475) 220-2600 <a href="mailto:edwin.perez@new-haven.k12.ct.us">edwin.perez@new-haven.k12.ct.us</a>
Fax		(475) 220-2697
Principal:	Mr. Cordero	(475) 220-2600 <a href="mailto:heriberto.cordero@new-haven.k12.ct.us">heriberto.cordero@new-haven.k12.ct.us</a>
Assistant Principal:	Dr. Martinez	(475) 220-2613 <a href="mailto:nellie.martinez@new-haven.k12.ct.us">nellie.martinez@new-haven.k12.ct.us</a>
Assistant Principal:	Mr. Manghnani	(475) 220-2657 <a href="mailto:robert.manghnani@new-haven.k12.ct.us">robert.manghnani@new-haven.k12.ct.us</a>
Nurses' Office	Veronica Pulley	(475) 220- 2646 <a href="mailto:Veronica.pulley@new-haven.k12.ct.us">Veronica.pulley@new-haven.k12.ct.us</a>

### *School Hours*

Regular School Day: 8:35 A.M. – 2:50 P.M.

Early Dismissal Day: 8:30 A.M. – 12:50 P.M.

### *Important Dates to Remember 2020 – 2021*

First Day of School (Grades 1-8):	Thursday, September 3, 2020
First Day of School (Kindergarten):	
Open House:	Wednesday, September 23, 2020
First Marking Period Ends:	Friday, November 6, 2020
Report Card Conferences:	Wednesday, November 18, 2020
Second Marking Period Ends:	Friday, January 22, 2021
Report Card Conferences:	Wednesday, February 3, 2021
Third Marking Period Ends:	Thursday, April 1, 2021
Fourth Marking Period Ends:	Thursday, June 17, 2021

### *Emergency School Closings*

On occasions when school has delayed opening (2 hour delay), early dismissal (12:50 P.M.), or even cancellation due to bad weather, power failure, etc., parents should tune into the following radio stations: WELI, WPLR, WAVZ, WKCI, WEZN, WYBC, or watch ABC News Channel 8 or CBS News Channel 3. You can also visit the New Haven Public School website at [www.nhps.net](http://www.nhps.net).

### *Kindergarten Information*

Our kindergarten program is a full-day program. Students must be five years of age by December 31<sup>st</sup> of the current school year to enter kindergarten. Kindergarten will begin

on Thursday, September 3, 2020. All kindergarten students will log on this day. Student enrolled in kindergarten must have the following: Birth Certificate, Health Certificate, Social Security Card, and Immunization Record (green card).

### ***Arrival and Dismissal***

#### **Arrival-**

Students in person learning may enter the building at 8:20 A.M. Parents who bring children to school must drop them off in the front. Parents are not allowed to enter the building. All students must enter with masks on and go straight to their classroom. Students arriving after 8:35 A.M. are considered tardy and must report to straight to class.

Remote Learning- Classes begin at 8:35A.M. and students must be logged on at this time. Students logging on remotely after 8:35 AM are considered late.

#### **Dismissal-**

Students will be dismissed from the building starting at 2:45 P.M. First, grades 4-8 walkers and pickups will be dismissed to the staff/ NHPL parking lot exit. Next, grades K-3 students taking the bus will be dismissed from the gym. Grades K-3 pickups will be dismissed from the auditorium. Parents will wait outside and students will be escorted by staff. Grades 4-8 students taking the bus will be called over intercom and dismissed from their classrooms.

\*All buses will be routed through Exchange Street- in the back of the school. We ask parents to please not park there.

Remote Learning- School ends at 2:45, students will log off at this time.

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 your 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/guardian. Also, please be advised that any student designated as a bus student will be put on the bus each day. We will only accept a note from a parent/guardian to hold a child as a pickup.

### ***Bus Transportation***

Transportation by bus is a privilege for students and their families. *Students must wear their mask on the bus.* It is important to behave appropriately on the school bus at all times by following the bus rules below.

#### **Bus Rules:**

- Listen and Respect the bus driver.
- Take your seat immediately and remain seated until you reach your stop.
- Keep your hands, feet and other objects to yourself.
- Do not eat, drink or litter on the bus.
- Respect school property and the property of others.

### Consequences:

- Warning from your Bus Driver.
- Warning from a school administrator.
- A specific seat assignment will be given for a specific duration of time.
- 3 day suspension from the bus.
- 5 day suspension from the bus.
- 10 day suspension from the bus.
- Suspension from the bus for the rest of the year.

Please report to the designated area to meet your child's bus at least 15 minutes early. Kindergarten and first grade children will NOT be let off the school bus in the afternoon without a responsible adult at the stop to meet them. A child will be returned to school if an approved adult is not physically present to meet the kindergartener or first grader.

- The 1st time this happens, the parent will receive a written warning.
- The 2nd time this happens, your child will lose his/her riding privileges for 3 days.
- The 3rd time it happens, school bus transportation will be suspended for the remainder of the school year and a referral will be made to Department of Children and Families.

## **ATTENDANCE**

Parents have the responsibility to make certain their children attend school each day whether digitally or in person, except in the case of illness or other unavoidable circumstances. If a student has to be absent from school, parents must notify the school. If you do not call, you must 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 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 absences. Family vacations should be planned during the scheduled vacations in the school calendar whenever possible.

Truancy is defined as staying away from school without permission. Parents will be notified in the case of a student being truant.

### *Tardiness*

The school day begins at 8:35 A.M. in person or remotely. Students are considered tardy after 8:35 A.M. All children who are not in their rooms on time are marked "Tardy." If students are tardy, parents need to notify the office and explain why they are late. Parents should see that children arrive on time. Parents of children who are chronically tardy may be required to meet with an administrator and/or truancy officer to discuss the issue. After five (5) tardies, the student will receive a written warning and they will be referred to the Attendance Committee.

### *Request for Early Dismissal*

If students need to leave early in person or remotely, parents must inform the school 24 hours in advance, unless an emergency. Please call the office. Fair Haven K-8 requires that a responsible person (Parent/Guardian) sign-out students who leave during the school day. A security guard will meet parents outside to sign out students. Parents should make every attempt to limit the number of times they must (emergency or appointment that can't be scheduled outside 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 released.

Please refrain from scheduling appointments during school hours. Documentation will need to be provided when taking your child out of school early.

### *Truancy Initiative*

New Haven Public School 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.

- If a student is absent 4 consecutive days without an excuse, the telephone auto dialer will call the student's home and alert the parents.
- If a student is absent 5 days without an excuse, 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 10 days without an excuse, they 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 15 days without an excuse, the parent must attend a formal hearing within 5 days or the student may lose course credit.
- If a student is absent 20 days without an excuse, the student is referred to truancy court and may face sanctions.
- 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.

## **HEALTH SERVICES**

School Health Hours: Monday – Friday 8:35 A.M. – 2:50 P.M.

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 6. 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 Doctor's offices.

## *Medicine*

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 on school property must be taken to the Main Office or Nurse's Office. Medications must arrive in an appropriate container labeled by the pharmacy.

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. 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*

If your child should have a contagious health condition such as flu like symptoms, chicken pox, strep infection, pink eye, a cold with fever, ring worm, 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.

## **SAFETY AND SECURITY**

- ✓ The front doors will be locked at 8:45 A.M. SHARP
- ✓ Parents and visitors will not be allowed in the building unless they have an appointment
- ✓ In cases of emergency which require students to leave early, please call ahead
- ✓ Students will ONLY be released to an adult who is listed on the student's Emergency Card
- ✓ When picking up a student, please be prepared to show ID
- ✓ Requests to change a student's dismissal process must be submitted in writing via email to our Administrative Assistant Edwin Perez. NO EXCEPTIONS! Phone calls will not be accepted

## *Damage to School Property*

Students or visitors who intentionally damage school property are expected to pay for the damage. This includes walls, windows, floors, furniture, educational, and personal property.

## **BEHAVIOR**

### *Behavioral Expectations: "Be Your Best"*

Our school-wide "Be Your Best" 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 "Being Their Best", improving social competence, and developing environments that support academic success.

### *General Rules of Behavior*

The staff and faculty of Fair Haven K-8 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. While in school, students are expected to show the same 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.

#### General Rules and Guidelines

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

#### *Student Responsibilities*

- To attend school daily
- To be on time for school
- To be prepared for the school day
- To follow Fair Haven School's Core Values
  - Be Your Best
  - Be Respectful
  - Be Purposeful
  - Be Safe

#### *Parent Responsibilities*

- To send your child to school each day on time, with all the necessary materials
- To send your child to school each day well rested and properly dressed
- To check your child's backpack for school communication notes on a daily basis
- To read to, or listen to your child read daily
- To communicate with your child's teachers when you are concerned about his/her health or school success
- To provide your child with a suitable place to work on school materials
- To make sure your child completes daily homework
- To have a positive and respectful relationship with your child's teacher
- To update all emergency contact information as soon as any changes occur
- To attend my child's parent/teacher conferences
- To volunteer to participate in at least two activities each year
- As a new parent, attend a mandatory New Parent Orientation

#### *Range of Disciplinary Action*



Student Conferences  
Parent Contact  
Parent Conference  
Detention  
In-School Suspension  
Out of School Suspension  
Expulsion

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

### ***Bullying Policy***

The NHPS Board of Education approved a new anti-bullying policy.

The policy is as follows:

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.

Nondiscrimination Statement

It is the policy of the New Haven Public Schools district that no person shall be excluded from participation in, denied the benefits of or otherwise discriminated against under any program, including employment. Protected classes include Age, Ancestry, Color, Gender Identity or Expression, Genetic Information, Learning Disability, Marital Status, Mental Disability, Intellectual Disability, National Origin, Physical Disability, Race, Religious Creed, Sex, Sexual Orientation, and the offer of equal access to school facilities and school premises to Boy Scouts for America and other designated youth groups.

Title IX Coordinator:

Name: Mr. Cordero, Address: 164 Grand Avenue, Telephone # (475) 220-2600

504 Coordinator:

Name: Ms. Maritza Rosario, Address: 164 Grand Avenue,  
Telephone # (475) 220-2612

## ***Cafeteria Rules***

The cafeteria is the school's dining room. It serves more than 800 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.
- ✓ Soda is not allowed to be brought to school.
- ✓ Students and visitors will not be permitted to have lunch brought from outside food service facilities (i.e. McDonald's, etc.).
- ✓ Drinks in glass bottles are not allowed.
- ✓ 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.

## **COMMUNICATION**

### ***Newsletter***

A bi-weekly newsletter is published by the school and distributed every other Monday. 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.

### ***Marking System***

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.

### ***Parent-Teacher Conferences***

Parent-Teacher conferences are an important part of school activities. Parents are encouraged to communicate with the school often and to set up virtually conferences with teachers to discuss their child's progress. The teacher or parents may initiate a conference at any time during the year to discuss any concerns they may have. 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.

### ***Progress Reports***

A progress report for students in grades 5-8 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.

### ***Report Card Conferences***

Report Card Conferences will be scheduled for the 1<sup>st</sup> two marking periods (Wednesday, November 18, 2020 and February 3, 2021). Report cards will be sent home with students or mailed home in April and June.

Note: Parent/Guardian attendance is required in order to the release of your student's report card.

## **INFORMATION**

### *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.

### *Advisory Program*

An advisory program is an arrangement whereby one adult and a small group of students have an opportunity to interact on a scheduled basis 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 known well 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 promote coordination between home and school.

### *Books and Other Instructional Materials*

Students are responsible for the care of all chrome books/ Ipads, 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 Fair Haven PreK-8. Students who have not fulfilled these obligations will be denied report cards.

### *Cell Phones*

We understand that many middle school students have cell phones. Unfortunately, cell phones and other electronic devices have become very disruptive in our classrooms. Therefore, students will not be allowed to have cell phones on their person during the school day. We suggest that all other electronic devices be left at home. In accordance with the NHPS Parent/Student Handbook, if your child brings a cell phone or other electronic device to school, the devices must be "secured in a locker, so as to not disrupt the educational process" and if your child brings a cell phone or other electronic device into the classroom, "it will be confiscated and returned to the parent". This means that a parent must come to school to claim the cell phone or electronic device.

### *Dress Code and Uniform*

#### *School Uniform Policy*

As part of our safety program, Fair Haven School 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 Fair Haven PreK-8 School are required to wear a school uniform to school each day.

Our uniform consists of a white shirt and navy blue pants, jumper, or skirt. Students are permitted to wear navy blue sweatpants 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, Skirts, Jumpers: Navy Blue
- Shirts, Blouses: White
- Shoes and/or Sneakers

NO tee shirts – NO blue jeans – NO sleeveless shirts or blouses

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.

SPECIAL DRESS: Schools may develop special dress day/special dress occasions for students at the discretion of the school administration (examples: Dress Down 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.

### *F.T.O. – Family Teacher Organization*

The Family Teacher Organization is vital to the success of Fair Haven. Please support their activities as generously as possible. Your time is a very valuable resource and is greatly appreciated.

### *Field Trip Policy*

Field trips are an invaluable learning experience for our students. Students who have shown a consistent ability to follow the school rules and show respect for the learning process are welcome on field trips. Please note the following:

- All school rules apply to behavior on the buses and at field trip sites.
- Students whose behavior has interfered with the learning process for themselves and others may be required to be accompanied on the field trip by parent/guardian. This will be determined by the teacher.

### *Homework Policy*

At Fair Haven K-8, homework is considered an integral part of the total school program. If regular homework assignments are not completed, parents and the student's advisor must be notified and detention will be given. Loss of school privileges (activities, events, trips etc.) will result when repeated assignments are not completed. Students in grades 6-8 must record all homework assignments in their student agenda (planner).

### *Lockers and Locks*

Lockers will not be used until further notice. Teachers will inform parents and students of what is necessary for class.

### *Money Sent to School*

Any money sent to school must be placed in an envelope marked with the following information:

- Student Name
- Teacher Name
- Event (i.e. field trip, lunch, etc.)
- Amount of money enclosed

### *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 at (475) 220-2600 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.

Parents and students will be required to sign the student information card stating that your child will abide by the rules and regulations of Fair Haven Pre K-8 School and the New Haven Public Schools.

### *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 officers, substitutes have the right to confiscate iPods, CD players, 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 per district mandate.\*\***