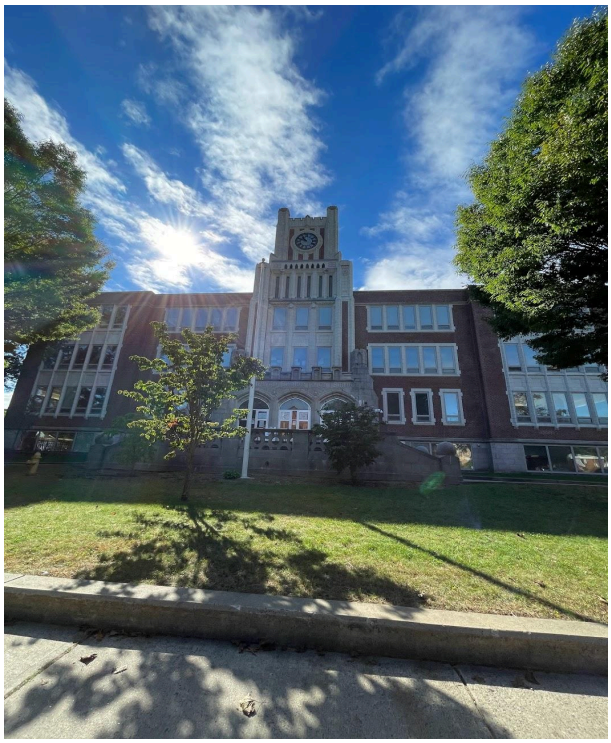

Fair Haven School

Parent and Student Handbook

2024-2025

Through an authentic education, Fair Haven School empowers passionate multicultural learners to cultivate their individual strengths and inspires them to be resilient and purposeful community members.

Monica Morales, Principal
Cynthia Linke, Assistant Principal
Laura Roblee, Assistant Principal

Dear Parents and Students,

Welcome to the 2024-2025 school year at Fair Haven PreK-8 School. This handbook has been prepared to allow you to understand our school rules, expectations and policies. Each rule, expectation, and policy detailed in this booklet is intended to ensure the safety, wellness and education of all our students.

It is very important that you take the time to go over this year's handbook. It is a supplement to the New Haven Public Schools' 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 School will continue to strive for academic excellence for all students. This can only be accomplished when we all work together and support each other in the education of our students.

Sincerely,
Monica Morales, Principal
Cynthia Linke, Assistant Principal
Laura Roblee, Assistant Principal

School Information

Contacting the School

The school may be contacted by using the phone numbers listed below:

Main Office	Ms. Tyisha & Ms. Maggie	(475) 220-2600
Fax		(475) 220-2697
Principal	Mrs. Morales	(475) 220-2651
Assistant Principal	Mrs. Roblee	(475) 220-2657
Assistant Principal	Mrs. Linke	(475) 220-2613
Body Shop		(475) 220-2646

School Hours

Regular School Day 8:30 AM - 2:50 PM
Early Dismissal Day 8:30 AM - 12:50 PM

Important Dates to Remember 2024 - 2025

First Day of School	August 29, 2024
Open House	September 18, 2024
First Marking Period Ends	November 1, 2024
Report Card Conferences	November 20, 2024
Second Marking Period Ends	January 24, 2025
Report Card Conferences	February 5, 2025
Third Marking Period Ends	April 4, 2025
Fourth Marking Period Ends	June 16, 2025

Emergency School Closings

On occasions when school will open late (2 hour delay), dismiss early (12:50 PM), or even cancel due to inclement weather, power failure, et., parents should tune into the following radio stations: WELI, WPLR, WAVZ, WKCI, 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

Kindergarten Information

Our kindergarten program is a full-day program. Students must be five years of age by September 1st of the current school year to enter kindergarten. No student will be permitted to enroll in kindergarten without a Birth Certificate, Health Certificate, Social Security Card, Immunization Record, and a physical. Legal immunizations are those required for a child to attend school.

Arrival and Dismissal

Students may enter the building at 8:30 AM. Parents who bring children to school may not leave them before 8:30 AM. All drop offs and walkers will enter through the front of the building on Grand Avenue. All students arriving by bus will be dropped off in the back of the school on Exchange Street and will enter through the gymnasium doors. **Students arriving after 8:45 AM are considered late and must report to the Main Office to obtain a late pass to enter class.**

All students will report to their classrooms upon entering the building.

Students will be dismissed at 2:50 PM from the building. At dismissal, buses will begin to load students at 2:50 PM and will leave the school at 3:00 PM.

Students in grades K-3 who get picked up at the end of the day, must be picked up at 2:50 PM and be signed out. Proper identification will be required to sign a student out.

Students in Kindergarten and Second Grade will dismiss through the side door in the playground area. Parents can enter through the black gate on Grand Avenue. The gate will be opened at 2:50.

Students in First Grade and Third Grade will be dismissed through the front doors on Grand Avenue.

All walkers and pick-ups in grades 4-8 will be dismissed through the side door in the parking lot by the public library.

If there is a change to the usual method of transportation, a note must be sent to your child's teacher in writing or through a digital communication platform (Class Dojo, Remind, etc.). Please go over these changes with the child before he/she comes to school, and be sure your child's teacher knows about the change. 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 to. Bus students are also not allowed to walk home without written permissions 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 pick up.

Bus Transportation

Transportation by bus is a privilege for students and their families. It is important to behave appropriately on the school bus at all times 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

Failure to follow these rules will result in a consequence. Possible consequences are:

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 bus stop assigned to you in order to meet your child. Please arrive 15 minutes early to the bus stop each day. Kindergarten and first grade students **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. If a student is brought back to school, they must be picked up by a parent/guardian or an emergency contact.

- The first time this happens, the parent will receive a written warning
- The second time this happens, your child will lose his/her riding privileges for 3 days
- The third time this happens, school bus transportation will be suspended for the remainder of the year and a referral will be made to DCF

Attendance

Parents have the responsibility to make certain their children attend school each day except in the case of illness or other unavoidable circumstances. If a student has to be absent from school, parents must notify the school. If you do not call, you must send a note to the 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 term illness, parents must notify the School 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 8:30 AM. Students are considered tardy after 8:45 AM. 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 to school each day. 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

Fair Haven School requires that a responsible person (parent or 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 normal school day) take a child out of school prior to dismissal time. For our students' safety, proof of identification will be requested of any person picking up any student and must be shown to school personnel before a student may be released.

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

- If a student is absent four (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 five (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 ten (10) days without an excuse, 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 fifteen (15) days without an excuse, the parent must attend a formal hearing within five (5) days or the student may lose course credit
- If a student is absent twenty (20) days without an excuse, 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

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 8:30 AM - 2:50 PM

The nurse is responsible for checking all health records to be certain that each student is properly immunized, contacting parents of ill or injured students and checking other health related matters. State Law mandates that all students be properly immunized and receive a physical before entering kindergarten and grade 7. 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 Schools 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 the 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 required new documentation (Administration of Medication Request Form).

Contagious Health Conditions

If your child should have a contagious health condition such as Chicken Pox, Strep Infection, Pink Eye, a cold with a fever, Ringworm, Impetigo, etc., please treat the condition and keep the child at home until the condition is no longer contagious. If your child is running a fever they may come to school after they have been fever free for 24 hours.

Safety and Security

The following security measures will be taken daily:

- The front doors will be locked at 8:45 AM **sharp**
- Parents, approved volunteers, and visitors will have to ring the bell to gain access after 8:45 AM
- All parents, volunteers, and visitors must sign in at the Security Desk
- In cases of emergency which require students to leave early, please call ahead and your child will be waiting to be signed out in the main office
- Students will **only** be released to an adult who is listed on the student's Emergency Form
- When picking up a student, please be prepared to show ID
- Parents **must** schedule time to meet with teachers - **no unannounced visits**
- Parents and visitors are not allowed down our corridors without an appointment
- Requests to change a student's dismissal must be submitted in writing via a note or digital communication platform. **No exceptions!**

Parent Visitors

Fair Haven School welcomes parent visitors for special events. Visitors are welcome to and encouraged to attend conferences, Town Meetings, fairs and performances. **Once you enter the building please report to the main office, sign in, and obtain a Visitor's Pass** which must be worn at all times while visiting our school. When you leave you **must** 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 or administrator. This rule is designed to make sure that classroom interruptions are kept to a minimum.

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" policy is a set of strategies and systems to increase the capacity of our school to reduce school disruptions 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 School 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, and custodial staff, and peers. Every student is expected to behave respectfully towards 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 in 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 personal iPads, toys, games, 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 daily for school communication notes
- 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

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 Schools 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 characteristic 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 denied 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: Mrs. Laura Roblee
Address: 164 Grand Avenue
Phone: 475-220-2657

504 Coordinator:
Name: Ms. Maritza Rosario
Address: 164 Grand Avenue
Phone: (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, Takis, products containing caffeine and candy **are 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
- Due to allergens, students are not allowed to share food or drinks
- 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 monthly newsletter is published by the school and distributed at the beginning of each month. 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 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 first two marking periods (November and January). This year, conferences will be held on Wednesday, November 16, 2022 and Wednesday, February 1, 2023. Report cards will be sent home with students or mailed home in April and June.

Note: Parent/guardian attendance is required in order to release 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.

Birthday Celebrations
In accordance with the NHPS Instructional Policy regarding time on task, birthday celebrations must be held during the last ten minutes of the school day with prior approval from the teacher. No food is allowed for birthday celebrations. Birthday treats or birthday lunches are not allowed during the lunch period. Flowers, balloons, and other similar deliveries to school for students are prohibited.

Books and Other Instructional Materials
Students are responsible for the care of any and all textbooks, library books, and instructional materials which are used by him/her. Students will be charged the full replacement cost for any lost or damaged materials which are assigned to them. All lost or damaged materials must be paid for before the end of the school year or before the student officially withdraws from Fair Haven School. 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 bring 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 School are required to wear a school uniform 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 days.

In general, the standard uniform policy is as follows:

- Pants, skirts, jumpers: navy blue
- Shirts, blouses: white
- Shoes and/or sneakers

No blue jeans with holes, no sleeveless shirts or blouses, no Crocs or flip flops. Students dressed inappropriately will be subject to disciplinary consequences as per Board policy.

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.) or look-alikes that are not formal jewelry that 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(s)/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.

Additional Information

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 a parent or guardian. This will be determined by the teacher

Homework Policy
At Fair Haven School, homework is considered an integral part of the total school program. If regular homework assignments are not completed, parents must be notified and a consequence 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) daily.

Lockers and Locks
Middle school students will be issued a lock to secure their locker and may only use the lock issued. The combination must be kept confidential. Students will **only** be permitted access to their lockers during specific times throughout the day and will not be permitted access other than the designated times. When students arrive at school, they must place their cell phones, other electronic devices, backpacks, and coats or jackets in their locker. These items will be collected at the end of the school day. It is the student's responsibility to keep all materials required for the school day with them including writing utensils, notebooks, homework, etc.

Students in grades K-5 will each be assigned a locker but will not be assigned a lock as they are not permitted for these grades. When students arrive at school, they must place their cell phones, other electronic devices, backpacks, and coats or jackets in their locker. Please be sure your child does not bring valuables to school as we are not responsible for lost or stolen items.

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, Picture Day, Dress Down, etc.)
- Amount of Money Enclosed

Student Emergency Forms

Every student is required to have an Emergency Form 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.

Town Meetings

Town Meetings are an all school gathering that celebrates student work through a dramatic presentation or other format. 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 Town Meeting. Town Meetings are scheduled for the first Friday of each month. These meetings are subject to change, so please consult your newsletter for any changes throughout the year.

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 cell phones, video games, electronic devices, toys, Pokemon cards, etc. Parents will be responsible for picking them up from the school.