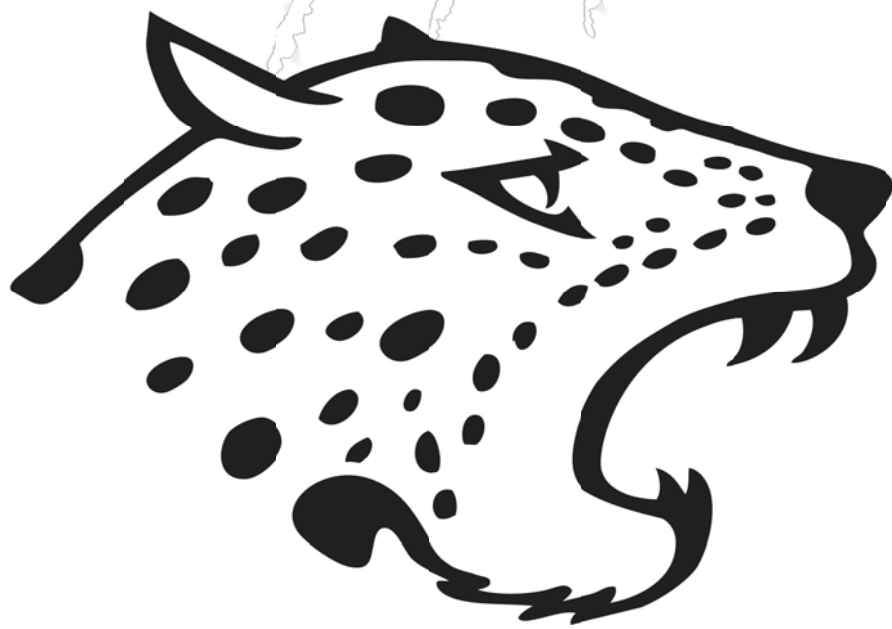


# **NBFA**

NEW BEGINNINGS FAMILY ACADEMY



***FIERCE ABOUT LEARNING!***

## **STUDENT AND FAMILY HANDBOOK**

**2011-2012**

**Paul A. Whyte, Principal**

**Tia Lott, Asst. Principal**



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*"The function of education is to teach one to think intensively and to think critically... We must remember that intelligence is not enough. Intelligence plus character - that is the goal of true education."*

*Martin Luther King Jr.*



Dear NBFA Community:

Thank you for taking the time to read this handbook. Within these pages you will find the rules and policies that govern New Beginnings Family Academy. I encourage you to keep this in a safe place and refer to it often as we work to building intelligence and character. The values of a school rest in how it addresses and handles the situations that arise. The values of NBFA are those of commitment, collaboration, and a singular purpose of closing the achievement gap. NBFA has a firm belief that neither zip code nor economic status determines success. Commitment, perseverance, and a supportive community are the foundation upon which success is built.

**At New Beginnings Family Academy, intelligence plus character requires the practice of our Stretch Principles by all NBFA students. The STRETCH Principles are as follows:**

**Strategic** - I have a vision and personal goals. They may not be fully developed, but in my heart I aspire to fulfill a greater purpose. Just as I dare to dream them, I will work hard to achieve them.

**Thoughtful** - I am considerate of my teachers and fellow classmates and support their teaching and learning.

**Respectful** - I am courteous toward everyone I meet. I respect myself, others and school property. I treat others as I wish to be treated. I keep my desk, classroom, hallway, and bathrooms clean.

**Empathetic** - I have the ability to relate to how another may feel. This reflects in how I treat others, ever conscious that I treat others the way I would like to be treated.

**Trustworthy** - I take responsibility for my actions. I admit when I am wrong and I apologize to the people I offend or let down. I tell the truth at all times. People can trust me to complete all tasks I undertake.

**Consistent** - I work to my best ability at all times and am steadfast in my behavior and effort.

**Hard working** - I come to school on time, ready and willing to work hard. I ask for extra help when and if necessary. I give my best effort every day, every time something is presented to me. I turn in assignments in the appropriate manner and time.

Finally, what does it mean to be a Jaguar **Fierce about Learning**? A Jaguar that is fierce about learning means pouncing on every opportunity to learn something new, working hard to master what has been taught before, refusing to give up on one's self, and committing each day to do the best that can be done.

Let's have great year,

Paul A. Whyte, Ed. M  
Principal NBFA

## Academic Day

NBFA's weekly schedule is as follows:

7:45 AM – Doors open for students and breakfast

8:00 AM – Homeroom begins (

8:20 AM – Classes begin

3:30 PM – Classes end

3:45 PM – Dismissal

Students should arrive at school between 7:45 – 8:00 AM. If students arrive prior to 7:45 AM, they will have to wait outside in front of the rear entrance, unsupervised, until doors are opened. This is a potentially dangerous situation and the school will call the parent of the child to determine why the child is being left without parental supervision. All children enter school through the rear entrance of the building (on Couse Street) and proceed to their assigned areas.

## Grading and Reporting Progress to Parents

The New Beginnings Family Academy school year is broken into four grading periods. The marking periods allow students multiple opportunities to demonstrate mastery of specific skills. At the end of each marking period, students will receive grades in all classes.

Below is the grading scale on which students will be assessed throughout the school year.

97 – 100	A+	Consistent top-quality work; deep mastery of subject content and vital skills covered in class.
94 – 96	A	
90 – 93	A-	
87 – 89	B+	Consistently good work; capable fulfillment of requirements and sufficient mastery of content and skills.
84 – 86	B	
80 – 83	B-	
77 – 79	C+	Completion of assignments without consistent mastery of subject content and
74 – 76	C	essential skills.
70 – 75	C-	
65 – 69	D	Inconsistent completion of assignments with modest mastery of subject content and essential skills.
64 and below	F	Work is of unacceptable quality; failure to master subject content and essential skills.

## Student Progress

The NBFA School Board encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods. Parent-teacher conferences, letters and informal notes, telephone calls to parents, school visitation, etc, will be used to inform parents of student successes and student needs, and to inform teachers of parental concerns about, suggestions for, and perceptions of their children which may help the teacher in his or her work with each child.

### Progress Reports

Student progress reports to parents/guardians will be sent as needed between marking periods to note student achievement and deficiencies needing attention. Parental acknowledgment of these communications is encouraged. Noncustodial parents shall receive written reports and conference notifications upon a request to the Principal unless there is an order from the court to the contrary.

### Report Cards

Written reports on student progress will be issued in accordance with a schedule approved by the Principal. Reporting dates shall be determined annually and placed on the school calendar. Parents will be advised as soon as possible of a student's potential failure in a course or grade and the possibility of the student repeating the grade or course.

Report cards reflect the academic growth of each student in relationship to the student's ability, attitudes, interests, conduct or citizenship, and achievement in relation to standards for his/her age and grade. Teachers will report on student progress during scheduled Open School Weeks.

**November 7-10 (Parents must pick up report cards in person during conferences)**

**January 23-27**

**April 2-5 (Parents must pick up report cards in person during afternoon (only) conferences)**

**Final Report Card mailed after July 23**

## **Honor Roll**

High Honors—Average of 90 or above in Math, Science, Language Arts, and Social Studies; no grade less than a B-. (3.667)

Honors—Average of 80 or above in Math, Science, Language Arts, and Social Studies; no grade less than a C. (2.667)

Honorable Mention—Average of 75 or above in Math, Science, Language Arts, and Social Studies; no grade less than C. (2.0)

## **Assessment**

The New Beginnings Family Academy approach to education rests firmly in a belief in the “building block” method of knowledge acquisition. Initial units of knowledge are acquired and then additional units are built upon this foundation to advance further learning. To prevent gaps in knowledge acquisition, regular informal testing is administered as a method of assessing student needs and progress. Standardized assessments are given to all students, starting in kindergarten. The results on these tests give the school a benchmark for student academic standing relative to their peers within the school. The No-Child Left Behind Act and Connecticut Law require testing of all students within 30 days of enrollment in the school. The tests are used to determine grade level placement.

## **State Tests**

New Beginnings Family Academy administers all tests mandated by the Connecticut State Legislature. These tests show how our students are performing relative to the state’s requirements and relative to other schools and districts in the state.

## **Promotion/Retention**

The administration has established a system of grading and reporting academic achievement to students and their parents/guardians. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on the statewide testing program and on other standardized tests, meeting the statewide reading standards in the primary grades, maturity, and academic potential. A student shall not be promoted based upon age or any other social reason not related to academic performance. NBFA shall provide alternatives to promotion such as, but not limited to, transitional programs and may require students whose academic performance jeopardizes their promotion or graduation to attend after-school, remedial summer academy or other programs the district offers that are designed to help them. The administration shall determine remedial assistance for a student who is not promoted.

## **Homework Policy**

Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students’ individual needs (i.e. IEP, 504 Plans).

### **Homework assignments include:**

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

## **Reading Logs**

In addition to the prescribed homework policy, students are responsible for reading a minimum of 20 minutes daily, at home, including weekends. A reading log will be signed by a parent or guardian and returned to school.

Communication between the home and school helps bind the student, parents, guardians, teacher, and administration into a team working toward a common goal. The following section explains some of the means by which the school attempts to report student progress.

## **Expectation of Parents**

Parents are our partner in this important task of preparing young minds for the future. Parents are expected to do the following.

- **Honor the school's fundamental values: Be Respectful. Be Responsible. These values are in effect throughout the school building at all times and should be followed by everyone, including parents.**
- **Be familiar with the school calendar, noting specifically which days school is in session and which days it is not.**
- **Speak regularly with your child about the importance of his/her school attendance.**
- **Limit absences to absolutely necessary. Notify the school the day before or the day of a student absence.**
- **Converse regularly with your child and as needed with his/her individual subject area teachers. Monitor your child's school performance in each class.**
- **Attend all scheduled parent-teacher conferences.**
- **Make sure your child schedules enough time for proper rest each evening, but especially on school days.**
- **Establish a rising time each morning school is in session, which allows your child time to prepare for school, to travel, and to arrive safely and on time.**
- **Familiarize yourself with the code of conduct and attendance policy.**
- **Lend homework assistance.**
- **Provide proper supplies each day (pencils, paper, notebooks, etc.).**

### **Parents School Visitation**

When visiting NBFA, parents must sign in at the main office and receive a parent's pass. Parents may visit classes anytime. However, the school reserves the right to ask parents or guardians to leave at any time and for any reason, at the Principal's discretion. Meeting with teachers must be scheduled in advanced.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held at least twice a year on Report Card Night. Parents are required to attend the conferences in order to receive their child's report card and discuss his/her progress with the teacher. Parent-Teacher conferences may also be scheduled throughout the year on an as needed basis.

### **Parental Feedback**

The School is committed to ensuring that communication received by any member of the NBFA staff is handled effectively. This includes receiving, interpreting, and responding to parental input, requests for information, and concerns. Community feedback, critiques, and complaints, whether written or verbal, will be taken seriously by the school administration and will be dealt with promptly. At or near the end of the school year, parents will be asked to complete a comprehensive satisfaction survey designed to assist the school in assessing areas where improvement may be necessary. Also, parents who choose to remove their child from the school will be asked to participate in an exit interview or to complete a survey to determine the reasons for the child's removal. New Beginnings Family Academy is committed to constant improvement of services. These surveys will assist the school in improving its operations. Every attempt will be made to return all calls, positive or negative, within a 24 hour period.

If you have a complaint, please call the main office at 203-384-2897. If the initial conversation does not resolve the issue, you may refer the matter to the Principal. In extreme situations, unresolved issues may be referred to the Parent Representative of the Board. At this level, you are asked to submit a request for remedy in writing to the school office.

### **Controversial Issues**

Controversial issues are those subjects about which there are significant differences of opinion based on differing values people bring to an issue; as a basic educational competency, students should develop abilities to deal with controversial issues. Controversy is inherent in the democratic way of life, and study and discussion of controversial issues is essential to citizenship education in a free society.

### **Exemption from Instruction**

Student will be exempted from the following areas upon receipt of a written request for exemption from his/her parent or guardian.

Religious, Medical, Dissection of Animals, and Family Life Education

\*\*\*\*Substance Abuse Prevention education is required by state statutes for all students annually and students are not exempt.

### **PTA Meetings**

Monthly Parent Teacher Association Meetings will be held the second Tuesday of each month. Meetings begin promptly at 6:00 PM. Parents will be notified of the schedule. Please call 203-384-2897 for an exact schedule.

## Attendance

**At New Beginnings Family Academy, we come to school on time, in uniform and prepared to work and learn.** Connecticut State Law requires parents/guardians to require their children to attend school regularly during the hours and terms the school is in session. At New Beginnings, classroom learning is meaningful and essential. Time lost from class tends to be irretrievable. A student should not be absent from school **UNLESS IT IS ABSOLUTELY NECESSARY** and never without the parent's or guardian's knowledge and consent. Verification of an excused absence must be written by the parent or guardian.

Parents should call 203-384-2897 **AND LEAVE A MESSAGE** before 7:00 AM when a child will be absent for any reason.

**At NBFA, we fulfill our mission of intelligence plus character by being present in school every day and respecting ourselves enough to get the best out of each other each day.**

However, we understand that emergencies do arise and students might have to miss a day. The following are examples of valid reasons for nonattendance and apply only to the students who are enrolled and have been in attendance. Truancy or inability to locate the student is not a valid reason for nonattendance.

**Personal illness** - Excused with a parent note.

**Medical Quarantine or Medically Excused Illness** - A doctor's note that states specific dates covered by the absence is mandatory.

**Death of an immediate family member** – A written note from a relative listed on the emergency form makes the absence excused.

Only three days will be excused for the death of a member of the child's immediate family.

**School Shadow Visits** - with a parent note, 8<sup>th</sup> grade students may visit and shadow at a high school they are applying to for the following school year. If the shadowing does not last for an entire school day, the student is expected to return to school.

**ALL OTHER ABSENCES ARE UNEXCUSED.**

### Early Dismissal

PLEASE SCHEDULE DOCTOR'S APPOINTMENTS AFTER SCHOOL AND ON THE WEEKENDS SO THAT YOU **DO NOT HAVE TO PICK YOUR CHILDREN UP FROM SCHOOL EARLIER THAN 3:45 PM.** Taking your child out of school early is just as disruptive and detrimental as bringing them late. It is important that your child has maximum time on task in the classroom. Pulling your child out of school early reduces your child's learning.

### Tardy

At New Beginnings Family Academy, students are required to arrive at school **ON TIME** every day. Any student arriving after 8:00 AM will be considered tardy. Late arrivals are disruptive to the rest of the class and cause students to miss important classroom work. Therefore, it is important that students arrive to school on time.

### Transportation

Transportation to and from school is the parent's or guardian's responsibility. There is no valid excuse for missing school. Not being served by the bus at any time or for any reason does not eliminate parental responsibility to get a child to school on time.

### Truancy Policy/Unexcused Absences Policy

"Truant" shall mean children age five and up that have four (4) unexcused absences **one month** or ten (10) in a school year.

School personnel cooperate with parents or guardians to assist them in remedying and preventing truancy. The Principal of New Beginnings Family Academy has developed regulations which detail the following school obligations under the school's truancy policy:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting other persons having responsibility for the child during the school day.
3. Establish a system to monitor student attendance.
  - A. Daily Absence Notification:
    - a. The school will make a reasonable effort to notify the parent/guardian by phone through the automated call system each day a student is absent.
  - B. Midpoint Warning Notice:
    - a. The school will notify the parent/guardian by phone or mail to inform them that the student has reached half of the maximum number of permitted unexcused absences.
  - C. After the child's fourth unexcused absence in a month or tenth unexcused absence in a school year: The School Counselor will arrange a meeting with the parent or guardian of the child who is truant within ten (10) school days after the child's absence. At this meeting, the School Counselor and an administrator will review the attendance policies with the parent/guardian and discuss the specific absences.
  - D. After this meeting a referral may be made to the Department of Children and Families (DCF). The Principal shall bring the child's case to Superior Court under the Families with Service Needs law if the parent guardian fails to:
    - a. Attend the required meeting to evaluate why the child is truant.
    - b. Cooperate with the school in trying to solve the problem.

- E. Students with 10 or more unexcused absences: At the beginning of each new school year, any student who has had 10 or more unexcused absences will be identified as an "at risk student" and monitored by the school Counselor. NBFA will:
- Make a reasonable effort to notify parents or guardian when a child does not arrive at school and there has been no previous approval or other indication which signifies parents are aware of the absence.
  - Identify a student as "truant" when the student accumulates four or more unexcused absences *in one month or 10 in a school year*.
  - Meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation. **Students so identified may be subject to retention in the same grade to acquire the necessary skills for promotion.**
  - File a written complaint with the Superior Court alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or other person having responsibility for the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
  - Provide coordination of services and refer "truants" to community agencies which provide family services.

**Waiver of Policy.** A student who has accumulated more absences than allowed by the policy, but who feels that the situation warrants special consideration, may appeal to the **Principal** for a waiver increasing the number of allowable absences for that particular student. At the discretion of the **Principal**, the parent may be requested to appear at a meeting to verify the legitimacy of the appeal. Waivers are to be applied in a systemic manner. The **Principal** will consider all approved absences and any extenuating circumstances and render an impartial judgment.

### **Student Drop-Off and Pick-up Procedures**

All children must enter through the student entrance on Couse Street. The doors open at 7:45 AM. Breakfast is served from **7:45-8:00 AM only**. After 8:00 AM, students **must enter through the Garden Street entrance and** will receive a tardy pass. If they did not have breakfast they will receive a breakfast bar and have to go directly to class. Hot breakfast will not be available to tardy students.

**Student Pick-up Procedures.** School dismissal is at **3:45 PM sharp. Arrival after 4 PM is late.**

**For pick-ups,** parents/guardians should line up outside the Parent Pick Up entrance on Garden Street. At 3:45 PM, when the door opens, parents will be directed to the sign-out table to retrieve their child or children.

**For bus students,** WE Transport provides a route number that is used to direct your child to his/her bus. WE Transport arranges your child's stop based on your current address. If your child does not arrive at his or her designated bus stop on time, please be patient. If you have any questions about delays, please call WE Transport directly at **1-203-883-8081**.

**Walkers** will be released out the Main Entrance on Garden Street shortly after 3:45 PM, ONLY if it has been established in writing to the school that your child is authorized to walk home alone from school.

For the safety of all NBFA students, no child will be released to any person other than the parents or an authorized designee. If the person coming to pick up the child is not designated on the emergency form, he or she will not be released to that person unless identity of the new person is confirmed in writing with additional telephone authorization.

### **Pick-up/Transportation**

**Please pick up your children on time** from the school. At 4:00 PM, late pickups will be moved to the Main Office and calls will be made to the late parent. Any student still at the school after 4:30 PM may be dropped off by authorized school personnel at the Police Station on Congress Street. Repeated late pick ups will result in a fine and possible intervention by the Department of Children and Families.

**Bus riders:** Parents/Guardians must meet the bus at the designated bus stop. If a parent/guardian is not there the student will be brought back to NBFA and the parent/guardian will be called to pick up the child and **a late fee may be assessed** starting from the time the student was brought back to school. If the child is still on the premises at 4:30 PM, he or she may be taken to the Police Station on Congress Street for pick-up by the responsible party.

### **Transportation Rules**

Every pupil has the right to ride to and from school without being disturbed by any other pupil's remarks or behavior. Because of safety factors and concern for all pupils, the rules have been set up for behavior on the bus. Please refer to the School Bus Rules and Regulations provided by the City of Bridgeport Board of Education.

- 1) LEAVE HOME EARLY ENOUGH TO ARRIVE AT YOUR BUS STOP ON TIME
- 2) ENTER YOUR BUS IN AN ORDERLY MANNER AND TAKE YOUR SEAT. STAY ALERT TO TRAFFIC WHEN LEAVING THE BUS.
- 3) ALL STUDENTS MUST RIDE THEIR ASSIGNED BUSES ONLY.

**Failure to follow transportation rules will result in progressive consequences: Consequences range from warning to suspension off the bus. Continued violation of school bus rules can result in revocation of bus privileges for the entire year.**

**NBFA DRESS CODE**

NBFA	Clothing	Grades K-5	Grades 6-8
<b>Girls</b>	Shirts	Navy Blue polo, NBFA logo. Tucked in at all times.	Burgundy polo, NBFA logo. Tucked in at all times.
	Pants	Khaki, Tan (With Belt Loops) <b>MUST BE WORN AT THE WAIST</b> <b>NO JEANS AT ANYTIME</b>	Navy Blue (With Belt Loops) <b>MUST BE WORN AT THE WAIST</b> <b>NO JEANS AT ANYTIME</b>
	Skirts/ Skorts/ Jumpers/Tunic	Khaki, Tan <i>Knee length</i>	Navy Blue <i>Knee length</i>
	Shoes	Sneakers or Shoes(any color) <b>NO SANDALS OR FLIP FLOPS</b>  <i>SNEAKERS ARE REQUIRED ON GYM DAY</i>	Sneakers or Shoes(any color) <b>NO SANDALS OR FLIP FLOPS</b>  <i>SNEAKERS ARE REQUIRED ON GYM DAY</i>
<b>Boys</b>	Shirts	Navy Blue polo, NBFA logo. Tucked in at all times.	Burgundy polo, NBFA logo. Tucked in at all times.
	Pants	Khaki, Tan (With Belt Loops) <b>MUST BE WORN AT THE WAIST</b> <b>NO JEANS AT ANYTIME</b>	Navy Blue (With Belt Loops) <b>MUST BE WORN AT THE WAIST</b> <b>NO JEANS AT ANYTIME</b>
	Shoes	Sneakers or Shoes(any color) <b>NO SANDALS OR FLIP FLOPS</b>  <i>SNEAKERS ARE REQUIRED ON GYM DAY</i>	Sneakers or Shoes(any color) <b>NO SANDALS OR FLIP FLOPS</b>  <i>SNEAKERS ARE REQUIRED ON GYM DAY</i>
<b>Girls and Boys</b> ALL GRADES	Belts (Mandatory)	<b>Black only.</b> Buckle must be small with no logo.	
	Sweaters	<b>Navy or Burgundy Only</b> pullover or cardigan sweaters <b>NO hoods, designs, decorations, or wording</b>	
	Gym Uniform (Optional)	Navy Blue sweat pants Ash (Grey) T- shirts with NBFA logo <b>SNEAKERS ARE REQUIRED ON GYM DAY</b>	
	Jewelry	Earrings Less than a quarter in diameter <b>NO OTHER JEWELRY PERMITTED</b>	
	Make Up	<b>NOT ACCEPTABLE</b>	
	Underwear	<b>SHOULD NOT BE VISIBLE AT ANYTIME</b>	
	Hats/Head Coverings	No hats, do-rags or stocking caps. Religious headwear is permitted after verification.	
	Book Bags	Clear or mesh only. Must be see-through.	
Footwear	<b><u>STUDENTS CANNOT WEAR FLIP-FLOPS, SANDALS OR OTHER OPEN TOE SHOE AT ANY TIME, THIS IS A HEALTH CODE VIOLATION.</u></b>		
<b>ANY OTHER GARMENTS ON THE STUDENT THAT ARE NOT LISTED ABOVE ARE BANNED.</b>			

**Out of Uniform**

Students are not allowed to come to school out of uniform, unless at the Principal's discretion. If, for a special occasion, a student is allowed to come to school out of uniform, he or she still must look age appropriate by the SCHOOL STANDARD, which means no sleeveless or backless shirts. Shorts must be within two inches of the knees and no messages on the shirts. NO V-NECK SHIRTS EVER!!! NO OPEN TOE SHOES EVER!! Any authorized out of uniform days will be stated in writing to the parent.

# Emergency Closing Information Fire Drills/ Lockdown Drills

## Emergency Closings

In the case of inclement weather or school emergency, local radio and TV stations will carry announcements of delayed opening, emergency closing or early dismissal. **If Bridgeport Public Schools are on a delay, so is New Beginnings Family Academy** because the district provides busing for NBFA. Decisions to cancel school, delay the opening or have an early dismissal are made by the NBFA Principal. Decisions are made based on weather predictions and road conditions throughout Bridgeport. Please check the NBFA website at [www.nbfacademy.org](http://www.nbfacademy.org) or local stations **Channels 3** or **8** for the latest up-to-date weather decisions. NBFA will also notify via the **School Announcement** automatic notification system if you have valid contact information on file. It is your responsibility to update this on the School Announcement Parent Portal. Parents are requested to make provisions for children in the event that school is closed during the course of the school day. Each child should know where he/she is to go in case school is dismissed and you are not home.

## Fire Drill Procedure /Lockdown

The State of Connecticut mandates a minimum of one fire drill each month, and one crisis response drill, held once every three months. Fire exit charts are posted in each classroom, in a prominent position near the door.

**Teachers will review the following general emergency drill rules with students:**

- 1. Students will give their undivided attention to all staff members.**
- 2. Silence and order must be maintained throughout the drill.**
- 3. All directions are to be followed immediately.**
- 4. Students and staff who are out of the classroom when the emergency bell rings should follow the instructions relevant to the classroom they are in at the time the bell rings.**

## School Vacation Days

The exact dates will be listed on the school calendar. All other closings will be sent home to parents in advance, when possible.

## Internet Usage

Through the school's Internet connection, students have an unparalleled opportunity to participate in a global community of information and learning. The school's Internet connection is intended for educational purposes only, and access to the Internet is a privilege, not a right. With such opportunity and privilege comes responsibility. For a student to use the Internet at school, he/she must comply with the following rules and sign an agreement that will be sent home. A parent or guardian must also sign this agreement. It is important to understand that inappropriate use not only reflects on the school, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted, legal action.

### **Inappropriate Use of Internet:**

The following uses of the Internet are unacceptable:

1. Knowingly using another person's password, misrepresenting your identity, or giving your own password to others;
2. Use at school for non-school-related activities. Use in violation of federal, state or local laws, including sending or receiving copyrighted material without permission; or commercial use;
3. Sending potentially harassing, intimidating, abusive or offensive material to or about others, in messages public or private; sending or receiving pornographic material, inappropriate text file or files dangerous to the integrity of the network;
4. Vandalizing, defined as any deliberate attempt to change files not belonging to you or to harm or destroy the work, systems or data of another user, including uploading or creation of computer viruses;
5. Engaging in the illegal distribution of software ("pirating");
6. Expressing views or opinions not clearly identified as your own and not those of the school;
7. Circumventing security measures on school or remote computers or networks.

### **Responsibilities**

Although each student has an individual password to access the system, the system belongs to the school, and all e-mail messages are school property. No student should have any expectation of privacy relative to his/her use of the Internet or e-mail. The school reserves the right, for legitimate school purposes, to access and disclose the contents of students' electronic communications without regard to content, and to conduct periodic, unannounced inspections of e-mail communications. The school is not liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial or otherwise, for their actions. The school takes no responsibility for any information or materials transferred through the Internet. The school makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The school is not liable for any loss or corruption of data resulting while using the Internet. The school reserves the right to examine all data stored in the machines involved in the Internet link to ensure that all users are in compliance with these regulations.

# **NBFA's CODE OF CONDUCT**

**The NBFA Code of Conduct** is the behavioral component by which the school carries on its day-to-day procedures. The code reflects our STRETCH principles and our fundamental values: **Be Respectful. Be Responsible.** The NBFA Code of Conduct is in place to assure that every student has the opportunity to learn in a non-threatening environment. The code further reflects the school's ambition to protect each individual's right to deal with violations of safety issues through correction and consequences. New Beginnings Family Academy seeks to apply such a code as a necessary element of providing a positive school experience for everyone.

**The Code of Conduct** establishes reasonable boundaries for students and provides a clear understanding of correction and consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes. It is our hope that students learn from their mistakes. By reading the code, we also expect students to understand the school's expectations and avoid misbehaving in the first place.

New Beginnings Family Academy strives for all students to behave exceptionally. We present a strong culture of achievement, and reinforce expectations. We correct any student at anytime – but we do so in a way that requires them to practice the desired behavior. Our number one objective is Student Achievement. Discipline, however, is a means and not an end; self-discipline also is one of life's great gifts. Without discipline, student achievement is impossible.

Students who exhibit poor behavior will receive correction and an opportunity to "Do It Better! Make it right!" If a student is uncooperative and refuses, he or she will face an appropriate disciplinary consequence. Our discipline system is premised on clear expectations, positive reinforcement, no excuses, and taking responsibility for our choices and behavior. In the classroom, teachers use a variety of subtle cues and low-level interventions (eye contact, body language, and whispering reminders) to correct poor behavior. If these cues do not work, any of the following steps may be taken:

## **STRETCH COLOR CHART SYSTEM:**

The STRETCH Color System will serve as a weekly report that a student receives each Monday. It goes home to parents Monday evening and it must be returned the next school day.

### **(Grades K – 2)**

The Color Rubric is as follows: (BLUE), (GREEN), (ORANGE), (RED)

Excellent - BLUE

Good - GREEN

Unsatisfactory - ORANGE

Unacceptable - RED

## **THE STRETCH POSITIVE BEHAVIOR SYSTEM: (Grades 3– 8)**

**Students are expected to behave appropriately at all times. Students exhibiting positive behaviors will be praised and lauded as the standard of the STRETCH Principles and Jaguar Pride.**

### **Physical / Behavior:**

Sitting Up  
Tracking the Teacher  
Keeping Hands to Self  
Proper Body Language  
Walking  
Playing Safely  
Wearing Uniform Properly

### **Appropriate Language:**

Using Vocabulary Words  
Not Making Excuses  
Talking With Permission  
Respectful Tone  
Asking Questions  
Responding "Yes" when called  
Using the Adult's name when Speaking  
Responding Appropriately to Disappointment  
Supporting Other Students  
Honesty  
Admitting When You are Wrong  
Apologizing when You Make a Mistake

### **Study Skills:**

Being prepared  
Being one's best  
Completing Homework  
Organized Notebook & Bag  
Complete Assignment on time or early  
Prompt Attendance  
Following Directions the First Time

**Students displaying negative behaviors will be addressed immediately by teachers, staff, and administration. Violations will be met with corrections and consequences. Without discipline, student achievement is impossible.**

### **Behavior Interventions Pyramid Structure:**

NBFA's STRETCH Principles and Code of Conduct (Level 1)

Teachers will address student behavior as it pertains to our STRETCH values.

Initial Assessment and intervention

Reinforcement of S-T-R-E-T-C-H Expectations

### Level 1

Incident 1 – Teacher addresses student’s behavior in class.

Incident 2 – Teacher confronts student’s attitude and tries to redirect him /her.

Incident 3 – Teacher recommends removal from class and parents are notified. After informing the parents of the student displaying negative behaviors and the problem still exists, an administrator is called.

### Level 2

An administrator Intervenes.

Student assigned to interventions as recommended by administration (detention, in-house suspension, etc.).

The administration notifies parent and principal of Intervention Plan with instructions for home assistance.

Re-assessment, classroom observations and grade team meeting to measure behavior modifications.

### Level 3

After interventions are exhausted and there is no behavioral change, the student is referred to Child Study Team for Counseling, Outside Services, Reassessment, classroom observations. After final assessments, if there is no measureable behavior improvements expulsion will be considered.

The student is allowed to return to class after there has been a resolution to the situation. In most cases, a student who is sent out of class will receive a serious consequence, will be expected to make up missed work, and may need to compensate in some other way for the problem they have caused.

### Parent/Guardian Phone Call and/or Conference

Parents are required to be included in the problem-solving process to correct poor behavior. The school will call parents/guardians in response to significant or persistent violations of the discipline code. An administrator will return phone calls made by parents within 24 hours. Parents/guardians are required to return a New Beginnings Family Academy phone call within 24 hours. This commitment, which leads to easy communication between parent and staff, is important as we maintain our partnership.

### Detention

Students who have committed a disciplinary offense may be assigned to detention. Depending on the disciplinary infraction, he/she may serve detention during breakfast, lunch, or after school. After-school detentions run from 4:00 to 5:00 PM Monday through Thursday. Parents must pick up their children at 5:00 PM during the week. No detained student will be allowed to ride on the school bus. Once a detention is assigned, students must serve detention on that day. If the student does not serve the detention on that day, an in-school suspension will be assigned to be served on the next school day. The burden is on the student to make arrangements to attend detention sessions. Students who are involved in athletics or other school functions are not excused from serving consequences. Generally, school detentions are issued for failure to comply with school rules.

### Suspensions

The following are offenses that can result in suspension or expulsion:

1. Insubordination (i.e. not obeying directions, refusal to work)
2. Disruptive behavior
3. Fighting, threatening, physical aggression, bullying
4. Possession of weapons, firearms, look-alike weapons, explosives, fireworks
5. Profanity/obscenities
6. Unauthorized use of computer technology
7. Defacing/destroying school or private property
8. Theft or attempted theft
9. Sexual harassment or discrimination based on race, color, sex, disability, national origin, ethnicity, or religion
10. False alarms, bomb threats, 911 calls, threats against persons, hoaxes
11. Use or possession of tobacco, tobacco products, alcohol, or drugs
12. Gambling
13. Hazing

### **Progression of Consequences:**

Students must follow the school’s Discipline Code before, during and after school, as well as in school buildings, on school grounds, at school-related activities, and on the way to and from these activities. Student behavior must not keep any of the members of the school community from doing their jobs. **Depending on the infraction, by law, any student can be suspended for up to 10 days for a major disciplinary offense.**

#### **Progression of Out of School Suspension:**

**1st offense: 1 day out of school suspension**

**2nd offense: 3 days out of school suspension**

**3rd offense: 5 days out of school suspension**

**4th offense: Suspension and recommendation for expulsion.**

### Expulsion

In general, students who have had multiple suspensions and have shown little or no behavioral change toward more positive participation may be expelled. Students may be expelled, only after a hearing and a majority vote by selected members of the Board is

made. Parents/Guardians are informed in writing of the school's intent to expel. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors or their designee.

### **Removal**

If students cause danger or threat of danger to any person or property, the Principal will have them removed from school without warning. Parents will be contacted immediately and an expulsion hearing will be scheduled at the earliest possible time. The student, as well as anyone involved with the removal, can be present at the hearing. If your child cannot be picked up when he/she is causing danger to their classmates or themselves, local authorities will be called and The Department of Children and Family Services will be notified.

### **Corporal Punishment Policy**

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm. **EXCEPTION:** School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others or property, or to prevent bodily harm or death to another.

### **Student Discipline and Appeals**

Every school district allows parents some way to appeal any disciplinary action that is taken against the student. If you feel that your child has been disciplined unfairly, but received a mild punishment such as a short-term suspension or detention, you may request a grievance conference. The grievance procedure is much less formal than the appeal process for harsher punishments. The grievance procedure for mild disciplinary actions involves:

A conference involving the student, parent(s), and an administrator to discuss the incident and consequence.

If the parties are not satisfied with the conference, they may request a second grievance conference with the Principal.

If the parties are still not satisfied, they can submit an appeal to the New Beginnings Family Academy Board of Directors.

### **Rights to an Appeal Hearing**

If you attempt to appeal a disciplinary action against your child, you should make sure you know what your rights are at the hearing.

- You have the right to represent your child, or to hire a lawyer at your own expense.
- You may have the right to bring someone who is not a witness to the hearing as a supporter.
- You may request an interpreter.
- You may examine the evidence that the school has against your child.
- Your child may be present at the hearing.
- Your child may confront witnesses that testify against him/her and may also present a defense or explanation for his/her behavior.

If you are not satisfied with the outcome of the appeal hearing, you may be able to make written appeal to the Board of Directors. If you are considering appealing disciplinary action taken against your child, you may want to contact a lawyer who is experienced in education and schools. An experienced lawyer will be able to inform you of your rights and represent you in a hearing if you so desire.

### **Searches**

The following section delineates the school's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation; a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct, both in and out of school; or other reliable sources of information.

# Health Services

## Administering Medications

Medicinal preparations shall be administered in the school only when it is not possible to achieve the desired effects by home administration during other than school hours and only upon written authorization of the attending physician, dentist, advanced practice registered nurse or nurse anesthetists, or licensed physician assistant and written authorization of the parent or guardian. Currently there are standing orders for the nurse to administer ibuprofen when appropriate and administer emergency medicine such as epinephrine or asthma medication. Personnel authorized to administer medicinal preparations shall be limited to the school district medical advisor (MD) and, a school nurse (RN). In the absence of these medical personnel, the Principal or a teacher designated in writing by the Principal shall be permitted to administer authorized medicinal preparations upon completion of training in the safe administration of medicinal preparations and be familiar with policy and regulations relating thereto. Coaches are also authorized to administer medication to students participating in intramural and interscholastic athletics.

In an emergency, if the student's physician or the school district medical advisor is not immediately available, any physician (MD) may be called to take appropriate emergency measures.

## Communicable and Infectious Diseases

The Board of Directors recognizes that all children have a constitutional right to a free, suitable program of educational experiences. The Board has established reasonable health requirements as prerequisites to admission or attendance, including the requirement that students undergo physical examination prior to admission. Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others because of the nature of the disease or the personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with appropriate procedural due process safeguards. However, where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission, exclusion is not warranted.

A child with an infectious disease may be considered handicapped, if the condition presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act, the "Education of all Handicapped Children Act" may apply. The parent, guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. All students should be educated in the least restrictive environment.

## Health Assessment and Immunizations

To determine the health status of students, facilitate the removal of disabilities to learning and find whether some special adaptation of the school program may be necessary, the Board of Directors requires that students have health assessments. The Board adheres to those state laws and regulations that pertain to school immunizations and health assessments. It is the policy of the Board to ensure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended. Parents wishing their children exempted or excused from health assessments must request such exemption to the Principal in writing. This request must be signed by the parent/guardian. **All medical/health information and records are strictly confidential.**

The state of Connecticut Department of Public Health requires students entering Kindergarten, 6/7<sup>th</sup> grade, and 10<sup>th</sup> grade to have full health assessments and immunization requirements met prior to entering these grades.

## Accident Procedures

Any accident involving more than minor bruises or scrapes is recorded on an Accident Report Form and filed in the school office. Minor scrapes are listed on a daily Accident Log, and the Nurse notifies parents that first aid measures were carried out.

## Reporting Suspected Child Abuse

If an employee of the school has reasonable cause to suspect, on the basis of his/her professional or other training and experience that a child enrolled at the school is being abused, the employee is required to make a report to DCF (Department of Children and Families) within 24 hours. This is the law and it will be followed.

## Discrimination/Harassment/Sexual Harassment Policies/Grievance Procedures

All forms of discrimination including sexual harassment will not be tolerated among students of NBFA, and any form of discrimination including harassment, on the basis of race, color, religion, national origin, ethnicity, generic information or testing, sex, sexual orientation, age or disability ("membership in a protected class") is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the school. Student shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

## **Definition**

Discrimination is treating a person differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.

Harassment can be oral, written, graphic, electronic, or physical conduct relating to a person's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person's ability to participate in school programs or activities by creating a hostile, humiliating, intimidating, or offensive education environment.

## **Grievance Procedures for Alleged Discrimination**

Grievance Procedures for Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975.

### **Part One**

Any person believing that the New Beginnings Family Academy ("NBFA" or "the School") or any part of the School organization has discriminated against him or herself, or someone else, on the basis of race, color, national origin, sex, disability, and/or age, shall bring forth a complaint to the Principal or a designated person assigned by the School principal (hereinafter designee). The complaint may be made verbally or in writing. A form is provided for this purpose. The Principal or his designee will investigate the complaint in a thorough and impartial manner and respond to the complainant in writing within twenty (20) school days. If appropriate, and if the complainant is comfortable with attempting mediation, the Principal or his designee can attempt to mediate the complaint. If mediation is not appropriate, or the complainant does not wish to attempt mediation, the Principal or his designee will investigate the complaint, respond to the complainant in writing within twenty (20) school days, and notify the offender(s) of the violation and related consequences. At all stages of the investigation, the parties have the opportunity to present witnesses and other evidence, which the School will consider.

Potential consequences for any violation of the above referenced regulations may include written warning to the offender(s), suspension or expulsion of the offender(s), or any other measures necessary to assure compliance with these regulations. The School will take steps to prevent the recurrence of any discrimination and to correct discriminatory effects on the complainant and others, if appropriate. The School should also take steps to prevent retaliation against the person who made the complaint (and/or was the subject of the discrimination), and against those who provided information as witnesses.

### **Part Two**

Any aggrieved person shall be entitled to appeal the decision of the School Principal or his designee within ninety (90) calendar days of being notified of the designee's decision. Said grievance should be made to the Board of Directors.

The Board of Directors will obtain the written report from the School Principal or his designee and gather all necessary information from the complainant, designee, offender(s), and any other interested parties. The Board of Directors may request to meet in person with any of these individuals.

The Board of Directors will reply in writing to the complainant within thirty (30) school days. The decision of the Board of Directors shall be final.

Any Complainant has the right to file a complaint directly with the Board of Directors prior to informal resolution as outlined in Part One.

### **Part Three**

At any time, a complainant has the right to file a complaint alleging discrimination under the above-referenced regulations directly with the: *U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109-392. However, employees of NBFA who wish to report discrimination complaints may also report to the Connecticut Commission on Human Rights and Opportunities, 21 Sigourney Street, Hartford, CT 06106.*

## **Dissemination of Grievance Procedures**

To effectively inform all concerned persons about the process of grieving a complaint, the adopted grievance procedures are to be disseminated to student's parents/guardians, employees, and other interested parties. This information must be provided on a continuing basis. This grievance procedure shall be disseminated in a variety of ways including but not limited to dissemination in: Student/Parent Handbooks; bulletins in the School with the name of the designee; postings on the school website; and this grievance procedure will also be disseminated to each child at the beginning of each school year, with the name of the school designee.

## PUBLIC NOTICE

**New Beginnings Family Academy** shall provide continuing notice to the public, and the staff and students that it does not discriminate on the basis of disability with regard to admission or access to, or treatment or employment in programs and activities of **New Beginnings Family Academy**. Continuing notification may include the posting of notices, publication in local newspapers, placement of notices in school district publications and student/parent handbooks and distribution of memoranda or other written communication.

### NOTICE OF NON DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the **New Beginnings Family Academy** Board of Education are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the New Beginnings Family Academy Board of Education compliance with the regulations implementing Section 504 is directed to contact:

**Catherine Lindstrom**  
**New Beginnings Family Academy**  
**184 Garden Street**  
**Bridgeport, CT 06605**  
**203-384-2897 ext 212**  
[clindstrom@nbfacademy.org](mailto:clindstrom@nbfacademy.org)

### Emergency Forms

Parents of all students at New Beginnings Family Academy are required to fill out an emergency form that contains a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. One form remains in the office; the other form is kept in the classroom and is taken on field trips.

In emergency situations, the school calls the numbers listed on the form. It is essential that parents update these forms if their address or phone numbers change.

**If it appears an accident is more serious, the following procedures are followed:** First, the legal guardians will be called. In cases where the parent or the designated emergency persons cannot be reached and immediate medical attention is needed, the school will call the local emergency unit for treatment, and/or transportation to a hospital. A staff person will accompany the student until the parent arrives. In some emergency situations, the staff may contact the local emergency unit before calling the parent.

### Field Trips

During the school year, classes may participate in out-of-school activities that correlate with the educational program. Parents are required to pay 50% of the cost of these enrichment activities. Parents will be informed in advance of plans for any trips, describing the time and destination. Upon enrollment parents are requested to sign a Field Trip Permission Form that is kept in the student's file for local trips such as to the library, park, etc.

### Student Activities

In addition to the academic program, we believe that a healthy self-image is critical to academic success and social acceptance. Many extra-curricular activities are offered to seventh and eighth grade students such as Confident Young Women, Drill team, Book Club, Film Study, and Fitness. Other activities offered to grades five through eight are the Botany Club, Yoga, Drama, Chorus and the Oratorical Contest.

### Distribution of Non-School-Related Materials

The school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored materials.

Request for distribution of non-school sponsored materials will be reviewed by the administration on a case-by-case basis. Distribution of materials deemed inappropriate by the school is prohibited. The Administration sets the time, place, and manner of distribution. Non-school sponsored materials may not be distributed during a normal school activity.

### Property and Equipment

NBFA prides itself on being able to provide students with the resources needed to succeed. As best as possible, students receive their own copy of textbooks, and workbooks to use. Materials and resources are expensive. Students must help maintain their resources. Library books, textbooks, and other educational materials are loaned to students for their use, and shall be returned when requested. Parents must pay the current value of any book or educational material lost or damaged beyond ordinary wear.

Parents will be assessed damages for abuse of school buildings, equipment and materials.

If a student loses his or her book during the school year, the teacher should issue another book to the student. Students shall be required to pay for lost books. If a student loses two books during the school year from any teacher, the teacher shall notify the parents before the third book is issued and request parents to pay for the lost book or books.

### Electronic Gadgets

Cell Phones, MP3, portable video games or any other game or electronic device is strictly prohibited. Any electronic device confiscated will be returned either 1 day later, 1 week later and returned to a parent, 30 days later or at end of year depending on the frequency of violation.

### School Ceremonies and Observances

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion, it is the policy of this Board that the school will, at all times and in all ways, be neutral in matters of religion. This requirement of neutrality need not preclude nor hinder the school in fulfilling its responsibility to educate students to be tolerant and respectful of religious diversity. NBFA also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization. Therefore, NBFA will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

### Meal Policy Overview

New Beginnings Family Academy is committed to providing nutritionally balanced, high quality meals for all our students. In order to achieve this, NBFA participates in the United States Department of Agriculture USDA National School Lunch Program (NSLP). All NBFA families are strongly encouraged to complete an NSLP application each school year. Not only will these NSLP applications be utilized to determine if your child qualifies for Free or Reduced meal status, these forms will also help the school qualify for additional governmental funding for operations.

The following policies, which govern NBFA's Meal Program, are set in place for the protection of the school and each enrolled student. Adherence is vital to the success of the school's Meal Program.

#### National School Lunch Program Classifications and NBFA:

“Free” Students: Each student that is classified as eligible to receive “free” meals, based on the information supplied on the NSLP application, will receive breakfast and lunch from NBFA's Meal Program free of charge. No student approved for “free” meals will be overtly singled out or identified, in the classroom or in the lunch line. The privacy of every student will be protected at all times.

“Reduced” Students: Each student that is classified as eligible to receive “reduced” priced meals, based on the information supplied on the NSLP application, will receive breakfast and lunch from NBFA's Meal Program at a reduced charge. No student approved for “reduced” price meals will be overtly singled out or identified, in the classroom or in the lunch line. The privacy of every student will be protected at all times. The student cost of “Reduced” price meals are determined annually based on the State reimbursement rate.

“Full-Pay” Students: Each student that is classified as ineligible to receive “free” or “reduced” priced meals through the NSLP, or those that do not complete the NSL Application form, will have to pay full price for breakfast and lunch from NBFA's Meal Program. The student cost of “full-pay” price meals are determined annually based on the State reimbursement rate.

- ❖ New Beginnings Family Academy's Meal Program requires **pre-payment** of all anticipated charges for breakfast and lunch.
- ❖ **Payments must be paid in advance** on the first day of the month or at any time throughout the month.
- ❖ All payments are to be placed in an envelope with the student's name and marked “meal payment”.
- ❖ A letter will be sent home to notify parents that their child's lunch account is overdrawn.
- ❖ **Students with overdrawn funds in their meal account will not receive a “hot” breakfast or “hot” lunch and will receive and be charged for the following menu items:**
  - Breakfast: Cereal or granola bar, milk and fruit.
  - Lunch: Sandwich on whole wheat bread, vegetable, milk and fruit.
- ❖ Any payments received will be applied to old balances first.
- ❖ Final report cards may not be issued for students with overdrawn meal accounts.

#### **Tardy Students:**

Student's arriving to school after 8:00 a.m., except for student's on late buses, will not be served a “Hot” breakfast and will be served a granola bar, milk and fruit.

## Contact Numbers

New Beginnings Family Academy.....	203-384-2897
NBFA Fax.....	203-384-2898
Principal's Office, Paul A. Whyte.....	203-384-2897 x118
After hour Cell Phone until 9:00pm	203-394-1844
Assistant Principal's, Office Tia Lott.....	203-384-2897 x210
School Nurse.....	203-384-2897 x156
.....	or.203-394-1080 (C)
School Counselor, Catherine Lindstrom.....	203-384-2897 x212
Food Services, Karen Ferraro.....	203-384-2897 x105
Business Office, William Magi.....	203-384-2897 x130
Friends of NBFA, Diane Canevari, Office Manager.....	203-610-6267

### **Student Transportation**

**WE TRANSPORT .....**1-203-883-8081



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