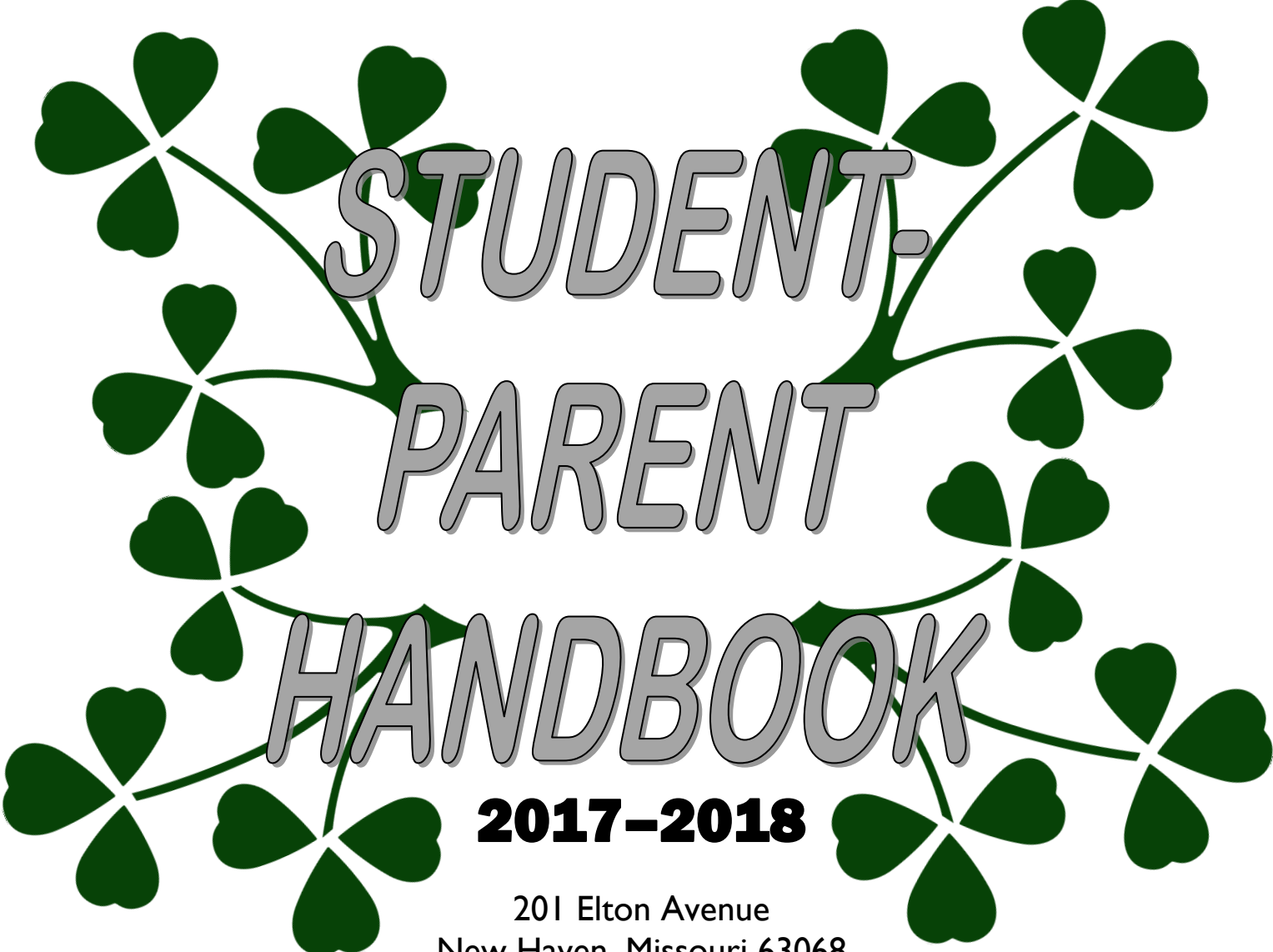


New Haven Elementary School



STUDENT- PARENT HANDBOOK

2017-2018

201 Elton Avenue
New Haven, Missouri 63068
(573) 237-2141
Preschool – 6th Grade

Learning Leadership Today to Become More Tomorrow

September 2017

WELCOME to New Haven Elementary School! Great happens here! We're glad you are part of it!

At NHES, students are leaders. We are all committed to helping students develop the leadership and academic skills they need to survive and thrive in the 21st century. As a **Leader In Me** school, we look to give students opportunities to take ownership of the school and show their leadership through schoolwide leadership roles. We allow students to do what most people think adults should do, and to the surprise of most, they do it well. ☺

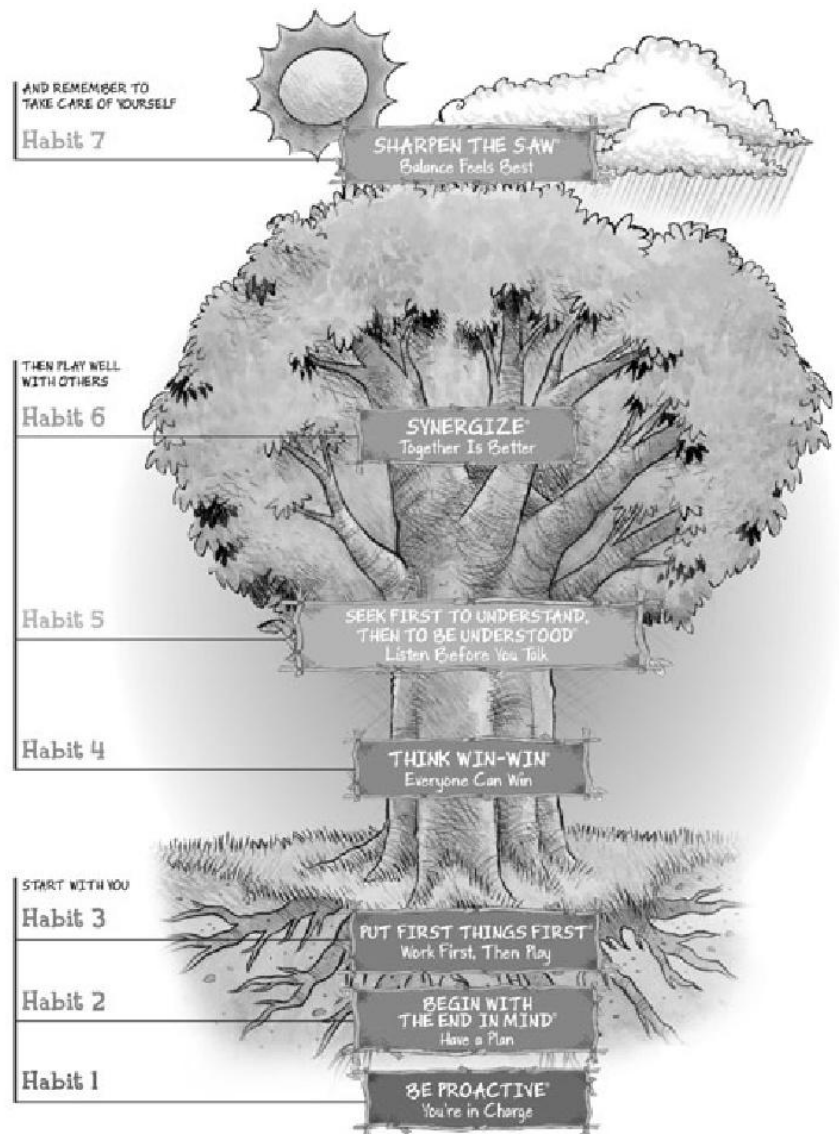
The Leader in Me is a whole-school transformation model that acts like the operating system of a computer—it improves the performance of all other programs. Based on *The 7 Habits of Highly Effective People*, *The Leader in Me* equips students with the self-confidence and skills they need to thrive in the 21st-century economy. New Haven Elementary is in its fifth year of implementation. We are learning and improving each year and making our school a great place for kids to develop, grow and learn.

We have seen a lot of changes in our students. Most importantly, our kids care about our school and know they are important. We are thrilled with the growth we have seen in our young leaders. Thank you for entrusting them to us.

This year also brings about change in our instruction. Throughout the year and for the next few years our teachers will be learning and implementing research-based practices in reading and language arts. You may see some changes in our assessments, how information is presented to students and how our students are asked to respond to literature.

We hope our students see that our teachers are students too, and we are always working to become more than we are today.

Sincerely,
Kasi Meyer, NHES Principal



LEAD. DREAM. LEARN. BECOME MORE.

New Haven Elementary School Student-Parent Handbook

Faculty & Staff	3
Parent Teacher Organization	3
2017-2018 School Calendar.....	4
School Day Information	5
Attendance	5
Arrival/Dismissal Procedures	6
Homework	7
Instructional Materials	7
Communication	7
Grades	8
Parent-Teacher Conferences	9
Honor Roll	9
School Office Information	9
School Meals.....	9
Dress Code	10
Visitors	10
School Closing	10
Library	10
Accelerated Reader.....	11
Keyboarding	11
Cursive	12
Health Procedures.....	12
Snacks	15
Discipline.....	15
Safe Schools Act.....	17
Bullying.....	17
Pledge of Allegiance.....	17
Electronic Devices.....	17
Deliveries	17
Invitations	17
Volunteers	17
Tobacco & Vapor Free	18
Parents As Teachers.....	18
NHPD Substation	18
Teacher Requests.....	18
FERPA	18
Public Notice/Surrogate Parent Announcement	19
Title I	20
Internet/Computer/E-mail Acceptable Use Policy.....	20



New Haven School District Website: <http://newhavenschools.org>

New Haven Superintendent

Joshua Hoener

New Haven Board of Education

Mrs. Brenda Menke, President
Mr. Jim Eggers, Vice President
Mrs. Nadine Pruessner, Treasurer
Mrs. Diane Gerling, Board Member

Mrs. Diane White, Board Member
Mrs. Lauren Zobrist, Board Member
Ms. Meg Parks, Board Member

Elementary School Faculty and Staff

Kasi Meyer, Principal
Becky Long, Secretary
Jodi Engelbrecht, Kindergarten
Nicole Overschmidt, Kindergarten
Jana Albers, 1st Grade
Elizabeth Hellmann, 1st Grade
Tamara Beers, 2nd Grade
Kerri Otten, 2nd Grade
Beth Ebker, 3rd Grade
Kristen Bennett, 3rd Grade
Miranda Parmentier, 4th Grade
Erica Ryals, 4th Grade
Tiffany Williams, 5th Grade
Abby Warden, 5th Grade
Melissa Frick, 6th Grade
Kate Unnerstall, 6th Grade
Julie Conner, Dir. of Special Services
Gayle Carey, Technology Coordinator
Elliot Weaver, Custodian
Michael Malone, Custodian
Crider Center Pinocchio Associate
Brian Falls, Crider Center SBT/MHS

Gretal Ehrhard, Parents As Teachers
Tandy Vandegriffe, Art
Tim Scheer, Physical Education
Katherine Taylor, Music
Andrea See, Librarian
Traci Whitacre, Speech/Language
Eileen Roth, Counselor
Kimberly Monzyk, Title I/Reading Recovery
Jane Scheer, Reading Improvement
Jaime Kinerk, MPP Teacher/Director
Ashleigh Riegel, Teacher Aide
Mischki Soete, Teacher Aide
Jennifer McIntyre, Teacher Aide
Shawnda Barlet, Teacher Aide
Jessica Overschmidt, Special Education
Meagan Perjak, Special Education
Lisa Gerlemann, LPN
Mary Herron, Health Aide
Karen Witte, Cook
Karen Branson, Cook
Marti Czeshin, Cook
Carol Cooke, Director of Transportation

New Haven Elementary PTO Executive Board

ptoshamrocks@gmail.com

Bethany White, President	636-221-7845
Mandy Seitter, Vice President	816-668-9242
Teresa Hale, Treasurer	573-690-2865
Terri Scheer, Secretary	573-680-7764
Melissa Burke, Financial Advisor	314-954-4410
Carmen Parks, Financial Advisor	314-566-1032

*Meetings will be held on **September 12, December 5, March 6, and May TBA** at 7:00 p.m. in the elementary school library.* The purpose of this organization is to strengthen relations between home and school. PTO works to engage all families in school activities and raises funds to help with costs of field trips, assemblies, and other expenses at NHES and NHMS that benefit students and staff.

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. Please contact the school office, your child's teacher, or our PTO if you would like to volunteer at school (See **Volunteers** on Page 17).

New Haven Public Schools

2017-2018 School Year Calendar

Approved by New Haven School Board 4/12/17

August 11	(Friday)	Teacher Workshop
August 14	(Monday)	Teacher Workshop/Open House
August 15	(Tuesday)	Teacher Workshop
August 16	(Wednesday)	First Day of School
September 4	(Monday)	Labor Day – No School
September 6	(Wednesday)	12:30 Dismissal – Professional Development
October 4	(Wednesday)	12:30 Dismissal – Professional Development
October 9	(Monday)	Professional Development Day – No School
October 23	(Monday)	HS/MS Parent Teacher Conferences 3:30-6:30
October 24	(Tuesday)	ES Parent Teacher Conferences 3:30-6:30
October 26	(Thursday)	12:30 Dismissal – Conferences 1:00-8:00
October 27	(Friday)	No School – Fall Break
November 1	(Wednesday)	12:30 Dismissal – Professional Development
Nov. 22-24	(Wed.-Fri.)	Thanksgiving Break – No School
December 6	(Wednesday)	12:30 Dismissal – Professional Development
December 22	(Friday)	12:30 Dismissal – Christmas Break Begins
Dec. 25-Jan. 3	(Mon. - Wed.)	Christmas Break – No School
January 3	(Wednesday)	Professional Development Day – No School
January 4	(Thursday)	School Resumes
January 15	(Monday)	Martin Luther King Jr. Day – No School
February 7	(Wednesday)	12:30 Dismissal – Professional Development
February 19	(Monday)	President’s Day – No School
March 7	(Wednesday)	12:30 Dismissal – Professional Development
March 29	(Thursday)	No School - Easter Break – Make-up Day #5
Mar. 29-April 2	(Thurs.-Mon.)	Easter Break – No School
April 3	(Tuesday)	School Resumes
April 4	(Wednesday)	12:30 Dismissal – Professional Development
May 11	(Friday)	Last Day of School - 12:30 Dismissal
May 14	(Monday)	Teacher Workshop

Please Note

School will be dismissed at 12:30 on the first Wednesday of each month (except January and May) for teacher workshops.

If the January 3 Professional Development Day is cancelled due to weather, it will be made up on Tuesday, May 15th.

Make-Up Days

1	May 14
2	May 15
3	May 16
4	May 17
5	May 29
6	May 18

SCHOOL DAY: It is important that home and school cooperate in providing a safe journey to and from school each day. In order to provide adequate supervision, the school grounds are NOT OPEN TO ANY ELEMENTARY STUDENTS BEFORE 7:30 A.M. We ask that all parents and students cooperate in order to maintain a safe environment. The New Haven School District will not be responsible for supervising students before 7:30 a.m. Please review the schedule below with your children so that they are aware of the school day.

1. 7:30 – 7:40 Buses Arrive
2. 7:50 First Bell – Students Gather in Gym
3. 8:00 Tardy Bell - School Begins
4. 2:50 School Dismisses – Buses Load

ATTENDANCE: It is the belief of the New Haven School District that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

There is a direct relationship between school attendance and grades, citizenship and success in school. It is vital that children attend school regularly. If it becomes necessary to keep a child out of school we ask that you contact the principal's office by **10:00 a.m.** on the day of the absence. If contact is not made by the parent, the school will attempt to make contact. Students who return to school without the parent contacting the office or without a written note are considered UNEXCUSED.

Students who accumulate three unexcused absence offenses in a semester will be assigned an Eighth Hour to serve.

Students are allowed eight absences per semester. This total includes excused and unexcused absences. Excused absences are as follows:

- Personal illness of a student
- Death or serious illness in the family
- Religious holiday
- Approved and supervised school activities
- Medical and dental appointments when such appointments cannot be arranged for other than school time
- Unusual hardship situations approved by the principal's office

If a student exceeds eight absences they will not receive credit for participation, classwork, or assignments due on each day absent thereafter. All assignments, tests, etc. will be recorded as a score of 0. The following absences only will be excused once a student exceeds eight in one semester:

1. Absence excused through a doctor's office or a dentist's office
2. Absences missed due to a death in the immediate family
3. Extenuating circumstances at the discretion of the building administrator

Students may be excused for family emergencies and vacations up to 5 school days per year if the following criterion is met:

- Parents should notify the school at least one week before any planned absence from school.
- All schoolwork is made up w6ithin the time limit prescribed by the teacher(s).

- The days missed may not cause the student's total absences to exceed the district limit.

Students are required to be in attendance at least one-half day to be eligible to **participate in or attend** a school sponsored activity occurring that day or evening. Parents are required to contact the principal's office in advance of the event if the student must be absent. In the case of an unavoidable emergency, the principal reserves the option to declare the student eligible or ineligible to participate.

Students are not permitted to leave the school grounds at any time during the school day without permission. Parents should notify the school by phone or by a note one day in advance if they intend to pick up their child or wish to have their child dismissed during the school day. Any time a student leaves the building during school hours because of an appointment, illness or any other emergency he/she should be signed out of the office before leaving.

Tardies: Any child arriving to school after 8:00 a.m. and before 8:30 a.m. is considered tardy, please stop by the office to sign them in before they go to class. If a student is not signed in, a phone call or note from the parent is required to count them as excused. If this information is not provided, the student will receive an unexcused tardy. Habitual tardiness, either excused or unexcused, may require a conference with the principal to decide what steps need to be taken to correct this problem. Each time a student accumulates three tardies in a quarter an Eighth Hour will be assigned. Any student receiving an Eighth Hour due to excessive tardies will not be eligible for Perfect Attendance.

ARRIVAL/DISMISSAL PLAN: The safety of our students arriving to and leaving school is a great concern for us as parents and educators. We continue to strive to avoid any situation that could possibly be a danger to our students. Please read the Dismissal Procedures carefully. Also, please be sure to fill out the Transportation Form, included in the Welcome Packet. This form details how students arrive and depart school each day. If you have any questions, please call the school.

Morning Procedure to Follow:

1. The West Entrance (near the cafeteria) is used by buses only.
2. Parent traffic is limited to the front drive.
3. Parents should enter the school drive and proceed safely through the crosswalk, pull along the sidewalk to drop students in the morning. If parents are entering the building with their children, please park along the sidewalk before the crosswalk.
NOTE: Parents are asked to use the school drive rather than Elton Avenue for student drop-off.
4. Students may arrive and enter the building at 7:30 a.m. daily and proceed to the gym for staff supervision or to the cafeteria for breakfast. **Students arriving prior to 7:30 will not be allowed in the building.**
5. Students arriving after 8:00 a.m. are tardy. Parents/guardians are required to sign the student in at the Elementary Office.

Afternoon Procedure to follow:

1. Students load buses through the West Entrance.
2. Parent traffic is limited to the front drive.
3. **If your child rides a bus home...**Teachers will walk students to their designated buses for loading.
4. **If your child walks home...**Staff will dismiss walkers after all buses have exited the driveway and passed the Elton Avenue drive.

4. **If your child gets picked up...**Parents or specified adults who pick up students may park on Elton Avenue or in the front drive along the sidewalk, enter the school through the main doors at 2:55 p.m., and wait in the entrance area. The teacher supervising pickups will then check students off the list.
5. **If your child needs to be dismissed in a way other than his/her normal daily dismissal procedure...***The student will be required to bring a note to his/her teacher or the parent may call the office by **2:00 p.m.**, stating the needed change for that day. If a note or telephone call has not been received by 2:00 p.m., the child will be dismissed following his/her normal routine.*

It is our hope that working together, we can provide a safe and efficient way for our students' arrival to and dismissal from school. Families, we thank you for your cooperation and understanding. Our top concern is our students' safety.

HOMEWORK: Homework is a necessary part of each child's educational program. Students will be expected to spend some time in addition to classroom instruction to achieve satisfactory work. The amount of homework will vary among grade levels and teachers. It is recommended that you set aside a specific time each evening for reading and the completion of homework assignments.

Parents are encouraged to request homework for their children when they are absent. Homework may be picked up from the homework bins in the school entry after 3:00 p.m. each day. Homework which is picked up is expected to be completed upon the student's return to school. If homework is not picked up, the work must be completed within a timeframe equal to the amount of time missed, except in the case of family vacations (See Attendance). Parents must notify the office to receive approval for family vacations. Work missed during that time must be completed and returned to school with the student. Any homework turned in beyond the accepted time will not be credited unless other arrangements have been made.

Students in grades 1-6 use planners as an organizational and informational tool. Planners inform parents of assignments and student responsibilities. They also serve as a method of communication. Students are expected to bring planners home each night and return them to school each day. Parents should review planners each night.

Late homework is defined as any assignment or partial assignment missing at the time due. Parents will be notified of late offenses in the student planner. When a student accumulates three late assignments in a quarter, the teacher will contact parents. Upon a fourth late assignment, the student will be assigned an Eighth Hour to serve.

INSTRUCTIONAL MATERIALS: Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board of Education. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.

COMMUNICATION: Notes, newsletters, schoolwork, and other important papers are sent home regularly with students. Classroom teachers use weekly newsletters, school folders and student planners to inform you of current events in their classroom and our school. You should feel that you are being kept informed of your child's progress and school events. Please contact your child's teacher if you feel otherwise.

New Haven School District and New Haven Elementary School will use periodic email to inform and remind families of school events, activities and announcements. Please be sure your email address is on file in our school office.

Students will bring **Leadership Binders** home every Friday. These binders hold valuable information for you and your child. You can see students monitor progress for academic goals throughout the year, record their roles as leaders in our school, as well as noting accomplishments. Please follow their progress each week. Your signature is requested on a weekly basis (See AR).

Another communication tool is the New Haven School District *Parent Portal*. The *Parent Portal* is a web-based system that allows parents to access the latest information about their students' attendance, lunch account, and grades.

Please note that keeping your information secure is a priority. Therefore, a unique User ID and Password is assigned for each of your student accounts.

To access the *Parent Portal*:

1. Use the link on our school website located at <http://newhavenschools.org>.
2. Type in the Location, your User ID, and your Password, then click Login.
3. Click the link for Parent Lumen Access.
4. The first time you log in, you must click on and accept the User Information Access Agreement. After doing so, you will have full access to your students' information.
5. You may streamline your *Parent Portal* experience by clicking Add My Other Students (if any).
6. You may change your password by clicking EZ Start and going to the Personal Center.

If you need a new copy of your Parent Portal login information, please see the building secretary.

We hope you enjoy your *Parent Portal* experience. Please email parentportal@newhavenschools.us if you need assistance. Students new to the district must acquire username and password information before accessing the system.

GRADES: Report cards are sent home with students at the end of Quarter 2 and 3. First Quarter report cards are given directly to parents at conferences. Fourth quarter report cards are mailed.

Progress reports will be issued to students approximately four to five weeks into each quarter. The purpose of this is to inform parents of their child's progress. Please contact your child's teacher should you not receive information concerning your child's progress. Parents may also access their children's grades at any time through the district's *Parent Portal*. Classroom grades can be checked at any time using *Parent Portal*. If you do not have portal information, please contact the school office. *Parent Portal* information is not sent home with students. A parent/guardian must obtain individual student information through the school office.

Grading Scale (Grades 1 – 6)

The New Haven Elementary School uses a four-quarter grading system. At the end of the first quarter, a parent/teacher conference is held to hand out report cards and to visit individually with each student's parents regarding their progress.

Explanation of Achievement

A	95 to 100%
A-	92 to 94%
B+	87 to 91%
B	83 to 86%
B-	80 to 82%
C+	77 to 79%
C	73 to 76%
C-	70 to 72
D +	67 to 69%
D	63 to 66%
D-	60 to 62%
F	59% & below

Report cards are completed and sent home with students at the conclusion of the second and third quarters. Fourth quarter report cards are mailed to parents unless an outstanding balance is owed. Letter grades are recorded in most subjects. Art, Music & P.E. receive S, NI, U for their classes in grades K-2. Grades 3-6 will receive letter grades. The grading scale which is used in grades K-2 is: S = SATISFACTORY U = UNSATISFACTORY NI = NEEDS IMPROVEMENT

Special Class Grades: Students in grades 3-6 are given letter grades in Art, Music, and Physical Education classes. These grades must be above average in order for the student to maintain Honor Roll status. Grades are based on participation, attendance, and in-class assignments. Students will not receive credit in these classes on days determined unexcused absences.

Note: Participation in concerts is part of the Music class grade. A great amount of class time is dedicated to preparing for concerts, and the final performance is recognized as assessment of that work. Students who do not attend the concert will receive an alternate assignment in an effort to recover partial credit.

Students may enter the New Haven School District Band in fifth grade. Band is a year-long commitment.

PARENT-TEACHER CONFERENCES: Communication between parent and teacher is extremely important to the instructional program. Each teacher will conduct one conference with parents at the end of first quarter. Teachers are also available during their planning periods to discuss students' needs and/or progress. Additional conferences can be scheduled throughout the year. A convenient time to speak with your child's teacher can be arranged by calling the office or sending a note.

HONOR ROLL: Success is the goal for all students in the New Haven School District. Special recognition is given to those students reaching above-average expectations. Honor Roll is an honor bestowed on students for high achievement in all academic areas. Students earning above-average grades will be listed on quarterly Honor Roll rosters. Requirements for Honor Roll are:

A Honor Roll

"A" grades in all academic areas.
Above average grades in all special areas.

B Honor Roll

"B" grades or above in all academic areas.
Above average grades in all special areas.

SCHOOL OFFICE: The school office is open from 7:30 a.m. to 3:45 p.m. The principal is Kasi Meyer, and the secretary is Becky Long. Our phone number is 237-2141. In order ensure safety of our students, we ask that all visitors stop in the office and sign in before visiting students or staff.

SCHOOL MEALS: Breakfast and lunch are served daily. Breakfast is \$1.70. School lunch cost is \$2.30 per day. Updates are sent home every Friday for students with negative account balances. Parents can ask for a balance inquiry at any time during the school year or access account balances through the *Parent Portal* on our school website. If your balance due reaches \$10, your child will no longer be allowed to charge a school meal. At that point, they will receive only an alternate meal until the balance is paid. Children may bring their own lunch and buy extra milk (45 cents). Students should not bring soda to drink with their meal. The weekly menus are posted in our classrooms and on our school website, and sent home each month along with the monthly calendar of events.

Free and reduced lunches are available if your family qualifies. Forms are sent home in the Welcome Packets during Open House or at the time of enrollment and are available in the school office at any time. Application and acceptance are confidential. ***Please complete an application even if you feel you may not qualify.***

Always put lunch money (cash or check) in a sealed envelope with your child's name and teacher's name on it. Please send lunch money on the first day of the week, if possible. Meal accounts can also be paid by visiting our school website: newhavenschools.org.

The New Haven School District uses a biometrics system for charging student meals. This system has replaced the use of meal cards. Cards may be used with students whose guardians/parents do not wish for their children to use the biometrics system of charging. If a student is issued a lunch card, that child brings their card to the cafeteria each day at lunch. If the student loses or damages the card, a replacement fee of \$5.00 will be charged to the student's account.

DRESS CODE: Students shall wear clothing appropriate for the weather and activities of school. Clothing which is immodest or attracts undue attention to the wearer (such as spaghetti strap or halter tops) is not appropriate school attire. Any clothing with alcohol, drug or obscene slogans shall not be allowed. Crocs, clogs (any shoe without a back strap) and flip-flops are not to be worn due to tripping hazards. Caps are not to be worn in the school building other than for special events.

Please be aware that recess is held outdoors year round as much as possible. If the wind chill is below 32 degrees, recess will be held indoors. Please dress children in comfortable clothing for outdoor play.

VISITORS: Please enter through the main entrance and stop by the office. DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM. This can be disruptive to students and teachers. All visitors must sign in at the office before proceeding into the building. A pass will be provided for visitors who have official business at school.

SCHOOL CLOSING: If an unexpected closing of school is necessary due to weather or unforeseen problems, announcements will be made before 6:00 a.m. (if possible) on the following stations:

RADIO STATIONS: KPLW-AM 1220, KLPW-FM 101.7, KSLQ-AM 1350, KSLQ-FM 104.5

TV STATIONS: Channel 5, FOX 2, and Channel 4 KMOV-TV

Parents will also receive automated telephone calls from the district's **SchoolMessenger** system. The New Haven School District uses the SchoolMessenger automated phone service. We are able to send pre-recorded messages to every household in a matter of minutes. We use this service to notify you of school cancellations, early closings, emergencies, and important announcements. We hope you find the service helpful, but please know that you may "opt out" of receiving such calls by calling our central office at 573-237-3231. SchoolMessenger will dial parent/guardian numbers listed on student enrollment forms.

NEW HAVEN ELEMENTARY LIBRARY: Our school library contains many books on a wide variety of subjects. It is our hope that students will develop a love for reading different kinds of books for pleasure as well as to help them with their school studies. Students are allowed to check out books on a weekly basis. Any books that are damaged or lost will need to be paid for by their parents. We will discuss library citizenship and responsibilities in library classes, but

ultimately it will be the parent's responsibility. We hope that parents, too, will help to foster the fun of reading by sharing books with their children.

ACCELERATED READER (AR): AR is a computer program that helps teachers and librarians manage and monitor children's independent reading practice. Your child picks a book at his or her own level and reads it at his or her own pace. When finished, your child takes a short quiz on the computer. (Passing the quiz is an indication that your child understood what was read.) AR gives children, teachers, and librarians feedback based on the quiz results, which the teacher and librarian then use to help your child set targets and direct ongoing reading practice. The purpose of AR is to provide data to help teachers monitor and personalize reading practice, encourage substantial amounts of practice, and to make practice fun for students by facilitating successful encounters with text. AR is designed to be part of a comprehensive reading program. At New Haven Elementary, all students in grades one through six participate in AR. First grade students begin using the AR program in January.

Based on results from the STAR reading assessment, each student is given an individual point goal to reach each quarter. Students choose books to read according to levels in each student's Zone of Proximal Development designated by the assessment. Teachers may adjust the levels on an individual basis depending on the individual student's needs. Points are earned by reading books and taking quizzes.

Goals are based on **30 minutes** of reading practice per day. Although each class has 30 minutes of AR time scheduled into their day at school, students use this time to take AR quizzes, choose new books, meet with their teachers, etc. Therefore, students may need additional reading time at home to fulfill their goal. We highly encourage regular reading time at home. Please engage students in conversation about their books and enjoy their books with them.

Every student will track his/her individual reading goal in their Leadership Binder. **Please sign the tracking sheet each week, and talk to your child about their goal.** On the tracking sheet you will notice their point goal is being monitored as well as their accuracy. Research shows that the most important factor in accelerating reading growth is good comprehension. Therefore we encourage students to strive for high scores on AR quizzes and maintain an average score of **at least 85%**-with 90% being even better.

If you have any questions about AR, please talk to your child's teacher. These additional resources are also available:

- AR Book Finder: www.arbookfind.co.uk
 - Find book levels and point values.
- Home Connect: Your child's teacher can provide you with instructions for logging into Home Connect. You will use the same username and password as your child to access the system.
 - Receive email notifications each time your student(s) complete an AR quiz, monitor progress of goals
- Parent's Guides: <http://www.renaissance.com/resources/parents>
 - Parents guides to AR and STAR

KEYBOARDING: New Haven Elementary School looks to prepare students for their future. Technology advances rapidly, and students need the ability to manipulate devices with ease. All students attend a 25-minute keyboarding skills class each week.

CURSIVE: Learning to write legibly in cursive is a Missouri Learning Standard. At New Haven Elementary cursive instruction begins in second grade and continues in third grade. Teachers in grades four, five and six will provide necessary remediation for cursive formations. Cursive will be required for students in grades 3 through 6 after parent-teacher conferences in October. If an assignment is not completed in cursive when assigned, it must be rewritten in cursive and returned the next day to avoid being considered a late assignment.

HEALTH PROCEDURES

Students receive health services in the Elementary School Health Room. A health aide will be on duty to assist students who are ill, administer medication and first aid, check for head lice, and maintain health records.

1. IMMUNIZATIONS: Upon enrolling a child in school, the parent or guardian must provide school officials with a medical record showing that all required immunizations are completed or in progress. State law requires that all children attending school be properly immunized against diphtheria, polio, measles, rubella, mumps and Hepatitis B. This is required because unimmunized children have a greater risk of getting these diseases that can lead to serious complications. It is unlawful for any student to attend school unless he has been immunized as required under the rules and regulations of the State Department of Health.

2. HEAD LICE: In order to control the spread of head lice at school, students will be checked regularly. If head lice/eggs are discovered on a child, the parent will be notified and the child will be removed from the classroom and from school. (Parents are responsible for making arrangements to have the student picked up from school.) The child should be treated immediately and all nits/eggs should be combed from the hair. The child should return to school the same day or next day following treatment. Upon returning to school, the child will be re-examined. If eggs are still present, the child will be sent home until the eggs are removed from the hair. Parents/guardians are encouraged to check their child weekly.

Head lice screenings are done:

1. *First week of the new school year*
2. *Periodically throughout the school year*
3. *At the end of each academic school quarter*

3. FEVER: If a child has a temperature of 100 degrees or more or shows signs of illness, they should remain at home and be in normal health and fever free for 24 hours (without fever reducing medication) before returning to school. Most contagious childhood diseases begin with cold-like symptoms. A sick child can infect many others. Please immediately contact the school if your child is ill or contracts a contagious illness. This will allow us to take proper precautions for the other students.

4. MEDICATION FORMS/HEALTH SERVICES:

- A. School policies require that a signed authorization be provided by parents for the health aide to administer medication and/or provide first aid services. Forms are available in the Health Room and include:
 1. *Name of drug, dosage, and route*
 2. *Specific administration instructions*
 3. *Physician and Parent signatures*
- B. The student is not allowed to transport medication. Only parent/guardian or other responsible adult (18 years or older) is allowed to transport medication to and from school.

- C. Medication is to be administered in the Health Room by parent/guardian or trained personnel.
- D. All medication must be in its original container:
 - 1. Prescribed medication must be in a properly labeled container from the pharmacy. Ask the pharmacist for a second bottle properly labeled for school.
 - 2. Label must have the child's name and dose to be administered at school.
 - 3. No more than 30 day supply in container
- F. Parent provides all necessary medications.
 - 1. All medication is to be kept locked in Health Room.
 - 2. Parent must supply Emergency Medication for serious allergy or other life threatening medical situation that could cause anaphylaxis or other life threatening situation or reaction.
 - 3. Emergency Medication such as: EpiPen or Glucagon, is kept in the classroom with the child.
- G. Parent/Guardian is to administer first does of any medication.
- H. Unused, discontinued or outdated medication is to be returned to the parent/guardian:
 - 1. Parent/guardian may deliver or pick up medication during school hours.
 - 2. Medication left two (2) weeks after the end of the academic school year will be properly documented and destroyed.
- I. Cough Drops **are considered** medication.
 - 1. Teachers will refer students to the Health Room if cough drops are needed. When a student is seen in the Health Room for a cough or sore throat, the following protocols will be followed:
 - a. Temperature is taken.
 - b. Warm salt water gargle is administered.
 - c. If need is determined, a school-provided cough drop will be given. Parents should not bring cough drops to school for students unless a pediatrician has prescribed a specific type.
 - d. A student will be given up to two cough drops per day, if needed, for up to one week.
 - e. After that time, the student will be re-evaluated for the necessity of continued use.
 - f. A note of medical necessity from a family doctor may be needed at this time for further administration of cough drops.
- J. Non-Medicated lip balm/chap stick are not considered a medication and is allowed to be used and carried by the student without a physician's authorization.

With the exception of students in special education programs or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the principal to establish procedures for the administration of medication for any student provided that following requirements are met:

I. Prescription Medication

- A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the

name of the student, name of the drug, dosage, frequency of administration, how the medication is given, and the doctor's name. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.

- B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a thirty-day supply.

II. **Over-the-Counter Medication**

- A. A written order or written protocol for the administration of over-the-counter medications in school must be signed by a parent/guardian for an individual student or for a group of students. Forms are available in the Health Room or on our school website: www.newhavenschools.org.
- B. Written permission must be obtained from a parent/guardian to administer over-the-counter medications, which have been prescribed. This permission must be renewed at least annually.
- C. Please do not send more than 10 tabs at a time.

III. **Emergency Medication**

All schools in the district should be equipped with medication to be administered in the event of a severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location but easily accessible to qualified designated personnel.

5. Report any infectious, contagious disease to Health Room.

(Example: Chicken Pox, Pink Eye, Hand-Foot-Mouth Disease, Fifth Disease, Flu, Head Lice, Impetigo, Meningitis, Mumps, Whooping Cough, Pinworms, Ringworm, Scabies, Strep Throat, etc...)

6. Report any Emergency Room/Hospital visits of student to Health Room.

7. A Physician's written request is needed for:

- A. Suspended or altered P.E./recess activities
- B. Special menu considerations/food substitutions
- C. Special care/bathroom privileges/other special needs

8. Health Screenings (may be requested by parent/guardian at any time)

- A. Annually for 1st, 3rd, & 5th grade students. Screenings include:
 - 1. *Vision*
 - 2. *Hearing*
 - 3. *Height & Weight*
 - 4. *Head lice*
 - 5. *Scoliosis for 5th grade (requires written parent/guardian consent)*
- B. In the event that the child fails any part of the Health Screening:
 - 1. *The child will first be re-screened at school with 30 days of initial screening.*
 - 2. *The parent will be notified by letter*

3. *It is the parent's responsibility to follow-up with their physician.*
4. *Notify the Health Room of the follow-up results. (School is mandated to track completed vision & hearing screenings.)*

9. Reasons your child will be sent home:

- A. Fever of 100F or above (Child is to be fever free for 24 hours without medication before returning to school.)
- B. Unidentified rash or lesion (Requires Physician's diagnosis & note for return)
- C. Pink or irritated/runny eyes (Requires Physician's diagnosis & note for return)
- D. Vomiting or diarrhea
- E. Head lice/nits (Requires treatment by a reputable product or procedure. Parent/guardian is to accompany child to school. Child is to be re-examined and be nit free before re-admittance to school.
- F. Suspected contagious/communicable disease:
 1. *Health Room personnel will follow: DHSS "Communicable Disease" Handbook – Doctor or State requirements*
 2. *Requires child to be seen by a doctor to determine whether a student is to be excluded or readmitted to class*
 3. *Requires Doctor's note to be readmitted to class*
 4. *Child is to be properly immunized or have required paperwork on file in order to attend school.*

10. Please keep your contact and health information current. If your child's information changes, please contact the school immediately. We want to offer the best possible care for your child.

SNACKS: Kindergarten students have a snack every afternoon. Students in grades 1 through 6 are offered the option of bringing a healthy daily snack to school. In order to promote healthy habits and maintain a fair level of wellness, New Haven Elementary permits only snacks of fruits, vegetables, cheese, crackers (plain or cheese) or pretzels. All other snacks (including chips, fruit rolls, fruit snacks, granola bars) should be set aside for parties/celebrations or special occasions. Students will be asked to return questionable snacks to their backpacks. All snacks are eaten while seated during morning recess.

There are no health/wellness limitations set for classroom celebrations. We encourage the idea of "Balance Feels Best". When planning for a party or classroom celebration, we encourage families to send a healthy snack such as fruits or vegetables to balance sugary treats such as cookies or cupcakes.

New Haven Elementary School has students with nut allergies. We appreciate your cooperation in keeping the health of all students in mind when packing snacks for classroom celebrations. For the safety of our students we ask that all families make an effort to avoid sending peanut butter and nut products to school when sending for the entire class.

DISCIPLINE: Each classroom teacher has classroom expectations. Parents are invited to attend informational sessions at the beginning of each school year to become familiar with the classroom procedures and expectations. In addition, there are school wide rules. If you have a question about a rule, a consequence, or procedure please contact the teacher or principal and they will be happy to discuss it with you.

Code of Conduct:

Most importantly, New Haven Elementary students are expected to be respectful to adults, peers, themselves and facilities at all times in all areas of our school. Students should behave in a manner that keeps themselves and others safe at all times.

Students demonstrating exemplary conduct and/or outstanding character and leadership are recognized on a regular basis within classrooms and school-wide.

Student Expectations

Students are expected to:

Walk respectfully and safely in hallways and all areas of the school.

Treat all facilities within and around the school respectfully.

Play safely and respectfully on the playground, stay within the supervised play area, and line up quickly and quietly when the signaled.

Keep eating area clean during meals in the cafeteria and be respectful of others and their belongings.

Follow staff instructions.

Students may receive warnings and/or loss of privileges from any staff in any area of the school. Staff should refer students to their classroom teachers if a problem persists. Any severe behavior will be reported to the principal.

Bus Expectations:

Students should use quiet voices on and while waiting for the bus.

Students should remain seated at all times.

Students should not eat or drink on the bus.

Students should be respectful to all riders and the driver.

Discipline:

1st Offense – Warning by bus driver or teacher

2nd Offense – Special seating assigned

3rd Offense – Loss of bus privileges for one week

4th Offense – Loss of bus privileges for one semester

(Consequences are accumulative. Severely inappropriate behavior such as foul language or violence may result in direct loss of bus privileges.)

Consequences for Office Referrals

Students referred to the office receive one or more of the following consequences:

FIRST VISIT :

Conference with student

Parent contacted

Special duty assignment

Consequence Room

Eighth Hour

Referral to Counselor's office

Time Out

Severe Clause

Some student behaviors/actions may warrant immediate removal from school or classroom. The consequences listed above may be skipped in such cases.

SUBSEQUENT VISITS:

Any consequence from the first visit

Parent/student conference

Loss of privileges

Corporal punishment

I.S.S. (In-school suspension)

O.S.S. (Out-of-school suspension)

Eighth Hour

Eighth Hours are scheduled by the office. Students report to the gym at dismissal. The supervising teacher will escort students to the designated area and remain there until 4:00 p.m. Students are expected to work on homework or read a book if homework is completed. There will be no food, drink, gum, or candy of any kind allowed. Students will not be allowed to talk; and communication with the teacher is to be done by raising the hand. It is the parent's responsibility to provide transportation home, and students should be picked up promptly at 4:00 p.m. Rescheduling must be done by the parent/guardian by contacting the school prior to the Eighth Hour being served. An Eighth Hour can be given for an accumulation of late work, an accumulation of minor discipline problems or daily discipline problems, including tardiness and excessive absences.

SAFE SCHOOLS ACT: Under provisions of the Safe Schools Act, school district administrators must report acts of school violence and certain behavior that would be felonious if the student were an adult, to the local law enforcement agency (New Haven Police Department) and to teachers and other employees with a "need to know".

BULLYING

New Haven High School follows the guidelines set forth by the policy adopted by the Board of Education (Policy 2655). The policy, and necessary forms, can be found on the district website at <http://www.newhavenschools.org/>. Bullying forms can also be acquired through the elementary or high school offices.

PLEDGE OF ALLEGIANCE: As an expression of pride and respect for our great nation, New Haven Elementary is proud to say the Pledge of Allegiance every day of the school year.

ELECTRONIC DEVICES: Electronic devices (cell phones, beepers, pagers, personal music players, video games, etc...) are not permitted during school hours at New Haven Elementary School. These items may cause interruption to the teaching and learning process. Any device found at school will be kept in the office until a parent can pick it up. Note: On occasion, a teacher may allow electronic device use as a reward. The teacher will specify the date for use and notify the office and parents.

DELIVERIES: Please refrain from sending deliveries to school containing glass or balloons. These may cause safety problems on buses which may endanger our students. Any delivery containing glass or balloons will be kept in the office until a parent can pick up.

INVITATIONS: If your child would like to distribute invitations at school, the student's entire class should be invited.

VOLUNTEERS: NHES Volunteers are priceless! We are so grateful to our many parents and friends that assist with duties in and around our school. Please consider spending time with staff and students by lending a hand in leadership roles, the cafeteria, the library and/or planning special events. Parents and members of our community are encouraged to volunteer to enhance and contribute to the learning programs of the school. Volunteers must have current approved background checks on file with the New Haven School District before volunteering at school. **This includes those who wish to supervise on class field trips and attend parties.** Teachers will be informed of approved volunteers from the school office. Please contact the office, PTO, or your child's teacher if you are interested.

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in

working collaboratively with district staff as knowledgeable partners in educating district students.

TOBACCO & VAPOR-FREE: For the health and safety of our students, the use of tobacco and vapor products shall be prohibited in all district buildings, grounds and vehicles. This applies to all employees, students and patrons attending school-sponsored activities and meetings.

PARENTS AS TEACHERS: The Parents as Teachers Program is currently enrolling new families. The early childhood education and support program is free of charge to families in the district. The program is available to preschoolers and offers activities to encourage development, newsletters, developmental screening, and home visits for families with children under the age of five. Remember Parents.....YOU are your child's first and most important teacher and learning should be fun. For more information, please contact our Parent Educator at 237-2141.

NHPD SUBSTATION: New Haven Elementary School is proud to host a New Haven Police Department Substation. The school district cooperates fully with local law enforcement for the safety of all students. NHES is pleased to have NHPD officers frequently interacting with students in all areas of our school.

TEACHER REQUESTS: New Haven Elementary takes pride in the quality of its staff. Our teaching team strives to create the best possible learning environment for all students. Requests for classroom teachers will be considered if submitted in written form prior to April 15. Although we will do our best to fulfill parents' wishes, some requests may not be honored.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that New Haven School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Haven School District may disclose appropriately designed "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Haven School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires New Haven School District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the New Haven School District that they do not want their student's information disclosed without their prior written consent.

If you do not want New Haven School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of the current school year. New Haven School District has designated the following information as directory information:

- Student's Name
- Photograph
- Date of Birth
- Dates of Attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

If you have any questions, or need further information, please contact our superintendent, Mr. Hoener at (573) 237-3231.

PUBLIC NOTICE/SURROGATE PARENT ANNOUNCEMENT

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday to age twenty-one (21), regardless of the child's disability. Disabilities include: Autism, Mental Retardation, Hearing Impaired or Deafness, Speech or Language Impairment, Visual Impairment or Blindness, Emotional Disturbance, Orthopedic Impairment, Traumatic Brain Injury, Other Health Impaired, Specific Learning Disability, Deaf Blindness, Multiple Disabilities, or Young Child with a Developmental Delay.

The public schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local school district if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of December 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birthdate and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RsMO, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, A parent is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for such persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education.

TITLE I: Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

INTERNET/COMPUTER/E-MAIL ACCEPTABLE USE POLICY

The New Haven Public School System believes its Internet, Computer, E-mail and other information technology services ("I.T. Services") offer vast, diverse, and unique resources to its students. Our goal in providing access to these services is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Access to the Internet, for example, will enable students to explore thousands of libraries and other sources of information.

While our intent is to make district I.T. Services available to further educational goals and objectives, students may find ways to access other types of non-educational materials as well. Families should be aware, for example, that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

We believe that the benefits to students from access to district I.T. Services, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages; but, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources, in addition to any standards required by the district. To that end, the New Haven Board of Education supports and respects each family's right to decide whether or not to apply for access.

To gain access to the district's Internet, Computer and/or E-mail resources, all students must obtain parental permission, agree to abide by the district's rules as set forth herein.

General Rules and Responsibilities

The rules and responsibilities below will be followed by users of the district technology resources. Violation of these rules may result in the termination or suspension of the user's account (and/or other discipline) pending investigative measures.

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password for any reason is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Except as specifically permitted for the limited purposes set forth in this Acceptable Use Policy, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, or commercial purposes, or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws pertaining to the use of the district's technology resources, including but not limited to criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, regarding any product or service not permitted to minors is prohibited unless the user has obtained a Waiver as provided below.
12. Accessing, viewing or disseminating information using district resources, including but not limited to e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin);

presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
14. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Coordinator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Coordinator, or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. This prohibition includes but not limited to the following: computer "viruses," "hacking" tools, scripts, & logic bombs.
7. Accessing Proxy Servers for any reason without the permission from the Technology Coordinator is prohibited.

Online Safety - Disclosure, Use, and Dissemination of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others using District I.T. Services, unless authorized by the district.

3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
5. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing, or chat services, except in special cases where arrangements have been made in advance and approved by the district.

Electronic Mail

A user is responsible for all e-mail originating *from* the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is prohibited.
2. Unauthorized attempts to read, delete, copy, or modify e-mail of other users are prohibited.
3. All users must adhere to the same standards for communicating online that are expected in the classroom, and that are consistent with district policies, regulations, and procedures.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges, and/or other discipline. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to the misuse or negligent use of the district's technology resources, including but not limited to the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations, and procedures may request a waiver from the building principal, superintendent, or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, miss-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

PRIVACY DISCLAIMER

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

A user of district I.T. Services DOES NOT have a legal expectation of privacy in the user's electronic communications or any other activities involving the district's technology resources.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

OPT OUT

If you do not agree to the conditions of the Internet/Computer/E-mail Acceptable Use Policy, please contact the building principal and complete the opt-out forms that will be provided. Please note that students who opt out will not be permitted to use district I.T. services. Please also note that the inability to use district technology resources may have an adverse effect on grades and/or ability to participate in other district programs.