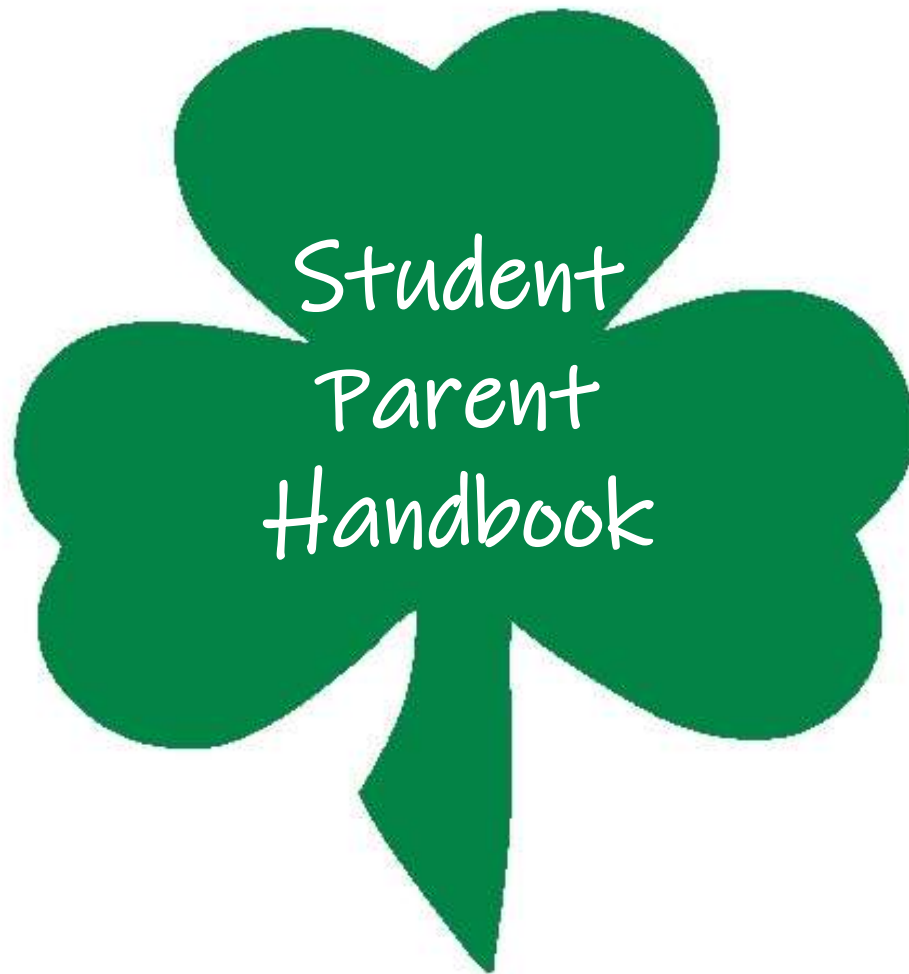


New Haven Elementary School



2023-2024

201 Elton Avenue, New Haven, Missouri 63068

Preschool – 6th Grade

Phone (573) 237-2141

Fax (573) 237-4471

newhavenschools.org

Twitter: @NewHavenElem

2023–2024

New Haven Elementary School **Student-Parent Handbook**

Faculty & Staff

2023-2024 New Haven School District Calendar

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New Haven Superintendent

Dr. Joshua Hoener

New Haven Board of Education

Mr. Jim Eggers, President

Mrs. Lauren Zobrist, Vice President

Mrs. Diane Gerling, Treasurer

Mrs. Leanne Bauer, Board Member

Mr. Aaron Swann, Board Member

Mrs. Michelle Otten, Board Member

Mr. Tim Schuck, Board Member

Elementary School Faculty and Staff

Kerri Otten, Principal

Susan Mauldin, Secretary

Emma Engelbrecht, Kindergarten

Brooklyn Covington, Kindergarten

Kristen Bennett, 1st Grade

Kimberly Monzyk, 1st Grade

Elizabeth Hellmann, 2nd Grade

Jaysie Walters, 2nd Grade

Katie Mitchell, 3rd Grade

Sophia Miner, 3rd Grade

Miranda Parmentier, 4th Grade

Tiffany Williams, 4th Grade

Lauren Hassler, 5th Grade

Karen Scheer, 5th Grade

Kate Unnerstall, 6th Grade

Jordan Meyer, 6th Grade

Danielle Anderson, Dir. of Special Services

Gayle Carey, Technology Coordinator

Mike McIntosh, Custodian/Bus Driver

Tonya Boehmer, Compass Health Pinocchio Associate

Genevieve Latting, Compass Health

Elizabeth Nemec, Compass Health

Carol Cooke, Director of Transportation

Tandy Vandegriffe, Art

Austin Peirick, Physical Education

Mary Maddox, Music

Melissa Frick, Librarian

Kamryn Poe, Speech Lang Pathologist Asst

Blake Willmann, PK-8 Counselor

Meagan Perjak, Reading Recovery

Jane Scheer, Reading Improvement

Jaime Kinerk, PreSchool Teacher/Director

LuAnn Luecke, Teacher Aide

Kristy Just, Teacher Aide

Mischki Soete, Teacher Aide

Julia Unnerstall, Teacher Aide

Nicole Overschmidt, Special Education

Debbie King, Special Education

Regan Cowser, Special Education

Kassie Buckner, Nurse

Kristine Zumsteg, Food Service Director

Karen Witte, Cook

Fran Nilges, Cook

Julie Conner, Parents As Teachers Educator

New Haven School District Mission

Preparing students for what comes next

New Haven School District Vision

Each student and staff member contributes to the
New Haven School District Tradition of Excellence.



New Haven School District Calendar

2023-2024

July 2023							August 2023							September 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
October 2023							November 2023							December 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
January 2024							February 2024							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						
April 2024							May 2024							June 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29

Planning Calendar

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Summer School

Date	Event or Holiday
Aug 10	New Teacher Workshop
Aug 14	Teacher PD/Workshop
Aug 15	Teacher PD/Workshop
Aug 16	Teacher PD/Workshop
Aug 17	Teacher PD/Workshop/ Open House
Aug 21	First Day of School
Sep 4	Labor Day/No School
Oct 06	No School/Teacher PD/Workshop
Oct 9	No School
Nov 01	ES P/T Conferences 3:30-5:30
Nov 02	No School/Teacher PD/P/T Conferences HS/MS 1:00-8:00, ES 1:00-6:00
Nov 3	No School
Nov 22	No School/Thanksgiving Break
Nov 23	No School/Thanksgiving Break
Nov 24	No School/Thanksgiving Break
Dec 21	Last Day of Semester/Half Day
Dec 22	No School/Winter Break
Dec 25	No School/Winter Break
Dec 26	No School/Winter Break
Dec 27	No School/Winter Break
Dec 28	No School/Winter Break
Dec 29	No School/Winter Break
Jan 01	No School/Winter Break
Jan 02	No School/Winter Break
Jan 03	No School/Teacher PD/Workshop
Jan 15	MLK Day/No School
Feb 19	President's Day/No School
Mar 08	No School/Teacher PD/Workshop
Mar 28*	No School/Snow Make-up #9
Mar 29	No School/Spring Break
Apr 01	No School/Spring Break
May 15	Last Day of School/Half Day
May 16	Teacher Workshop/Snow Makeup #11
May 16	Graduation
AMI	Snow Make-up #4
AMI	Snow Make-up #5
AMI	Snow Make-up #6
AMI	Snow Make-up #7

AMI - HS and MS students will use alternative methods of instruction to makeup this snow day at home. ES students will not makeup this day.

Make-up Days

4	5	6	7	9*	11
AMI	AMI	AMI	AMI	March 28	May 16

* The 9th snow make-up day is a half day.

Approved March 15, 2023

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 create procedures that provide the safest travel methods for our students in and out of our school building. 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 office at 237-2141.

Release of Students during the School Day:

To prevent the release of students to unauthorized persons the following guidelines must be followed:

1. Students will be released only through the school office. Parents/Guardians must notify the school office granting permission for any person to pick up a student. Students will not be released to minors, including siblings, unless prior arrangements have been made through the building principal.
2. Students who are under a court-awarded custody agreement will be released only to the parent/guardian who has proof of physical custody. To minimize/avoid disputes and to foster student safety, divorced/legally separated parents/guardians must provide to the principal written proof of custody (such as Custody Orders and/or Parenting Plans) that describes who has physical custody during and after school hours. Parents/guardians are required to keep the principal updated as to any changes relating to physical custody arrangements.

Morning Procedure to Follow:

1. The West Entrance (near the cafeteria) is used by buses only. Parent traffic is limited to the front drive.
2. The Elementary building opens at 7:30 a.m. Any parent or student arriving prior to 7:30 a.m. should remain in their vehicles until the doors open. Please do not congregate in or at the entrance of the building.
3. Any parent dropping off their student in the morning should park along the sidewalk. Parents should not accompany their children into the building unless there is business to be conducted with staff. Teachers will not be available to meet with parents after 7:30 a.m. unless arrangements have previously been made.
4. Parents are asked to use the school drive rather than Elton Avenue for student drop-off. If possible, put child car seats on the passenger side of the vehicle so students may exit the vehicle onto the sidewalk.
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. **Student pick-up: Parents, or parent designees, may begin parking in the two lanes adjacent to the front drive sidewalk at 2:30 p.m.** On days of 12:30 dismissal, parking for dismissal may begin at 12:10 p.m.
4. Children will begin to be dismissed at 2:50 p.m. Parents/designees should remain in their vehicles. School staff will verify identification prior to releasing students. Any person not listed on a student's approved list will be asked to pull forward while verification is made with the parent/guardian.
5. Students walking after school will be released when the student pick-up lanes are clear.
6. **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. Calls after 2:00 p.m. create a rushed situation, and we want to be sure your child is delivered safely after school.

For the safety of your children, we do not encourage email communication for transportation changes. 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.

ATTENDANCE: 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 a.m. Buses Arrive, Doors Open, Breakfast begins
2. 7:50 a.m. First Bell, School Day Begins, Breakfast ends
3. 8:00 a.m. Tardy Bell
4. 2:50 p.m. School Dismisses – Buses Load

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 school office by **9:00 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.

Any time missed from school hours (with the exception of a tardy) is considered an absence. Each absence is an absence offense. Students who accumulate three unexcused absence offenses in a semester will be assigned an Eighth Hour to serve.

Students are allowed eight absence offenses 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 absence offenses in a semester, they will not receive credit for participation, classwork, or assignments due on during any absence thereafter. All assignments, tests, etc. will be recorded as a score of 0. Absences accumulated from suspensions contribute to the eight permitted. The following absences only will be excused once a student exceeds eight offenses 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/or a vacation of up to 5 school days per year if the following criterion is met:

- Parents should notify the school office at least one week before any planned absence from school.
- All schoolwork is made up within the time limit prescribed by the teacher(s). Any work provided to the student prior to the vacation must be completed and returned with the student in order to receive full credit.
- 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 (11:20) to be eligible to participate in or attend a school or district-sponsored activity occurring that day or evening. This includes any attendance at any event/activity taking place on school district property. 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 who are absent because of illness may not attend other school events the same day or evening.

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. Parents/Guardians should stop by the office to sign a student in before they go to class. Habitual tardiness may require a conference with the principal to aid in possible steps to resolve the 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.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was

made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the Superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Bullying report forms can be obtained on the District website or from the elementary or high school offices.

COMMUNICATION: Notes, newsletters, schoolwork, and other important papers are sent home regularly with students using the Parent Communicator folder. Classroom teachers use weekly newsletters, school folders, class apps 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.

New Haven Elementary utilizes the app, ClassTag to communicate with parents/guardians. Parents/Guardians with email addresses on file in the NHES office will receive invitations to join their students' classes. Parents may receive specific classroom, grade level or schoolwide notifications, announcements, etc. We encourage our parents to take advantage of this communication method.

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 student account.

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 helpdesk@newhavenschools.us if you need assistance. Students new to the District must acquire username and password information before accessing the system.

CURSIVE: Learning to write legibly in cursive is a Missouri Learning Standard. At New Haven Elementary cursive instruction begins in second grade and continues into 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.

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 it up. When a delivery is made to school, the student recipient will be called to the office at an appropriate time as determined by the classroom teacher and be shown the delivery. The delivered item(s) will remain in the office until the end of the day.

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 signaled.
- Keep eating area clean during meals in the cafeteria and be respectful of others and their belongings.
- Contribute to a safe, and respectful emotional and academic environment.
- 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 cumulative. 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

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)

Time Out
Alternative recess

Severe Clause

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

In-School Suspension

1. Students are to bring all study materials to room/office: books, paper, pencil, etc.
2. Students are to remain in the room/office for the duration of the suspension. Lunch is to be eaten in the room/office. Students are to use the health room restroom.
3. Students will not be allowed to sleep, chew gum, or eat any food with the exception of lunch.
4. Students are not to talk to other students in ISS.
5. All work assigned during ISS must be completed before the student can return to the classroom.
6. Misbehavior in ISS will result in additional time spent in ISS or additional suspension.
7. Students who refuse to go to ISS or who chronically misbehave in ISS will receive an out-of-school suspension of equal days, and then must make up ISS upon return to school.
8. Students will receive credit for tests and/or daily assignments completed during ISS only.
9. During ISS the students will be given class assignments and extra work by the teachers and principal, as well as any tests that are given during the suspension.
10. Students are not allowed to attend any extra-curricular activities during ISS.
11. Dates assigned ISS will be at the discretion of the administration. The policy concerning participation and attendance of extra-curricular activities will go into effect as soon as the punishment is determined.

Suspension

A student may receive an in-school or an out-of-school suspension. The type of suspension he/she receives will be the decision of the principal and/or the Superintendent. During either type of suspension the student will not be allowed to attend or participate in any school or extra-curricular activity. The student is not to be on the school grounds or at any District activity on or off school grounds at any time **for the duration of the suspension**. If a student violates the above, the suspension will be increased. Students receiving out-of-school suspension will only be allowed to make up missed tests or assignments **after-school hours arranged with the teacher &/or principal**. In order for a student to be readmitted to class from an out-of-school suspension his/her parent(s) or guardian must have a conference with the principal.

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 but not limited to tardiness and excessive absences.

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 straps, crop tops or halter tops) is not appropriate school attire. Any clothing with alcohol, drug or obscene slogans shall not be allowed. Clothing which displays overt or implied obscenities or

suggestive innuendoes will not be permitted. Crocs, any shoe without a back strap, and flip-flops are not to be worn by students due to tripping hazards. Caps are not to be worn in the school building other than for special events. Hoods of shirts, jackets, etc. should be kept down. **We encourage children to wear sneakers on a daily basis.**

ELECTRONIC DEVICES: Electronic devices that connect to the internet (cell phones, smart watches, personal music players, video games, etc...) are not permitted during school hours at New Haven Elementary School, this includes field trips and special events. These items may cause interruption to the teaching and learning process and should not be brought to school. 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. Students requiring a means of communication when moving between parents for custodial reasons may make arrangements with the principal and leave the device in the office during school hours.

GRADES: Report cards are distributed to parents/guardians through email at the end of Quarter 2 and 3. First Quarter report cards are given directly to parents/guardians 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/guardians regarding their progress. Report cards are completed and emailed 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 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

Grading Scale

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% and below

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 that absences are determined to be unexcused.

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 sixth grade. Band is a year-long commitment.

HEALTH PROCEDURES

Students receive health services in the Elementary School Health Room. NHES staff 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. It is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the State Department of Health. Any time a student receives vaccinations, please notify the school office or health room. The physician's office may fax updated immunizations directly to the NHES office at (573)237-4471.

REQUIRED VACCINES
Polio
DTaP (DTP/DT)
MMR
Hepatitis B
Varicella (chickenpox)
Tdap (8th-12th grades)
MCV - meningococcal (8th-12th grades)
Pneumoccal (PreSchool ONLY)

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 as soon as possible 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 100.4 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 school personnel 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 with the child under doctor's written directive.
- G. Parent/Guardian is to administer first dose of any new 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.

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.** Please include physician's orders.

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
- B. In the event that the child fails any part of the Health Screening:
 - 1. The parent will be notified by letter.
 - 2. The child will first be re-screened at school with 30 days of initial screening.
 - 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 100.4F 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.

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 may request missed work for their children when they are absent. If requested, work may be picked up from the homework bins in the school entry after dismissal each day. The main doors of the elementary building are unlocked until approximately 8:00 p.m. nightly. Work must be completed within a timeframe equal to the amount of time missed, except in the case of family vacations (See Attendance). Example: If a student misses one day, the student will have a full day to complete assignments. To clarify, if a student misses Monday and returns on Tuesday, work will be given to the student on Tuesday and assignments will be due on Wednesday. If homework is not requested, it will not be placed in the class bin. In the case of family vacations, 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 receive credit unless other arrangements have been made with the classroom teacher.

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 (25% or more) 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. Alternatives to Eighth Hours may include an accumulation of time during lunch detentions, recesses, and privileges such as celebrations and/or assemblies to equal an Eighth Hour.

HONOR ROLL: Success is the goal for all students in the New Haven School District. 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.

Honor Roll Requirements	
"A" Honor Roll	"B" Honor Roll
"A" grades in all classroom subjects & special class areas	"B" grades or above in all classroom subjects & special class areas

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.

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

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 will engage in keyboarding skills practice each week.

LIBRARY: READERS ARE LEADERS! 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 foster the fun of reading by sharing books with their children.

LOST & FOUND: NHES has a Lost & Found for any item recovered in and around the school campus. **Please label** any clothing item, lunchbox, water bottle, etc. being sent to school with students. We would like to return these items to your family. Items remaining in Lost & Found at the end of each semester will be discarded. Please call the school office if you are missing a particular item.

MAP – MISSOURI ASSESSMENT PROGRAM: The Missouri Assessment Program assesses students' progress toward mastery of the Show-Me Standards and the Missouri Learning Standards which are the educational standards in Missouri. The Grade-Level Assessment is a yearly standards-based test that measures specific skills defined for each grade by the state of Missouri. The results let school districts and parents know how their students are progressing in reaching the state standards.

All students in grades 3-8 in Missouri will take the grade level assessment. English Language Arts and Mathematics are administered in all grades. Science is administered in grades 5 and 8. A few groups of students may be exempt from certain portions or all of the assessment. Those include:

- Students whose IEP teams have determined that the MAP-A is the appropriate assessment do not have to take the Grade-Level assessment.
- English Language Learners (ELL) who have been in the United States 12 cumulative months or fewer at the time of administration may be exempted from taking the English Language Arts portion. All other content areas must be assessed.

- Foreign exchange students are allowed, but are not required to take the assessment. This is a district decision.
- Homeschooled students may take part in the assessment at the local district's discretion.
- Private school students are not required to take the Grade-Level assessment.

MOCAP

MOCAP (Missouri Course Access Program) provides the opportunity for online learning. Courses are delivered over the internet by Missouri certified teachers and are designed to offer Missouri students access to a wide range of quality courses and flexibility in scheduling.

MOCAP allows Missouri to:

- Expand the range of courses and opportunities offered to students
- Offer students a course not offered by their school district
- Provide courses for students who have schedules that prevent them from taking a course when it is offered
- Present high-quality instruction to students who are in alternative education settings or on home and hospital instruction
- Provide additional support and extended time to students who failed to achieve in regular courses
- Provide equity across programs and school in the quality of instruction MOCAP offers “any time, any place” learning for Missouri students

More information about MOCAP can be found on the District website or by going to <https://mocap.mo.gov/>.

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.

PARENTS AS TEACHERS: The Parents as Teachers Program is an early childhood education and support program free of charge to families in the district. The program 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.

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.

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. Student recitation of the Pledge of Allegiance is optional.

RECESS: Students may not be excused from going outdoors for recess unless there is an acceptable reason, such as illness or injury. If a doctor excuses a student from P.E. class, the student will not be allowed to participate in similar recess activities. **Students are encouraged to wear sneakers on a daily basis in order to be physically active during recess.** Please dress students appropriately for the weather. See the chart for length of outdoor recess. (All temperatures are in degrees Fahrenheit.)

Wind-Chill Factor*	Outdoor Recess Length	Heat Index*
32 or above	20 minutes	99 and lower
31-20	10 minutes	100-109
19 or below	Indoor Recess	110 or above

*"Feels Like" temperature according to The Weather Channel (weather.com) for area code 63068.

Toys, balls, items from home should not be brought to school unless a teacher approves/requests students to do so. (This includes fidgets in the classroom.)

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".

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.

SCHOOL MEALS: Breakfast and lunch are served daily. Students may acquire a balance if they take extra milk. Updates are sent home electronically 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.

PreK-6 Meal Prices	
Breakfast	\$1.85
Lunch	\$2.55
Extra Milk	\$0.45
Reduced Breakfast	\$0.30
Reduced Lunch	\$0.40

Free and reduced lunches are available for qualifying families. Forms are in the Welcome Packets during Open House or at the time of enrollment and are available in the school entry. Application and acceptance are confidential. **Please complete an application even if you feel you may not qualify.**

Children may bring their own lunch and buy a milk; however, there is no reduced price for an extra milk. A student receiving reduced-priced meals must take a full meal to receive the reduced price.

Students should not bring soda to drink with their meal. Water is available if milk is not preferred.

The weekly menus are posted in our classrooms, on our school website, and sent home each month along with the monthly calendar of events.

Students may not bring food into the cafeteria during breakfast time. Students wishing to purchase school breakfast may eat in the cafeteria beginning at 7:30. The kitchen and cafeteria close so students may be in class at 8:00 a.m.

Always put meal money (cash or check) in a sealed envelope labeled with your child's name and teacher's name.

The New Haven School District may use a biometrics system for charging student meals. K-6 student fingerprints may be scanned within one week of the beginning on the school year or enrollment.

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

SIXTH GRADE ATHLETICS: For guidelines regarding sixth grade participation in cross country, volleyball and basketball, please refer to the Code of Ethics.

SNACKS: Students 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 any other snack 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. Store-purchased, prepackaged treats are acceptable for distribution for student celebrations. Home-baked/cooked items should not be sent to school for students.

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 avoid sending peanut butter and nut products to 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. Submissions should be supported based on student need. Although we will consider parents' wishes, some requests may not be honored.

TOBACCO & VAPOR-FREE: For the health and safety of our students, there is to be no possession, use, sale, or transfer of tobacco on school property or at school-sponsored activities. This includes e-cigarettes and all tobacco-like products. This applies to all employees, students and patrons attending school-sponsored activities and meetings.

VISITORS: For the safety of our students, all visitors must enter through the main entrance and stop by the office for an identification badge. 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. For additional information, refer to the VOLUNTEERS portion of this handbook. Most special events held at NHES require visitors to have approved background checks on file with the New Haven School District

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 Family Care Safety Registry background checks on file with the New Haven School District before volunteering at school. **In order to supervise a class field trip, each volunteer must have an approved FCSR and an approved Volunteer Application on file with the District. In addition, chaperones must have approved fingerprint background checks on file prior to supervising a field trip. Those fingerprint background checks must be ordered through the New Haven School District.** Teachers will determine the number of chaperones needed for a field trip. That number of approved Volunteer Applications will be randomly pulled from the school's file, and those volunteers will be requested to be fingerprinted.

WATER BOTTLES

Students are allowed to bring water bottles to school. Water bottles should be transparent and have a flip or pull spout that securely closes. Please assess your child's ability to open their water bottle easily. Many times our younger students have difficulty. Any bottle not meeting approved criteria will be kept in the student's backpack.

APPENDICES

APPENDIX 1: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Annual Rights Notification

Each year the District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

Right to Inspect: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, it is an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter the education records according to your request.

Right to Complain to FERPA Office: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the District's failure to comply with FERPA.

Right to Obtain Policy: You have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be found on the District's web page. A copy may be also obtained in person or by mail from: (Dr. Josh Hoener, 100 Park Drive, New Haven, MO).

Notice of Designation of Directory Information

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 | • Participation in officially |
| • Photograph | recognized activities and sports |
| • Date of Birth | • Weight and height of members of |
| • Dates of Attendance | athletic teams |
| • Grade Level | • Degrees, honors, and awards |
| | received |

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

APPENDIX 2: 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 Impairment, Specific Learning Disability, Multiple Disabilities, or Young Child with a Developmental Delay.

The District 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 the District if you wish to review the requirements provided by FERPA.

The District 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 the District's Director of Special Education.

APPENDIX 3: TITLE I PARENT NOTIFICATION (ESEA)

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds.

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and,
 - f. the time and format for disseminating results.

TITLE I SCHOOLWIDE PARENT ENGAGEMENT POLICY PARENT NOTIFICATION

The New Haven 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 and promoting successful student achievement.

New Haven Elementary School's plan to facilitate parent/family involvement includes:

- Keep families informed of the Missouri Learning Standards, Missouri Assessment Program, school-mandated assessments and how to monitor student progress through informational meetings, individual conferences and newsletters.
- Teachers maintain an open line of communication with families and encourage involvement and an understanding of all educational matters.
- Teachers contact parents/guardians of students earning deficient grades.
- Staff send letters, informational packets and inform parents/guardians of opportunities to attend meetings being held to help increase student achievement and provide at-home support strategies.
- Progress reports are sent home every mid-quarter to families to keep parents updated on their child's progress.
- Parents/guardians are encouraged to use the student information system's Parent Portal for up-to-date information on their child's progress.

New Haven Elementary Schools plan to ensure effective involvement of parents and to support a partnership among the school, parents and the community to improve student academic achievement:

- Staff works directly with families to keep them involved in their children's educational process.

- The District's school counselor collaborates closely with staff members to make sure the basic needs of all students are met appropriately.
- Community members are encouraged to support academic programs by sharing their expertise when appropriate (including but not limited to):
 - Local bank offers "Teaching Children to Save" program
 - Junior Achievement presented in Library classes
 - Local dentists/Health Occupations students present effective oral health
 - Mercy Health provides bicycle helmets
 - Partnerships between school and the local library branch
 - Partnerships between school and local health/counseling services
 - Invitations to parents and local agencies to teach students regarding careers and areas of expertise

New Haven Elementary School involves parents in the development of training for teachers, principals and other educators to improve effectiveness of parent involvement training.

New Haven Elementary School offers a fall Informational meeting for parents/guardians regarding the Parent and Family Engagement Plan. Additionally, a spring meeting is held with parents and staff to review, evaluate and revise the Parent and Family Engagement Plan. Parents are included on this Title Teams for review and planning.

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs **Table of Contents**

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed? Complaints filed with LEA
4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)? Complaints filed with the Department
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently? Appeals
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)

1. What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:
 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:
 1. **Record.** A written record of the investigation will be kept.
 2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
 3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
 4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
 5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
 6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

APPENDIX 4: NOTICE REGARDING RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

New Haven School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. New Haven School District will notify parents and eligible students of these policies at least annually during each school year and after any substantive changes. New Haven School District will also directly notify parents and eligible students, such as through U.S. Mail, at least annually during each school year of the specific or approximate dates if any of the following activities are carried out and provide the parent or eligible student an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination of screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW., Washington, D.C. 20202-4605

APPENDIX 5: NOTICE REGARDING NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

High School Principal
100 Park Drive
(573)237-2629

APPENDIX 6: 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. User responsibility for damaged screen replacement \$40, Chromebook replacement \$250. Damage to a chromebook in which the device remains usable may be considered vandalism and subject to discipline. 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.

APPENDIX 7: PRESCHOOL SPECIFIC RULES, LICENSING PROCEDURES, VARIANCES

ARRIVAL/DISMISSAL PLAN: If preschool students are dropped off and/or picked up at school, parents (or designees) are required to sign students in or out at the office. When preschool students are dropped off the parent will sign in and ensure the child is in the care, custody and control of a preschool staff member before leaving. At dismissal, the parent/designee will sign the child out and a preschool staff member will escort the child to the care, custody and control of the parent. Preschool students are picked up at the end of the school drive on Roberta Street. A school staff member escorts preschoolers to their vehicles with a sign-out sheet.

Our preschool students are allowed ride school buses. In order for our preschool students to ride, the following must happen:

- Preschool students sit in the front of the bus.
- Preschool students must be put on the bus by an adult.
- Preschool students must be taken off of the by a parent/guardian or designee known to the school.

These items verify that the family has transferred care, custody and control to the school, and the school has transferred care, custody and control of the student back to the family.

CURRICULUM: Our preschool classroom will implement the state-approved Emerging Language and Literacy Curriculum (ELLC). The **Emerging Language & Literacy Curriculum** (ELLC) prepares preschoolers for success in kindergarten and gives them a strong foundation in oral language and literacy. This program not only addresses all developmental domains with theme-based units, children's literature, multisensory activities, scaffolded instruction and parental involvement but also creates an engaging environment with activity and play-based learning. The classroom teacher is trained in how to properly implement this curriculum. The teacher will also utilize Desired Results Developmental Profile (DRDP) for assessment purposes.

DISCIPLINE: The classroom teacher will be patient with children, giving them opportunities to express themselves and offering aid and support as needed as they encourage the development of the whole child.

Children will be made aware of developmentally appropriate classroom rules and expectations. The teacher will review these rules and expectations on a regular basis. Children will take responsibility for their own actions. Good behavior will be praised and encouraged. Whenever possible, redirection will be used as a discipline technique.

The preschool classroom will be equipped with a "quiet corner" where students can go to calm down if necessary.

Time outs will be used when students need to be removed from the situation and given time to calm down. The guideline for this separation from the class is one minute of separation for each year of the child's age.

IMMUNIZATIONS: All students in the New Haven Missouri Preschool Program must be properly immunized before attending or obtain an "In Progress" from the physician's office. Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exception. The identity of

students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

LICENSED FACILITY: New Haven Elementary School is a licensed child care facility with the State of Missouri. We uphold all requirements necessary required. Licensing Rules for child care centers are kept at school and available for parent review upon request.

PARENT-TEACHER CONFERENCES: In addition to the fall parent-teacher conferences, Mrs. Kinerk will also hold a spring conference. Mrs. Kinerk is also available during her planning periods to discuss students' needs and/or progress, parent concerns, etc. 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. Conferences are a requirement of preschool families. We want to maintain close contact with families for the most effective and positive preschool experience.

DRESS TO LEARN & PLAY: Cowboy boots, Crocs, clogs (any shoe without a back strap) open toe shoes, and flip-flops are not to be worn due to tripping hazards. Please send your child to school in tennis shoes on a daily basis. Also, make sure your child can easily get their clothes up and down on their own when using the restroom.

Each preschool student will need to bring a change of clothes to be kept at school to be used in the event of an accident or spill. Please make sure that the clothing that is kept at school is the correct size and appropriate for the season.

SCHOOL MEALS: All preschool students will be served breakfast, a snack, and a lunch.

Preschool students may not bring their own food for lunch, snack or breakfast. As required by the state of Missouri, each preschool student will be served a school breakfast, lunch, and snack. Menus are posted in our classrooms, on our school website, and sent home each month along with the monthly calendar of events. Preschool meals are served family-style.

All preschool families will complete free and reduced lunch forms as part of registration. Forms are distributed to families at the time of enrollment and are available in the school office at any time. Application and acceptance are confidential. **If your family does not qualify at the time of registration and your financial situation changes, please complete a new application.**

SPECIAL CLASS: Preschool students will participate in the following special classes once each week: Music, Art, Physical Education, Counseling, and Library. Teachers will come to the preschool classroom for weekly classes.

Preschool students will periodically make "field trips" to special classrooms and other spaces in the school building and on the elementary school campus. Upon enrollment, you completed a Field Trip Permission form allowing these field trips to take place. Every child must have written permission from a parent in order to visit unlicensed areas of the school.

PARENTS AS TEACHERS PARTICIPATION: All NHE preschool student families must be and remain actively involved with the District's Parents As Teachers (PAT) program throughout the preschool year. Lack of participation in PAT could result in dismissal from preschool.

New Haven Missouri Preschool Program Handbook Acceptance

User Agreement

By signing this form you are acknowledging that you have read the New Haven Elementary Student Parent Handbook including Appendix 7: Preschool Specific Rules, Licensing Procedures, Variances and agree to comply with the rules and guidelines set forth by the New Haven School District.

Parent/Guardian Signature

Date

Parent Name (Please Print)

Student Name

Please sign and return the form indicating you have reviewed the handbook. If you have any questions at all, please contact Mrs. Meyer at 237-2141.