

New Haven School Student/Parent Handbook

Mission:

The New Haven School's mission is to provide all students with a rigorous and thoughtful education emphasizing Brilliance, Esteem, Safety and Thoughtfulness in a relevant environment.

Vision:

"Running with the Best"

Principal: Shelley Badgett

Assistant Principal: Kevin Payton

489 High Street
New Haven, KY 40051

Phone: (502) 349-7232

Fax: (502) 349-7231

Web Page: <http://nhs.nelson.kyschools.us/index.htm>

2014-2015

Student Name:

Data Tracking Page

Reading Scores and Goals

STAR: Month						
Goal	-----					
Score						

MAP Reading	Fall	Winter	Spring
Goal			
Score			

MAP Language	Fall	Winter	Spring
Goal			
Score			

KPREP	2013	2014	2015
Reading			
Language			

Math Scores and Goals

STAR	August	October	December	February	April	May
Goal	-----					
Score						

MAP	Fall	Winter	Spring
Goal			
Score			

KPREP	2013	2014	2015
Math			

NELSON COUNTY MISSION STATEMENT

The Nelson County School District, in partnership with the community, will provide diverse and individualized instructional services to inspire enable and prepare all students to be responsible, successful members of the competitive global society.

NELSON COUNTY VISION STATEMENT *Quality Education Now- Learning for Life*

NEW HAVEN SCHOOL BASED DECISION MAKING COUNCIL (SBDM)

The School Based Decision Making Council is composed of the principal, three teachers, and two parents. This council is charged with making appropriate operational policies that facilitates student academic performance. Elections of the SBDM take place each spring. The council year begins July 1 of each school year.

SCHOOL HOURS

The school will be open from 7:30 a.m. to 4:00 p.m. **No student should arrive at school before 7:30 A.M.**

ARRIVAL

Once students enter the school building at or after 7:30 A.M., students wishing to eat breakfast will go to the cafeteria. After finishing breakfast, all students will collect their belongings and go directly to the gym. No student should go to any other location in the school without permission of the person on duty. Once in the gym, students will sit in the area designated for their homeroom. Students may engage in quiet conversation with other students, but should respond to any request made by the person on duty.

DISMISSAL

The school day ends at 3:10 P.M. Students who are walking or being picked up will be released first, followed by first run busses at 3:14. Students who ride on a late run bus route will be dismissed as their bus arrives at the school. Students who are not riding the bus, riding a different bus or being dropped off at a location that is not their normal drop off must have a note, signed by the student's parent or guardian, which indicates where the students will be going. All pick-ups during the school day will be dismissed through the office and parents should report there upon arrival at school. Students with notes will be dismissed through the cafeteria area. Students should be picked up by 3:35 P.M. In order to pick-up a student at school, an ID is required and that person shall be on the checkout list. These procedures are for the protection of your child.

ATTENDANCE

Our school day begins promptly at 8:05 A.M. and ends at 3:14 P.M. Attendance for all students in the state will be calculated based on the **actual** percentage of time the student is in attendance at school. Attendance reports will show students as tardy or the actual percent of the school day the student was present.

A student will be considered tardy if they miss up to 60 minutes of the day by arriving late, leaving early, or a combination of the two. If a student misses more than 60 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. Reports will show a "T" for the tardy if it falls within the 60 minutes or as a percentage of the day missed.

Parents will need a signed note (refer to excused absences below) to school anytime a child is absent, including tardies, **within THREE days** of the student returning to school after an absence. If a valid note is not received within the three day limit, the absence will be recorded as unexcused. A note is required even if the parent noted the reason on the sign in/sign out log at the time of check-in or check-out. Parent notes may be used to excuse the **first five absences/tardies** per semester for elementary and the first **3** for **middle school**. If a student has other absences besides those 5 without proper documentation **within 3 days** they will be considered **unexcused absences**.

EXCUSED ABSENCES/MAKEUP WORK

- Illness of the pupil.
- Death or severe illness in pupil's immediate family.
- Medical, dental, or legal appointments that cannot be scheduled outside of school hours.
- Family emergencies as determined by the Principal.
- Religious observations
- Participation in school related activities approved by the Principal.
- Military deployment of a parent/guardian- 1 day.
- Educational trips that are pre-approved by the Principal and are aligned with Kentucky Common Core Academic Standards.
- Other valid reasons as determined by the Principal.

Students with excused absences will have the number of days absent plus one to make up missed work.

UNEXCUSED ABSENCES

A pupil that has been absent or tardy to school without a valid note for 3 days or more will be considered truant. Parents will receive a notice from the school when this occurs. The Director of Pupil Personnel will take further action on habitual truancy (6 unexcused absences). Habitual truancy will be calculated using a cumulative figure. For example, missing 30% of one day unexcused and 70% of another day unexcused, would equal one day unexcused absence.

PHYSICAL EDUCATION

Students must wear tennis shoes when participating in the physical education rotation. If a child is sick or not able to participate in physical education, a note from parent(s) or doctor is needed. Your child's teacher will make you aware of the days that your child will be attending Physical Education classes.

STUDENT BEHAVIOR

We at New Haven School have adopted the Mustang BEST as an outline for student success.
MUSTANG "BEST"

Be Responsible

Ensure Safety

Show Respect

Try Your Hardest

New Haven teachers will be working under the PBIS (Positive Behavior Interventions and Support) system. Students will be taught and re-taught expectations throughout the school year. We will hold Mustang Round-Up celebrations throughout the year to recognize students who do not receive referrals, get their work turned in and are working toward their AR goals.

Students who struggle meeting school wide expectations will receive marks on the classroom monitoring sheet. If a student receives 3 marks within a week, he/she will receive an office referral. When a student is struggling meeting school wide expectations, teachers will engage in classroom interventions which will include parent contact.

DISCIPLINE CODE

A copy of the Nelson County Discipline Code is sent home to each family each year. Please invest some time in going over the contents with your child at home. We follow these recommended practices for violations of rules of conduct. Please fill out the appropriate page at the back of the Nelson County Discipline Code and return it to school.

Nelson County School System
District-Wide Student Dress Code Policy
2014-2015

Shirts: (boys and girls):

Type: Polo shirt with fold-down collar, buttoned to avoid exposure; dress shirt with fold-down collar; turtleneck or mock turtleneck.

Sleeve: Shirts may be long or short sleeve (no sleeveless or sheer). Sleeves cannot extend below the wrist.

Midriff: Front, back or side may not be exposed at any time.

Sweatshirts/sweaters/vests:

All sweatshirts and sweaters/vests (v-neck, crew neck or cardigan) must be worn with dress code shirts (fold-down collar) or turtlenecks underneath that are visible. Attached hoods are acceptable, but must be removed from the head upon entering the building.

Pants/Overalls (boys and girls):

Colors: Any solid color

Types: Twill, chino, corduroy, denim or jean with plain or pleated front. Elastic waist slacks may be worn. No sweat/nylon jogging or yoga pants are allowed. Pants are to be worn at the waist (no sagging or excessively tight pants). Overalls must be worn with shirts that have sleeves.

Skirts/Jumpers/Dresses (girls):

Types: Twill, chino, corduroy, denim or jean (no spandex/Lycra or stretch material). Must meet or extend to the knee. Slits may not be shorter than the knee. Shorts may be worn under the dress, skirt or jumper, but may not extend below the hem. Dresses must have sleeves and backs. Jumpers must be worn with shirts that have sleeves.

Walking Shorts (boys and girls):

Types: Shorts must extend to the knee area. No gym shorts/athletic shorts are allowed.

Hats:

Hats must be removed upon entering the building.

Shoes:

All sandals or shoes must have a back.

Backpacks:

No rolling backpacks are permitted.

General Expectations

- Any apparel or appearance (including but not limited to hair color, jewelry, make-up, hair style, etc.) that calls attention to itself will be responded to as deemed necessary. The administration has the final authority in determining appropriate school attire and appearance.
- Students may not carry or wear anything that advertises drugs, alcohol, tobacco products or anything that promotes or suggests lewd, dangerous or unacceptable messages.
- Clothing must not have holes or tears and must have finished hems. Pants and skirts must not drag the ground.

BUS GUIDELINES

Riding the school bus is a privilege extended to students. Students can be removed at any time for unsatisfactory conduct. Behavior is monitored by a video camera. All students being transported are under the authority of the bus driver and must obey his/hers request. Behavior violations on the bus will be reported on a bus incident report that will be signed and returned from the parent/guardian.

CAFETERIA

SCHOOL LUNCH PROGRAM

The type of food sold in the schools will contribute to the daily nutritional needs of the children, providing healthy food choices and well-balanced meals to children, following the dietary guidelines provided by the U.S. Department of Agriculture. ***Soft drinks and restaurant foods are not allowed in the cafeteria during the school day.*** No refrigeration is provided for children who bring their lunch. A doctor's statement should be provided to the cafeteria manager for any food allergies including milk.

FREE AND REDUCED PRICE LUNCH PROGRAM

Free and reduced price lunches are available to students who qualify and meet the eligibility guidelines. Students who qualified last school year are automatically qualified for the first 30 days of the school year. However, a new application must be completed for the upcoming school year within 30 days from the start of the school year for the child to continue on the program. Applications are sent home the first day of school. Please make sure that these are filled out regardless of whether you qualify for free and reduced lunch. Applications are accepted any time during the school year. Parents who have any changes in employment or income during any time of the year may apply for benefits. Foster children automatically qualify for free lunch once an application is received and approved in the office of Food Service and Nutrition. No child is discriminated against because of race, sex, color, national origin, age, or handicap.

CAFETERIA ACCOUNTS

The Nelson County Food Service Program uses a computerized lunch program system. This convenient system allows parents to pre-pay for breakfast and lunch meals in any amount on any school day. Each child has their own four-digit unique Personal Identification Number (PIN). You can be confident that no one else can use their account or will know their meal status. Meals may be purchased for days, weeks or even months in advance. Pre-paid money is deposited and credited to your child's account. We recommend that money be deposited in the account for at least an entire week. Longer periods of time are encouraged. This ensures that the student is entitled to a meal every day and eliminates the hassle of lost or forgotten money. Students may purchase extra on their accounts unless requested by a parent in writing or by phone to the Food Service Manager Office. Parents will be notified if a negative balance exists in a child's account and additional money is needed for the next week.

CAFETERIA STUDENT MEAL CHARGES

Students are limited to no more than five (5) charges. Charges are allowed for students who have forgotten to bring money for breakfast or lunch and have no way to secure any money at the time. Students who have reached the charge limit:

- Must bring a sack lunch from home OR an alternate meal will be provided of cheese and crackers, fruit/vegetable and milk.
- Parents will be notified of outstanding charges
- The Student's name is turned over to the principal or the principal's designee as well as the Child Nutrition Director for corrective action.

COMMUNICTAION

THURSDAY FOLDER

We will use a Thursday folder to keep parents informed about school functions and activities. Your child will bring home a folder every Thursday with important information. Every effort will be made to include all important information in Thursday folders. Please read and sign any notices requiring parent signature and return the folder on Friday.

AGENDAS

Students at New Haven will receive an agenda at the beginning of the school year. Agendas will serve as a daily communication tool between the classroom teachers and the parents. Daily assignments, homework assignments and other important classroom information will be included in the agenda. Please read your child's assignment book and sign it daily. New agendas can be purchased if the original is lost.

ONE CALL NOW

The Nelson County School Board will be using the automated One Call Now system. This message system allows the school to communicate with families by contacting your home, work or cell phone.

PARENT CONFERENCES

Parents are expected to attend at least two parent conferences per year. Conferences may be scheduled at the request of parents, teachers or the principal. Conferences are recommended whenever important information needs to be shared. Call the school to arrange an appointment at 349-7232.

PARENT PORTAL

Parents will be receiving Census Verification Forms to update information in Infinite Campus Student Management System. Once this is updated, parents will be invited to a meeting to learn how to access student information, including grades, utilizing the Parent Portal of Infinite Campus. This will be coming home in student folders. Please make sure that you check, update and return to school.

DISRUPTIONS IN INSTRUCTIONAL TIME

Due to the fact that instructional time is so vital and must be guarded from misuse and unnecessary distractions and disruptions, we ask that you comply with the following:

- When calling a teacher, please do so during their scheduled planning time only. Teachers will not be asked to leave their instructional responsibilities unless an emergency exists.
- A conference with a teacher shall be scheduled in advance.
- No parent or guardian will be permitted to visit a student without prior notice; all items for students can be left at the office.

REPORT CARDS

Report cards will be distributed every nine weeks. Students in fourth through eighth grades will receive letter grades in subject area every nine weeks. Below is the Nelson County grading scale:

A	92-100	C	76-83	F	0-69
B	84-91	D	70-75	I	Incomplete

HOMEWORK

Homework is assigned to help the student to become self-reliant and self-directed. Assignments are given to strengthen and reinforce skills learned in class, to broaden experiences, to stimulate new interests and to provide additional practice away from the classroom. Homework will be assigned for the improvement of learning and will not be assigned as a disciplinary measure.

Middle School Missing Homework Plan

*Monday morning, teachers will notify anyone with missing work for the week prior. By Wednesday, work should be turned in.

*If work is not turned in by Wednesday, parents will be contacted and the child will come to ESS in the morning. Missing work will be in the computer lab waiting for the students. They will NOT be allowed to go to locker/classroom to hunt for what they need.

*If work is still not completed students will be referred to the office for afterschool detention.

EMERGENCIES/ACCIDENTS

If a serious injury occurs on the school grounds or on a bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that the parents cannot be reached, the students will be discharged to the person named on the emergency form. It is critical that the emergency form be filled out and kept up to date.

SCHOOL INSURANCE

The Nelson County Board of Education provides accident coverage for all students. This insurance serves as secondary coverage to the student/family primary insurance plan. Only accidents that occur at school sponsored and supervised activities are covered. In case of an injury or illness, every effort will be made to see that every student gets proper medical attention. Any accident occurring on school premises and requiring first aid or a doctor's services should be reported to the principal or principal's designee at once. Parents should report to the office and ask for the accident claim form.

EMERGENCY EVACUATION AND FIRE DRILLS

Emergency evacuation and fire drills are required by law and are an important safety precaution. It is essential that when the alarm sounds everyone obeys orders and clears the building as quickly as possible. Exit routes are posted on the wall near the door to each classroom. Please reinforce the seriousness of these drills with your child. Students are released and signed out only through the office during a weather emergency.

- **TORNADO DRILLS**

Tornado drills are held regularly to develop safety practices that will help students move quickly and quietly to pre-designated safety areas during an emergency. Instructions for drills are posted near the classroom door. The signal for a tornado drill is an announcement over the intercom by the principal. Students are released and signed out only through the office during a weather emergency.

- **DISASTERS**

In case of a disaster, such as a tornado touchdown, earthquake or flood, parents should contact the school office for location of students. It is very important that the teacher in charge accounts for the locations and safety of each student; therefore, each student must be released and signed out through the office.

MENTAL AND PHYSICAL HEALTH

GUIDANCE

The school Guidance Counselor's primary task is to help children become better learners by providing individual or small group counseling and whole group guidance lessons. School guidance counselor also helps to promote individual self-esteem. Counselors work with students on an individual basis or small group setting in discussing solutions to personal problems related to emotional adjustment, divorce, death, interpersonal conflicts, family conflicts and others as the need arises. Please feel free to contact Mrs. Puyear about any concerns that you may have.

HEALTH SCREENINGS

Vision and hearing screening are required in Primary School. Students who enter Kentucky public schools for the first time are required to have a documented examination by an optometrist or ophthalmologist.

MEDICATION

Parents are required by state law to inform the school of any medication (prescription or over the counter) to be taken by the child at school. All medication is to be kept in the office. The school must receive facts on current dosage and written permission by the supervising physician to administer medication. This includes over the counter and prescription drugs. If your child will need to take medication, please request a form from the office. Medications can no longer be sent home on the bus with children. Please bring only the dosage your child will need while at school. Ask your pharmacist to divide the prescription so that the child will have a container of medication for school and a separate container for home.

HEADLICE

One of the most common problems on any elementary campus is head lice. If a child is found to have lice or nits, that child is confidentially isolated from the other children while the parents are contacted. A student sent home for lead lice should be nit free before returning to school. Parents are encouraged to check students regularly at home and to remind students not to share hats, jackets, combs, hair bows or anything else that may come in contact with the hair. The Family Resource and Youth Services Center and Nelson County Health Department offer educational materials for families concerning treatment for lice infestation.

ADDITIONAL INFORMATION

SCHOOL CLOSINGS

Closings and delays will be announced on WBRT/WOKH radio and the PLG-13 cable channel. Announcements are also made on radio stations WAKY- Springfield, WASE- Elizabethtown, and on the Louisville television stations: WHAS, WAVE, WLKY AND WDRB. You may also visit the website, www.ncsnow.cjb.net for closing and delays. If schools are closed, events scheduled for that afternoon and evening at the elementary and middle schools will be canceled. Some events at NCHS may still occur depending on the weather situation.

PERSONAL PROPERTY

The school cannot be responsible for valuable materials and/or toys brought to school by students. These materials are disruptive to classroom instruction. Unless a teacher sends a written note home requesting the materials be brought to school, they are not permitted at school. They will be kept in the school office and returned only to the parent.

VISITORS

We welcome you to visit our school at any time. Any person who is not employed at New Haven School should report to the office upon entering the building. You will be required to sign in and receive a visitor's tag. When you leave the building, please sign out. This is in accordance with the Nelson County schools Emergency Procedures Guide.

VOLUNTEERS

Volunteers are welcome at our school. All volunteers are required to have a background check before working in the school. This includes any parents or relatives who are planning to go on field trips as chaperones, volunteering in the classroom, helping with classroom celebrations, etc. Please fill out the Youth Leader Inquiry Request so your background check can be sent to the school.

PARENT-TEACHER ORGANIZATION (PTO)

New Haven School has a PTO. Parents are strongly encouraged to become a part of this organization and attend the monthly PTO meetings. Meeting dates and times will be sent home in your child's Thursday Folder. PTO information, including their Facebook address, can also be found on the New Haven website.

What is the Family Resource Youth Service Center?

The Family Resource and Youth Services Center (FRYSC) program was created as part of the Kentucky Educational Reform Act (KERA). The primary goal of FRYSC's is to promote the flow of resources and support to families in ways that strengthen the growth and development of the individual members of the family unit. The Center strives to enhance students' abilities to succeed in school by assisting their families and bridging the gap between families' needs, school services, and the community.

Who can use the Center?

The Center serves all the children and their families within the Boston, New Haven and Nelson County Early Learning Schools.

Who runs the Center?

The Center has a local Advisory Council made up of parents, school personnel, youth from Boston and New Haven Middle and community service representatives. The Center is a district program that is housed in the schools which it serves. The Center is operated by a full-time Coordinator who plans and oversees the Center's daily activities and two full-time assistants available to assist students and families with counseling and special needs.

What services are provided by the Center?

- Referrals to childcare; both before and after school care and care when school is not in session.
- Provision of or referrals to programming for new and expectant parents.
- Provision of or referrals to strength-based family team meetings.
- Parent enrichment activities.
- Health care referrals and assistance.
- Programming relating to increasing resistance skills.
- Career exploration and development to prepare students for future employment.
- Provision of and referrals to counseling services and behavior management skills.
- Basic needs services, uniform clothing assistance and student supplies.

Hours of Operation:
8:00 a.m. to 4:00 p.m.
Monday – Friday
Phone: 349-7230

[Http://www.nelson.kyschools.us/frysc/village/index.html](http://www.nelson.kyschools.us/frysc/village/index.html)

Christy VanDeventer-Coordinator

Rhonda Johnson-Assistant Coordinator

Where are we located?

The Center is located in both schools. At Boston we located in Room 102 just inside the main doors. At New Haven our office is in Room 208. The Center is open throughout the year with extended hours and summer programming. Evening and weekend hours by appointment, 502-249-2020.

Please sign below and return this page to school after you have read the contents of this handbook and discussed the contents with your child. Please return to school by Friday, August 15, 2014.

I (we) have read the student handbook and understand the contents of the handbook.

Signature of Parent/Guardian

Date

Student Name and Signature

The Nelson County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated your group. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Sara Wilson, Executive Director of Student Support

288 Wildcat Lane
Bardstown, KY 40004
502-349-7000, Extension 2328

Internet/Electronic Mail User Agreement Form

Access Request

Student

As a user of the Nelson County Public School's computer networks, I hereby agree to comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I understand that my stored files and messages may, at times, be viewed by school system employees.

Outlook Live Email Solution

The Outlook Live Email Solution is provided to you by the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your rights to use the Outlook Live email service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live email service, is managed by the district pursuant to policy 08.2323 and accompanying procedures. I also understand that the Windows Live ID provided to me can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Services Agreement and the Microsoft Online Privacy Statement. Before I can use those Microsoft Services, I must accept the Windows Live Service Agreement and in certain cases, obtain consent.

Student signature: _____ Date: _____

Parent

I accept the responsibility for guidance of Internet and electronic mail use by setting and conveying standards for my child to follow when selecting, researching or exploring electronic information and media, and I understand that some materials on the Internet may be objectionable.

The Outlook Live email solution is provided to your child by the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live email service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in the District policy/procedures as provided, and that the data stored in such Live@edu services, including the Outlook Live email service, is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Please check two (2) spaces and sign below. As the parent or legal guardian of the student signing above,

- I grant permission for my child to access the Internet.
- I withhold permission for my child to access the Internet
- I grant permission for my child to access an electronic mail account.
- I withhold permission for my child to access an electronic mail account.

Parent Signature: _____ Date: _____

Name of Student: _____ School: _____

