



# New Haven Elementary School

**2015 – 2016**

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**Boone County Public Schools**

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# NEW HAVEN ELEMENTARY TIGERS

August, 2015

Dear Students and Parents:

We, the staff of New Haven Elementary School, welcome you to a new and exciting school year. We are very proud of our school, our dedicated teachers and staff, our involved and caring parents, and our instructional programs. Most of all though, we are proud of our enthusiastic and hard working students! We, as a staff, are committed to meeting students' educational needs and to providing a positive environment where they may learn, grow and succeed.

Please read this student/parent handbook carefully, and refer to it often throughout the school year. It contains valuable information about our school and the procedures and policies that we have in place. We have attempted to answer as many questions as we can about our policies and procedures, however not all are covered in this handbook. All decisions that are made are for the safety, success, and overall wellbeing of our students. We do have monthly School Based Council meetings where decisions are made. This process is the best way for you as parents to stay informed. We also have a very active PTA where you can contribute to many things that take place within our school.

All parents are encouraged to be active partners in their child's education. With your continued support and assistance, we can continue to maintain our commitment to your child's educational needs and academic success.

Sincerely,

Mary Goble, Principal

## NEW HAVEN ELEMENTARY SCHOOL GUIDELINES FOR STUDENT CONDUCT

Our faculty and staff work diligently to maintain a positive learning environment. Our main goal is to build on that positive climate and ensure a safe and orderly environment for all our students. As part of this plan, each classroom teacher provides instruction on the lifelong guidelines and life skills that are indicated below.

### LIFELONG GUIDELINES

Be Truthful  
Be Trustworthy  
Active Listening  
No Put Downs  
Personal Best

### LIFESKILLS

<b>INTEGRITY:</b>	To act according to a sense of what is right and wrong.
<b>INITIATIVE:</b>	To do something of one's own free will.
<b>FLEXIBILITY:</b>	To be willing to alter plans when necessary.
<b>PERSEVERANCE:</b>	To keep at it.
<b>ORGANIZATION:</b>	To plan, arrange, and implement in an orderly way, to keep things orderly and ready to use.
<b>SENSE OF HUMOR:</b>	To laugh and be playful without harming others.
<b>EFFORT:</b>	To do your best.
<b>COMMON SENSE:</b>	To use good judgment.
<b>PROBLEM SOLVING:</b>	To create solutions in difficult situations and every day problems.
<b>RESPONSIBILITY:</b>	To respond when appropriate, to be accountable for your actions.
<b>PATIENCE:</b>	To wait calmly for someone or something.
<b>FRIENDSHIP:</b>	To make and keep a friend through mutual trust and caring.
<b>CURIOSITY:</b>	Desire to investigate and seek understanding of one's world.
<b>COOPERATION:</b>	To work together toward a common goal or purpose.
<b>CARING:</b>	To feel and show concern for others.
<b>COURAGE:</b>	To act according to one's beliefs.
<b>PRIDE:</b>	Satisfaction from doing your personal best.
<b>RESOURCEFUL:</b>	The ability to respond to challenges and opportunities.

## **GENERAL INFORMATION**

### **REGISTRATION**

To register your child for school you need to bring:

- a certified, full sized, copy of the child's birth certificate
- child's Social Security card
- completed medical examination form
- Kentucky up-to-date immunization form
- eye examination form (ages 3,4,5 & 6)
- custody papers if applicable
- proof of residency

(Immunization certificates are mandatory before your child may attend school. The certificate must be completed by a physician or health professional and must include the expiration date and the signature of the person certifying the information. )

At the time of registration you will be given additional forms to be completed. You may register your child anytime during the regular school day.

### **STUDENT FEES**

Students will pay a fee to cover some of the instructional classroom material costs. The 2015 - 2016 fees for grades 1st through 5<sup>th</sup> are \$65.00 (\$35.00 general fee, \$10.00 technology fee, \$10.00 workbook fee, \$5.00 Unified Arts and \$5.00 agenda fee). Kindergarten fees are \$60.00 (\$35.00 general fee, \$5.00 Unified Arts, \$10.00 workbook fee and \$10.00 technology fee). Fees are to be collected by the teacher. Checks should be made payable to "New Haven Elementary School." Please put the student's name on all checks. At the time of payment a receipt will be issued by the teacher.

Fee money will be used for classroom supplies used throughout the year and agendas so please pay your child's fees as soon as possible so supplies can be ordered.

### **SCHOOL HOURS**

Pupils are required to attend regularly and punctually the school in which they are enrolled. New Haven Elementary is in session (in the classroom ready for instruction) from 8:55 a.m. until 3:40 p.m. for grades one through five. The morning preschool and kindergarten hours are 8:55 a.m. until 12:03 p.m. Afternoon preschool and kindergarten hours are 12:32 p.m. until 3:40 p.m.

## **MORNING ARRIVALS**

New Haven Elementary School will open at 8:00 a.m. Students arriving from 8:00 until 8:30 a.m. are directed to go immediately to the cafeteria. When dismissed from the cafeteria, students will go directly to their homerooms. Parents bringing students to school between 8:00-8:15 are permitted to drop students off in the bus loop. Any parents arriving after 8:15 must drop them off in the parking lot – not in the bus loop. Please remember that the parent drop off line is designed to be a continually moving line. When you pull into the drop off line, pull all the way up to the sign, let your child exit the car immediately and proceed safely to the school entrance that is open. This will alleviate any traffic backups onto Hicks Pike and help traffic flow smoothly. If you feel the need to watch your child enter the school, please pull into a parking spot and walk them to the curb. After 8:30, students may enter the building at the end of A Hallway until 8:50. After 8:50 all students must enter through the Main Office. To help ensure the safety of every child, we ask that children being dropped off in the drop off line exit the vehicle on the curb side of the car. To keep the flow of traffic moving, parents please do not get out of your vehicle in the drop off line. If you must get out of your vehicle when dropping off your child, please pull into a parking space and walk your child to the curb. Parents are asked not to accompany students to the classroom. Adult supervision begins at 8:00 and parents must drop off students after to 8:00 a.m.

## **TRANSPORTATION**

School bus service is available to all students, preschool through 5th grade, and special education. Students should know their bus number, driver, a.m. pick-up time and a.m. pick-up point. If there are questions concerning bus service, please call the Transportation Department (384-8384 or 282-5640) or the school (384-5325). If the bus is late getting your child home, please call the school for information. There are occasions when the bus may be late for reasons such as a mechanical failure, late returning from field trips, etc. In case of an emergency, please call the secretary.

Children are to ride the buses assigned to them by the Transportation Department. \* When there is a change in transportation for a child, they must bring a note with them that morning to alert the teacher of the change in transportation. Children who do not have a note will automatically be escorted to their

usual destination, either the bus or parent pick-up. This is for the protection of your child.

Any transportation changes must be made before 3:00 p.m. No transportation changes will be accepted from voicemail messages or telephone calls. Faxed notes will be accepted before 3:00 p.m., however you must call and alert the office that you are faxing a note. Parents arriving at school after 3:20 must sign out their child at parent pickup. No children will be called to the office between 3:20 p.m. and 3:40 p.m. for dismissal.

\*Permanent transportation changes require completion of a written form, available in the school office. (Please read the "Transportation Regulations" flyer.)

## STATE ASSESSMENT

State assessment is customarily scheduled for the last two full weeks of school for students in grades 3-5, and may be adjusted according to snow days. During the state assessment window, we ask that all parents avoid scheduling appointments or activities that would require students to be absent during regular school hours. We ask that parents make all efforts to ensure that students get plenty of rest, a good breakfast and arrive to school on time, prepared to do their best on the test.

## BUS CONDUCT

Students who ride Boone County School buses must obey school bus rules and regulations. Riding the bus is a privilege provided by Boone County Schools. Students are held accountable to adhere to safe/good behavior. Misbehavior of any nature, vandalism, defiance or misconduct, on the bus will not be tolerated. Students who misbehave on the school bus will be referred to the Principal or Assistant Principal for disciplinary action. The Principal or Assistant Principal may exclude a student from transportation services (consistent with Board Policy #06.34) if a student continues to disobey school bus rules and regulations.

## STUDENT PICK-UP

Because of our concern for your child's safety and our continual increase in enrollment, you are strongly encouraged to allow your child(ren) to ride the bus. There is very limited parking for those choosing to use Parent Pickup. When picking up a student, please use either of the parking lots. **DO NOT BLOCK THE DRIVEWAY.** Please read posted signs and **DO NOT** park in areas designated for staff or in no parking areas. Failure to comply may result in a citation.

## Parent Pickup

Students may be picked up after school in the Multipurpose Room. Parents should report to the Multipurpose Room at 3:30 to sign out their child(ren). To sign out your child, please fill out an "After School Sign-Out Slip" located in the basket. These slips must be given to a staff member in parent pick-up to get your child. The information on the slip includes the student's name, date and parent's signature. You may take additional slips to fill out in advance if your child is a daily parent pickup.

If you choose to use the Parent Pickup Procedure, it is necessary for you to be on time. We have a large number of students being dismissed, and need to have them picked up promptly. There is no adult supervision after 3:45 PM.

*FOR YOUR CHILD'S PROTECTION, IF ANYONE OTHER THAN A PARENT IS TO PICK HIM/HER UP, WRITTEN PARENTAL PERMISSION IS REQUIRED. IDENTIFICATION WILL BE REQUESTED FROM THE PERSON PICKING UP YOUR CHILD(REN).*

Please do not ask for your child to be called from the classroom early unless there is an emergency.

## BUS LOOP - IMPORTANT NOTICE

The loop in front of the school is a designated fire lane. There is no parking in this area while school is in session. Cars parked in the loop could be ticketed and/or towed.

## DRESS CODE

Students should be dressed appropriately for school and be properly groomed. A properly groomed student is neatly dressed, has clean clothing, and a clean body. We ask that all apparel be modest and tasteful. Students will comply with New Haven Elementary Site Based Council Dress and Appearance Policy. That policy is as follows:

- *The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the Principal significantly disrupts the educational process or threatens the health of other pupils is prohibited.*
- *The Administration shall enforce the dress code. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.*

- *Walking shorts (fingertip length) will be permitted prior to October 1<sup>st</sup> and after April 1<sup>st</sup>. The hem of shorts or skirts for all students must fall at or below fingertip length or be accompanied by leggings. (Fingertip length is when the child is standing up straight with their arms at their sides. The hem of the shorts must fall below fingertips to be considered within dress code)*

- *The following attire is **prohibited**: see-through mesh clothing, tank tops and tube tops, hats/caps (unless on special building-designated days or approved for special reasons that have been approved by the Principal), bare midriffs, clothing and accessories with obscene, crude, or rude pictures pertaining to drugs, alcohol, tobacco, extreme violence or sex, hair curlers, nonprescription sunglasses, sleep or swimwear, biking shorts, and clothing too tight or too suggestive constituting a risk of distraction to the educational process.*

- *The dress code shall be included in the New Haven Elementary Student and Teacher Handbooks. Parents and students may receive an additional copy upon request.*

- *The Principal will have the flexibility to make adjustments to the dress code due to student medical or religious reasons.*

**CAFETERIA**

School breakfast and lunches are served daily in the cafeteria. Prices are as follows:

<b><u>Breakfast</u></b>	
Free -	\$0.00
Reduced -	\$0.30
Paid -	\$1.00

<b><u>Lunch</u></b>	
Free -	\$0.00
Reduced -	\$0.40
Paid -	\$2.25*
Extra Entrée -	\$1.85*

<b><u>Milk</u></b>	
Free -	\$0.00
Paid -	\$0.50

**Chips, Water and Other Extras**

\$0.50-\$0.75

**Adult Lunch**

\$3.00

\*These are the current prices at the time of handbook publication, however prices are subject to increase.

Milk is available for purchase by children bringing a packed lunch. Extra items are available for purchase with the school lunch. "Extra" menu items include fruit roll-ups, juice boxes, water, chips, cereal bars, etc. The cafeteria does limit the number of "extras" a student can purchase to two items per day, as long as they have sufficient funds in their account. We want to make parents aware that this will deplete lunch account funds more quickly than if the student is just purchasing a lunch. **If parents want to put a limit on "extra" items purchased, they must write a letter to the cafeteria manager indicating that the student cannot purchase any extra items or only one extra item. For example, may only purchase a fruit roll-up once a week. The cafeteria will then make a note of it in their computer system and enforce the limits requested by parents.** Our cafeteria offers "reverse" credit accounts. Deposits in any amount can be made to the account with breakfasts, lunches and extra charges being deducted each day your child eats. Any inquiries regarding your child's lunch account can be made by contacting the cafeteria manager at 859-384-5331. She will be willing to assist you at any time.

Breakfast is available each morning. Students wishing to eat breakfast must go directly to the cafeteria from their buses. Breakfast is served from 8:15 until 8:45 each morning. Students arriving in the cafeteria after 8:45 a.m. will not be served breakfast. Breakfast costs will be covered by the deposits made into your child's lunch account.

**CHARGES**

Cashiers have the authority to charge three student plate lunches per student. This service is designed to cover the situation of a student occasionally losing or forgetting meal money or a parent occasionally forgetting to send meal money. *This service is not designed or intended to provide a credit service for continuous charging and collection for a student's meals.* You should receive a written notice or a telephone call if your child's lunch account is insufficient.

**Policy for Elementary Students:**

If a student needs to charge more than three days' meals before previous charges have been collected, the additional charge must be approved by the Food Service Manager. The student is given notice that after the third charge, the cafeteria manager will



contact the student's parents by phone or letter strongly encouraging the parents to pay the charges before another can be issued or, if there are financial difficulties, an application for free or reduced meals can be submitted. Parents will be notified in their letter that after the 4th charge, students will be served an alternate meal. This alternate meal will consist of a peanut butter or cheese sandwich and milk. If charges have still not been paid and the student has received four alternate meals, the student will be asked to bring their meal from home. At this time, the school will no longer assume the responsibility of feeding the student.

Charges should be paid in the morning before school, between 8:15 a.m. and 8:45 a.m. No charge money will be accepted during lunch serving hours. Charges may be paid by check or cash. Please have your child make all deposits before school begins. Calls about account balances should be addressed to the cafeteria manager at 384-5331.

Encourage students to use proper manners at lunch. Because of state and federal health regulations, soda pop is not permitted in the cafeteria at lunch. Also, students and visitors are not permitted to bring in carry out pizza or lunches from restaurants. No cans, glass bottles or containers are allowed at school.

#### ***Procedures for Cafeteria Visits:***

Due to the large number of students, please limit your visits and the number of guests. Please make your request with the classroom teacher at least 24 hours in advance. Students receive first priority for seating. This will enable the staff to plan accordingly and make certain there are enough seats for the students and ease the flow of traffic in the cafeteria. Lunch visitors must sign in at the front office and report directly to the cafeteria. Visitors are not permitted to bring snacks or treats into the cafeteria to be distributed to the whole class. Due to the large number of allergies among students, whole class snacks or treats delivered by a visitor must be distributed in the classroom with teacher supervision. After lunch, visitors must go directly back to the office to sign out. They are not permitted to visit the classroom before or after lunch.

#### **HEALTH PROGRAM**

We have an excellent health program. The following screenings are available: eye, hearing and speech. The children are weighed and measured annually. Our Health Clerk\* will call if your child becomes ill enough to go home or if there is a medical problem concerning your child.

Our Health Clerk is First Aid/CPR trained and is supervised by an offsite nursing staff from Student Services. They can be accessed as needed.

#### **MEDICATION**

##### 1. Policy Regarding Medicine in the First Aid Room

All prescription medicine administered by the Health Clerk is to be in the medicine bottle given by the pharmacist. The label should state the name of the student, name of the medicine, the dosage and time to be given. No substitute container is acceptable.

2. No more than ONE WEEK'S supply of medicine is to be kept in the first aid room.

3. If a child is on an antibiotic, it is to be administered by the Health Clerk only if it is prescribed FOUR times a day. All doses of three times or less per day should be given at home.

4. A Medicine Form is to be filled out by a parent/guardian for any medicine to be taken at school. This form is kept on file in the First Aid Office. A new form must be filled out with any changes in the prescription.

5. No over the counter medicine (cough syrup, Tylenol, cough drops, etc.) can be given by the Health Clerk without a completed Medicine Form. These medications must be in the original containers.

If you need assistance with:

- School physicals
- Immunizations
- Well-child examinations
- Assessment, evaluation, diagnosis and treatment of minor acute illnesses such as sore throats and ear aches
- Education about health, nutrition, safety, growth and development and dental care

Please contact the Northern Kentucky Independent District Health Department located at 7505 Burlington Pike, or call (859) 363-2060.

#### **CURRICULUM**

Our education program is designed to address the intellectual, psychological, and physiological needs of the individual student. An integrated curriculum emphasizes the development of all content areas as mandated by the State of KY Core Content. Teachers, administrators, staff, and parents must work together to prepare students to become problem solvers and lifelong learners.

Beyond the regular offerings, each student receives instruction in physical education, music, art, technology, science lab, and library. Speech therapy, special education, and related services are provided to those who qualify for special assistance. Also available are English Language Learner (ELL) and Gifted and Talented Educational Services (GATES) to those who qualify. Extended School Services (ESS) are available to students who would benefit from remedial instruction in the form of before or after school tutoring.

Teachers may periodically show excerpts from movies to their classes. If you have concerns about movies please contact your child's teacher. Movie clips must relate to present integrated unit and must have administrative approval.

## **HOMEWORK**

It is essential that students complete their daily homework assignments. Parents are encouraged to help with homework by providing an adequate atmosphere for studying, limiting TV viewing/video gaming time, providing a good work area (proper lighting and desk), peace and quiet. Agreeing on a regularly scheduled "homework time" is also beneficial.

## **HOMEWORK POLICY**

Homework is defined as a beneficial reinforcement of a skill, as an independent practice, that has been introduced. This reinforcement increases students' chances of skill mastery. Time for additional projects will be taken into consideration when determining the amount of homework assigned.

Kindergarten students shall have an average of no more than one hour of homework per week. Primary students, 1<sup>st</sup> - 2<sup>nd</sup> shall have an average of no more than 1-3 hours of homework per week. Intermediate students, 4<sup>th</sup>-5<sup>th</sup>, shall have an average of no more than 4-6 hours of homework per week.

In the event a student is absent, missed assignments will have to be completed at home. In such event, the total amount of work at home may exceed the averages listed above.

## **HOMEWORK RESPONSIBILITIES**

### ***Students must:***

- Do their personal best
- Complete and turn in homework
- Understand assignments and ask for help if needed
- Write assignments down and take home materials necessary to complete assignments

### ***Parents must:***

- Provide time, place and materials for student to study and complete assignments
- Communicate any concerns to the teacher
- Attend parent conferences/curriculum nights
- Understand consequences of missing assignments
- Review assignments and sign assignment sheet/agenda as required by teacher

### ***Teachers must:***

- Assign relevant homework
- Make sure students understand assignments
- Respect time limit and frequency when assigning homework
- Check completed homework and give feedback to students and parents
- Advise parents of problems
- Make sure parents and students understand the consequences of missing assignments
- Never use homework as a punishment
- Provide daily/weekly homework agenda
- Differentiate assignments by taking into consideration individual differences of students such as health ability, conditions at home, and educational resources at home

Students can be given Detention for not completing three (3) homework assignments in one week, or for consistently not completing class and homework assignments.

## **Procedures**

If parents have homework concerns, they should contact their child's teacher to discuss the issues. If it is necessary, the following additional steps should be followed respectively:

1. Conference with the child's teacher
2. Conference with the teacher, counselor, and administrator or combination thereof to develop a plan of action
3. Conference as needed to review implementation of the plan, review student progress, and revise the plan if necessary

**Requests for homework for students with excused absences should be called in by 9:00 a.m. so, time allowing, teachers can prepare work during their planning period. Work can be picked up at the end of the school day.**

A portion of student fees helps to provide an agenda for all students in grades 1 - 5. This agenda serves as a tool for on-going parent/teacher communication

and teaches responsibility to our students. In order to maintain continuous benefits of the agenda, we require that your child's agenda be signed each day.

Replacement agendas may be purchased in the school office for \$5.00 each.

### **PRE-ARRANGED ABSENCE - HOMEWORK**

If you know ahead of time that your child will be out for an extended time, please notify the teacher in writing at least a week prior so work can be gathered for that time frame. Absences due to family trips are discouraged. The Principal must approve absences for trips one week prior or they will be unexcused. Lesson plans for Educational Enhancement Opportunity Forms must be provided by the parent. These plans are not the responsibility of the staff. For more information about the Educational Enhancement Opportunity Forms, please contact the school office.

### **REPORT CARDS**

Report cards will be sent every twelve weeks to the parents of Primary and Intermediate students. Progress Reports are sent in the middle of each grading period for intermediate students only.

### **PARENT/TEACHER CONFERENCES**

Conferences will be scheduled in the fall and upon individual request. Each of us have the same goal: giving your child the best possible education. In order for our children to obtain the best possible education, teachers need the help of parents. Parents can supply information about the student that is very useful to the school. Also, the teacher can offer suggestions to parents. If you need to speak to your child's teacher, please call the school office (859-384-5325) for an appointment.

### **GUIDANCE**

The School Counselor presents Developmental Guidance lessons to each class, several times a year. Currently, these lessons incorporate The Lifelong Guidelines and Life Skills that are part of our Integrated Thematic Instruction at New Haven.

The School Counselor is available to assist individual and small groups of students, as appropriate. Parents are encouraged to address concerns with the classroom teacher and the teacher may refer the student to the counselor.

### **SCHOOL PRIDE**

School is really "home away from home" for

students. We expect students to take pride in their school and properly care for the building and grounds.

### **STUDENT PICTURES**

Student pictures are made twice a year, in the fall and spring. Fall pictures are pre-paid. Spring packages are sent home on approval. Parents are under no obligation to purchase pictures.

### **EXTRACURRICULAR ACTIVITIES**

Opportunities for extra-curricular activities (i.e. Academic Team, Basketball, Cheerleading, Odyssey of the Mind, Sign Language Club, Drama Club, Media Club, Technology Club, Running Club, Archery, Young Rembrandts Art and Mozart Strings) will be announced prior to sign-up/registration.

## **POLICY & PROCEDURES**

### **ABSENTEEISM**

It is the responsibility of the parent/guardian to notify the school when a child is absent. Please do this by 9:00 a.m. The school will contact the home if there has not been prior notification of absence. At times it may be necessary to contact the parent's work to check on a student's absence. Even though telephone contact has been made, a note for the teacher is also required upon return to school. If a signed note from the parent is not given to the teacher, the absence will be recorded as an unexcused event. Unexcused events, absences and/or tardies will result in being referred to the Director of Pupil Personnel. Attendance is CRUCIAL! Time lost in the classroom is NEVER FULLY RECOVERED. Our notification of absence policy has been established to ensure the safety of our students.

If a student is absent from school they will not be permitted to participate in after school activities.

New Haven Elementary has Voice Mail. Please feel free to leave a message regarding the absence of your child(ren). Please leave a telephone number so we might verify this information if necessary. Please note that even if you leave a voice mail message to report an absence, we must have a written excuse upon the student's return to school to excuse the absence.

State policy 702 KAR 7:050 states, "...a pupil who is absent thirty-five to eighty-four (35-84) percent of instructional time in any regularly scheduled day shall be considered, and recorded, absent for one-

*half day. A pupil who is absent for at least eight-five (85) percent of the instructional time in a regularly scheduled day shall be considered, and recorded, absent for the full day."*

### **TRUANCY DEFINED**

"Any pupil who has been absent from school without a valid excuse for three (3) or more events, or tardy three (3) or more events, is truant. A student who has been reported as truant two (2) or more times, "six (6) events" or "six (6) tardies," is a habitual truant. Absence for sixty minutes or less shall be considered tardy."

Within a school year, students who experience no more than ten events of absence may utilize a parent note as a valid excuse. Any absence in excess of ten events in a school year will require a doctor's/dentist's note. Parent notes for the first ten events will be excused. After the tenth "excused" event, a signed physician's statement/note must be submitted in order for any additional absences to be excused. Students who have fifteen events that have been excused by a doctor may be required to provide the diagnosis and original physician signature on any subsequent excuses. An excuse stamped by a doctor's office will not be considered an original physician's signature.

Family trips will be counted as unexcused absences unless it is an emergency and/or prior arrangements have been made with the Principal.

"Take Your Child to Work Day" has, in the past, fallen during the Kentucky state testing window. If this day falls during the testing window (exact dates are to be announced, but will be the last two weeks of school), and your child is absent for this reason, it will be counted as an unexcused absence. If you will contact the principal to make arrangements for a date outside of the testing window, one day may be excused for Take Your Child to Work Day.

We provide incentives for perfect attendance and encourage students to accept the responsibility of attending regularly.

Truancy shall be reported to the principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action. After three unexcused events (absences or tardies), students and parents will be reported to the Boone County Truancy Prevention Team.

### **TARDY**

According to state regulations students arriving after the beginning of the school day or leaving before the

end of the school day must be counted tardy.

Any absence for sixty minutes or less shall be considered tardiness. This not only includes late arrival, but also includes early dismissal and/or any time missed if a student should leave school for any reason and then return the same day. If a student reports to class after 8:55 a.m. they are considered tardy. Tardies are automatically unexcused and cannot be considered excused without a note. In order to be admitted to class the student must obtain a tardy slip from the office personnel. Students will not be admitted to class without a tardy slip. If a student leaves school prior to 3:40 p.m., they are considered tardy. Parents must sign students out in the office prior to 3:40 p.m.

### **ADDRESS/TELEPHONE/EMERGENCY CONTACT CHANGES**

It is essential that the school have up-to-date information for your child's records. If your address, email, home telephone number, cell phone number, work phone number or any emergency contact number changes during the school year, please notify the school office immediately. Please update your child's emergency information as necessary. In case of an emergency or early release, we must be able to contact a parent/guardian.

### **SCHOOL VISITATION**

Parents are always welcome to visit New Haven Elementary during the day. EVERY PERSON WHO ENTERS THE SCHOOL MUST ENTER THROUGH THE MAIN OFFICE DOOR AND FIRST REPORT TO THE OFFICE TO IDENTIFY HIS/HER PURPOSE AND SIGN IN. There is a laptop in the office that will allow you to electronically sign in and print your badge. All visitors and volunteers are required to sign-in and out, wear the appropriate identification badge, and only visit areas indicated on the sign-in.

PLEASE DO NOT ASK A STUDENT OR STAFF MEMBER TO ALLOW YOU TO ENTER THROUGH ANY OTHER DOOR. THEY HAVE BEEN INSTRUCTED TO SAY NO. PICTURE IDENTIFICATION IS REQUIRED ANY TIME A CHILD IS PICKED UP FROM SCHOOL.

Our goal is to have a healthy and educational atmosphere that fosters a sense of pride for our students, parents and community. In order for improvements to be made, we need your participation. We encourage continual communication with your child's teacher, the administrators and your parent representatives on

the School Based Decision Making Council. We value your input, however, if you wish to speak with an Administrator or Teacher please call to set up an appointment. **To protect the instructional time of students, teachers cannot be interrupted while teaching.**

## **CLASSROOM OBSERVATION**

Visitors will comply with the New Haven Site Based Council Classroom Observation Policy. That policy is as follows:

- *An individual wishing to observe in the classroom shall make arrangements at least twenty-four (24) hours in advance through the Principal or designee.*
- *For classroom visits, the date, time and purpose will be approved or disapproved by the Principal or designee, and if approved, will be coordinated with the classroom teacher by the Principal or designee.*
- *The class observation shall be limited to one class period, not to exceed 10 minutes unless the visitor is a parent of a child in the classroom, then it shall not exceed 30 minutes.*
- *The visitor shall not interrupt the classroom setting, therefore, the time of the visit will be determined by the Principal or designee.*
- *During the school year, an individual shall be limited to two (2) classroom observations. Individuals may be requested to complete a school-developed questionnaire pertaining to the observation and sign a notice of non-disclosure/confidentiality.*
- *Individual cases concerning classroom observations may be taken under consideration by the Principal or designee after consultation with the teacher.*
- *The Principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time she/he perceives the change to be in the best interest of the children, parent, or teacher.*
- *All students' parents in the room must have signed the Parent Consent Records Release Form for the classroom observation to take place. If any parent of a student does not grant permission for observation of their child other than personnel hired by the*

*Boone County Board of Education, the student will not be removed from instruction and the observer will be scheduled to observe the classroom when this student is not in the classroom.*

- *If the student is in the classroom with other students during the entire school day, the observer will be granted a walk through and may observe through the window of the door and meet with the teachers who will provide details on the classroom curriculum and the daily routines of the classroom.*

## **FIELD TRIPS**

Your child's teacher may schedule Curricular Field Trips throughout the year. Curricular Field Trips are directly related to the classroom curriculum. The purpose of a Curricular Field Trip is to enhance and enrich the classroom curriculum. All students desiring to participate are permitted to do so pending parent permission. Parents are asked to complete a field trip permission form for the student attending the trip. Teachers will designate a time when the completed permission form is due. It is imperative that parents return the signed permission slips giving their child permission to attend the field trip. Often there is a charge to cover the expenses of field trips.

## **INCLEMENT WEATHER/ SCHOOL CLOSING OR DELAYS**

Be sure to complete and return the inclement weather form so we will know where to send your child in case of early dismissal due to inclement weather.

We will be using the Blackboard Notification System to make mass calls to all main phone numbers in order to inform you of school closings or delays. Please understand that we will inform you as soon as we can so that you may make needed arrangements for your child, but cannot customize when the calls go out for individual families. It is imperative that we have updated phone numbers in which you want to be notified. You may also listen to local radio and/or watch local TV for school closing or delay announcements. As soon as the decision to close or delay opening the school is made, the radio and TV stations are notified.

Whenever school is closed all extra-curricular activities and community education classes are cancelled.

There are times when the school is left to make decisions about cancelling afternoon and evening

activities. You will also receive communication regarding these closings via all-call or social media.

## TELEPHONE USE

Students are not to use the office phones without permission. Students cannot be called to the phone. In case of an emergency the office personnel will relay a message to a student.

## WITHDRAWAL

Please notify the school if you plan to move out of the New Haven District. If you notify the school prior to withdrawing your child, the office staff will prepare copies of your child's medical forms to be taken to the new school for registration. Also, the teacher will prepare a withdrawal form to be sent with the student to the student's new teacher. The form will contain information to facilitate the transition to the new school.

## ORGANIZATIONS

### SCHOOL BASED DECISION MAKING COUNCIL (SBDM)

Council members for 2015–2016 are:

Mary Goble, Principal  
Mrs. Heather Dern, Teacher  
Ms. Genie Keefe, Teacher  
Miss Amanda Mullins, Teacher  
Mark Evans, Parent  
Mrs. Karen Hargett, Parent

The Council meets each month to discuss and formulate school policy and make decisions, which involve school programs. Parents are encouraged to attend meetings and get involved in School Based Decision Making Committees. The dates and times of scheduled meetings are posted on the bulletin board in the main lobby of the school, on the school webpage and are published in the Boone County Recorder and The Kentucky Post. Meetings are held in the school library or conference room.

### PARENT/TEACHER ASSOCIATION (PTA)

The PTA benefits the children by providing a channel of communication between you, your school and your children. Our PTA generally meets by-monthly at 6:30 p.m. A calendar of meeting dates will be distributed at the beginning of the school year. Please watch for this calendar for exact dates. Please become a member of this organization and volunteer for school activities. If you have any questions, suggestions, want to volunteer or just

want to talk to a PTA officer please contact the office at 384-5325.

## TIGER TALES NEWSLETTER/EBLAST

It is important to keep the line of communication open between school and home. A school newsletter or electronic message will be sent home in an attempt to keep parents up-to-date on happenings at New Haven Elementary. A cafeteria menu and a calendar for the upcoming month are sent home at the beginning of each month. For additional updates, please visit our website ([www.newhaven.boone.kyschools.us](http://www.newhaven.boone.kyschools.us))

## NEW HAVEN ELEMENTARY SCHOOL STUDENT CODE OF CONDUCT

*New Haven Elementary School Student Code of Conduct was developed to place responsibility for personal behavior on the student. The plan stresses that students are held accountable for the choices they make and acceptance of the consequences for those choices.*

### I. General Procedures

#### A. School Procedures

1. Be respectful at all times to yourself, others and your school.
2. Chewing gum, mechanical pencils, radios, tape players, toys, etc. are to be left at home.
3. Follow directions.
4. Selling, buying or trading property is prohibited.

#### B. Hallway Procedures

1. Always walk silently in the halls.
2. Keep hands and feet to yourself.
3. Walk in straight lines on the right side of the hall.
4. Keep the hallways clean.

#### C. Playground Procedures

1. Play safely and fairly.
  - Sit on swings and slides.
  - No throwing of mulch or anything that shouldn't be thrown.
  - Team activities should be played with teacher permission.
  - Any problems must be brought to attention of the teacher.

#### D. Cafeteria Procedures

1. While in line keep hands and feet to self,

- speak only in a whisper, and do not stop to talk to those at tables.
2. Practice your cafeteria manners.
    - Always walk.
    - Talk quietly.
    - Stay in your seat and raise your hand to ask permission to get up.
    - Playing with and throwing food or food items is not allowed.
    - Clean up all trash on and under tables.
  3. Saving seats is not allowed, take next available seat at your table.
  4. Be quiet while the lights are out (no talking at all).
  5. Do not leave the cafeteria during your lunch period. Restroom breaks must be taken before and after lunch.

### **SERIOUS DISCIPLINE PROBLEMS**

A Behavior Referral form is used for a student(s) who needs to be monitored closely or that may need special attention due to behavior, and/or emotional, social learning problems. This form should be submitted electronically in Infinite Campus> Behavior>Behavior Referral by the teacher when problems arise that cannot be handled within the usual classroom management procedures. This form will be used to assist staff with planning a response, which will help the teacher and student(s) resolve the behavior. Students should only be sent to the office for SEVERE INFRACTIONS that cannot be handled within the usual classroom management procedures. Students who are sent to the office must have a Behavior Referral entered into Infinite Campus and/or be accompanied by an adult who can inform office personnel of the situation at hand.

### **SEVERE DISCIPLINE PROBLEMS**

Severe discipline problems will be dealt with in accordance with the Boone County Behavior Guidelines listed in the Boone County Schools Code of Conduct. Please read and follow the Boone County Behavior Guidelines listed in the Boone County Schools Code of Conduct. Note the Levels of Offenses on page 13 of this handbook.

### **DETENTION**

Teachers, the Principal, Assistant Principal, and Counselor may assign detention to students. A detention form must be completed. The student's teacher must contact the student's parents either by phone or in writing before scheduling the detention date. Students must complete the detention

assignment(s) or he/she will be assigned Saturday School. The student who does not complete the assigned detention will not be eligible for extra-curricular activities until the detention is served. Students who miss the first detention will be assigned an additional detention (total of two). Failure to attend these detentions will result in Saturday School.

If school is on a one hour delay, detention will be on a one hour delay. If school is on a two hour delay, detention will be postponed until the next school day.

Completed detention forms are sent to parents. One copy each is sent to the Teacher/Detention Monitor and Classroom Teacher.

### **LUNCH DETENTION**

Lunch Detention can be assigned by the Principal or Assistant Principal for students who have not completed assignments or who have exhibited inappropriate behavior. The student will eat lunch in the office area and may spend thirty (30) extra minutes working on class work or homework.

### **IN-SCHOOL DETENTION**

An In-School Detention will occur at the discretion of the Principal or Assistant Principal. Each teacher is responsible for providing school work for each student who is assigned In-School Detention. Students that receive two (2) In-School Detentions within a month will be required to meet with their teacher, parents and the Principal or Assistant Principal to develop a plan of action that will offset the need for more serious consequences such as Saturday School or Suspension from school.

### **SATURDAY SCHOOL**

The assignment of Saturday School will be the decision of the Principal or Assistant Principal. Chronic offenders of school policies and serious violations of the Student Code of Conduct may result in assignment of Saturday School. The teacher will provide class work/homework for the student to complete while he/she is in attendance.

### **SUSPENSION**

Students are suspended from school by the Principal for severe violations of the Boone County Student Code of Conduct. Parents must be notified and the reason for suspension stated in writing before the student is suspended. A parent conference must be held before the student can return to school. Suspended students cannot make up missed work, ride the bus, attend or participate in school activities,

or be present on school property.

## **SUSPENSION OF BUS TRANSPORTATION PRIVILEGES**

When the Principal or Assistant Principal is given a written Bus Conduct Report from the bus driver, the following levels will apply in consecutive order as per Level I and Level II violations as noted in the Student Handbook under Code of Conduct:

Warning/Probation  
3-day Bus Suspension\*  
5-Day Bus Suspension\*  
10-Day Bus Suspension\*

Warning notices will be sent home.

\*Parents will be contacted by telephone prior to suspension of bus riding privileges.

Level III and IV violations may result in immediate removal from the bus. Parents will be contacted.

## **ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are defined as those that occur during and after school (i.e. basketball, cheerleading, technology club, running club, etc.). All students are eligible to participate in age appropriate school sponsored activities offered at New Haven Elementary. Students must maintain a C average with no failing grades, and comply with the homework policy to try out or to participate in school sponsored extracurricular activities. It is the teacher's responsibility to inform the Principal/designee of all students deemed not eligible to participate 24 hours prior to the extracurricular activity.

If a student is assigned detention, the detention must be served before the student will be allowed to participate in the extracurricular activity and must sit out of their activity for one week.

Students who are absent from school may not participate in extracurricular activities the day they are absent.

## **TOYS, GAMES, ELECTRONIC DEVICES, OTHER PROHIBITED ITEMS**

Toys (including baseballs, hardballs and footballs), games, radios, cassette players, any electronic devices, baseball or trading cards, cell phones, iPods, etc. are not allowed to be brought to school unless prior authorization has been given by the

teacher or administration. If there are any special requests about electronic devices being permitted on the bus you must contact the Principal or Assistant Principal. Students are also not allowed to bring or use mechanical pencils at school.

## **WEAPONS**

Carrying, bringing, using or possessing any firearm or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Any student who brings to school a dangerous instrument such as a pocket knife or chains is subject to disciplinary measures and the instrument will be confiscated. A dangerous instrument is defined as any item, which is used to hurt someone.

Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the district schools should be filed under Policy 09.435.

The penalty for students bringing a firearm or deadly weapon to school or onto the school campus/property under jurisdiction of the district shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the board may modify such expulsions on a case-by-case basis.

Any student who brings to school a firearm or deadly weapon/instrument, as defined by state or federal law, must be referred to the criminal justice or juvenile delinquency system.

## **TOBACCO**

The use or possession of tobacco products on school property by anyone is prohibited. New Haven Elementary is a designated drug free zone.

## **BYOT (BRING YOUR OWN TECHNOLOGY)**

Students will comply with the New Haven Guidelines for BYOT:

### **Student BYOT Responsibilities and Guidelines:**

- *Students participating in BYOT must adhere to the District Code of Conduct, Board Policies, Acceptable Use Policy and Procedures, and school SBDM and PBIS policies and procedures.*
- *Students assume all risk of theft or damage*



of BYOT devices while on school property. Students should exercise responsible behavior in the use and protection of any BYOT devices.

- Students are expected to connect BYOT devices to the Boone County Schools wireless network and not connect to personal 3G/4G data plans. BYOT devices connected to the Boone County Schools wireless network will be filtered using the district Internet filtering system as required by law. BYOT users will not bypass or attempt to bypass this filtering.
- Students will bring devices charged and properly prepared for use at school
- Students bringing BYOT devices will comply with teachers' requests to use/shut down/close/discontinue operation of BYOT devices at all times.
- BYOT devices should be in silent mode while on school property, unless otherwise allowed by a teacher. Devices should be in silent mode on the school bus and left in a backpack.
- BYOT devices will connect to the Internet. BYOT devices will not access printers or local network storage on the Boone County network (U drives).
- BYOT devices must include anti-virus software as necessary.
- BYOT devices may not be used to record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.
- Devices are for educational use only. Students may not play games, text, or access any social networks while at school unless specifically asked to do so for educational purposes by a certified staff member. Violations of these procedures will result in disciplinary action.
- While on school grounds, devices will be turned on only when permitted by the teacher.
- All accessories, cases, screen wallpaper, and backgrounds must be school appropriate.

- Streaming video from the Internet or You Tube during school hours is only permitted with the permission of the teacher.
- Students are not allowed to take their devices out before school, during lunch, while in the restroom, at outdoor recess, etc. or in any other prohibited area within the school. Students may only use devices in the classrooms unless authorized by a certified staff member.
- Any recording device, including but not limited to iPads, video and digital cameras to take videos or still pictures, may not be used to slander, bully or degrade any student, visitor, staff member, faculty member, and/or administrator, on or off the campus at any time.
- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, cursing, other antisocial behaviors, chain letters, and threats of any kind are prohibited.
- Users are responsible for all activities conducted when using personal devices and accounts.
- Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- Use of your device must be in support of curriculum and research and consistent with the purposes and mission Statement of New Haven Elementary School and in accordance with the Boone County Schools Code of Conduct.
- The use of New Haven Elementary School technology resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of New Haven Elementary School or the Boone County Schools is prohibited.
- Also restricted is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative

*journals, Fanfic, and chat rooms. Use must be consistent with the Mission Statement of New Haven Elementary School and the Boone County Schools Code of Conduct.*

- *Students may not access social networking sites such as Facebook, Twitter, Flickr, etc. without permission from a certified staff member.*
- *Students may access school email accounts under the approval of and under the supervision of a certified staff member. Outside email accounts cannot be accessed through the school network.*
- *Users of the Internet will not give their name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator, or computer teacher. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.*
- *All devices will be securely stored in the homeroom classroom when students are not using them for Instructional use.*
- *Students may not use any means to access restricted sites.*
- *We strongly recommend students to have a case for their device at all times, and to transport the device in a safe manner (preferably in a backpack). Students participating in extra-curricular activities before, during and after school should keep their device in their backpack.*

#### **Teacher BYOT Responsibilities and Guidelines:**

- *Teachers will have the right to allow/not allow use of BYOT devices during instructional class time.*
- *Teachers will ensure equal access to all students by using the school's equipment with BYOT devices.*
- *Teachers will use BYOT devices for 21st century learning.*
- *Teachers will monitor BYOT devices for appropriate use.*

**For all BYOT devices used on Boone County School District property, the Boone County**

#### **School District reserves the right to:**

- *Monitor all activity.*
- *Deny access to any device that may be deemed harmful to the network or the instructional environment.*
- *Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy (AUP).*
- *Log network use.*
- *Deem what is appropriate use.*
- *Collect and examine any BYOT device that is suspected of causing problems that violate either a school rule or law of the state of Kentucky.*
- *Remove the user's access to the network and suspend rights to use BYOT devices on Boone County School District property.*
- *Determine where and when BYOT devices may connect to the Boone County Schools wireless network.*
- *Boone County Schools will not provide repairs, installations/downloads, or technical support for BYOT devices. If a BYOT device interferes with the district network in any way, the device will be banned from the network.*
- *Boone County Schools is not responsible for theft or damage of BYOT devices.*
- *Boone County Schools will not be responsible for charges incurred on personal 3G/4G plans. Students are expected to connect BYOT devices to the Boone County Schools wireless network and not connect to personal 3G/4G data plans.*

#### **Consequences of Inappropriate Behavior:**

*Any user who does not comply with these procedures will be subject to disciplinary action in accordance with the Boone County Schools Code of Conduct. Violations of federal and state regulations, such as sending threatening email and accessing or distributing obscene material, will be reported to and dealt with by the governing law enforcement agency.*

#### **Disclaimer**

*New Haven Elementary School will not be responsible for any damages suffered including but not limited to loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the device accepts personal responsibility for actions on the Internet*

**Vandalism**

*Vandalism will result in immediate disciplinary action by the Administration. Vandalism is defined as any malicious attempt to harm or destroy any part of New Haven Elementary School technology resources or personal technology items belonging to another student or teacher. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the New Haven Elementary or District system.*

**Plagiarism**

*Plagiarism will result in immediate disciplinary action by the Administration. Plagiarism is an act of literary theft, an act of academic dishonesty. Plagiarism is defined as the act or instance of using or closely imitating the language, work product and/or thoughts of another author without authorization obtained or credit given. It involves the passing off or submission of another author's work as one's own. This includes, but is not limited to, submitting assignments digitally or via hard copy.*

## BOONE COUNTY BEHAVIOR GUIDELINES

### LEVEL I OFFENSES

These are minor misbehaviors which require immediate intervention by the staff member who is supervising the student or who observes the violation.

1. Disrupting and/or interfering with the normal operations in a classroom.
2. Tardy on a regular basis.
3. Failure to carry out a reasonable request from teacher or other school official.
4. Failure to comply with school based dress codes.
5. Any other violations which are expressly listed in the written school rules and related procedures that fall within this category.

### LEVEL II OFFENSES

These are actions which disrupt the learning climate of the school.

1. Repeated violations of Level I offenses.
2. Not attending an assigned class without a valid excuse.
3. Forging notes or willfully providing misinformation concerning absences, truant behavior.
4. Trespassing on any school property.
5. Disrespectful behavior including use of profanity, and/or an obscene gesture or back talking towards another person.

### LEVEL III OFFENSES

These are acts against a person(s) or property which may indirectly endanger the health or safety of others. These violations require administrative action.

1. Repeated violations of Level I and/or II offenses.
2. Fighting.
3. Assaulting or threatening to assault another student.
4. Encouraging or inciting discord or a civil disturbance.
5. Vandalism (defacing or disfiguring school and personal property).
6. Interfering with school personnel in impeding their ability to carry out their responsibilities.
7. Possessing and/or using a lighter, matches, or tobacco products at school.
8. Gambling.
9. Speeding, reckless driving, or improper use of motor vehicle on school property.

### LEVEL IV OFFENSES

These are serious violations, which require administrative actions, notification of appropriate authorities and result in the immediate removal of the student from the school. A request for a hearing with the Superintendent of Schools is mandatory with a Level IV violation.

1. Repeated violations of Level II and/or Level III offenses.
2. Arson, the intentional setting of fire.
3. Assault or physical threat to life or violence to a person(s).
4. Possession, use, or transfer of dangerous weapons: explosives, gun, rifle, knife, leaded cane, blackjack, metallic knuckles, razor/cutter, mace, pepper gas, or martial arts weapons (including using or threatening to use any blunt or sharp-pointed instrument which may be capable of inflicting bodily injury).
5. Threatening, extorting, blackmail or coercing another student.
6. Property damage, bomb threats, or false fire alarm activation.
7. School related trespassing, unlawful entry, vandalism, criminal mischief, burglary or larceny.
8. Possessing, exchanging, selling, distributing or, under the influence of alcohol, drugs or any substance purported to be an illegal drug.
9. Trespassing on another school property and involvement in a level III offense.
10. Sexual contact is prohibited.
11. Malicious computer hacking is prohibited.
12. Interfering with school personnel by force or violence in impeding their ability to carry out their responsibilities.

\* Boone County Safe Schools Hotline: 594-HELP (4357)

NEW HAVEN ELEMENTARY SCHOOL  
10854 HIGHWAY 42  
UNION, KY 41091  
PHONE (859) 384-5325  
FAX (859) 384-5253  
[www.boone.kyschools.us](http://www.boone.kyschools.us)  
[www.newhaven.boone.kyschools.us](http://www.newhaven.boone.kyschools.us)

New Haven Elementary is in compliance with the Boone County Schools Elementary Code of Conduct. Students and parents are to read and discuss the Elementary Code of Conduct manual and to sign the acknowledgment included in the book.

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**ACKNOWLEDGMENT**

2015-2016

As the parent(s) or guardian(s) of \_\_\_\_\_, we have read, discussed and support the New Haven Elementary policies and procedures.

\_\_\_\_\_  
Parent/Guardian's Signature Date

\_\_\_\_\_  
Parent/Guardian's Signature Date

\_\_\_\_\_  
Student's Signature Date

**HOMEROOM TEACHERS WILL CHECK TO SEE THAT AGENDAS ARE SIGNED.**

## **Boone County Schools Student/Employee/Parent Acceptable Technology Use Policy**

Students, employees and parents in the Boone County School District (BCSD) have access to and use of the district network, Internet, e-mail, and the Infinite Campus Student/Guardian Portal as part of the instructional process. Students, employees and parents are exposed to a high level of technology and technological instruction as a part of the curriculum. The BCSD has adopted technology standards that are integrated into instruction in all schools and on all grade levels. Students, employees and parents/guardians must sign the BCSD Acceptable Technology Use Policy (ATUP) Contract demonstrating that they have read the ATUP and that they will abide by the guidelines and rules outlined. Students, employees and guardians will be held accountable for violations of the ATUP Agreement and understand that disciplinary action may be taken if the ATUP is violated.

Students, employees and guardians must adhere to the following ATUP guidelines:

### **District Network/ Technology Resources**

- The use of your account must be in support of education and research and consistent with the educational objectives of the Boone County Schools.
- You may not give your password to anyone.
- You may not transmit obscene, abusive or sexually explicit language.
- You may not create or share computer viruses.
- You may not destroy another person's data.
- You may not use the network for commercial purposes.
- You may not use or monopolize the resources of the BCSD Network by such things as running large programs and applications over the network during the day, sending massive amounts of e-mail to other users, or using system resources for games.
- You may not break, attempt to break, destroy or attempt to destroy computer networks, another person's account, files or folders, or destroy any school owned technology devices or resources.
- You may not use multi-user games via the network.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- You may not log onto another person's account.
- Storage on user directories, files, e-mail accounts, and Internet usage should be considered limited private environments.

### **Internet Use**

- Internet access through the school/district is to be used for instruction, school communication, research, and school/district administration. School/district access is not to be used for private business or personal, non-work related communications, illegal activities, chat-rooms, or offensive web sites.
- Teachers, library media specialists, and other educators are expected to select instructional materials and recommend research sources in media. Educators will select and guide students on the use of instructional materials on the Internet.
- District employees using blogs and social networking sites for educational, school communication purposes must adhere to the guidelines as outlined in the board policy (08.2323).
- You may not offer Internet access to any individual via your Boone County account.
- Purposefully annoying other Internet users, on or off the Boone County Schools system, is prohibited. This includes such things as continuous talk requests and chat rooms (i.e. cyber bullying).
- You may not reveal personal information about yourself or others or establish relationships with "strangers" on the Internet with personally identifiable information.
- A student who does not have a signed AUP on file may not share access with other students. As a user of this educational system, users should notify a network administrator or a teacher of any violations of this

contract taking place by other users or outside parties. This may be done anonymously.

- You may not participate in multi-user games via the Internet.
- Students may not use the Internet without permission, supervision, and/or guidance of a school staff member.

## **Electronic Mail Use**

- Students and employees of Boone County Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems e-mail can be used.
- Be polite. Do not write or send abusive messages.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, unrelated communications, commercial, political, or advertising purposes.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy or transmit another user's messages without permission.
- Do not reveal your personal address or phone number of those of other students unless a parent or a teacher has coordinated the communication.
- You may not send electronic messages anonymously. The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- You may not harass other users.
- You may not engage in activity which may pose a risk to anyone.
- You may not allow others to use your account name or password.
- Microsoft Outlook Live Solution
  - *The Outlook Live e-mail 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 e-mail 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 e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can 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 are 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.*

## **Student/Parent/Guardian Infinite Campus Portal Use**

The BCSD offers Infinite Campus (IC) Portal access to parents/guardians and students as a means to enhance communication and to promote educational excellence. IC Portal allows parents/guardians to view their own child's school records online, anywhere, anytime. In order to have access to the site, every parent/guardian and student is expected to act in a responsible, ethical and legal manner. The IC Portal is available to every parent/guardian of a student enrolled in the BCSD and to any student in any school that has elected to activate student portal accounts.

Parents/guardians and students are required to adhere to the following guidelines:

- Parents/guardians will NOT share their password with anyone, including their own children.
- Students will NOT share their password with anyone.
- Parents/guardians and students will not attempt to access, harm or destroy data of another student on the portal.
- Parents/guardians and students will not use the IC Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
- Parents/guardians will not access data of any account with ownership by another parent/custodial guardian.
- Parents/guardians and students who identify a security problem with the IC Parent Portal must notify the BCSD or the school immediately without demonstrating the problem to anyone else.
- Parents/guardians and students who are identified as a security risk to the IC Portal may be denied access to the Infinite Campus Portal.



Acceptable Technology Use Policy  
Acknowledgement

**This form must be signed by the child and each parent/guardian.  
If a district employee, please sign at bottom.**

As the parent(s) or guardian of \_\_\_\_\_, we have read and discussed the Acceptable Technology Use Policy with our child.

We understand the rights/responsibilities and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of using the technology resources responsibly. We also agree to abide and support these rules including our use of the Infinite Campus Parent/Guardian Portal.

Parent / Guardian #1 Printed Name	Parent / Guardian #1 Signature	Date
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Parent / Guardian #2 Printed Name	Parent / Guardian #2 Signature	Date
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Student Printed Name	Student Signature	Date
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**District Employees Only**

I have read and understand the guidelines outlined in the Boone County Schools Acceptable Use Policy.

Employee Printed Name	Employee Signature	Date
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**UPON COMPLETION OF THIS FORM, STUDENTS PLEASE RETURN TO HOMEROOM TEACHER**