

*NORTH HAVEN PUBLIC SCHOOLS
NORTH HAVEN, CONNECTICUT*



ELEMENTARY SCHOOL HANDBOOK

2013 - 2014

Elementary School Hours

Kindergarten – Grade 5
8:30 a.m. – 3:02 p.m.

Pre-school
8:45 a.m. – 11:25 a.m.
12:20 p.m. – 3:00 p.m.

North Haven Public Schools

www.north-haven.k12.ct.us

For Board of Education Policies and District Handbook look under
Board of Education, BOE Documents, on above website.

Clintonville Elementary School - www.north-haven.k12.ct.us/clintonville
456 Clintonville Road
North Haven, CT 06473
(203) 239-5865

Green Acres Elementary School - www.north-haven.k12.ct.us/greenacres
146 Upper State Street
North Haven, CT 06473
(203) 239-5387

Montowese Elementary School - www.north-haven.k12.ct.us/montowese
145 Fitch Street
North Haven, CT 06473
(203) 239-2564

Ridge Road Elementary School - www.north-haven.k12.ct.us/ridgeroad
1341 Ridge Road
North Haven, CT 06473
(203) 248-4050

Our Vision

As a result of their experiences in the North Haven Public Schools, every student will acquire the skills necessary to meet the demands of the twenty-first century.

Our Mission

It is the mission of the North Haven School District, in collaboration with students, parents and the community, to develop responsible, educated and productive global citizens who can thrive in an ever-changing world.

North Haven Public Schools Goals

Motivation to Learn
Mastery of Basic Skills
Acquisition of Knowledge
Competence in Life Skills
Understanding Society's Values

Shared Beliefs about Teaching and Learning

Everyone is entitled to a safe, orderly and respectful environment.
All students will succeed in a climate that sustains a passion for learning.
Every student is the responsibility of all members of our learning community.
Students succeed best when families maintain a strong partnership with the school at all grade levels.

Board of Education Policy

Acceptable Use Policy

The primary purpose of electronic communications access in the school district is to support and enhance learning and teaching by providing regional, state, national, and global communications opportunities for staff and students, and by sharing information within the school district. The Board of Education is pleased to bring this access to North Haven and believes the Internet offers vast, diverse, and unique resources to both students and staff.

Student use of electronic services is considered to be a privilege. Students at the elementary level may use telecommunications only when supervised by a teacher or elementary level may use telecommunications only when supervised by a teacher or teacher aide. Parents/guardians of students in grades Prekindergarten to 5 must sign an Internet use agreement if they want their child to use the electronic services and networks that are available. Students in grades 6-12 who wish to use these services must sign an Internet use agreement and obtain their parent/guardian's signature.

Copies of the Board of Education's policies related to network and Internet use are available from the Administration Building.

Violations of the provisions stated in the Board's policies regarding the use of electronic services and networks may result in suspension or revocation of access privileges.

Affirmative Action

AFFIRMATIVE ACTION/NONDISCRIMINATION STATEMENT

Updated February 2013

In compliance with regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the Americans with Disabilities Act, the North Haven Board of Education adopts the following Equal Employment Opportunity and Equal Access Policies:

It is the policy of the North Haven Board of Education that no staff, student, or parent on the basis of race, color, gender, age, national origin, marital status, disability, relation or sexual orientation be excluded from participation, be denied benefits of, or be subjected to discrimination under any education program or activity sponsored by its public schools.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint. See BOE policy.

More information can be obtained by contacting the appropriate Civil Rights Coordinator:

Section 504/ADA Director of Student Services 203-239-2581

Title IX Coordinator of Health/Physical Education 203-239-1641

Attendance Policy

Philosophy

The North Haven Public Schools (Elementary and Middle School) community believes that school attendance is essential to academic success. Connecticut State Law requires parents to ensure their children attend school regularly during the hours and terms the public school is in session. In monitoring student attendance, the Elementary and Middle Schools adhere to these philosophical convictions:

- Time spent in class is academic opportunity.
- Research shows that time spent on task (learning) increases a student's academic progress.
- To succeed, students must be ready to learn and contribute in the classroom.
- In school, as in life, success depends largely on teamwork.

General Expectations

Students are expected to:

- Attend school regularly and on time.
- Come to school with materials and prepared to learn.
- Contribute to class.
- Obtain schoolwork following an absence.

Parents are expected to:

- Ensure students attendance in class (required by law in Connecticut General Statutes 10-198a).
- Cooperate with the school to help students have academic success.

North Haven Public Schools are expected to:

Maintain accurate student's attendance records.

Provide an attendance policy that supports the North Haven Public Schools mission statement.

- Provide notification annually to parents of their obligation under mandatory attendance laws.

Definitions

Length of School Day

Elementary: The school day begins at 8:30 am and ends at 3:02 pm.

Truant: A student between the ages of 5-18 enrolled in a public or private school that has accumulated *four* unexcused absences from school in a month or *ten* unexcused absences in a school year.

Absent Student: A student who does not attend school.

Tardy Student: (Elementary School) A student who arrives to school after 8:30 a.m. or leaves school prior to 3:02 p.m. .

Early Dismissal Student: (Elementary School) A student who leaves school prior to 3:02 pm.

Attendance

Under certain circumstances and with appropriate documentation principals may remove an absence from a student's record. The following is a list of some, but not all, of the causes for which absences may be excused:

- Major/chronic illness or injury documented by a doctor
- Death or critical illness in the family.
- Major disruption in a family authenticated by an administrator
- Court appearances (verified by the court)
- Religious holidays
- Certain medical appointments with a physician's note.

The following absences are **not excused:**

- Occasional absence due to illness with or without an explanation/note from a parent/guardian
- Family vacations while school is in session
- Late arrival or early dismissal from school

Unexcused Tardies/Early Dismissals will be recorded. Students accumulating four unexcused tardies/early dismissals will equal one (1) absence. The principal/designee must conduct a meeting (within 10 school days) after the fourth (4) unexcused absence in a month or the tenth (10) unexcused absence in one year with the parent/guardian of the student and appropriate school personnel to review and evaluate the reasons for the student being absent/truant.

The principal/designee will, as deemed appropriate, coordinate services with referrals of students to community agencies providing child/family services.

Refer to BOE policy.

Truancy is a serious legal offense. A truant is a child between the ages of 5 and 18 who has four unexcused absences from school in a month or ten unexcused absences in any school year. The Superintendent of Schools is required to file a *Truancy Petition* with the State of Connecticut reporting all students who are absent without excuse four (4) days in any given month, or ten (10) days in any year, whose parents fail to attend a meeting called by the principal/designee to discuss the attendance issues.

Purpose and Meaning of Homework

To be educationally meaningful, homework should serve some or all of the following purposes: Encourage the student to think and search for new ideas; help the student to develop self-direction, self-reliance, a sense of responsibility, and the ability to make decisions; broaden the student's experience for increased class contribution; and reinforce school learning by providing practice and application. Research has shown that homework increases student achievement, especially with teacher feedback.

School faculties have always agreed that the emphasis in homework should be placed on significant and well-planned assignments, carefully supervised and controlled. All assignments should be suited to the ability of the student. What is a reasonable assignment for one student may be easy for another and frustratingly difficult for a third.

In dealing with homework, teachers should consider the inequity which exists among students in the opportunity for quiet concentration within the home. A similar inequity exists in the availability and quality of parental encouragement. Homework must be planned for the student to do independently, taking into consideration the reference material available. A part of each class period should be devoted to explanation and to getting the student started on the homework assignment while the teacher is available for supervision and assistance.

Homework at Grade Levels

Homework is given in all grades. Homework policies and expectations, and major homework assignments and projects, are available on teacher web pages.

Homework Assignments

Short-term assignments: These are assignments to be completed by the next class period. They are intended to reinforce academic learnings which have been presented in class. They may involve specified reading and practice exercises. Specified reading may include preparation of reports based on the reading. Such assignments are often completed during the school day under the supervision of the teacher.

Long-term assignments: These are assignments to be spread over a number of days or weeks. This type is outlined and explained in school and completed outside of class hours. Long-term assignments include such school activities as: social studies research, science projects, creative writing and extended reading.

Homework and vacations: Homework assignments for long-term projects may carry over through vacation periods during the school year. The assignments must be due on a day other than the first day back after vacation.

Home Study: Home study at all grades is the daily practice of reviewing class notes to ensure and increase understanding and proficiency in a subject area. The student will think about what was taught in each class and review those concepts in addition to the assigned homework. This will include reviewing one's notes, class reading and the homework assignment. It is essential that this daily review become a discipline. Homework refers to written or graphic assignments.

Kindergarten to Grade 5

In elementary grades, students do most of their work in school under the supervision of the teacher. However, there are certain kinds of work which are done in varying degrees at home. For example, students may carry on an independent reading program at home after direction and assistance from the teacher and librarian.

The time spent on homework will vary according to the grade, student interests and ability. Study skills, the groundwork for success in homework, should be taught in elementary school.

Kindergarten: In kindergarten, while there is no hard and fast policy, it is recommended that each night an adult in the home read a story to the kindergarten child. Helping a child select an appropriate think for Show and Tell in class is a form of homework. Children are encouraged to share in class something from home that is identified with a letter of the alphabet, a color or shape that has been part of a lesson.

Primary Grades (1-3): The student is given short-term assignments based on his/her needs and level of maturity and is gradually introduced to the long-term type of assignments.

Intermediate Grades (4-5): There are additional study skills taught in these grades. The skills are emphasized, and practice is provided through short and long-term projects in many content subjects.

Parents Responsibility: Parent responsibility for homework is one part of the responsibility for the complete intellectual, social, moral, and physical development of the child.

1. Parent involvement in their children's homework can affect the quality of students' work and make the difference whether or not assignments are completed.
2. Children should have a place to study which is conducive to concentration.
3. An effective routine for study should be arranged and encouraged.
4. Parents may assist in developing dependability and perseverance on the part of the children by assigning definite home chores with regularity appropriate to the age and maturity of the child.
5. Parents can foster independent reading on the part of children by encouraging their children to profit from the school program and providing in the home books and magazines of suitable reading level. Adequate resource materials should be provided as well as a means of reaching a library.
6. Parental help with homework should be confined to explanation of principles rather than actual performance of the work.
7. Parents should maintain an encouraging attitude toward homework and should attempt to assist their children in setting meaningful goals.
8. Parents should discuss specific problems concerning their child's homework with the child's teacher or guidance counselor.

Animals

No student shall bring any live animal, whether pet or wild, to any classroom or any other area within the school without prior consent of the nurse, teacher and the principal, in order to protect both the animal and the students.

The teachers may bring and maintain goldfish or tropical fish in suitable bowls or tanks, but turtles, birds, snakes or other animals which might present a health hazard shall not be allowed without the approval of the nurse and principal, and then only for the class observation and study for a limited period of time.

Bullying/Harassment/Discrimination

Bullying, harassment, and intimidation are serious and will not be tolerated. There is a form which can be obtained from the school office to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, student witness, or school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the school social worker, the school principal, or the main office. Contact the school for additional information or assistance at any time. All incidences will be investigated, but not every incident will result in school discipline.

(1) "Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics; Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 10308 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request."

B. Formal Complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher, social worker, or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section IV below.

C. Informal Complaints

Students may make informal complaint of conduct that they consider to be bullying by verbal report to a teacher, social worker, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, social worker, or other professional employee, or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section IV below.

D. Anonymous Complaints

Students who make informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s), social worker, and administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Procedure for Addressing Bullying Complaints

In cases of suspected bullying, the administration will meet with the student victim and the alleged bully to ascertain the circumstances. As the complaint is determined to have merit, a progressive intervention and disciplinary approach will be employed, and parents will be notified. These interventions may be administered preventatively in cases where the behavior may not meet all criteria of bullying.

Level 1 – Principal or Designee meets with alleged bully and issues formal, documented warning. Disciplinary action may be taken depending on the severity of the circumstances.

Level 2 – Principal or Designee meets with alleged bully, incident is documented, and discipline that may include a suspension is administered.

Level 3 – District civil rights officer meets with parties, incident is documented, and discipline that may include suspension/expulsion is administered.

Sexual Harassment Policy

It is the policy of the North Haven Board of Education to maintain a learning and a working environment that is free from sexual harassment. Students, employees and applicants are covered by this policy. Appropriate training of supervisory staff will be provided as required by law.

Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students. Sexual harassment has been clearly established as a form of sexual discrimination and is defined as follows: "Any sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational function (2) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance creating an intimidating, hostile or offensive working or learning environment."

If a student or staff member believes that he/she is being or has been subject to behavior that could constitute sexual harassment, that person should immediately inform a parent or guardian, teacher, or administrator. The student or adult should immediately inform the perpetrator that his/her behavior is unwelcome and unacceptable, offensive, in poor taste, unprofessional, and/or highly inappropriate and that such behavior must stop. It is recognized, however, that victims of sexual harassment are not always able to express their feelings to their harasser or to others. In all cases, the responsibility for ending harassment rests with the harasser, not the victim. Jane Sanford is our District Sexual Harassment Office and can be reached at North Haven High School at 203-239-1641.

Academic Dishonesty

It is the responsibility of students and staff members to help maintain scholastic integrity in North Haven schools by refusing to participate in or tolerate academic dishonesty. It is the expectation that students will understand and subscribe to academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty attempted by a North Haven student is unacceptable and will be subject to sanctions. Academic dishonesty includes cheating, plagiarism, submitting work from a previous class, abuse of academic materials, helping someone commit an act of academic dishonesty, and using any network access inappropriately. A copy of the complete policy may be obtained from the Administration Building at (203) 239-2581.

Promotion Policy – Grades K-5

A student's promotion to the next grade will be dependent upon his/her demonstration of sufficient growth in achieving the core curriculum objectives for his/her current grade as evaluated by the classroom teacher and reviewed by the principal. In all cases, the decisions regarding promotion and retention shall be that which is deemed best for the individual student. At the elementary level, students are promoted or retained on the basis of the following:

- Intellectual ability (assessment results and teacher observations);
- Academic achievement, effort, and results of standardized testing;
- Developmental readiness;
- Attendance record.

Process for Retention Decision Making

The decision to retain a student at any level, elementary, middle, or high school, is a serious one. Retention ultimately results in an extra year of school and has academic and social/emotional implications that must be considered. Over time, as a student progresses through the grades, that extra year may be the deciding factor in whether or not a student graduates or leaves school without a diploma. Steps have been put in place for teachers and administrators to follow along with the child's parent(s) before final discussions are made.

Wellness Policy

BOARD OF EDUCATION
North Haven, Connecticut

10000: Student Attendance
10036: Wellness Policy

The North Haven Board of Education recognizes the importance of promoting good student nutrition and a healthy school environment. To this end, the Board hereby requires the provision of an integrated nutrition program to provide students with the skills and support to adopt healthy eating behaviors obtain positive nutritional status and achieve improved academic success.

Additionally, the district shall take the appropriate measures to implement a comprehensive nutrition/health curriculum, promote healthful student eating through the provision of a well balanced and nutritionally sound school lunch program, promote the consumption of healthy foods and beverages in appropriate portion sizes in classrooms, and encourage increased physical activity for students during the school day where appropriate.

The school administration and wellness committee shall develop regulations indicating a plan of action for implementing this policy.

The North Haven Public School District shall undertake the following actions to provide sound nutrition and health practices for students in school consistent with Board policy.

The North Haven Public School District will maintain a standing district level School Wellness Committee that will meet periodically. Members may include Board of Education representative(s), Superintendent, Administrator(s), representative of the cafeteria food services provider, school nurse, physical education teacher, and interested faculty, parents, students and community members.

In addition, each school within the district shall maintain its own standing School Wellness Committee that will meet periodically and report to the District School Wellness Committee. Members may include administrator, representative of the cafeteria food services provider, school nurse, physical education teacher, and interested faculty, parents, students and community members. The primary charge of this committee is to honor the unique culture of its school in the prioritizing of the components in the implementation and evaluation of the district's wellness policy.

The committee should create and review school practices in the following areas to support its mission statement:

A. Nutrition Education and Promotion

Nutrition education is offered as part of a planned, ongoing, systematic, sequential, comprehensive, standards-based health education program. Such a program incorporates national and state-developed standards designed to provide students with the knowledge and skills necessary to promote and protect their health. Students will be able to demonstrate competency through application of knowledge, skill, and practice.

B. Physical Education and Physical Activity

Physical education K-12

- Students should participate in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, and fitness.
- All physical education classes to include at least 50% of moderate to vigorous activity in all or most lessons.

Daily Recess in the K-5 curriculum

- Recess should not be viewed as a reward but a necessary educational support component for all children. Students should not be denied recess as a means of punishment or to make up work.
- If possible, recess should not be scheduled back-to-back with physical education classes.
- If possible, recess should be scheduled before lunch.
- During inclement weather, efforts should be made to provide alternate indoor activities.

Physical Activity Opportunities Before and After School

- Opportunities for students to participate in regular physical activity beyond the school day should be made available where possible. Physical activities should promote participation, enjoyment, increase physical competence and self-confidence.

Physical Activity and Punishment

- No use of physical activity or withholding of physical activity is to be used as punishment.

C. Nutrition Standards for Foods at School

Schools will establish standards for all foods and beverages sold or served to students, including those available outside of school meal programs and during school sponsored activities. The standards should focus on increasing nutrient density, decreasing fat, salt and added sugars, and moderating portion size. Standards will address foods or beverages that should or should not be made available to students, standards for nutrient levels for foods or beverages that should or should not be made available to students, standards for nutrient levels for foods or beverage, portion sizes, and/or times those items may be made available. Policies will encourage the consumption of nutrient-dense foods, such as whole grains, fresh fruits, vegetables, and dairy products.

D. Staff Wellness

Where feasible, the offering of school-site health promotion programs to staff is strongly encouraged. Such programs may include, but not limited to the following:

- Health screenings
- Physical activity and fitness programs
- Nutrition education
- Weight management
- Smoking cessation
- Influenza vaccinations
- Stress management

E. Communication and Promotion

The marketing materials in the classrooms and lunchrooms will support the concepts and practices in the local district policy. The classroom, the school dining room, and school activities will promote clear and consistent messages that explain and reinforce healthy eating and physical activity habits. The district will support parent efforts to provide a healthy diet and daily physical activity for their children through community partnerships and parent education activities. Students will have a strong voice and be actively involved in influencing the school nutrition environment using national and state standards as guidelines.

F. Measurement and Evaluation

A plan will be in place for measuring implementation of the local district wellness policies. School and district food service staff shall ensure compliance with nutrition policies within the food service areas and shall report to their respective principal and superintendent.

Code of Conduct

In keeping with the Responsive Classroom approach, the elementary schools are learning communities that believe that "...there is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy and self-control,"... C.A.R.E.S. It is our job to help children learn the skills of discipline. These skills will help them grow as individuals and as contributors to their community by being respectful, responsible and safe. We support children by reinforcing, reminding and redirecting (the three R's).

Our students are partners in developing rules that are founded in respect for themselves and other members of our learning community. When students make a mistake/break a rule, there are progressive steps designed to assist them in regaining "self-control," including: the three R's, (reinforcing, reminding and redirecting) "timeout" within the classroom, "timeout" in a "buddy" teacher's classroom, and logical consequences. Students who are dangerous to themselves and/or others may face detentions, suspension and/or expulsion, i.e. bringing a weapon to school.

Along with this philosophy all elementary schools will be following Positive Behavioral Interventions and Support or **PBIS** for short. We want to improve student academic and behavior outcomes to ensure all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides a framework for achieving these outcomes. Members of each of the elementary schools worked together to develop a district discipline referral form. This form will be used to not only notify parents of difficulties, but also to alert staff members when repeated practices take place that may need alternative interventions.

Students are expected to:

1. Demonstrate courtesy and respect at all times, i.e., use appropriate language at all times.
2. Respect his/her own property and the property of others. .
3. Support the learning of others at all times by avoiding behavior that interferes with learning, i.e., using quiet voices in the hallways.
4. Keep everyone safe and healthy, i.e., resolve conflicts peacefully and respectfully.

In the cafeteria, students are expected to:

1. Remain seated at tables.
2. Eat appropriately.
3. Keep hands and feet to themselves to keep self and others safe,
4. Use quiet voices and speak in conversational tones.
5. Speak and act respectfully to adults and other children.
6. Be responsible by following directions including the school-wide signal for quiet.

On the playground students are expected to:

1. Play safely and take care of themselves and others.
2. Use equipment and structures safely, i.e., slide down the slide and use stairs for getting to the top.
3. Show teamwork and sportsmanship, always making sure to include others.

Physical altercations, taking the property of others, vandalism and acts that endanger self and others significantly interfere with learning and are considered very serious problems.

Specific School Rules

- Parents/guardians are encouraged to visit the school. However, teachers are unable to interrupt their teaching to talk with parents. An appointment should be made through the office if a parent would like to conference with a teacher.
- All parents/guardians must stop at the office to sign in to make their presence known. Visits must be preceded by a note or telephone call a day in advance to the teacher or principal.
- Younger children/siblings should not be included in school visits without permission in advance from the classroom teacher.
- No child is dismissed to anyone's custody unless that person has identified themselves to the principal or secretary.
- Students need a note dismissing them to anyone during the school day.
- Any person who is not readily identified will be asked to leave the school.
- Middle or Senior High School students will not be permitted to wander about the school building and grounds while elementary school is in session.
- Please label, with name or initials and room number, all articles of clothing brought to school.
- Found articles are sent to the office and then placed in the "Lost and Found Box."
- Sneakers must be worn on the day a student has gym.
- All children must carry a backpack or tote bag each day to and from school. No papers or notices will be sent home in a child's hands. This is a safety precaution, ensuring that children will not run after papers that may get loose from their hands, distracting them from focusing on traffic.
- School personnel are not permitted to transport children to and from school for any reason.
- Please follow the individual school dismissal plan if you are picking up your student.
- If a child is to be excused from school during the day a **written note must be sent to school**. Students need to be signed out by the parent. Phone calls to dismiss students are discouraged. Please put your request in writing. (See new attendance policy).
- Cell Phones and Electronic Devices must remain in student back packs throughout the school day.

Transportation and Safety

In order to provide safe and efficient transportation to and from school for children, we ask cooperation concerning the following.

1. All bus routes are made by the bus company. Bus drivers are not permitted to alter routes. Large numbers on the front door or mailbox are required by the police in North Haven and are most helpful in identifying houses.
2. Children are permitted to ride only their assigned bus. Please note: If you allow your child to ride a bike to and from school, the office requires a note with your signature and date stipulating your permission.
3. Please note the time the bus arrives each morning and send your child to his/her stop just a few minutes prior to that time.
4. Assume responsibility for your child's safety and well being while he/she is waiting the arrival of the bus. Walkers are dismissed at 3:02 p.m. and become the responsibility of the parent(s)/guardian(s).
5. Stress with your child the need to be a safety minded rider on the bus. Parents will be notified if children are reported by the driver for misbehavior on the bus. Inappropriate student behavior will be referred by the driver to the principal. Students will receive a warning for the initial offense. A second referral may result in suspension of bus riding privileges for three school days, and considering the nature of the misconduct, a third offense could result in indefinite suspension of bus riding privileges.
6. Children who walk or are transported to the school by their parents should not arrive at the school before 8:15 a.m..
7. Parents/guardians are asked to park in the visitor's parking lot, in designated parking spaces, when picking up students or visiting the school. Parents/guardians will need to come into the school and sign out their student and show proper identification.
8. Bus students may not walk to and from school unless permission is given by the parent, in writing, and sent to the principal.
9. Children are permitted to ride only their assigned bus unless an emergency arises and, after checking with the bus company, the principal or designee "ok's" a note from the parent.
10. When bus difficulties arise, please contact Kristine Carling at (203) 239-2581. Transportation questions may be addressed to the M & J Bus Company at (203) 624-0836.

Transportation questions can be addressed to: M & J Bus, Inc. – 203 624-0836

11. Assigned seating by grade is done as needed for evacuation and may be done for safety of the students.

Passenger Conduct

Leave home early enough to arrive at your bus stop on time.

1. Wait for your bus in a safe place – well off the roadway.
2. Enter your bus in an orderly manner and take your seat.
3. Follow the instructions of your school bus driver.
4. Remain in your seat while the bus is in motion.
5. Keep aisles clear at all times.
6. Remain quiet and orderly.
7. Be courteous to your school bus driver and fellow passengers.
8. Be alert to traffic when leaving the bus.
9. When crossing the street, **WALK IN FRONT** of the bus and only when lights are flashing, and the bus driver gives you permission to do so.

Parent Responsibility

1. Review passenger conduct with your child.
2. Adult supervision at the bus stop is encouraged.
3. Keep your sidewalk clear of snow.
4. Your child's behavior while waiting for the bus is your responsibility.
5. Instruct your child to move away from the bus immediately upon being discharged.
6. Your cooperation in matters pertaining to the safe operation of our buses is essential and will be greatly appreciated.

Dress Code

Generally, too casual dress sets a tone not conducive to education. We have a responsibility to maintain reasonable control of the school's atmosphere, but this can only be accomplished with your support and assistance. Please be sure that your children are dressed appropriately for school. Clothing should reflect that school is the student's "place of business," and he or she should not be dressed as casually as one would for the

beach or similar leisure activities. Short-shorts, mini-skirts, tank tops (**no spaghetti straps**), bare midriffs, cut-off jeans/slacks, platform shoes, clogs, shoes without support, flip-flops, hats, bandannas, and too tight fitting clothes are not allowed. We cannot allow dress that is distracting or in any way disrupts the learning opportunities of others. For example, some of the language on tee shirts is simply not appropriate for school. In the event that the dress of any youngster is in question, the student will be sent to the nurse/principal's office with the possibility that the parent/guardian will be contacted if it is determined that a change of clothes is necessary. A certain decorum is necessary and worn in school with the exception of designated spirit days.

Emergency Closing

Plans should be made by each family for children to follow when an emergency necessitates closing school earlier than usual. In such an event, children are informed over the school's public address system and an Alert Now Rapid Notifications Service to reach parents. Local radio stations will carry the same message. In the event a parent is not home, kindly make arrangements within your neighborhood. Thus walkers and bus riders will go home on their assigned routes.

The School Health Program

The goal of the school health services is to promote the well-being, safety, and academic success of students. The following services are part of the school's health promotion program, under the direction of the school nurse:

- Ensuring compliance with mandated health screenings and immunization requirements;
- Providing care and management for children with acute and chronic health problems;
- Monitoring administration of medications;
- Providing health education and promotion of wellness;
- Assuring student compliance with state and local regulations related to health and safety;
- Making appropriate referrals and collaborating with other members of the student services team when appropriate, and
- Identifying school health needs and advocating for necessary resources

Screenings

Screenings are done according to CT State guidelines to identify potential problems that can affect educational achievement, and, if needed, to refer for further evaluation and treatment, according to the following schedule:

1. Vision (distance only)- all students in Grades K-6, and again in Grade 9
2. Audiometric (hearing)- students in Grades K, 1, 2, 3, 5, and 8

3. Postural (scoliosis)- students in Grades 5-9. Screenings done by your child's health care provider during his or her 6th grade physical may satisfy this requirement.
4. Color discrimination (color-blindness)- students in Grade 2.

Students may be screened for the above at any time upon request by the health care provider, the teacher, the parent/guardian or by self-referral. Parents will be notified of the screening results only when further evaluation by a health care provider, if indicated.

Health Assessments

The North Haven Board of Education, in compliance with Connecticut State law, has identified entry into Grades Kindergarten, 7, and 11 as being those grades when a health assessment ("school physical"), done by a qualified practitioner of medicine, is required. The blue "State of Connecticut Health Assessment Record" form must be used, and will be provided by the school nurse.

- Kindergarten students may not enter school without written evidence of a physical examination completed within 12 months prior to school entry.
- Students in Grades 6 and 10 will not be allowed to enter the next grade without written evidence of physical examination completed with 12 months prior to entering that grade.

Immunizations

Prior to entering school all students must show written proof, including the complete date (day, month, year) of specific vaccines, as required by the Connecticut Department of Public Health (CT DPH). The most current requirements can be accessed through the DPH's web site, or by calling the school nurse.

Medication at school - Medications should not be administered during school hours if it is possible to achieve desired effects by home administration during non-school hours. However, since students with chronic or short-term health concerns may be able to attend school only with the aid of medication, adjustment can be made to meet their needs. The school nurse is responsible for the administration of medicines at school. Medication will be administered only upon the written authorization from the student's health care provider and the parent/guardian. This pertains to both prescription and over the counter medicines. Medication must be delivered to the school nurse by the parent/guardian in a properly labeled container. If it is a prescription drug, the original container with the prescription number must be used. Students are not allowed to carry medication on his/her person during school hours, with the exception of inhalers, EpiPens, and insulin, when it has been determined by the health care provider and parent, in writing, that the child is developmentally able to safely assume this responsibility.

Excuse from Gym

Written parental excuse from physical education should be forwarded to the school nurse. Any excuse beyond a one-week gym period, or two consecutive classes, must be from the child's health care provider.

Students returning to school

Students returning to school following a prolonged illness should report to the school nurse. Prior arrangements should be made with the school nurse, by the parent, if any modifications in the child's school activities are anticipated: i.e. crutches, wheelchair, or if there are any restrictions.

Illness at School

Students will be excluded from school if, in the judgment of the school nurse they are too ill to remain in school. When your child is ill with vomiting or a fever, he/she should not return to school until at least 24 hours after the symptoms have subsided.

Please provide several current phone numbers, including cell phone and work numbers for emergency purposes. Parents/guardians are responsible for transporting their child home, or delegating another adult, in writing, on the student's emergency form. Please inform the school if any of this information changes during the school year. The school nurse may not transport students.

Safe Arrival

To ensure safe arrival of each student at school, parents are asked to call the school nurse by 8:30 a.m. when your child is going to be absent.

Notify the Nurse

Communicable Diseases should be reported to the school nurse. These may include, but are not limited to: strep throat, mono, Fifth Disease, head lice, scabies, chicken pox and other contagious conditions. Please notify the school nurse of any significant changes in your child's health status. These changes may include newly diagnosed asthma, allergies, chronic hearing problems, new eyeglasses, fractures, surgery, hospitalization or serious illness/injuries. The nurse should also be informed of changes in medication. Health Counseling: The school nurse is available for health counseling during the school day to assist students, parents or teachers.

If you have any questions, please call the nurse at your child's school.

Student Conduct- Use of Technology

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- ◆ Cyber bullying; Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- ◆ Gaining or seeking to gain unauthorized access to computer systems;
- ◆ Damaging computers, computer files, computer systems or computer networks; to deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or any other means. These actions are illegal.
- ◆ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- ◆ Using another person's password under any circumstances;
- ◆ Trespassing in or tampering with any other person's folders, work or files;
- ◆ Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- ◆ Posting personal information or photographs of other people. Personal information includes home address, telephone, or other identifying information as determined by the district.
- ◆ Sending any copyrighted material over the system;
- ◆ Using computer systems for any non-educational purpose, or in a manner that interferes with the district's educational programs;
- ◆ Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
- ◆ Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- ◆ To engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person, etc.

- ♦ Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, MySpace, etc.) without a legitimate educational purpose.
- ♦ Security – Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. *Please report these events!*

Electronic Readers, such as the Kindle or the Nook, can be brought to school by students **at their own risk**. The school is **not liable** for lost, stolen or damaged items. If the e-reader interrupts the learning process, or it is not used for instructional purposes, it will be taken by the teacher and given to the administrator. Parents then must pick up the e-reader from school.

*****Parents and students must read and agree to the Internet Use Policy and sign the attached Internet Use Policy Agreement along with documenting that you received and read this handbook and give permission for your child to be photographed or videotaped. This signed form must be returned to each child's teacher no later than September 18, 2013.**

North Haven Public Schools
North Haven, Connecticut
2013 - 2014 School Year

Please complete the following for our school records, detach the page from this Handbook and return to your child's teacher no later than September 18, 2013.

Student's Name _____

Grade _____ Teacher _____

I received a copy of the 2013 - 2014 District Handbook Yes__ No__

Occasionally we videotape or photograph activities in the classroom, assemblies, or on a field trip for the following reasons:

- Broadcast of a performance or class activity on a cable network
- Program enhancement
- Use as a teaching tool
- Submission to the local newspaper
- For the school yearbook

I ___do/___do not give permission for _____ (child's name) for the reasons listed above to be photographed and or videotaped. Yes_____No_____

I ___do/___do not give permission for _____ (child's name) to access produce, and communicate information on the Internet.

Signature of Parent/Guardian _____ Date _____