

# New Haven Elementary



## PARENT HANDBOOK 2017-18

3301 New Haven Road, Columbia, MO 65201  
Phone: 573-214-3640  
Fax: 573-214-3641

School Website: [www.cpsk12.org/Domain/27](http://www.cpsk12.org/Domain/27)

CPS Website: [www.cpsk12.org](http://www.cpsk12.org)

Office Hours: 7AM – 3:30 PM  
Staff Hours: 7:10 – 2:55

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| <p><b><u>Office Staff –</u></b></p> <p><b>Principal –</b> Carole Garth</p> <p><b>Counselor –</b> Mary Carroll</p> <p><b>Home School Communicator –</b> Shelia Johnson</p> <p><b>School Secretary –</b> Nancy Montgomery</p> <p><b>Attendance Secretary –</b> Michelle Nittler</p> <p><b>Nurse –</b> Marla Johnson</p> <p><b>Health Secretary –</b> Judy Cridel</p> <p><b>Head Custodian –</b> Christy McMahon</p> <p>Custodians – Annie Fields, Robert Applewhite</p> <p><b>Nutrition Services –</b> Deanna Thomassen, Rhonda Fingar</p> | <p><b><u>Academic Support Staff –</u></b></p> <p><b>Special Education:</b> Caitlin Amen, Laura Borghardt, Becky Goodsell, Laura Hayes (speech and language)</p> <p><b>ELL:</b> Sarah Pedrazas, Laurie Salem</p> <p><b>Reading Teacher:</b> Karla Yung</p> <p><b>Diagnostician:</b> Jane Unger</p> <p><b>Psychologist:</b> Kaylee Creech</p> <p><b>Classroom Aides:</b> Kristen Carranza and Tatiana Pronina</p> <p><b>Para-professionals:</b> Pam Gardner, Sonja Scott, Lori Brehe, Laura Stevens, Jaramie Pinkham, Trachelle Lewis</p> |
| <p><b><u>Classroom Teachers –</u></b></p> <p><b>Kindergarten:</b> Sara Maddox, Tammie Rowe</p> <p><b>Multiage:</b> Trina Liebhart, Lisa McBride, Christy Perkey</p> <p><b>3<sup>rd</sup> Grade:</b> Crystal Renaldi, Kristen Ventrillo</p> <p><b>4<sup>th</sup> Grade:</b> Kayleigh James, Jennifer Kempa</p> <p><b>5<sup>th</sup> Grade:</b> Laura Cronin, Beth Diggs</p>   | <p><b><u>Specialists –</u></b></p> <p><b>PE –</b> Jenny Peterson</p> <p><b>Art –</b> Carol Arnold</p> <p><b>Media –</b> Kris Detmer</p> <p><b>Media IA –</b> Kerra Hatcher</p> <p><b>Music –</b> Jennifer Haley</p>   |

### **From the principal –**

**Welcome to New Haven Elementary!** We look forward to providing your child with an outstanding educational experience. This school year marks New Haven's 61st year educating the children of Boone County and the Columbia area. We strive to maintain our reputation for excellence as we seek to meet the ever-changing needs of young children. Our staff members bring a wealth of experience to our school and each of them deeply cares for the success of each individual learner.

This handbook is provided as a quick reference for information you will need throughout the school year. Please keep it readily available for your use. It is also available on our web page listed above.

As the principal, my role is to provide your child with the best educational setting possible. Let us know how we are doing and please feel free to call the school office if you need an appointment to meet with me. I look forward to working with you in the most important job we have – educating your child.

Sincerely, Carole Garth  
cgarth@cpsk12.org

### **New Haven Elementary School Spirit**

School Mascot: Stars

School Colors: Blue and Silver

Spirit Day: Fridays (children are encouraged to wear New Haven t-shirt or school colors)

### **The New Haven Vision**

Every child will be successful.

### **New Haven Elementary Mission Statement**

The New Haven community will meet the developmental needs of the whole child, by empowering each student to be a productive, responsible citizen in our changing world.

### **Arrival and Dismissal of Children:**

#### **Arrival:**

New Haven Elementary School begins classes at 7:40 a.m. and school is dismissed at 2:40 p.m. Students should arrive at school no earlier than 7:20 a.m. Free breakfast is served 7:20 to 7:40 a.m.

#### **Tardies:**

Missouri law keeps attendance in the schools by the hour and minute. If a student arrives at school 15 minutes or less after school has begun, that is considered a tardy, not an absence.

**Students arriving after 7:40 a.m. will need to sign in at the office by an adult.**

#### **Dismissal:**

Final dismissal is at 2:40 p.m. Please send a note to school if your child must be dismissed early.

**Students picked up prior to 2:40 will need to be signed out in the office.**

It is very important that students are signed in/out through the office for the safety and accuracy of records.

#### **Changes in After School Routine:**

Please send a note with your child or call the main office (214-3640) if there will be a change in your child's before or after school routine. If your child is getting off the bus at a different stop, a note must be turned in to the teacher or office. If your child goes home with a friend that rides a bus, you must send a note to the teacher or office in order for a bus pass to be prepared.

**Changes related to your student's transportation cannot be made after 2:30 p.m.**

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#### **Attendance:**

Consistent school attendance is critical for every child's academic success and social confidence. The district has adopted basic guidelines for student attendance related to each trimester of attendance. These guidelines involve regular communications with families. More specific information will be provided as the school year begins.

#### **Appointments with School Staff:**

*If you need to meet individually with any of your child's teachers or a member of the school staff we ask that you make an appointment.* The easiest way to do this is to email the staff member directly or leave a phone message in the school office. The school secretaries cannot make an appointment for you.

#### **Birthdays for Students:**

Parents' wishing to recognize their child's birthday may send treats or favors for the entire class. Please remember to bring items to serve (plates, napkins, servers) if needed. Individual

invitations for parties may not be distributed at school. Floral items and balloons sent to students will be held in the office until the end of the day. The student may pick them up and take them home at dismissal. **These items cannot be taken home on the bus.**

**Breakfast/Lunch Program:**

Breakfast is available to all New Haven students. Breakfast is served from 7:20-7:40 a.m. Breakfast is **free** for all students this school year.

The New Haven lunch schedule is below. Parents are always welcome to come have lunch with their student. Please stop by the office to sign in and pick up a visitor’s sticker prior to entering the lunchroom. The cost of lunch is as follows: Hot lunch is \$2.35, Sack lunch is \$2.35, Salad bar is \$2.35 and reduced lunch is \$.40. Visiting adults may purchase a lunch for \$3.10. A la carte items are \$.50 (milk, juice, ice cream, fruit). A monthly menu is posted on the school web site.

Free and reduced prices are available to those families who meet federal guidelines. If you feel you may qualify, you may fill out an application online at:

<http://www.columbia.k12.mo.us/food/Letter%20to%20Parents%20with%20application%20for%20mailing.pdf>

or pick up an application in the school office. A new application **must** be filled out at the beginning of every school year.

**Breakfast/Recess/Lunch Schedules:**

Breakfast for all grades: 7:20 – 7:40 a.m.

4<sup>th</sup> grade has an alternate lunch time on C days.

| <b>Grade Level</b> | <b>Recess</b> | <b>Lunch</b>  | <b>Notes:</b>                         |
|--------------------|---------------|---------------|---------------------------------------|
| 4th Grade          | 10:30 - 10:50 | 10:50 - 11:10 | A, B and D days                       |
| Multiage           | 10:45 - 11:05 | 11:05 - 11:25 |                                       |
| 3rd Grade          | 11:10 - 11:30 | 11:30 - 11:50 | 4th James joins on C day only         |
| Kindergarten       | 11:30 - 11:50 | 11:50 - 12:10 |                                       |
| 5th Grade          | 12:00 - 12:20 | 12:20 - 12:40 | <b>4th Kempa joins on C days only</b> |

**Building Security:**

New Haven is a secure campus. All exterior doors utilized for public access are locked during school hours. If you need to visit the school office during the school day, please press the silver button on the buzz-in camera at the main entrance and wait for office staff to assist you. **Please**

**do not be upset if you are questioned as to the nature of your visit and asked to give your name.** This is standard protocol until regular office staff become familiar with students and their families.

**Buses:**

School buses are provided for children who reside more than one mile from school in our attendance area. Transportation is furnished by Student Transportation of America (STA). They can be reached at 474-9473.

Students riding the bus will be given a set of rules while on the bus. Tickets will be issued for infractions of the rules. The principal will determine consequences for bus tickets. Upon the third ticket or an incident of severe behavior, bus privileges may be suspended. Copies of issued tickets will be provided to parents. Drivers are responsible for maintaining discipline and safety on the buses. The bus company has placed video recorders on buses to assist administration in monitoring student behavior.

Basic bus rules are as follows:

**Be Safe -- Be Respectful**

1. Keep hands and feet to yourself.
2. Stay seated.
3. No eating on the bus.
4. Talk quietly

**Discipline:**

The principal manages student discipline. If your child is experiencing problems in their classroom, you should receive timely and specific feedback from your child's teacher. If your child is seen in the school office and the visit results in a consequence for behavior, you will be contacted by the principal or classroom teacher.

**Dress Code:**

Dress and grooming are generally considered a matter of individual taste. Dress and grooming which is considered distracting or potentially offensive in the educational setting will be addressed by the school nurse, counselor, home school communicator or principal. The principal may exercise personal discretion when determining what clothing or grooming detracts from the educational process. Parents will be notified when a child's appearance is a concern.

**Drop off and Pick up of Students:**

**Buses will utilize the front circle drive for AM drop off and PM pick up. NO vehicles are permitted in the front circle drive between the hours of 7AM – 7:40 and 2 PM – 2:50.**

Because New Haven is a "tier 1 school" (first route) it is imperative that New Haven families follow these guidelines as a parked car in the circle drive could cause another school's bus route to be delayed.

**Car Riders** utilize the west circle drive. Please make every effort to stay in a single file line and proceed cautiously and slowly until you arrive at your child's grade level for pick up. Parents are welcome to park in a parking space and walk to pick up their child from the teacher on duty. Please do not leave cars in the pick-up line unattended.

**Walkers are dismissed from the east door** as soon as supervising staff determines buses have passed the dismissal area.

**Field Trip Experiences:**

Students may take class field trips during the year. Teachers will notify you of trips. Field trips are designed to enhance units of study. Permission for those field trips is granted with your signature on the back of the student information verification form. Students are expected to ride the bus on field trips.

**Health Room:**

Our school nurse is assigned to New Haven part-time, along with a part-time health secretary. If the school nurse is not in our building during an emergency, s/he will be easily accessible by phone. Our building secretaries have completed Red Cross First Aid Training and can provide assistance when necessary.

Only the school nurse, health secretary or first-aid trained personnel can attend to student health concerns. In addition, only these personnel may administer physician prescribed medication to students, when a form is filled out by the parent. These forms are available in the school office.

**Over-the-counter medications, such as Tylenol, cough syrup, cough drops, eye drops, ear drops, etc. MUST be accompanied with the medication form, as well as, a note or prescription (written or faxed) from the physician telling us the dosage. NO PRESCRIPTION MEDICINE OR OVER-THE-COUNTER MEDICATION CAN BE GIVEN BY SCHOOL PERSONNEL UNLESS THIS PROCEDURE IS FOLLOWED.**

It is our policy to send home children who have a temperature of 100 degrees or higher or have extreme stomach/digestive upset. This is done in an effort to prevent the spread of flu or colds, etc. If children are not running a temperature of 100 degrees or higher and are not suffering extreme stomach/digestive upset, they will be encouraged to return to class for the remainder of the day. **A child who is sent home, should not return to school until they have remained fever-free for 24 hours without the use of fever reducing medications. They should also have no incidences of vomiting or diarrhea within 24 hours before returning to school.**

**New Haven Nurse: Marla Johnson**

**Health Secretary: Judy Cridel**

**First Aid Providers: Nancy Montgomery, Michelle Nittler**

### **Home Access:**

Home Access allows parents to view information regarding attendance, transportation and basic registration information about your child from anywhere via the internet. Go to [www.homeaccess.columbia.k12.mo.us/homeaccess](http://www.homeaccess.columbia.k12.mo.us/homeaccess) and click on the word "here" at the bottom of the explanation paragraph to enroll. You will be asked to enter your first and last name, city and zip code. If you are listed as a contact and have an email address on file, the system will prompt you to enter a user id and you will be registered for Home Access.

### **Blackboard (formerly ParentLink):**

All Columbia Public Schools are expected to communicate with parents via Blackboard. This program allows for mass emails and text messages to be sent to school families. The principal maintains this account and the information that is sent. Please contact the school office when your email or cell phone number changes so that you will continue to receive information about your child's school. Some cell service plans apply charges for text messages. If this is the case for your plan, please notify the school office so that we can work to ensure you do not receive the mass text messages.

### **Playground Rules and Expectations:**

The playground is supervised during all daily recesses. Students are instructed on playground safety and rules of play at the beginning of the year.

### **PSTO (Parent Student Teacher Organization ) in Our Schools**

The New Haven Parent, Student, Teacher Organization was formed in the spring of 2007. The purpose of the PSTO is to provide the best possible educational experience for all its students by:

- Supporting the students, faculty and staff with time and funds.
- Fostering a cooperative relationship between students, parents, teachers support staff and school administration.
- Promoting and improving academic achievement to its highest level in all children.

Membership is free to **all** faculty, parents, students and members of the New Haven community. Dues are not a requirement for membership. All monies collected via gifts, fund raisers etc. go directly to the PSTO and New Haven School.

### **School Pictures:**

School pictures are scheduled to be taken on **Thursday, September 7th**. All children will have their picture taken on this day; however, purchase of pictures by parents is optional. You will be notified of a picture retake day in case you are not pleased with your student's picture.

### **Visitors:**

Visitors are welcome at New Haven. Upon arrival to the building visitors should report to the school office to sign in and wear a visitor's badge while in the building. Visits to the classroom during instruction are discouraged due to the distraction it creates for students, disruption of the learning process and our obligation to protect the privacy rights of other children.



**Volunteer Help:**

New Haven will need volunteers to help in the library, computer lab, and many other PSTO functions. The volunteer hours are a very important part of our school records. Every year at the end of the year, we are asked to report the number of volunteer hours to the Superintendent of Columbia Public Schools. This report is then sent to the State Department of Education. Please keep this report in mind as you volunteer at New Haven during the year. We ask that volunteers log their hours in school office as they report to the building to volunteer. This process makes it easier for us to compile your hours for our April report to the board office. Michelle Nittler (secretary) can assist you.

If you are interested in participating in field trips with your student, you may be asked to complete a volunteer application and Missouri Request for Child Abuse or Neglect/Criminal Record form. Columbia Public Schools' Community Relations Department is responsible for sending this to the state for review. Volunteers do not pay any fees to have background checks processed. All information is strictly confidential. Once all paperwork has been processed, volunteers will be contacted regarding their training and volunteer assignment. Please be sure to indicate on the volunteer application that you are filling this out to participate as a New Haven field trip sponsor.

The links to the above forms are:

[http://www.columbia.k12.mo.us/pie/volunteers/Volunteer\\_Application.pdf](http://www.columbia.k12.mo.us/pie/volunteers/Volunteer_Application.pdf)

[http://www.columbia.k12.mo.us/pie/volunteers/Background\\_Check.pdf](http://www.columbia.k12.mo.us/pie/volunteers/Background_Check.pdf)

(End of Parent Handbook)