

New Haven Elementary

🐾 Kindergarten 🐾

A handbook for parents

New Haven Elementary

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Welcome to Kindergarten!

The beginning of kindergarten is both an exciting and important time in your child's life. In the kindergarten program, we add to the foundation for learning that you have already begun. We recognize that children start kindergarten with different levels of ability. Some children enter kindergarten with the readiness skills that they need to take off with the content, and some come in needing additional readiness support. Therefore, it is the responsibility of the school to meet the individual and developmental needs of all children in a nurturing, stimulating, appropriate, yet challenging learning environment. We believe our kindergarten program establishes the perfect balance between cognitive and social-emotional development. We also recognize that, as parents, you are your child's first teacher. The relationship between home and school is essential to the achievement and growth of all our students.

As your child begins kindergarten at New Haven Elementary, we hope you will find the information within this handbook helpful. This handbook is not comprehensive of all procedures and policies but addresses most of the major questions asked of our new parents. Communication between home and school is the key to the success of our educational program. We view parents and teachers as your child's academic team, and we want to foster a relationship that promotes growth and achievement for all students. At any time that you have questions, we hope that you are comfortable to reach out to the teachers or leadership team to assist you.

We look forward to a successful and productive year with your child.



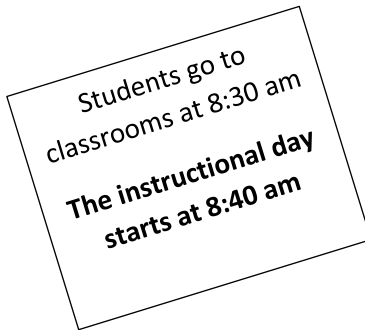
Sincerely,

Mary Goble, Principal

Paws- *New Haven's mascot*

Kindergarten Schedule

Following is one example of a typical kindergarten day:



Arrival
Morning Meeting
Phonics, Reading, Writing
Lunch
Unified Arts class
Structured Play
Math
Recess
Integration of Science & Social Studies concepts
Pack up
Dismissal



Supplies

Students will need to bring in some supplies to help them throughout the year. The supply list could change slightly from year to year, and all grade levels put out their supply list over the summer. However, traditionally students need the following: backpack (no wheels), scissors (blunt tip), crayons, tissues, two pocket folder, pink pearl eraser (the bigger handheld eraser), spiral notebook, glue sticks, beginner pencils, & a pencil box.



Unified Arts Classes

Boone County board of education recognizes the importance of additional programs that support and advance the growth of the whole child and allocates teaching staff that enhances learning in many areas. At New Haven, all students participate in Art, Music, Physical Education, Technology, World Language, and Library to provide well-rounded learning experiences.

Art

In art, kindergarten children experience a variety of creative experiences. They cut, paste, draw, and paint. They observe their surroundings and connect art and nature to their world. Kindergarteners learn about:

- * colors, shapes, textures, patterns

- * different materials and methods
- * art appreciation

Technology

In technology students will develop computer skills while integrating technology into the classroom curriculum. Students learn that technology as an educational tool can be used creatively, responsibly, and collaboratively for teaching and learning.

Kindergarteners learn to:

- * identify parts of a computer, and understand and use the mouse and basic keyboard functions
- * log on to the network
- * launch software programs to support the curriculum
- * learn about safety and responsibility
- * learn basic keyboarding (typing name, etc.)

Library

In the library, students learn about proper book care, genres of literature including fiction and nonfiction, folktales, and fairytales, and are exposed to different authors and illustrators. Technology and 21st century skills are essential parts of the library and computer curriculum and are integrated in many ways. Students are exposed to a variety of educational web sites and computer programs.

Music

The music program integrates singing, instrument playing, movement, storytelling, and technology. Children are exposed to many different types of music from all over the world.

Kindergarteners learn about:

- * beat and rhythm
- * movement
- * singing
- * tempo

Physical Education

All of our physical education classes incorporate a variety of activities to help students develop motor skills, teamwork, and knowledge of healthy choices. Classes are engaging, challenging, and adaptable for all skill levels.

Kindergarteners learn:

- Fundamental movements
- Manipulation skills such as ball handling

- Rhythmic activity/ movement
- Cooperative skills
- Healthy lifestyle (healthy foods, etc.)

World Language

In our world language class students learn the foundational basics of the Spanish language in both oral and written forms. They also learn about Hispanic culture.

Kindergarteners learn:

- School
- Family
- Body Parts
- Greeting Friends
- Places & People in the Community
- Food

Kindergarten Readiness

“In Kentucky, school readiness means that a child enters school prepared to engage in and benefit from early learning experiences that best promote the child’s success. The journey to kindergarten begins at birth. In the first five years of life, 90% of the brain is developed. This critical window lays the foundation for a child's developmental and emotional health that leads to school success.”

During the first few days of school each kindergarten student is given a common kindergarten entry screener called the **Brigance**. The Brigance provides a quick and accurate assessment of a child’s development in 5 areas: Academic/Cognitive, Language Development, Physical Development, Self-Help, and Social-Emotional Development. This information is required by and reported to the state of Kentucky, and at school we use the information to develop activities and lessons that are specific to our student needs. We also use this information to analyze ready and not ready students to identify interventions that may be needed. This information will be shared with parents at parent/teacher conferences.



Kentucky Department of Education School Readiness definition:

<https://education.ky.gov/curriculum/conpro/prim-pre/Pages/School-Readiness-Definition.aspx>

To find more information regarding what school readiness looks like:

<https://kidsnow.ky.gov/families/readiness/Pages/default.aspx>

MEALS

Students arriving to school do have the option of eating breakfast at school if they would like. The cafeteria is open for breakfast from 8:10 am to 8:40 am. Students also receive a 30-minute period in which they eat lunch with their classmates. Students have the choice to purchase a school lunch or bring their own lunches to school. Students who have packed lunches should have healthy choices to pick from. Students are not allowed to bring sodas for lunch. There are adults within the lunchroom to assist and monitor students, but we ask that students have lunch items that they can open independently when possible. There are no places to warm up student lunches. The lunch menu is put out each month and indicates what is being served each day, and we also announce the lunch menu on the morning announcements. You can find the menu on our school website.



Student breakfast - \$1.25

Student Reduced price - \$.30 (upon qualification)

Student lunch - \$2.50

Student reduced price - \$.40

Milk only - \$.40

Prices may change due to unforeseen supply and demand.



Medical Needs

We have a registered nurse and first aid clerk in our office who take care of all the medical needs of our school. If your child has any allergies to food or other substances, please fill out that information on the enrollment card and make sure that the school nurse is aware of it. If your child needs to take medicine at school you will need to have the KY medicine form completed by your child's doctor, and the original form will be kept on file at school. Medicine will need to be in its original container with the prescription information listed on the label. The school nurse or first aid clerk will go over all requirements with you on an individual basis.

Home / School Communication

To facilitate a positive home/school connection, please check your child's backpack every day. Teachers will utilize a take home folder that will have school information, class forms, and student papers. Teachers will also send home notes and such within this folder. As part of the morning routine, students will take their folders from their backpacks and turn them in every day. The folders will be looked through each day, and any communication from home will be addressed. This is the main form of communication from home to school. Email and phone



calls are another way to communicate as well.

You can also find school information using a variety of outlets. The school maintains a webpage that has forms, curricular timelines, and events for all stakeholders. Information is also posted through Facebook, through emails in Infinite campus, our All Call system, and remind account.

- www.newhaven.boone.kyschools.us
- <https://www.facebook.com/newhavenelementary>

Infinite Campus



As a parent or guardian of a child enrolled in the Boone County School district, you will need to use the Campus Parent Portal to access attendance and grades. This is a secure website that you will need to sign up for. You will receive report cards in paper form at the end of each grading period, but you can also access this information online. This will become much more critical when your child is in the intermediate grades where you can keep up with assignments and grades. In order to enroll, you will need to receive a user code from our attendance clerk. You must have a US issued form of identification prior to receiving your code, and this must be done in person. Unfortunately, we cannot enroll anyone via phone or another person per safety protocol.

Parent / Teacher conferences and Progress reports

Parent / teacher conferences are scheduled in the fall and offer evening times to meet. Your child's growth, development, and progress will be discussed at that time. Translators are available upon request. Prior to each conference, your child's teacher will communicate a registration process that will allow you to schedule a time that is convenient for you. Parent / teacher conferences are imperative for you to attend so that you know exactly what your child's strengths and areas of need are. If your child is demonstrating difficulty or is at-risk academically, this is a time in which it may be discussed. Progress reports for kindergarten are sent home 4 times a year (every 9 weeks). The first report card will be discussed at conferences. Students are scored based on mastery of kindergarten standards, and are given SP (satisfactory progress), PH (progressing with help), AC (area of concern), or AS (area of strength). A more detailed explanation of each is on the Primary Report Card Key in the back of the handbook. Students who have independently mastered kindergarten standards and can work above the standard regularly are given an AS.



Safety and Security

In order to ensure the safety of all children, each person entering the building must enter and register their visit in the office. Visitors will be asked for picture identification. We do utilize a computerized security program that screens driver's licenses for additional safety.

Upon registering, visitors will be given a sticker badge that they must be applied and visible on their person. Visitors are only permitted to be in the location identified on the pass. For example, if you are volunteering in the classroom, you cannot leave and go visit another student or teacher.

We require parents to send in notes for ANY transportation changes that day. We will NOT accept the word of a student, and do not have the manpower to follow up with each event in question. If there is no note submitted, the normal transportation mode will be followed.

We also require all volunteers, whether in the classroom or on field trips, to have an approved background and volunteer confidentiality form on file. Background checks must be completed every 2 years, and cost \$10 to file. Background checks are filed and maintained through the state of Kentucky.

In addition, to these safety measures, we have a Student Resource Officer (SRO) that is a part of our everyday staff. We do take the safety and security of our children very seriously, and unfortunately due to previous events we have protocols in place to ensure the safety of everyone. We realize that the procedures may inconvenience some individuals, but we assure you that it is for the best interest of everyone. It is our intention to inform every one of these procedures prior to a situation that may cause an inconvenience.

Emergency Forms

When you register your child for school, you will be asked to complete an enrollment card that has a place for emergency contacts. This information is extremely important. Therefore, the names and telephone numbers of your support system need to be current and accurate in the event that you are unable to be reached in an emergency situation. Please make sure that you notify us promptly throughout the year if there are any changes. It is IMPORTANT for you to give careful consideration to the individual(s) you list. You may also be asked to fill out additional forms from the classroom teacher to ensure that we have all the contact information you would like to share with us.

Safety Drills



We do a variety of safety drills every month for the protection of everyone in our building. Among the drills are: fire drills, tornado/severe weather, lockdown, earthquake, and evacuation. We practice and discuss these regularly so that they become second nature for everyone, and so that students will not be so scared if we were in a real situation. We realize this can be scary for all students, especially those new to school. In the beginning of the year we do a lot of discussion regarding the “what it is”, “why we do it”, and “how we do it” with all our students. During all first time drills we use the intercom system to let students know that we are beginning “____ drill”, and this is what the alarm sounds like. This is a necessity, but we try to make it a learning experience as not to cause fear of any of our students. We do not announce our monthly drills after the initials so that we can realistically assess changes that may need to be changed due to grade level size, routing, etc. We do work collaboratively with the fire department, sheriff’s department, and emergency management to make sure that we have the most efficient plan in place for the safety of everyone in our building.



District Transportation

Students are transported to and from school by buses that are equipped with cameras and two-way radios. If your child is coming to school on the bus, you can help him/her adjust to traveling on the bus by talking about:

- * how to wait, board, and leave the bus in an orderly fashion
- * the importance of sitting in the seat and facing forward
- * the importance of listening to the bus driver
- * telling the bus driver if someone is doing something unsafe

An adult **MUST** meet your child at the bus stop when he/she is expected home, or your child will be return to school.

Students who do not follow the safety protocol on the bus will receive an office referral and need to meet with the principal or assistant principal to discuss the behavior concern. Students who receive bus referrals may be removed from the bus for a determined amount of time. If this is the case, parents will be notified, and transportation to and from school will be the responsibility of the parents.

Our buses are organized and managed through our district transportation department. The school is not responsible for the routing, pick up, or drop off times. If you have questions about a bus or route you will need to contact the district transportation department. (859) 384-5340

Dismissal Change Request

To ensure your child's safety, the following procedures are in place:



- 1) **Your child will ONLY BE RELEASED to you or one of the individuals whose name you have placed on file. That individual must be at least 18 years of age. YOU MUST CONTACT US IF THERE ARE ANY CHANGES.**
- 2) Please understand that the bus schedules are “guestimates” and therefore it is necessary to allow a 5-minute window for bus arrivals/ departures. If there is no one waiting at the stop when your child arrives home from school, your child will be returned to school, and will need to be picked up from there. You will receive a phone call from either transportation or the school notifying you of this.
- 3) If you are planning to pick your child up from school instead of riding the bus home, a note must be written and sent to school that day. Without a written note, your child will be sent home on their regular bus. All notes must be received 30 minutes prior to the end of the school day. At the end of the day students will be taken to parent pickup location and signed out with the staff there. (Daily pickup is at the end of A Hallway-doors closest to playground)
- 4) If you do not wish for your child to ride the bus at all, you will need to complete a “Permanent Pick Up” form and turn this into your child's teacher. This will be kept on file at school. The form can be found on-line, or a copy be given to you from our office. You will be assigned a specific number and given 2 school issued cards that you will use to pick up your child. Identification is used to pick up cards initially, after that it is your responsibility to keep the cards as means of identification and permission of picking up your child.
- 5) If you need to pick your child up early from school, you will need to sign them out through the office. At that time your child will be called to the office to go. If you would like to send a note to school notifying the teacher of an early pick up, they can often have your child's things ready to go so that you do not have to wait.



Attendance

There is a significant correlation to attendance and student achievement. We want every student with us every day. However, we realize that there are times that your child may be sick or have an appointment that needs to happen. Please make sure that you send in a doctor's note or parent note each time your child is absent or tardy. (Tardy pertains to late arrival or early dismissal). Students get a limited amount of parent notes per year. Students will receive attendance letters for unexcused events at 3 days, 4 days, and 6 days. After the 6-day event letter the district FAST team will be notified and may make a home visit to address any attendance barriers that you may be experiencing. If you know that your child will be absent for consecutive days, please reach out to the classroom teacher and get any missed work so that your child does not fall far behind the rest of the class. All notes (parent or doctor) will need to be submitted to the office attendance clerk but can be sent in the students take home folder.

Outdoor play



Weather permitting, children will play outside every day.

Students have the playground space as a grade level, where they have a variety of equipment to explore. Proper attire for outdoor play is necessary including layers for colder weather and shoes that allow for running on mulch and black top. Students should be dressed appropriately for the weather, as there is not staff to stay inside with students who do not have needed layers for the temperatures. All teachers and instructional para-educators monitor student play on the playground. We do encourage students to wear shoes with rubber soles so that they can participate in all activities both inside and outside. Students are not allowed to wear flipflops per the school's dress policy.



Clothing

All clothing should be comfortable and allow for your child to sit on the floor and run around in outside. If you pack your child additional clothing, please make sure the items are marked with their name and stored in a bag within their backpacks. Student attire must also follow the school dress code. Parents will be called for students who do not have clothing and have had an accident. In some instances, if the school has clothing available, we will give it to the students to change into so that they do not miss class.

Personal Belongings

- * Students should not bring valuable personal items to school. New Haven does not assume responsibility or liability for the loss of personal property brought to school by students.
- * Backpacks should be large enough to fit folders in them, and a change of clothing if necessary.
- * Backpacks should NOT be on wheels, as they are a safety hazard.
- * Students will have their own cubby area to put their backpacks and jackets in.
- * Students will have their own storage area for personal supplies.
- * Please make sure that your child's name is on all their items, such as backpacks, folders, etc.

Classroom Celebrations

There will be a variety of occasions in which the classroom will plan for celebrations in which food will be available. The classroom teacher will inform parents of food choices so that students have a variety of healthy snacks to enjoy. They will also communicate with all families regarding any allergy concerns. Birthdays celebrations are important in kindergarten. If you would like to do something special for your child, we ask that you prearrange this with the classroom teacher so that she/he can make time for it in their daily schedule. They will also give you some guidelines for treats *(for example- please don't send whole cakes, treats must be store bought so we can examine the ingredients list)*.



Field trips & Background Checks

At the beginning of the school year parents are asked to get a KY background check and complete the volunteer orientation PowerPoint and form (found on our website). The background checks have a fee of \$10 charged by the state and depending on the time of year take a week to several weeks to get back. If you think you would like to chaperone or volunteer at school, you must have an approved background check on file prior to the event. Please do not wait until the last minute, as we have no control over how long the state needs to process the forms. You will receive a copy of the background check from the state as well. If you have violations that prohibit you from being an approved volunteer, you will receive a phone call from the school letting you know. This is protocol that all schools follow for the safety and security of all our students.



Every field trip will require a permission slip. Students CANNOT attend a field trip without a permission form, and we do not accept verbal permission. Field trip forms will be sent home by the teacher in the take home folders. Field trip costs vary depending on the event admittance and travel costs. Teachers will let you know ahead of time the cost of the trip. Most times, chaperones are also required to pay the field trip cost as well. Field trip costs may be sent in smaller increments if necessary. In some instances, there are a limited number of chaperones that the classroom teachers can take on trips. Teachers will inform parents of this through their mode of communication.

Some field trip days combine both AM and PM kindergarten classes and require an altered schedule. Please make sure to check the take home folder regularly as this type of information will be communicated through it.



Parent – Teacher Organization

Parent involvement enriches our school community and enhances programs in our school. Your participation and support are welcomed throughout the year. We ask that you join our PTO as a partner working together to accomplish our goals set each year and celebrate the achievement of our students. Our PTO has their own website where you can view all the events that they organize and programs that they provide for our students. The school and PTO have a very strong collaborative relationship that is student driven.

New Haven PTO website: www.newhavenelementarypto.com

Spirit Wear

We believe that school spirit adds to the positive climate that we have at New Haven. Several times a year we have “Extreme Spirit Days” where students are encouraged to dress in their New Haven colors or spirit wear. Classes are given spirit awards, and all receive visits from our mascot PAWS.

Our PTO has worked with a company that allows you to select a variety of spirit wear throughout the year. You can visit the store anytime! <https://1stplace.sale/38113> - It is also linked on our school webpage.



Support Staff

There are office support staff available to answer questions or direct you to a person that can answer your questions. Our office has an attendance clerk, 2 front-line secretaries, a first aid clerk, and a school financial secretary that can assist you. Our attendance clerk can assist you with any questions regarding our attendance policies, absence notes, or Educational Enhancement forms. Our front-line secretaries handle background checks, parent pick up notes, and answer and direct calls. Our first aid clerk handle immunization requirements, illness, medicines, and any other health needs.

Contacting school

The best way to reach teachers during the instructional day is through email. Teachers will return phone calls in a timely manner but have limited times during the school day in which they have the privacy to return phone calls. Teacher email addresses can be found on our webpage, but all addresses are standard = first.last@boone.kyschools.us You can also contact staff through written notes or personal meetings can be set up. **The school phone number is 859-384-5325.**



School Communication

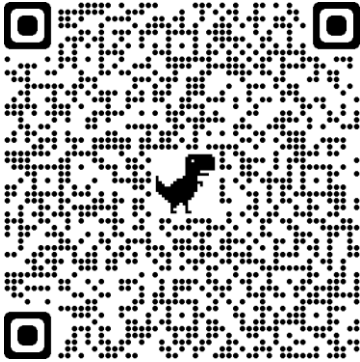
New Haven sends out a monthly newsletter through Infinite Campus messenger, posts on the school's Facebook page, and school webpage. We also use the blackboard connect "ALL CALL" system to send messages to families. Our webpage has a lot of information and parent resources that we keep current. www.newhaven.boone.kyschools.us You can also find all of the school policies that drive many decisions within the school on our webpage under our SBDM tab.

School Hours

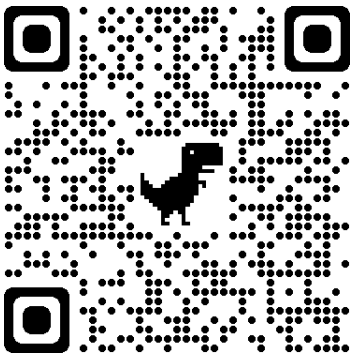
The school doors open at 8:10 am and students can wait in the gym with their classmates (*students are separated by grade level*) or go to the cafeteria for breakfast. Staff members begin answering telephones at 8:05 am. The office closes at 4:25 and phones are put on night service. You can leave a message on the school voice mail, and someone will return your call the following day.

Helpful Links

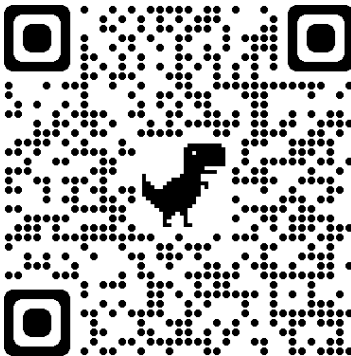
New Haven Mission and Vision Statement



New Haven Webpage: www.newhaven.boone.kyschools.us



New Haven School Based Policies



New Haven Elementary Primary Report Card Key

Below is a specific explanation for each of the assessment levels used on the primary (Kindergarten-3rd) report card. This key will help guide you through understanding your child's ability during each grading period. Please contact your child's teacher for additional information.

AS-Area of Strength	A student will receive AS on their report card if they are consistently and independently performing above grade level standards. Student requires work to be differentiated with enrichment activities because they have already mastered the content. They demonstrate a deep understanding of the standards and can demonstrate through a variety of activities.
SP-Satisfactory Progress	A student will receive SP on their report card if they are consistently performing at grade level with little help. The content is new to them, but they learn it easily. Student is on track to master the content by the end of the school year without differentiation of the material or instruction. ** developmentally appropriate acquisition of material
PH-Progressing with Help	A student will receive PH on their report card if they are making progress toward mastery of the content and are on track to master the content by the end of the school year. Student is learning the content, but requires support from the teacher such as guided questions, prompting/cueing, etc. Student is not demonstrating independence of material yet.
AC-Area of Concern	A student will receive AC on their report card if they are not making progress or the progress is not sufficient for the student to master the content by the end of the school year. Student requires work to be differentiated with reduced work, foundational content objectives (versus content being learned by the rest of the class), or one-on-one help.

Revised 3/2017