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NEW HAVEN PRIMARY SCHOOL

1445 Berwick Lane New Haven, IN 46774-2050
Telephone 260-446-0150 / Fax 260-446-0153
www.EACS.k12.in.us

Dear Parents/Guardians:

Welcome to New Haven Primary and East Allen County Schools! We are glad to have your child/children attending here! New Haven Primary serves students in grades Pre – K through second grade. At the end of grade two, students will transition to New Haven Intermediate School for Grades 3-6.

New Haven Primary has a caring and experienced group of teachers who want to do all they can to help the students they work with to reach their full potential. Together, we are striving to accomplish the vision and mission statements printed on the following page.

This Handbook has been prepared with the hope that you may become acquainted with certain school policies which we feel make for a wholesome learning situation for your child. It replaces information in any prior Handbook.

Please take time to read this Handbook in its entirety because there have been some minor changes made this year. We trust that your knowledge of some of the major school policies of New Haven Primary School will help make for a smooth school year. Please discuss the content of this handbook with your children so they may feel confident about attending school here. Other questions you may have about school policies not mentioned in this handbook can usually be answered with information from the East Allen County Schools Guide to Students and Parents. Both the East Allen County Schools Handbook and the New Haven Primary Handbook are based upon policies and regulations approved by the Board of School Trustees of East Allen County Schools. Policies and regulations are amended as needed and will supersede any information printed in these handbooks.

Please note that the information in this handbook is subject to change based upon Allen County Department of Health regulations concerning the COVID-19 pandemic.

If at any time you have a question or a concern, please contact the school by calling **446-0150**.

Mrs. Renita Peters
New Haven Primary School Principal

Vision Statement

New Haven Primary School is a nurturing community of diverse learners striving toward development of strong character, kindness, with academic excellence, and the love of learning for all students.

Mission Statement

Our mission, as educators at New Haven Primary School, is to: Prepare all students for college and life by providing a challenging curriculum, strong instruction, with high expectations, that connects students' lives and their future in the a positive, safe, and supportive environment, engulfed in a culture of kindness, with collaboration among all stakeholders. (Rigor, Relevance, Relationships).

Visitation of School:

Every day is visitor's day at New Haven Primary School. Parents are always welcome. We would like to submit the following visitation procedures that were prepared jointly by the teachers and the administration.

For the 2020-2021 school year, EACS will continue using our visitor management program. This program is designed to increase the safety of our students and staff by keeping digital record of the visitors to our buildings. When entering an EACS building for the first time this school year, visitors will be asked to provide state issued identification so that we may check against internal EACS banned/trespassed lists and the National Sex Offender Registry. Visitors will also be asked to submit to a photo that will be used for your temporary visitor badge.

Parent Visitors/Volunteers/ Chaperones:

Parents are welcome and encouraged to visit school at any time. We do ask, however, that you give your child time to adjust to his/her new classroom environment. Please schedule classroom visits with your child's teacher at least 3 school days in advance so that he/she can suggest a preferred and/or appropriate time and can alter the daily schedule, if needed. (Note: Students' belongings/items, which are delivered to school, must be dropped off at the school office. Office personnel will deliver items during non-instructional times throughout the school day.) **All volunteers/chaperones must have a current Criminal History Check on file with East Allen County Schools (EACS).**

Parent visitors and/or volunteers will NOT be allowed to pay unexpected or unannounced visits to classrooms or other areas within the building. If you are visiting or volunteering, we ask that you respect the teachers and students by visiting only the area(s) requested. If someone repeatedly abuses his/her visitation time, action by school administration may be taken. It is not just a mere courtesy, but for the children's safety and education that we cannot allow visitors to walk the halls or appear in a classroom unexpectedly. These restrictive procedures are to ensure your child's safety, as well as the safety of ALL students enrolled in EACS, while keeping classroom disruptions to a minimum. Teachers should not take class time to discuss personal/individual matters with parents. If your child's teacher is talking/conferencing with you, he/she is not instructing and supervising children as expected. Teachers will be happy to schedule a time to meet with you during non-instructional time.

**Information is subject to change based upon Allen County Department of Health regulations.*

General Equal Opportunity and Nondiscrimination Statement of East Allen County Schools:

East Allen County Schools has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. In addition, all educational services, student activities, programs, instruction and facilities will not be denied to anyone in East Allen County Schools as the result of an individual's race, color, gender, handicapping condition, national origin, or limited English proficiency due to national origin. Furthermore,

East Allen County Schools has a policy to provide equal employment opportunity to all applicants and employees in a harassment-free work environment without regard to age, race, color, national origin, limited English proficiency due to national origin, gender, or disability.

Arrival Time for Students:

Boys and girls may enter the building with the sounding of the first bell, which is at 8:55 a.m. The tardy bell will ring at 9:05 a.m.

Arrival and Dismissal Instructions

Bus Riders:

Buses will dismiss at 8:40 a.m. Students eating breakfast will be released from buses first and proceed to the cafeteria. Students who are not eating breakfast will be released from the buses to be supervised inside the building until the 8:55 a.m. bell. At 8:55 a.m., all students will proceed to their classrooms. The tardy bell will ring at 9:05 a.m. At the end of the day, buses will dismiss from the front parking lot at approximately 3:50 p.m.

Walkers:

Arrival - Walkers should not arrive at the school before 8:40 a.m. Student supervision begins at 8:40 a.m. They will be admitted to the building at Door 1 at 8:40 a.m. if they are a breakfast eater, or they will remain outside of Door 1 until the 8:55 a.m. bell (If there is inclement weather, students will wait inside the front doors).

Dismissal - Walkers will be dismissed to a parent or guardian at Door 12 at 3:45 p.m. Students walking around school property should always follow the sidewalks in front of the school when arriving or leaving school.

Walkers needing to cross Berwick Lane must cross at the crossing guard. This is to ensure student safety!

Only walkers will be released from this door. Students who are car riders will use the back parking lot for pick-up.

Dropping off Students:

Car Rider drop-off takes place from 8:45-9:05 a.m. in our back parking lot at Door 5. Students will proceed to the cafeteria if they are eating school breakfast, or they will wait in the hallway by Door 5 until 8:55 a.m. At 8:55 a.m. students are dismissed directly to their classrooms. **At 9:05 a.m. all outside doors will be locked and all students must enter main entrance (Door 1) to be signed in and receive a tardy pass to class.**

Picking Up Students:

Students who are car riders will be dismissed at 3:40 p.m. in the back parking lot at Door 9.

Preschool Hours, Arrival and Dismissal:

Students participating in the a.m. preschool program will attend from 9:15-11:45 a.m. (M,T,Th,F) and students in the p.m. preschool program will attend from 12:30 – 3:00 p.m. (M,T,Th,F). Pre-school students will be released 15 minutes early every Wednesday for collaboration. Wednesday morning classes will be from 9:15 a.m. – 11:30 a.m.; Wednesday afternoon classes will be from 12:30 p.m. – 2:45 p.m. **All students in the preschool program provide their own transportation, and they will have a car rider line in the front parking lot at Door 1 with drop off 5 minutes prior to start time (9:10 a.m. or 12:25 p.m.).** The teachers will be outside to help with arrival and dismissal. Dismissal will take place at 11:45 a.m. and 3:00 p.m. in the preschool line in the parking lot at Door 1.

Tardiness:

Arriving at school on time is very important to starting the day off right. A student is considered tardy if he or she is not present at the beginning of class or school. A student is not counted tardy if the bus the student

arrived on is late. Tardies can be a problem if students are habitually late for school. Students are tardy to school if they are not inside the school doors by the 9:05 a.m. tardy bell and do not have an excused reason. Acceptable reasons would include the same ones for absences, such as illness or doctor's appointments, as well as late buses. **At 9:05 a.m. all outside doors will be locked and all students must enter the main entrance (Door 1) to be signed in and receive a tardy pass to class. All students are to check in at the office if they are late to school.** They will be given a "pass" to class that will indicate the reason and whether it is a tardy (unexcused) or simply a late arrival (excused). It is important that we teach responsibility to the students to be where they should be when they should. This also helps eliminate wasted time at the beginning of the day with checking in late students.

Attendance Visits:

EACS guidelines require the school to make a home visit, if your child is not called in to the school office as sick or being late to school by 10:00 a.m. Please help us ensure that all children are safe and accounted for every day by calling the school office, if your child will be absent or late. This includes calling in for each day of absence including an illness or absence that is longer than one day.

Afternoon Dismissal:

All children are expected and encouraged to go directly home following dismissal. If your child will be doing **anything** to alter his/her regular schedule at the end of the school day, **a note must be written or a phone call** should be made to the school. (Ex. Your child will be picked up rather than riding the school bus, your child will be staying for after school clubs, your child will be getting off at another bus stop, etc.) **We request that if there is a change in transportation for the day and a note has not been written, that you call the school office by noon.** This will help alleviate any confusion that may be caused with the change. Phone calls made at the end of the school day are difficult to answer and may not be received until after dismissal.

Bad Weather Days:

Periodically throughout the year weather conditions may be such that school will not be in session or the starting of the school day will be delayed. Announcements of this nature are made over the local radio and/or television stations starting as early as 6:00 a.m. Many stations also have text alerts for your cell phone. Please do not call the school for this information. Listen for the announcements over the media mentioned above. New Haven Primary School is included in the East Allen County Schools announcements. No Breakfast is served on 2- or 3-hour delay days.

Alternate Schedule: (Delay days)

Students in Grades K -2:

A **one-hour delay** means that school doors will open at 9:45 a.m. and the tardy bell will ring at 10:05 a.m.
A **two-hour delay** means that school doors will open at 10:45 a.m. and the tardy bell will ring at 11:05 a.m.
A **three-hour delay** means that school doors will open at 11:45 a.m. and the tardy bell will ring at 12:05 a.m.
School end time on a 3-hour delay is an hour later with dismissal beginning at 4:45 p.m.

Students in Pre-school AM/PM:

A **Two-hour delay** means morning classes meet 11:15 a.m. – 12:45 p.m.
A **Two-hour delay** means afternoon classes meet 1:30 p.m. – 3:00 p.m.
A **Three-hour delay** means morning classes meet 12:15 p.m. – 1:45 p.m.
A **Three-hour delay** means afternoon classes meet 2:30 p.m. – 4:00 p.m.

Should weather conditions worsen after students arrive for classes and require that students be sent home prior to scheduled dismissal time, the early dismissal will be reported to all media stations. Students will be sent home according to directions for early dismissal provided by parents at registration.

Collaboration Schedule:

The EACS Board of School Trustees has approved the following collaboration schedule for teachers and staff:

1. The collaboration schedule for East Allen County Schools will be to dismiss school 30 minutes early (3:15 p.m.) on each scheduled Wednesday collaboration day from 08/10/2020 through 05/20/2021. Both morning and afternoon Pre-school will be release 15 minutes early every Wednesday.
2. On any day the Corporation has a delay due to inclement weather, the collaboration schedule will be cancelled and schools will dismiss at regular time.
3. Collaboration will occur every week regardless of vacations, holidays or the like (except the last week of each semester for high school final examinations 12/16/2020 & 5/19/2021).

Parking Areas for Parents and Visitors:

Cars may not pull into the front parking lot until the buses have unloaded or loaded and left the parking lot. Do not use the back parking lot in the mornings unless it is a day with a special program (Ex. Grandparents Day, P/T Conferences). Parents visiting the school and other school visitors may use the front or back parking lot to enter the building. **Parents can be buzzed into the school from the front door (Door #1) and must report to the office before visiting any other area in the school.**

Children Leaving School during School Hours:

It may be necessary for you to take your child from school during school hours. **If this situation should arise, you should send a note or call the school office in advance. It is necessary for you to come to the school office and either the school secretary or principal will get your child for you.** You will also need to “sign-out” the child in the school office. The greatest protection for your child can be provided this way and classroom interruptions will be kept to a minimum.

Reporting Absences:

If your child is going to be absent, please call the school prior to 9:20 a.m. to report the absence. The telephone number is **446-0150**. **When you hear the recorded message, press "1"**. Please leave a message regarding the name of your child, the child's teacher, and how you would like homework to be sent home or picked up.

Attendance/Illness/ Injury:

Regular school attendance is a prime factor in your child being able to experience academic success in schoolwork. For the sake of other children's health, your child should **NOT** attend school if he/she:

- has a morning temperature of 99 degrees or above or has had a temperature of 100 degrees or above in the past 24 hours without the use of a fever reducing medicine.
- has had vomiting and/or diarrhea in the past 24 hours.
- has a rash, whether it is itchy or not.
- has a communicable disease such as chicken pox, or a bacterial or fungal infection such as conjunctivitis (or pink eye), impetigo, and/or ringworm.
- appears obviously ill (with or without a fever).

If your child becomes ill at school with any of the above indicators, you (or an emergency contact person) will be called to pick-up your child. **Sick children are not sent home on the bus.**

If you feel your child needs to remain in the school building during recess and / or not participate in physical education class for more than one day, **the school must have a note from your physician.** This may be faxed or sent to the school. The school's fax number is 446-0153.

Return to School Policy:

Children kept home from school due to fever, must remain home until fever-free for 24 hours without the aid of medication such as Tylenol or Motrin. Please check your child's temperature later in the day as many fevers' "spike" in the afternoon.

Children who are vomiting or have diarrhea **MUST** stay home until they are symptom free for **24 HOURS**. Please pay special attention to the *Attendance Policy* in the **East Allen County Schools' Guide to Students and Parents**.

Attendance/Tardy Letters:

Every child is sent attendance letters throughout the school year as part of our EACS attendance policy. These letters are to inform parents when their child/ren reach the 5, 8, or 10-day level of absences. These letters are informative in nature and allow the parent to stay informed on the number of absences or tardies your child/ren have received throughout the year. Providing doctor's/dentist's notes or other documentation allows our school office to ensure your child has excused absences. **Parents who do not call their child/children into school and/or who accrue 10 or more unexcused absences will have paperwork filed with the SOCAP office of Allen County.**

Medicine Brought to School:

- **All medication** brought to school **MUST** be taken to the clinic and dispensed by the nurse or a trained staff member (UAP).
- **All medication** given at school must have a signed **Student Medication Permit** (Hs-5) on file, or a signed parent note with the student's name, name of medication, dose, and time the medication is to be given.
- **All** prescription and non-prescription (or over-the-counter) **medication** must be in the original, correctly labeled container. Medication samples require a doctor's written order.
- **No medication** is given to a student by a UAP until the medication has been identified and logged by the school nurse.
- Please ask a pharmacist for a "school bottle" for long-term or daily medication for use on field trips.
- Medications are given exactly as directed on the bottle. Any changes must be verified in writing by the physician and may be faxed or sent to school.
- All "as needed" medications (ex. Tylenol or cough drops), may be given by other trained staff (UAP) only after appropriate assessment by the school nurse.
- Herbal medication, vitamins, and dietary supplements must have a signed **Herbal- Vitamin- Dietary Supplement Permit** (Hs-5a) and written instructions signed by the physician.
- Inhalers for asthma will be kept in the school clinic, unless there are specific instructions signed by the physician explaining that the medication needs to be with the student at all times.
- If your child has allergies that may result in an emergency situation (i.e. bee sting or peanut allergy) **you** must provide the necessary medication (EpiPen, Benedryl) for use at the school.
- All medications must come from home. EACS does not stock any medications for student use.
***See East Allen County Schools' Handbook for more details.**

School Nurse:

The school nurse is here to help the parent and the school to understand the health problems of the student. In addition, the nurse shall strive to maintain an atmosphere that promotes health and safety for both students and staff within the school.

The nurse's responsibilities include caring for our students and staff who become ill or are injured at school, conducting Indiana-mandated screenings, and maintaining a permanent health record on each student. The

nurse acts as a liaison between the school, the home, physicians, community agencies, and others who serve the health of school children. The nurse also initiates and updates individual health plans as needed for students with chronic health conditions.

Volunteers for Classrooms, Field Trips or Media Center:

Anyone who is interested in serving as a volunteer should contact the school office for more information. **An EACS Background Check must be completed and returned two weeks prior to anyone planning to volunteer in a classroom or chaperone a field trip. A new Background Check needs to be completed each year.** We are always thrilled to have extra help in the school. Thank you for supporting the school with your generosity of time.

Recess Activities:

Recess periods are of utmost importance for children in developing coordination, learning to play and get along with other children, and diverting their attention from classroom work to a period of free play. Therefore, all children are expected to participate in outside recess unless:

- The teacher has requested the child to remain inside.
- The student has a written statement from the doctor stating the student should not participate in outside recess because of a chronic illness. (If your child is highly susceptible to upper respiratory ailments, you will want to obtain this statement early in the year so your child's teacher and nurse will have it on file.) Then, whenever you feel it is advisable for your child to remain inside, send a note to the teacher and your request will be granted. If the student has been absent because of illness and you feel it is absolutely necessary to remain inside, the student may remain inside for only one (1) day, providing you request it. If you feel it should be for a longer period of time, then a statement from your doctor must be obtained stating the length of time the child is to remain inside.

When cold weather comes, be sure your child is dressed for it. Warm mittens, a hat, boots, and a coat that will zip or has all of the buttons on it are a must when playing outside in the snow and cold. If snow is present, students must change into snow pants and boots in order to be able to go into the snow.

When the temperature is less than 55 degrees, children must wear a coat/jacket. If children wear a coat outside, it must be left on their body. An unlined hoodie or sweatshirt is not considered a coat/jacket.

Positive Behavior Intervention Supports (PBIS):

Our mission at New Haven Primary is to provide a safe, productive learning environment for our students, staff and parents. NHP uses the PBIS framework.

This system we've developed contains the following key components:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavior data to assess progress

School Wide Expectations (SWE):

School-wide Expectations (SWE) are 3-5 general "Big School Rules" that serve as a foundation or the core values for procedures and behavioral expectations throughout the school. The SWE will be applied, modeled and enforced in each area of the school, including inside the classroom.

With input from families, staff and students, New Haven Primary has adopted these School-wide Expectations (the 3 "we's"):

We are Respectful. We are Responsible. We are Engaged.

We do our BULLDOG BEST!

	Always/Everywhere	Arrival	Hallway	Playground
We are Respectful	<ul style="list-style-type: none"> • Touch only what belongs to you • Keep proper distance from others • Use kind words • Help keep all areas picked up and clean • Use please, thank you, you're welcome, excuse me 	<ul style="list-style-type: none"> • 2 voice while walking to destination • Respond to greetings • Remove hats/hoods when entering building 	<ul style="list-style-type: none"> • 0 voice when walking with class or group • 2 voice when talking to an adult or traveling with one other student 	<ul style="list-style-type: none"> • Share/ take turns • Use equipment properly • Be mindful of what others want • Follow agreed upon rules
We are Responsible	<ul style="list-style-type: none"> • Keep hands, feet, and belongings to yourself • Report any problems to an adult • Throw away all trash • Use just 1 pump soap/hand sanitizer • Use 3 pumps/pulls for paper towels 	<ul style="list-style-type: none"> • Enter the building in a single file line • Book bag on back or shoulder • Hang up personal belongings and place hats, gloves, etc. in book bag 	<ul style="list-style-type: none"> • Walk on the line on the right side of the hallway • Hold hands behind your back • ABC line order • Keep personal belongings on coat hook/ in book bag 	<ul style="list-style-type: none"> • Stay within playground boundaries • Leave sticks, mulch, grass, stones, snow, and ice on ground • Put away equipment when done • ABC line order with 0 voice
We are Engaged	<ul style="list-style-type: none"> • Listen and follow adult directions • Pass the door to person behind you 	<ul style="list-style-type: none"> • Go directly to your destination • Take out all supplies and be ready to learn 	<ul style="list-style-type: none"> • Eyes forward • Go directly to your destination 	<ul style="list-style-type: none"> • Be aware of activities around you • When whistle blows, line up immediately

NEW HAVEN PRIMARY BEHAVIORAL EXPECTATIONS TEACHING MATRIX

	Cafeteria	Library	Computer Lab	Restroom
We are Respectful	<ul style="list-style-type: none"> • 0 voice on black line • 0 voice at the end of the black line • 2 voice at table • Use table manners 	<ul style="list-style-type: none"> • 1 Voice • Handle books with care • Wait your turn 	<ul style="list-style-type: none"> • 0 Voice • Leave your area ready for the next student (headphones, mouse, keyboard, screen, chair) 	<ul style="list-style-type: none"> • Knock before entering • Flush toilet when finished
We are Responsible	<ul style="list-style-type: none"> • Walk • ABC line order • Wash hands or use hand sanitizer • Sit & remain in assigned seat • Raise hand to get up • Take tray to window 	<ul style="list-style-type: none"> • Walk • Sit in your assigned seat • One person at the counter • Enter and exit through right side door • ABC line order 	<ul style="list-style-type: none"> • Use school property appropriately • Raise your hand if you need help • ABC line order • Enter and exit through right side door 	<ul style="list-style-type: none"> • Wash hands with soap and water • Dry hands with paper towel • 2 voice

We are Engaged	<ul style="list-style-type: none"> • Follow black line, Eyes forward, hold hands behind back • Get everything you need before sitting down • Dispose of all items in appropriate places 	<ul style="list-style-type: none"> • Choose Just Right books • Read Just Right books to yourself • Put unwanted materials in designated place 	<ul style="list-style-type: none"> • Walk directly to your assigned computer • Eyes and hands on your own computer • Log on immediately • Work the whole time 	<ul style="list-style-type: none"> • Do your business • Immediately return to your area
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	Bus Dismissal	Car Dismissal	Buses	Breakfast
We are Respectful	<ul style="list-style-type: none"> • 0 Voice while walking to destination • 0 Voice while waiting 	<ul style="list-style-type: none"> • 0 Voice while walking to destination • 0 Voice while waiting 	<ul style="list-style-type: none"> • 2 voice with the person in your seat • Keep aisles clear 	<ul style="list-style-type: none"> • 0 voice on black line • 0 voice at the end of the black line • 0 voice while getting breakfast • 0 voice at table • Use table manners
We are Responsible	<ul style="list-style-type: none"> • Book bag on back or shoulder • All other material stays in bag • Follow hallway procedures 	<ul style="list-style-type: none"> • Book bag on back or shoulder • Stand in a single file line facing forward • Keep all items in closed book bag 	<ul style="list-style-type: none"> • Go directly to and remain in your assigned seat • Walk in a single file line when entering/exiting 	<ul style="list-style-type: none"> • Put all items (i.e. hats, gloves) in book bag before going through line • Walk
We are Engaged	<ul style="list-style-type: none"> • Listen or look for your bus number • Stand and exit in a single file line 	<ul style="list-style-type: none"> • Listen for your name • Line up as soon as your name is called 	<ul style="list-style-type: none"> • Sit up, back to back, bottom to bottom, feet in front • Be ready to get on/off at your stop 	<ul style="list-style-type: none"> • Follow black line, eyes forward, hold hands behind back • Get everything you need before sitting down • Dispose of all items in appropriate places

Student Discipline:

All students deserve the opportunity to attend a SAFE SCHOOL where ALL CHILDREN CAN LEARN! For this to happen, **parents, students and staff must work together.** Please read the following carefully:

The **focus of discipline** at New Haven Primary is one of "teaching students to become responsible individuals"; rather than one of "punishing misbehavior". Children will make "mistakes" while at school and we want to make such times a learning experience. However, behavior, which is defiant, significantly disruptive, and/or causes personal injury to others, will not be accepted.

New Haven Primary School will be orderly and disciplined. Students will show respect, self-control, and will be accountable for their behavior. Students will experience the consequences of inappropriate behavior. New Haven Primary School staff will help students understand "School-wide Expectations & Procedures". Classroom teachers will establish "Classroom Expectations & Procedures" and review them with students. "Expectations" will be sent home for parents to read.

New Haven Primary School-Wide Discipline Procedures:

All NHP classroom teachers utilize the Behavior Management (“Color”) System. Students start each day on green and may move up and down the color system. Parents/Guardians are notified about daily behavior via behavior calendars, charts, etc.

- *Off the Chart – Bulldog Best!*
- *Purple- Exceptional*
- *Green- Good*
- *Yellow- Warning & Yellow Ticket*
- *Orange- Classroom Consequence & Orange Ticket*
- *Red- Phone Call Home & Red Ticket*
- *After Red is an office referral*

Students shall have moved through each of the colors or steps in the system prior to an in-classroom behavior resulting in a trip to the office or discipline referral. The exception occurs when a student has engaged in a major misbehavior which warrants an immediate referral. In this case, the student’s clip is removed from the color chart and the student is sent to the office.

Consequences for Misbehavior:

Children will be responsible and accountable for their behavior and will experience the consequences of inappropriate behavior. Typical consequences used by staff to address student misbehavior will include:

"Minor" Misbehavior:

Minor Misbehavior	Definition/Examples
Disruption	Behavior causing an interruption that disrupts the education process. Examples: talking out, horseplay, making noises, out of seat, blurting
Dishonesty	Examples: Lying, making up stories, copying work
Physical Aggression	Non-serious, but inappropriate physical contact not resulting in harm. No imbalance of power, no true harm intended. Examples: flicking, shoving, horseplay, tripping, pushing, grabbing
Minor Theft	Property is of minimal value and can be easily returned or replaced. Examples: Taking pencil, markers, candy
Disobedience/Disrespect	Disobeying or showing disrespect to staff. Examples: talking back, rude, work refusal, not following directions, walking away, inappropriate gestures
Inappropriate Language	Examples: Profanity, swearing, name calling or use of words in inappropriate way (verbal or written)
Unkind Actions	Teasing, but not repetitive, no imbalance of power and no one injured. Examples: name calling, rumors, hurting feelings, “being mean”, inappropriate language, staring at, making faces

The classroom teacher handles minor misbehavior. Appropriate interventions/consequences will include:

- | | |
|--------------------------------|--|
| - kind & firm verbal reprimand | - removal from the group |
| - time in a "time out" area | - detention before or after school (approximately 30 min.) |
| - loss of a privilege | - appropriate writing assignment |
| - phone call/ note to parent | - parent/student conference |
| - student contracts | - other appropriate action |
| - loss of recess | - stand by the wall at recess |

“Major” Misbehavior:

Major Misbehavior	Definition/Examples
Physical Aggression Causing Injury	Actions involving force on another person where injury may occur or is a clear intention. Examples: Fighting, punching, kicking, striking with object
Major Theft	Property is of significance or value and may not be easily returned or replaced.
Weapons or Dangerous Materials	Possessing, handling or transmitting any items that may be considered weapons. Examples: Guns, knives, explosives, drugs
Indecency or Inappropriate Touching	Lewd, vulgar or sexual language, touching another student inappropriately, “flashing”
Vandalism	Intentionally causing or attempting to cause damage to property of other people or of the school
Disrespectful/Defiant Behavior	Intentionally causing serious classroom disruptions and impeding on the learning of other students in the classroom

Major misbehavior results in immediate referral to the administrators. This will usually result in:

- In-school Suspension (ISS)
- Out of School Suspension (OSS)
- Request for Expulsion from school for the remainder of semester or year
- Other action considered appropriate

... **and will ALWAYS INCLUDE a contact with the parent or guardian.**

Note: When a student is suspended from school, a parent conference is required for his/her return to school. During the suspension, the student is required to complete all school work assigned during the suspension. The principal or designee will ensure that student receives notice of all assignments due during the suspension and will provide teacher contact information to the student so the student may contact the teacher if the student has questions about the assignments.

It is extremely important to our children that parents and school personnel work hand-in-hand. Communication, support, mutual respect, and follow-through are critical in achieving the desired results for all students.

Student Dress and Appearance:

Students' dress and grooming must be clean, neat, and appropriate for the classroom and all school activities. Attire that poses a threat to safety and health or disrupts the educational process will not be permitted.

Clothing which MAY NOT BE WORN includes:

1. Shirts or sweatshirts with inappropriate slogans (including tobacco, drugs, or alcohol advertising or characters), sayings or messages or that which is solicitous, obscene, or profane.
2. Hair may not be dyed/sprayed unnatural colors (such as: blue, green, purple, etc.) This is an interruption to the educational progress for students. Special crazy hair days are an exception to this as long as hair dyes are washable and can be removed for the next day of school.
3. Bare midriff shirts or blouses, halter-tops, spaghetti straps, tube tops; shirts must have at least 3 inches covered on the shoulder, this includes “cold shoulder” tops.

4. Sagging pants displaying undergarments. Low riding pants must have shirt tucked in pants with a belt or with pants containing the inseam adjustment.
5. Short-shorts, biker pants, gym shorts (except in physical education classes):
 - Shorts, capris, gauchos, skirts/dresses without nylons may be worn during the first nine weeks and last nine weeks of school and as announced through the school office for special days or unseasonably warm days. **Shorts must be longer than the student's fingertips when his/her arms are straight down at his/her side.** "Dress Shorts", gauchos, or skirts/dresses may be worn anytime with leggings/tights/nylons and must still be longer than the student's fingertips when his/her arms are straight down at her side. During the winter months, all skin on the leg must be covered with either leggings/tights/nylons/socks and no open-toed shoes or sandals. **When wearing boots, students must have a pair of shoes to change into while at school.**
6. Torn clothing, fish-net or see-through tops.
7. Any improperly revealing or tight clothing (all undergarments must be covered). Accordingly, sagging pants displaying undergarments are not allowed.
8. Any apparel which is representative of gang affiliation (colors, symbols, letters, etc.) or worn in a way to reflect "gang" interest or involvement.
9. Hats and bandanas will be taken off upon entering the building.
10. **For student safety, plastic/vinyl flip-flop or slides are NOT permitted. Other open toed shoes/sandals may be worn but must have a strap or buckle around the heel/ankle.**
11. Cleats, shoes with wheels exposed, high heeled shoes, or wedge shoes will not be allowed at school.
12. Make-up is not permitted at school, and is discouraged from being worn at our primary level. Students that need a lip balm (non-tinted) for dry lips will need to have a parent note for usage in the classroom.
13. Apple Watches or watches with messaging/ gaming capabilities are not allowed. Students will be asked to remove such watches to be given to the teacher. The school will store in a safe area for parent pick up at a later time.

In cases where students do not follow these guidelines, parents will be contacted and asked to bring a change of clothes or shoes for their child to school.

When the temperature is less than 55 degrees, children must wear a coat/jacket. If children wear a coat outside, it must be left on their body. An unlined hoodie or sweatshirt is not considered a coat/jacket.

Breakfast Program:

A nutritious breakfast will be served daily. A variety of cereal or yogurt will be available in place of any breakfast entree. Milk offered is 1% white and 1% chocolate.

There are a few simple steps to follow regarding the breakfast procedure. Please explain these to your children:

1. **The cafeteria is open for breakfast from 8:40 a.m. until 9:05 a.m.**
2. Students must enter the cafeteria through the outside Door 1 or Door 5.
3. All belongings will remain on student's person/body during breakfast.
4. Students will then get in line at the cash register and will follow the black tiles with a "0" voice.
5. Students will proceed through the serving line and sit down at the designated area.
6. After finishing breakfast, students will throw away their trash and stack their trays. Students will remain in the cafeteria until the first bell.
7. Students may then exit the cafeteria going ***directly*** to their classroom. They are expected to be on time. The tardy bell will ring at 9:05 a.m.
8. **If there is a school delay, breakfast will not be served.**

Lunch Hour:

New Haven Primary School has a "closed" lunch hour. This simply means that a student either eats his/her lunch at school or goes home for lunch. (Note: Students will not be permitted to go home for lunch unless written notification has been received from a parent.) Students may **not** leave the school to go to a local restaurant for lunch.

Fast food and pop are not allowed in the lunchroom. Please share this information with anyone that might each lunch with your child at school. Parents visiting for lunch are discouraged from bringing in fast food/carry out items. If you choose to bring these items, you will be asked to eat in a different location with your child.

Parents and relatives are welcome to have breakfast and lunch with their children any day at New Haven Primary School. Have your child notify his/her classroom teacher the day you plan to eat with them so we may plan accordingly. A reminder that when you are visiting New Haven Primary to keep your cell phones and electronic devices put away. We welcome family members and trusted adults to visit with students, but electronics are a distraction from the time spent together in the classroom, cafeteria, or during a field trip. If you need to make a phone call, please step away to minimize disruption.

Lunch Program:

A school lunch will be served each day school is in session. A lunch menu will be sent home with each child so you will know what is being served each day; however, the menu is subject to change. If your child selects a school lunch for the day, SUPPLEMENTAL ITEMS from home are NOT ALLOWED to accompany the school lunch. Therefore, your child must choose to eat the selected school lunch for the day or plan to pack a well-balanced lunch for the day.

Lunch money needs to be brought to the office and placed in the secure box designated for lunch money. The preferred payment for lunches is cash or a **check made payable to New Haven Primary Cafeteria.**

Students at New Haven Primary and throughout EACS use the **MealsPlus Point of Sale** for their breakfast and lunch meals.

All East Allen County School cafeterias use a computerized Point of Sale (POS) system to keep track of money deposited into a student's account and purchases made against the account. Students and staff are required to make deposits into their account for all purchases made in the cafeteria. New Haven Primary falls under the Indiana Community Provision and therefore serves lunches to all students for free. But, any additional items that are offered such as bottled water and cookies are for purchase.

Check or money should be placed in an envelope with the student's name, POS ID number (same as their computer number) and amount of deposit. We take deposits for only the exact amount received; no cash will be given back to the student. Deposits need to be turned in by 9:30 a.m. on any weekday to be credited to the student's account for lunch served that day.

Notification is given to students when their balances fall below \$5.00.

At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds for student's leaving the district or graduating can be requested from the school cafeteria manager. We can also transfer funds to a sibling who will be staying in the East Allen County School District.

All account activity and student balances can be viewed on the East Allen County Schools website under the Parents tab, using the Parent Access Login link.

The system allows you to deposit a check (payable to New Haven Primary Cafeteria) or cash into your child's

account. Then your child's Ala Carte item is deducted from his/her account when purchased. We cannot set "limits" on the purchasing of Ala Carte items. A parent can make the decision to not allow the child to purchase any Ala Carte by contacting the cafeteria manager at 446-0150 extension 5108. We have pre-printed envelopes for the students to use when bringing money to school. A child is able to deposit any day of the week by placing the deposit envelope in a locked box located in the office. Automated phone calls will be made once your child's account goes below \$5.00. After a phone call is made and a child continues to have a low balance or negative balance, then a note will be sent home.

As your child approaches the cashier, he or she will put in his/her PIN number. This system will also track the meal that your child has eaten on any given day. If we are aware that your child has a food allergy, we will be able to note that on the register screen. This will allow the cafeteria staff to provide a faster method in which to move students through the breakfast and lunch lines.

Any money left in the account at the end of the school year will transfer to the next school year. Students moving to another school district or graduating may request a refund on the balance of their account. Toward the end of the year, we encourage students to make a smaller deposit or pay cash at the register during the last week of school to avoid such refunds.

If at any point you have questions or concerns, please contact the cafeteria manager at 446-0150 extension 5108.

Breakfast and Lunch Prices:

Student breakfast is free. Adult breakfast is \$2.25. Elementary student lunch is free. Additional milk is .40 cents and an adult lunch is \$3.75. (Prices can be subject to change.)

Offer vs. Serve Program:

Again this year New Haven Primary School will be implementing an OFFER VS. SERVE program in our cafeteria.

The program works as follows:

The school lunch consists of five food items contained within the four food components. They are: 1) meat or meat alternate, 2) vegetables and fruits (two or more), 3) bread or alternate, 4) milk. To qualify for a Type A lunch, you must take at least three different components of the five food items. For example, a sandwich and milk would equal three food components: meat, bread, and milk. This means, food you do not intend to eat may be deleted. Also, new foods you would like to try may be served in a sample portion.

Milk offered: 1% white and 1% chocolate.

East Allen County Schools and New Haven Primary School believe that collection of lunch and breakfast monies teaches responsibility to your child. Please work with us to insure that these monies are not forgotten but brought to school as needed. When sending the money to school, please use the designated envelopes with information completed on the outside of the envelope (name, PIN #, date, and amount depositing). This will help ensure that your child's money is secure and placed in the right account. We will allow a student to borrow lunch money (not breakfast) from the cafeteria. Money borrowed must be returned **the next school day**. A child may only borrow three times per semester. If a child needs to borrow more than three times, he/she will be offered an alternate food.

EACS Grading Scale:

The school year is divided into two (2) semesters and four (4) nine-week grading periods. The first grading period report cards are shared with students and parents during Parent Conferences, usually held in October. The second and third grading period reports are sent home with students. The envelope must be signed by a parent and returned to the classroom teacher. The final report is sent home on the last day of the school year with each student. Teachers in grades K-1 use the EMPN scale and teachers in grade 2 use letter grades. Teachers in all grades assign grades based upon EACS guidelines found in the EACS Guide for Parents and Students.

Asbestos Plan:

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of East Allen County Schools are available for review and copying by students, staff and guardians during normal business hours. Asbestos Management Plans can be found at each school and at the Maintenance Service Center.

Book Bags:

To promote safety students must carry their book bags on school property. Some book bags have wheels and can cause students that are following to trip or fall. **Upon arrival and departing from school, all book bags must be carried.** Book bags with wheels may be used off school grounds.

eLearning Days:

The EACS Superintendent will send out a school messenger to all EACS families if an eLearning Day has been determined for the school day due to weather related concerns. By 9:00 a.m. of any eLearning Day all classroom teachers will send an email or post work assignments for students to complete for the eLearning Day. Teachers will be available via email to address any questions or concerns from 9:00 a.m. – 3:00 p.m. Students will have up to FIVE school days to complete the assignments for the day. See your child's teacher for more information.

Electronic Devices:

Students should not bring any electronic devices to school including, PSP's, cell phones, iPhones, iPods, mp3 players, Apple Watches etc... These items cannot be monitored in student bookbags and are not the responsibility of the school. They also distract from the learning environment and can interfere with the educational process. If these items are found at school, they will be placed in the school office and parents will be called to pick them up. Any items left at the remainder of the school year will be donated to a local organization/charity.

Use of Metal Detectors:

The East Allen County Schools' Board of School Trustees authorizes the use of metal detecting devices in all school buildings, on school grounds, and at all school activities. (See Policy 5151.) All persons entering a school building or attending a district activity may be subject to daily, regular, or random screenings with a metal detector on their person or belongings. In conjunction with using the metal detectors, school personnel may inspect the contents of any backpack, book bag, purse, etc., for the purpose of determining whether contraband or weapons are concealed within.

Emergency Drills:

Periodically fire, tornado, earthquake, lockdown, and evacuation drills are held during the school day. Directions for each type of drill are reviewed by the teacher with the students and are also posted in the classroom. The same desirable conduct and following of procedures is expected during these drills as is expected during the school day.

Field Trips:

To enhance the curriculum and broaden the child's experiences, trips beyond the school are planned. Parents will be informed of the place, date, time, and means of transportation for each trip. Parents must grant permission for field trips through the online registration process in August. Teachers will also send out individual permission slips by the trip as needed. **No** child will be allowed to go on a field trip without that permission granted. **Any adult planning to chaperone a field trip must complete an EACS Background Check two weeks prior to going on a field trip.**

Indoor Air Quality [IAQ]:

East Allen County Schools recognizes the importance of protecting your child's health. For this reason, East Allen County Schools has adopted Indoor Air Quality Policies for the district to follow. The measures instituted by the district include: 1) limiting animals in classrooms, except for educational purposes; 2) limiting the idling of vehicles on school grounds; and 3) the proper usage, storage and disposal of chemicals used on school grounds. Any concerns about IAQ should be addressed with your School Principal or the district's IAQ Coordinator (EACS Director of Facilities – Chris Baker). More information about the practices being following by EACS on Indoor Air Quality can be found on the EACS Website.

iPads:

A copy of the EACS Student Technology Handbook will be available in our school office for viewing. iPads will be used in the classroom setting and will not be taken home by Pre-K - 2nd grade students.

Lost and Found:

Lost clothing items should be taken to the cafeteria and placed in the designated box. All other items should be taken to the school office. It is most important that items such as clothing, shoes, book bags, boots, lunch boxes, etc., be clearly marked in permanent ink with the child's name. Any items unclaimed by the end of the school year will be donated to a local clothing bank.

Modes of Transportation which are Prohibited on School Property:

Mini-bikes, motor-bikes, motor scooters, go-carts, motorcycles, scooters, skateboards, and any other unlicensed motor vehicles will not be permitted on East Allen County Schools property except: If a motor vehicle defined above is legally licensed, it will be permitted to operate on paved areas for vehicular traffic provided such use is for transportation to an activity located on school property.

Parent Resource Materials:

In the Media Center, there is an area with several books for parents to check out. These books cover several topics such as helping your child with homework, working with ADHD children, discipline, family reading, etc. Please visit the Media Center during the school day to check out these books. If you can't come in during the day, send a note requesting a listing of the books. This listing will be sent home with your child along with a form that you can return to request the desired book. Your selection will then be sent home with your child.

Smoke-Free Work Place:

All persons, including students, staff, and visitors, shall not be permitted to use tobacco products of any kind or any form while inside school corporation owned buildings or while in school corporation-owned, contracted, or other authorized vehicles. Further, the use of tobacco products of any kind or any form on school corporation-owned property outside school corporation-owned buildings is prohibited during regular school hours and at other school activities.

Success Time:

This is a daily intervention time for all students. Groups are determined by teachers and administration to provide daily differentiation of instruction for your child. There are various levels of interventions which students will be placed and regrouped approximately every 2-3 weeks according to the assessment data. These groups are determined through collaboration with teachers and administration using the data to drive instruction. Your child's strengths and/or weaknesses for both reading and math skills will be addressed during success time. Success time allows your child to develop academic mastery based upon the individual needs of your child to support academic growth.

Toys:

Toy guns, toys, knives, trinkets, baseball cards or any other trading cards, and other trivia are to be left at home. Children are easily distracted with such items. They will be placed in the teacher's possession for the remainder of the school day, if brought to school, and then turned over to the building principal. Items turned over to the principal will only be returned to the parent/guardian. Skateboards, roller-skates, and electronic equipment (including cell phones) are not appropriate to bring to school. No play equipment may be brought to school to be used during recess time. Any leftover toys and such will be donated at the end of the school year.

Water Bottles:

Water bottles are permitted at school, but it is the teacher's discretion regarding the use of water bottles within the classroom. Please ask your child's teacher if water bottles are allowed within the classroom.