

# New Haven Intermediate Student Handbook

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## NEW HAVEN INTERMEDIATE SCHOOL

1065 Woodmere Drive New Haven, IN 46774  
Telephone 260-446-0190 / Fax 260-446-0193  
www.EACS.k12.in.us

Dear Parents/Guardians:

Welcome to East Allen County Schools and especially New Haven Intermediate School! We are glad to have your child/children attending here! New Haven Intermediate now serves students in grades 3-5. Students will go to New Haven Middle school for grades 6-8.

New Haven Intermediate 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 mission statement printed at the bottom of this 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 through because there have been some minor changes made this year and ***though this book is formatted similar to New Haven Primary School's handbook, there are differences, so please take time to read thoroughly.*** We trust that your knowledge of some of the major school policies of New Haven Intermediate 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 Intermediate 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 remember for student safety to sign in and out at the office and obtain a visitor badge when in the building.**

***DRESS CODE CAN BE FOUND ON PAGE 13, PLEASE READ IT PERIODICALLY.***

If at any time you have a question or a concern, please contact the school by calling **260-446-0190**.

Mr. Steve Snodgrass  
Principal

Revised April 2017-AJG

**NHI ATTENDANCE LINE: 260-446-0190 then press 1**

**Transportation Department: 260-446-0159 Student Services: 260-446-0289**  
**Administration Building: 260-446-0100 Special Services: 260-446-0128**

EACS Webpage: [www.eacs.k12.in.us](http://www.eacs.k12.in.us)

Facebook: [www.facebook.com/NewHavenIntermediateSchool](http://www.facebook.com/NewHavenIntermediateSchool)

Twitter: <https://twitter.com/NHIntermediate>

## **Mission Statement**

**New Haven Intermediate School's mission is to create a safe and productive learning environment where teachers can teach and students can learn.**

**School Wide Expectations – We are RESPECTFUL / We are RESPONSIBLE / We are ENGAGED**

**Building Focus - to develop skills & thinking abilities needed to succeed in all future roles.**

## **VISITATION OF SCHOOL:**

*Parent Visitors/Volunteers/Chaperones:* Parents are welcome and encouraged to visit schools at any time. We do ask, however, that you give your child time to adjust to his/her new classroom environment. Generally, the first month of school is a suitable adjustment period. All visitors must check in at the school office before going to any student areas – NO EXCEPTIONS! Please schedule classroom visits with your child's teacher ***at least one school day 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 or 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.

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

**Immediately upon entering the school, please use the buzzer to announce yourself and the purpose of your visit. Please proceed to the office directly to your left to register and secure a badge to wear.** Visitors must enter at the front west entrance. (Door #1) All other outside doors will be locked during the school day for your child's safety and protection.

**Please turn off cell phone ringers upon entering the classroom. Also, if a parent must place or answer a cell phone call, please do so in the hallway so as not to disturb the students in a class.**

Short visitations are considered to be more informative than one lengthy one. Usually 30 to 60 minute visitations prove the most beneficial.

## **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.

**MEETING WITH THE PRINCIPAL:** The school principal is happy to meet with you and can be seen by making an appointment through the school secretary. Mr. Snodgrass often in classrooms and involved in various activities in the building. Setting an appointment better ensures her availability to meet with you.

**CHAIN OF COMMAND:** When you have concern over an issue here at school, please start with the staff member directly involved. The building principal may get involved to help resolve matters, but only after contact with the teacher or staff member directly involved has been made.

**NEW HAVEN INTERMEDIATE OFFICE HOURS:** The front office will be open from 8:00 am until 4:30 pm, Monday through Friday.

**ARRIVAL TIME FOR CHILDREN:** Students may enter the building at 8:45 a.m. The tardy bell will ring at 9:05 a.m.

### **ARRIVAL/DISMISSAL INSTRUCTIONS:**

**BUS RIDERS:** Buses will dismiss breakfast eaters upon arrival. Students eating breakfast will proceed to door #18 to access the cafeteria. Students not eating breakfast will dismiss from the buses after breakfast eaters and proceed to door #15. Students should report directly to their classrooms. The tardy bell will ring at 9:05 a.m. At the end of the day, buses will dismiss from the parking lot at approximately 4:00 P.M.

**REMOVAL FROM THE BUS:** Students who have been removed from the bus for disciplinary reasons cannot ride another bus on days they have been removed. Students must be picked up in the car rider line and may not be picked up from the front office.

**WALKERS:** Walkers should not arrive at the school before 8:45 a.m. Student supervision begins at 8:45 a.m. They will be admitted to the building at 8:45 a.m. to either proceed to the cafeteria to eat breakfast or to the hallway outside of their classroom if they do not eat breakfast. They will be dismissed at 3:45. Students walking around school property should always follow the sidewalks in front of the school when arriving or leaving school. This is to ensure student safety! **Walkers are not to get into cars just off of school property. We have no way of knowing if parents are in the cars and will have no choice but to notify NH Police Department.**

**BICYCLES:** Children riding bicycles to school are to park them in the bicycle racks located in the parking lot next to the playground or over at the old pool pavilion. Riding of bicycles around the school property or sidewalks adjacent to school property is not allowed during the school day. **For safety reasons, students are strongly encouraged to wear proper safety gear, especially helmets, when riding a bicycle to school.** All bicycles should be locked for everyone's protection.

**DROPPING OFF / PICKING UP STUDENTS:** Car Rider drop off can begin as early as 8:45 a.m. Early drop off takes place from 8:45-8:55. To maintain traffic flow, please turn left upon entering the parking lot and follow the perimeter of the parking lot to the drop off/pickup area at the corner of the building. This keeps your child and others safe. **Students are not allowed to cross the parking lot.** Please do not pass cars in line as this would be unsafe for students. Students must stay on the sidewalk behind the yellow safety line to enter the building. Students not riding the bus will be dismissed at 3:45 p.m. The same procedure used to drop off students in the morning will be used to pick them up in the afternoon. Parents should form a line by the main entrance.

**STUDENTS NOT PICKED UP BY 4:05:** Students not picked up by 4:05 pm will be sent into the cafeteria to join the after school LEARN program. Parents will be charged by LEARN for students' time there.

### HOME 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 10:30 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. Mr. Snodgrass (or her designee) and/or a SRO officer will make the home visit EACH time a student is not called into school.*

### 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 in their classroom by the 9:05 a.m. tardy bell and do not have an excused reason to not be there. Acceptable reasons would include the same ones for absences, such as illness or doctor's appointments, as well as late buses. **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 or simply a late arrival (excused). It is important that we teach responsibility to the students to be where they should when they should. This also helps eliminate wasted time at the beginning of the day with checking in late students. **After 5 tardies, students will be expected to sit at the silent table each time they are tardy.**

### PERFECT/EXCELLENT ATTENDANCE AWARDS:

Students having no tardies, no appointments, no sent homes, and no days absent will qualify for Perfect Attendance. Students with no more than 4 events (any combination of tardies, appointments, sent homes, or absences) will qualify for excellent attendance. Student must be enrolled a minimum of 30 days in the grading period. Awards will be given at the end of the school year.

### ILEARN/IREAD ATTENDANCE:

During state testing there will be a perfect attendance reward field trip, there are no exceptions.

### 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 phone call** should be made to the school by **NOON** (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.) This will help alleviate any confusion that may be caused with the change.

### ALTERNATE SCHEDULE: (Delay days)

#### Students in Grades 3-5:

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 a half hour later with dismissal beginning at 4:45 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.

### 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. Please do not call the school for this information. Listen for the announcements over the media mentioned above. New Haven Intermediate is included in the East Allen County Schools announcements. No Breakfast is served on 2 or 3-hour delay days.

### COLLABORATION SCHEDULE (Wednesdays)

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 (3:10 p.m.) on each scheduled Wednesday collaboration day from 08/10/2016 through 05/17/2017.**
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.

## **PARKING AREAS FOR PARENTS AND/OR VISITORS:**

Parents visiting the school and other school visitors will use the front parking lot.

## **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 **446-0190**. **When you hear the recorded message, press "1"**. Please leave a message regarding 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.
- Have 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 446-0193.

## **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.**

## **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, such as Tylenol or Motrin, 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, Benadryl) 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 to assist 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.

The nurse's hours are from 9:00 am to 4:00 pm, Monday through Friday.

### **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 boots in order to be able to go off the blacktop.

**When the temperature is less than 55 degrees, children should wear a coat/jacket. If children wear a coat outside, it must be left on their body.**

### **STUDENT REWARDS and 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:

### **Positive Behavior Interventions & Supports (PBIS)**

Positive Behavior Interventions & Supports (PBIS) is a *proactive* approach. It is based on a three-tiered model of prevention and intervention aimed at creating safe and effective schools. Emphasis is placed on teaching and reinforcing important social skills and data-based problem-solving to address existing behavior concerns.

Our mission at New Haven Intermediate is to provide a safe, productive learning environment

for our students, staff and parents. To accomplish this goal we will be using the PBIS framework. Pieces of this plan have been “under construction” over the past several years and now, we have put it all together.

### **School-wide Expectations**

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 Intermediate has adopted these School-wide Expectations (the 3 “we’s”): We are Respectful / We are Responsible / We are Engaged

## **New Haven Intermediate Student Pledge**

We are Respectful  
We are Responsible  
We are Engaged  
**We do our BULLDOG BEST!**

The focus of discipline at New Haven Intermediate 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 Intermediate 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 Intermediate 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 Intermediate Discipline Overview**

All students deserve the opportunity to attend a safe school where everyone can learn. In order for this to happen, parents, students, and staff must work together. The focus of discipline at New Haven Intermediate is one of “teaching expected behaviors” rather than “punishing misbehavior”. *Every* experience should be a learning experience. That being said, behavior that is defiant, unsafe or significantly disruptive will not be tolerated, and students will be held accountable for their actions.

#### **We believe a good school discipline plan includes the following elements:**

1. Be created with **input from all** staff
2. Be **specific**
3. Be **understood** by students, parents and staff
4. Be **flexible** enough to modify as needed
5. Emphasize **teaching expected behavior** more so than punishment
6. Be **consistently** enforced
7. Include **frequent praise and acknowledgement** for following behavior expectations
8. Include **high expectations** for all students

Below we have attempted to define some of the more common school behaviors as minor or major. While this list serves as a basic guide, there may be exceptions depending on the individual situation or student.



<b>Minor Misbehavior</b>	<b>Definition/Examples</b>
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

Minor misbehavior can become major! *Minor misbehaviors* that have been repeated, persistent or ongoing *may be converted to major misbehavior* (documentation supporting this may be requested)

<b>Major Misbehavior</b>	<b>Definition/Examples</b>
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

### **New Haven Intermediate Discipline Procedures**

- Step 1: Classroom Teacher**  
Examples: time out area, standard note on top of desk, moves a clip, reward system etc.  
**\*Classroom discipline system must be turned in to the principal by September 1<sup>st</sup>.**
- Step 2: Buddy Teacher**  
Student will report to another classroom with enough work to keep the student busy for assigned amount of time.
- Step 3: Office (with phone call and referral emailed – high priority to Snodgrass/Culbertson/Carter)**  
Depending on the behavior, principal or designee will conference with the student and assign an appropriate consequence. The teacher may be asked to contact the parents to provide a more detailed account of the incident or history of incidences.

A referral may result in the following consequences depending on the severity of the behavior:

Apology/Restitution	Out of School Suspension
Time Out/Detention	Expulsion
Loss of Privileges (i.e. recess, special event)	

\*A Behavior Intervention Plan (BIP) or family conference may be initiated if behavior is persistent or severe

**All teachers will use a ticket system for discipline. That system is detailed below:**

PINK (Clip) = Outstanding!  
BLUE (Clip) = All is well, great behavior.  
GREEN (Clip) = Ready to LEARN.  
YELLOW (Warning) = Make Better Choices.  
ORANGE (Ticket) = Teacher's Choice. Ticket will be issued and classroom consequence will be given.  
RED (Ticket) = Parent Contact. Ticket will be issued and classroom consequence will be given.  
OFFICE REFERRAL = Conference with parents will take place (in person or on the phone).

Art, Music and PE teachers will have a BLUE ticket color for specials classes. If a ticket is issued during specials, the student will move down a level in their home classroom.

**SPECIFIC AREAS OF EXPECTATIONS**

Assemblies: Students will be mannerly during school assemblies. Students will actively participate and applaud by clapping only. Students will not visit with peers during assemblies.

Cafeteria: Students will enjoy this "break from work" and use "conversation voices" while socializing with peers. All cafeteria materials and equipment will be handled with care.

Classroom:

- \* Students will follow "Classroom Procedures".
- \* Students will be alert, attentive, and ready to participate in class activities.
- \* Students will be courteous and respectful of all people at all times.
- \* Students will treat school and one another's property with respect.

Emergency Drills: Students will follow stated procedures quickly and quietly; obeying staff immediately.

Hallways: Students will follow "Hallway Procedure"; not disturbing others at study.

Playground: Playground and playground equipment procedures will be followed.  
**Note: The throwing or kicking of snowballs, ice, mulch, or rocks will not be allowed.**

Bus: Students will follow bus procedures. (The bus drivers will discipline the students with referrals being sent to the head of transportation.)

**SCHOOL PROCEDURES FOR NEW HAVEN INTERMEDIATE STUDENTS:**

**ALWAYS/EVERYWHERE**

**Respectful**

Touch only what belongs to you  
Keep proper distance from others  
Use kind words  
Help keep all areas picked up and clean  
Touch only what belongs to you  
Keep proper distance from others  
Use kind words  
Help keep all areas picked up and clean

**Responsible**

Keep hands, feet, and belongings to yourself  
Report any problems to an adult  
Throw away all trash

**Engaged**

Listen and follow adult directions  
Pass the door to person behind you

### **HALLWAY PROCEDURES**

**Respectful-** not to disturb others  
0 voice when walking with class or group  
2 voice when talking with an adult or traveling with another student

**Responsible-** ensure safety  
Walk on middle white tile  
Walk on the right side of the hallway  
Hold hands to your side  
ABC line order  
Keep personal belongings to yourself

### **RESTROOM PROCEDURES**

**Respectful-** to honor each other's privacy  
Flush toilet  
Knock before entering, answer when someone knocks  
Leave light on

**Responsible-** cleanliness of self and restroom area  
Wash hands with soap and water  
Dry hands with paper towel

### **BUS PROCEDURES**

**Respectful-** to maintain an orderly dismissal  
0 voice while walking to destination  
Put hats on when exiting building

**Responsible-** prepared to go home  
Book bag on back or shoulder  
Keep all materials in book bag  
Coats on and zipped

### **CAR RIDER PROCEDURES**

**Respectful-** to maintain an orderly dismissal  
0 voice while walking to destination  
0 voice while waiting

**Responsible-** prepared to go home  
Book bag on back on shoulder  
Stand in a single file line facing forward  
Keep all materials in book bag

### **WALKER PROCEDURES**

**Respectful-** to maintain order  
0 voice while walking to destination  
0 voice while waiting

**Responsible-** to ensure safety  
Go directly to your home/destination

### **PLAYGROUND PROCEDURES**

**Respectful-** enjoy your game/friends  
Share/take turns  
Use equipment properly  
Be mindful of what others  
Follow agreed upon rules

**Engaged-** to be timely and focused on task ahead  
Eyes forward  
Go directly to your destination

**Engaged-** to return to work area in a timely manner  
Do your business (go, flush, wash, leave)  
Immediately return to your area

**Engaged-** to reach your destination  
Walk  
Exit in a single file line on same side of the hallway as your classroom

**Engaged-** to reach your destination  
Listen for your name  
Exit immediately

**Engaged-** to reach your destination  
Watch for vehicles  
Follow safety rules

**Responsible-** ensure safety  
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

**Engaged-** prepare for next activity in a timely manner

Be aware of activities around you

When whistle blows, line up immediately

### **CAFETERIA PROCEDURES**

**Respectful-** enjoy your food and friends

1 voice, sit with feet out

0 voice in line

At table, 2 voice with feet in

0 voice last 5 minutes

Use table manners

**Responsible-** ensure safety and cleanliness

Walk in ABC line order

Sanitize hands

Sit at assigned table and remain seated

Take tray to window

**Engaged-** to have time to finish your lunch

In line, keep eyes forward, hold hands at side

Get everything you need before sitting down

Dispose of items in appropriate places

Raise hand to get up

Once tray is emptied, put on coat and sit with feet out, 2 voice

**Any student misbehaving in the following manner will be referred to the principal for disciplinary action:**

- 1. Disrespect to any staff member**
- 2. Throwing food**
- 3. Foul language and/or obscene gestures witnessed by any staff member**
- 4. Climbing or standing on the table top or bench**

### **INDOOR RECESS**

1. Follow your classroom indoor recess procedures as determined by the staff.

2. Use cafeteria procedures to enter the cafeteria.

3. Use hallway procedures to return to the classroom.

### **LIBRARY PROCEDURES**

**Respectful-** a positive environment to learn and think

0 voice

Handle all books with care

Wait your turn

**Responsible-** allows everyone time to choose a book

Walk

Sit in your assigned seat

Use painter stick properly

Line up quietly at desk to checkout book

Stack books in middle of table

**Engaged-** to allow time to think and read

Choose Just Right Books

Read Just Right Books to yourself

Browse books at your table

### **COMPUTER LAB PROCEDURES**

**Respectful-** a work area prepared for learning

0 voice

Leave your area ready for the next student (headphones, mouse, keyboard, screen, chair)

Do not draw on items in the lab (ie. Tables, mice, chairs, etc.)

**Responsible-** safety of self and proper care of materials

Walk directly to your computer

Use school property appropriately

Complete assigned task

Raise your hand if you need help

ABC line order

**Engaged-** focused time on learning

Eyes and hands on your own computer

Log on immediately to your own account

Work the whole time

## STUDENT DRESS CODE 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, profane or disruptive to the educational process.
2. Bare midriff shirts or blouses, halter-tops, spaghetti straps, tube tops; **(shirts must have at least 3 inches covered on the shoulder).**
3. Sagging pants displaying undergarments.
4. Short-shorts, short-skirts; **(Shorts, capris, gauchos, skirts/dresses without leggings or tights may be worn 1<sup>st</sup> and 4<sup>th</sup> Nine Weeks** 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 or tights 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/socks.
5. Torn clothing (above the knee), fish-net or see-through tops.
6. Any improperly revealing or tight clothing (all undergarments must be covered). Accordingly, sagging pants displaying undergarments are not allowed.
7. Any apparel which is representative of gang affiliation (colors, symbols, letters, etc.) or worn in a way to reflect "gang" interest or involvement.
8. Head coverings not worn for religious or medical reasons will be taken off upon entering the building.
9. Make-up should not be worn to school. Checking make-up and further application disrupts students' learning time.
10. **For student safety, open toed shoes must have a heel strap. No Slides & No Flip Flops.**
11. **Slippers are not permitted.**
12. Cleats or shoes with wheels exposed will not be allowed at school. (Ex. Heelys)
13. **STUDENTS MUST HAVE A SEPARATE PAIR OF GYM SHOES AT SCHOOL FOR PE CLASS. (We recommend they stay at school.**

**In cases where students do not follow these guidelines, parents will be contacted and expected to bring a change of clothes or shoes for their child to school. Students going home due to dress code issues will be unexcused from school.**

## 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 2% white, skim white, and 2% 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 8:45 a.m. until 9:00 a.m.
2. Students must enter the cafeteria through the outside door marked # 2. (Only children eating breakfast are to use this door at this time.
3. Upon entering the cafeteria, students will leave their belongings in a designated area.
4. Students will then get in line at the cash register to pay and will follow the gray tiles.
5. Students will proceed through the serving line and sit down at the designated area.
6. After finishing breakfast, students are to return their trays to the dish window and then return to pick up their belongings.
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 Intermediate has a "closed" lunch hour. This simply means that a student either eats his/her lunch at school. Students may **not** leave the school to go to a local restaurant for lunch.

***Fast food and pop are not to be brought in for lunch.*** (Please share this information with anyone that might each lunch with your child at school.) **Bringing in restaurant food is in direct competition with the cafeteria and will not be permitted. Please limit candy in lunches – this creates conflict between students. Please no full size candy bars.**

Parents and relatives are welcome to have breakfast and lunch with their children any day at New Haven Intermediate. Have your child notify his/her classroom teacher the day you plan to eat with them so we may plan accordingly. There are round tables at the rear of the cafeteria. ***If your student would like a friend to sit with you, only 1 friend may join the tables in rear so there is enough room for all the parents. If your student would like you to eat at their table with the class to enjoy more than 1 friend, please feel free to do so.***

*The stage is reserved as an earned incentive for students.*

## **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.

The preferred payment for lunches is cash or a check made payable to New Haven Intermediate.

Students at New Haven Intermediate and throughout EACS are switching from the **Lunchbox Point of Sale System** to **MealsPlus Point of Sale** for their breakfast and lunch meals as well as purchasing Ala Carte items.

Federal requirements have lowered the fat content for flavored milk to 1% or less which means we will be serving flavored milk that is 1% or less.

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. (Except vended items) A \$10 minimum deposit is required for all full pay students. A \$2 minimum deposit is required for reduced priced students and for free students who wish to purchase Ala Carte items.

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 am on any weekday to be credited to the student's account for lunch served that day.

We allow elementary students to charge up to 3 meals on their account before they are served an alternate meal. No charging is allowed for secondary students. 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 Intermediate) or cash into your child's account. Then your child's lunch, breakfast, or Ala Carte item is deducted from his/her account when purchased. We prefer a minimum deposit of \$10.00 and a maximum of \$100.00. A minimum deposit for students approved for reduced is at least one week of purchases. Students receiving free lunch and breakfast may also deposit money for Ala Carte purchases. 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 446-0190 extension 5405. 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. Low balance letters and charge letters will be sent home twice a week. Low balance letters are sent once your child's account goes below \$6.00 for full-pay and \$2.50 for reduced pay.

As your child approaches the cashier, he or she will put in his/her PIN number. Your child will not be identified as being free, reduced, or full paying. 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 446-0190 ext. 5405.

## **OFFER VS. SERVE PROGRAM:**

Again this year New Haven Intermediate 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 is skim white, 2% white, 2% strawberry, and 2% chocolate.

East Allen County Schools and New Haven Intermediate 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.

**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 the 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.

**BIRTHDAYS:** Students may bring treats in to share for their birthdays. **The treats must be individually packaged and store purchased. No homemade treats.** Party invitations are not to be handed out at school unless everyone in the class is invited.

**BIRTHDAY/HOLIDAY DELIVERIES:** While deliveries of flowers, balloons and other special items are exciting, it is also a distraction for instructional time. Those deliveries will be kept in the front office until the end of the day. Parents will need to pick students with deliveries as they cannot be taken on the school bus.

**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 dismissal from school, all book bags must be carried.** Book bags with wheels may be used off school grounds.

**CLASS ASSIGNMENTS:** Class assignments will be done keeping in mind a student's data, skills and other information as needed such as RtI Plans and/or behavior plans. Class size is another factor in determining a student's placement. **A student's class placement may be changed within the 1<sup>st</sup> nine weeks of their first day of attendance. Parents will be notified of any changes.**

**ELEARNING:** Teachers have been encouraged to email eLearning instructions home to parents, and/or to post those instructions on the internet. All eLearning assignments should be sent or posted by 9:00 a.m. of the eLearning day. The DOE requires that new concepts not be taught, assignments should be a review of previously taught material. The student's responsibility is to complete and turn in any assigned/graded material within five school days after students return, excluding weekends and holidays. Example: If school is cancelled on Tuesday and students return on Wednesday, eLearning work is due the following Tuesday (five school days later). Teachers will be accessible using some online platform during the eLearning day from 9:00 to 3:00 to answer student questions. Teachers are encouraged to use Compass Odyssey and to check in with Discussions/Messages on Compass Odyssey. New Haven Intermediate will have a computer lab open for an hour before school for the five days after an eLearning day. A School Messenger will be sent from Dr. Folks the morning of an eLearning day reminding students and parents of the eLearning expectations.

Assignments not completed will affect student's grades and count as an **unexcused absence** on the student's attendance record.

**EMERGENCY DRILLS:** Periodically fire, tornado, earthquake, and ALICE 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. **ALICE** Drills will be conducted each 9 weeks this school year.

**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. A "Parent Permission Slip" will be sent home by the teacher before each field trip to be signed by the parent or guardian and returned. **No** child will be allowed to go on a field trip without a signed permission slip on file. **Any adult planning on chaperoning a field trip must complete an EACS Background Check two weeks prior to going on a field trip. Adults who do not pass the background can still attend the field trip, but will not be responsible for any supervision of children and will need to provide their own transportation.**

**HONOR ROLL/ATTENDANCE AWARDS:** Students earning all As will qualify for the Principal's Honor Roll. Students earning As and Bs will qualify for Honor Roll. Students having no tardies, no appointments, no sent homes, no days absent will qualify for Perfect Attendance. Students with no more than 4 events (any combination of tardies, appointments, sent homes, or absences) will qualify for excellent attendance. Student must be enrolled a minimum of 30 days in the grading period to qualify.

**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. Items still in the lost and found on the last day of each quarter will be donated to charity.

**MODES OF TRANSPORTATION WHICH ARE PROHIBITED ON SCHOOL PROPERTY:**

Mini-bikes, motor-bikes, motor scooters, go-carts, 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.

**NEWSLETTERS/School Communication:** Teachers will email newsletters by 9:30 each Monday morning. Newsletters contain academic information as well as other school/class information. Please update us anytime your email changes. If you are not receiving newsletters, please contact your child's classroom teacher. The school newsletter will come out at the beginning of each month September – May of each school year. Phone calls, emails and social media will also be used as a form of communicating with families. NHI is on both Facebook and Twitter.

**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.

**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 playground play equipment may be brought to school.

**ELECTRONIC DEVICES:** Students should not bring any electronic devices to school including Nintendo DS's, PSP's, cell phones, iPhones, Gameboys, iPods, mp3 players, etc.... These items cannot be monitored in student book bags 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. The school and its staff are not responsible or liable for items brought to school or on the bus.

**MONEY:** Money should not be brought to school unless it is for a specific purpose. Some examples of this would be: lunch, scholastic book orders, yearbook, or field trips. Please do not allow your student to bring money to school with no specific purpose. Any money brought to school should be turned in to the teacher at the beginning of the day. Money should be in an envelope labeled with the student's first and last name, room number and purpose (i.e. – field trip). The school and its staff are not liable for money brought to school or on the bus. **FORMS OF PAYMENT:** Checks can be written and should be made out to New Haven Intermediate School. **Once an account has had non-sufficient funds (check has bounced) twice, the account holder must use cash or money order to pay the school.**