



New Town Elementary School
Home of the HAWKS

Student-Parent Handbook
2021-2022

Dear Students and Parents:

We would like to welcome you to the 2021-2022 school year at New Town Elementary School. We have had rewarding, successful, and positive school years since our opening in August, 2007. Our 15th school year will be exciting for all of us as we continue to form new relationships and build upon the excellence that has been established over the years.

Communication will continue to be centrally important as we work to strengthen our strong bonds with students, parents, and members of the surrounding community. We will use a variety of communication tools throughout the year, including the student agenda, our school website, teacher pages, the Connect-Ed phone messaging system, Facebook, Twitter, newsletters, and email.

Please review this handbook and keep it in a safe place, so that you may use it as a resource throughout the school year. Your continued support and attention to these policies, procedures, and expectations of students and parents will allow us to continue to operate a safe and efficient school. We thank you in advance for your support, and we look forward to another memorable year of excellence.

Proud to be a HAWK,

Catherine Perry, M.Ed.
Principal

1100 Waxhaw-Indian Trail Road
Waxhaw, NC 28173
704-290-1525
<http://www.ucps.k12.nc.us/Domain/27>

New Town HAWKS Are:

*Hungry for knowledge;
Always prepared, respectful, and safe;
Working hard every day to do their best;
Kind and accepting of others;
Soaring to success!*

AFTER SCHOOL PROGRAM

NTES has an After School Program. The program is open every school day from dismissal until 6:00 p.m. Registration is required. Please call 704-290-1535 for further information.

ATTENDANCE

No single factor may interfere with a student's progress more quickly than frequent absences. Parents and students are encouraged to place regular school attendance as a top priority during this school year. Every day is important. (Frequent absences will be referred to the school's Attendance Counselor.)

- **Absence Notes upon Return to School**

If a child is absent because of illness or injury, the parent should send a written note to the child's teacher, preferably from a doctor's office, to make that absence lawful/excused. The note should be brought/sent to the school within three days of the absence.

Students in grades K-5 who are absent 20 days, (lawful, unlawful, or OSS) may be retained.

- **Make Up Work**

In the case of any absence, students are expected to make up his/her work. The student is responsible for finding out what assignments are due and completing them within the specified time period—2 days to make up work for every 1 day absent. When arrangements are not made with the child's teacher to make up work, or if the work is not completed in time, the student will receive a zero.

- **Planned Absences**

Parents are strongly encouraged to plan vacations during school breaks. However, it is recognized that sometimes student absences cannot be controlled. Please understand that administrative expectations for teachers do not include teachers going to extraordinary lengths to provide missed classwork/homework in advance of their instruction, as the teacher's instruction is a critical component to the lessons students participate in during the school year. Teachers are asked to provide work, relevant to their teaching or provide general activities such as: reading a book, writing in a journal, etc.

***If a student is absent from school, the student may not participate in extra-curricular activities that day.**

- **Educational Opportunity**

UCPS' attendance policy states that when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, it can be considered a lawful absence. Approval for such an absence must be granted by the principal, prior to the absence. Please complete the "Educational Opportunity Request Form" and submit to the principal. (The form can be requested from the school's main office or be found on the school website.)

- **Tardy Policy**

It is an expectation that students arrive at school on time. Students are counted TARDY when they arrive at school after 7:30 a.m. At that time, parents must accompany the student to the front doors of the school & utilize the doorbell system to sign them into school for the day.

Students dismissed before 11:00 a.m. will be counted ABSENT for the day. Students dismissed between 11:00 a.m. and 2:00 p.m. will receive an afternoon tardy, or early dismissal, to include when leaving the school early after class parties, Field Day, etc.

After 10 unexcused tardies/early leaves, the student will be referred to the school attendance counselor.

After 15 unexcused tardies/early leaves, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has accumulated 20 unexcused tardies/early leaves may be referred to Truancy Court.

BELL SCHEDULE

Morning Bell Schedule

- 7:00 a.m. - Students may enter the school and go to their assigned classroom

- 7:00 a.m. - 7:20 a.m. - Breakfast is served in the cafeteria
- 7:30 a.m.- Tardy bell rings; Instruction begins

Afternoon Bell Schedule

- 2:00 p.m.- Afternoon dismissal begins

BEHAVIORAL EXPECTATIONS

Students at NTES are expected to demonstrate good character. This means students should respect the rules and expectations given to them by the school faculty and staff. Students should show respect for their fellow schoolmates. With everyone's cooperation, New Town will be the kind of school where teaching and learning effectively take place and all students develop academically and socially.

Teachers will review classroom behavior expectations and expect students to comply. Students will be positively reinforced for demonstrating good character and respect when they meet and exceed the behavior expectations. Each teacher's classroom plan will also include student consequences for not adhering to classroom rules and expectations. The following are general expectations for student conduct throughout the school building.

- H** **Have a Positive Attitude**
- A** **Always Listen and Learn**
- W** **Work and Play with Respect**
- K** **Keep Hands, Feet & Negative Comments to Yourself**
- S** **Stay Focused on Doing Your Best**

The Union County Public Schools Code of Student Conduct for Elementary School Students is described in the Union County Public Schools Elementary School Student Handbook (online). The policy describes how school administrators will deal with behavior infractions. For infractions not identified within the UCPS student handbook, school administration will determine an appropriate consequence.

BIRTHDAYS

Due to the increasing number of students with food allergies, parent concerns for the amount of sugary treats being served to their child at school, and the logistics of managing distribution of treats during the school day, the NTES School Improvement Team has decided to prohibit class-wide distribution of birthday treats. Additionally, special invitations to birthday celebrations outside of school are not allowed to be distributed during the school day to students, unless all students in the class are invited.

BLACKBOARD CONNECT

Blackboard Connect (ConnectEd) is an effective communication tool between the school and your home. NTES uses Blackboard Connect to notify you of special announcements, school delays or closings, PTA meetings/events, etc. Please be sure our office has your correct phone number/email address so you can receive these messages.

BALLOONS

For the safety of our students and staff with allergies, balloons may not be brought to the school for birthday or other celebrations.

CALENDAR

NTES follows the Union County Public Schools calendar. The calendar is available on the UCPS website.

CAFETERIA INFORMATION

Breakfast and lunch are served daily at our school. You may pay for meals by the day, week, or month. Menus will be available on the school and county websites. *Please let your child's teacher know if you do not have access to the internet so that a hard copy can be provided.*

UCPS participates in the Free/Reduced Lunch Program. Applications are available in the school office at the beginning of the school year. You may apply any time during the school year. All information is kept confidential. If you have any questions or concerns about the above, please contact our Cafeteria Manager.

Breakfast is served daily from 7:00 a.m. – 7:20 a.m.

Prices for food purchased in the cafeteria are as follows:

Student Breakfast: FREE

Student Lunch: FREE

If a student is eligible for reduced breakfast and lunch, prices are as follows:

Student Breakfast: FREE

Student Lunch: FREE

Students are offered snacks, extra milk, extra portions, juice, ice cream, etc. for an extra fee. Students with money in their student accounts may purchase “extras.”

***Students who bring their lunch from home are prohibited from bringing in soft drinks.**

- **LUNCH PRE-PAY**

To use the online prepaid system, parents will simply need to visit <https://www.k12paymentcenter.com/> and set up an account. The only information needed to set up an account is the child’s name and the child’s school identification number (which can be obtained from your child’s teacher). When the child reaches the low limit you have established, you will receive notification via email that your child needs more money in their lunch account. Parents will also be able to monitor account activity to see how their child is spending lunch money.

COMMUNICATION

In an effort to ensure parents are informed of the teaching and learning occurring in the classroom as well as important dates upcoming, etc., it is an expectation that all teachers communicate regularly. Communication may include: weekly emails, newsletters, teacher CANVAS pages, phone calls, notes home, etc.

COUNSELOR

NTES has one full-time School Counselor, Hillary Vaughn. She provides character education lessons as well as meets with students individually and in small groups to discuss a variety of topics. She is also available to talk with parents, as needed.

DELAY/CLOSING OF SCHOOL

The decision to delay and/or close school is made by the Union County Public School’s Administration. In the event of school delay/closing, please check social media, watch the major television stations, or listen to local radio stations. You will receive a phone message via Blackboard Connect to your provided phone number from Union County Public Schools. Please make sure we have your correct phone number on file in the office, so you will receive this message.

DRESS CODE FOR STUDENTS

Students should dress appropriately for the weather, physical education, and classroom activities.

The following dress is appropriate:

- Shorts/skirts: must be below mid-thigh
- Pants: must be free of holes and worn at or above the waist
- Shoes: safe for recess and physical education activities
- Shirts: must cover from shoulders to pant line; no midriff shown. If straps are worn, they should be at least 2 inches in width; no “spaghetti” straps.

Items NOT APPROPRIATE and/or disruptive to learning:

- Rubber flip flops, high heels, no shoes, shoes with cleats, bedroom slippers

- Extremely short shorts or skirts
- Tank tops (no straps or straps less than 2 inches in width)
- Clothing with holes, tears, obscene language or gestures
- Clothing with inappropriate items such as alcohol, suggestive themes, etc.
- Hats (unless on specified days)

Parents/Guardians will be notified to bring suitable clothing if a student is dressed inappropriately. Administrators make the final decisions regarding all Dress Code related issues.

EARLY RELEASE DAYS

There are a few days on the calendar that have been set as early release days—September 22nd, October 13th, and February 9th. As these are shortened days (school ends at 11 AM), being more than 15 minutes late or leaving 15 minutes early constitutes a full day absence.

EARLY DISMISSAL

Parents should sign students out before 1:30 p.m. for early dismissal, in order to not interfere with the school's dismissal procedures. Parents must show valid identification before a child will be released from the school.

EMERGENCY INFORMATION

In case of emergency, each student is required to have a file in the school office listing the people to notify. Please assist the school in keeping this information current.

EVENING EVENTS

Throughout the year there are a number of evening events (Open House, Curriculum night, concerts, etc.) During these events, we ask that students remain with their parents or adults at all times. For the safety of our students, we ask that students not be allowed to walk through the halls, building or go outside without supervision.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to provide a parent access to their child's educational records, as well as an opportunity to seek correction of records believed to be inaccurate or misleading. (Refer to BOE Policy 4-14)

FIELD TRIPS

Each grade level plans educational field trips for students. All students are eligible to go on field trips (required to ride the bus to AND from the field trip) if parent permission has been obtained and all expenses for the trip have been paid. All field trip money is non-refundable. (If a family needs financial assistance, please contact the Principal.)

Please note the following items concerning chaperones:

- Due to group size limits, we cannot always have parents on trips.
- Chaperones must be UCPS approved volunteers.
- Chaperones may not bring siblings on field trips.

*If a student does not attend a field trip, they will remain at school with a different grade level.

FOOD ALLERGENS

NTES/ UCPS recognizes the increasing frequency and intensity of allergic reactions to foods by certain students and the impact these reactions may have on all children in the educational environment. UCPS/ NTES makes reasonable efforts to promote and protect the health of children in school by providing food choices that are safe as well as nutritious; and provide environments that reduce the risk of ingestion or contact with foods that trigger allergic reactions for students with known life-threatening food allergies. (UCPS Board Policy 4-19)

The district-wide requirement is that procedures shall be in place at school to address food allergy issues in the classrooms and gym; food services/cafeteria; for instructional projects; crafts; outdoor activity areas; school buses; and field trips during school activities.

FOOD PRODUCTS

All food products brought to school for consumption by students (for instance—class parties) must be **commercially prepared, labeled, and packaged.**

FORGOTTEN ITEMS

Please help your child pack their book bag to ensure that they have everything they need before they leave home. When a student leaves an item at home, we ask that they bring the item to school the next day, unless it is an item that is required for their safety or a medical need (ex. eye glasses, medicine, etc.).

Book bags, homework, agendas, money, etc., should not be brought to school after the start of the school day, as this helps to eliminate the need to interrupt the class and allows us to preserve the instructional day.

When a student leaves an item in the classroom when they leave school at the end of the day, we ask that they retrieve the item the next day. Because of our large student body and because we cannot guarantee that the teacher will be in the classroom, students and parents are not allowed to return to the classroom to retrieve items. Parents may write a note to the teacher advising that an item was left at school.

FUNDRAISERS

NTES and its PTA sponsor a variety of fundraisers during the school year. We encourage you to participate in whichever fundraisers you can. Profits from these events are used to enhance the learning experiences of our students.

GRADING SCALE

Union County Public Schools will utilize a 10-point grading scale in Grades 3–12.

The following scale is to be applied:

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- Below 60 F

Grades K-2 will remain on a local report card scale (1-4).

- 4- Exceeds grade-level expectations.
- 3- Meets grade-level expectations.
- 2- Performs below grade-level expectations.
- 1- Performs well below grade-level expectations.

HAWK PRIDE DAYS

On identified days, students/staff have the opportunity to participate in special spirit days, such as hat day. Consult the school calendar for upcoming events. Each Friday, unless otherwise noted, is NTES Spirit Wear Day. Students and staff are encouraged to wear their NTES apparel.

HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. In grades K - 5, student agendas/journals and/or folders are used to communicate assignments. Parents are asked to work with the student to see that all assignments are completed. Reading is expected to be part of every night's assignment. Major projects and book reports are assigned over a period of time, requiring students to plan ahead. Questions regarding homework should be addressed promptly and directly to the child's teacher.

HONOR ROLL

The UCPS criteria for Honor Roll is:

“A” Honor Roll

1. Students must have all “A’s” in Reading, Math, Science/Health, and Social Studies. They must have a “3” or “4” in written composition. There can be no “N” in any sub categories.
2. Students must have an “S” in the following areas: Art, Computer Technology, Music, Physical Education, and other special area classes where applicable.
3. Students must minimally have an “S” in all areas of Citizenship, Behavior, and Work Habits.

“A/B” Honor Roll

1. Students must have a combination of “A’s” and “B’s” in Reading, Math, Science/Health, and Social Studies. They must have a “3” or “4” in written composition. There can be no “N” in any sub categories.
2. Same criteria as in #2 for “A” Honor Roll.
3. Same criteria as in #3 for “A” Honor Roll.

ILLNESSES

Students who test positive for COVID-19, show symptoms of COVID-19, or had contact with a person with COVID-19 should stay home and not come to school in the school facility until certain criteria has been met.

If a person has the following symptoms: fever, sore throat, cough, difficulty breathing, new loss of taste or smell, diarrhea and vomiting, new onset severe headache, they should go home, stay away from others and call their health care provider.

A person is diagnosed with COVID-19, or does not get a COVID-19 test, but has the above symptoms, the person may return to school when all of the following have been met:

- 10 days have passed after their first day of symptoms
- They have not had a fever for 24 hours without using fever-reducing medicine
- Other COVID-19 symptoms are improving

A person who has symptoms of COVID-19 and has received a negative test for COVID-19 may return to school IF the negative test was:

- A negative PCR/molecular test or
- A negative rapid antigen test AND the person has a low likelihood of COVID-19 infection (i.e. the person has no known or suspected exposure to a person with COVID-19 within the last 14 days or is fully vaccinated, or has had a COVID-19 infection in the last three months.)

Quarantine is required for an individual who has been a close contact (within six feet for at least 15 minutes cumulatively over a 24-hour period) of someone who is determined positive with COVID-19 with the following three exceptions:

- Individuals who are fully vaccinated and do not have symptoms do not need to quarantine after a close contact (it is recommended to get tested 3-5 days after exposure and to wear a face covering around others until receiving a negative test result).
- People who have tested positive for COVID-19 within the past 3 months and recovered and do not have symptoms do not need to quarantine.
- Students who are not fully vaccinated after a close contact in a classroom or other school setting if face coverings were being worn consistently by both the person with COVID-19 and the potentially exposed person do not need to quarantine. This applies to exposures in classrooms, other in-school settings, and school transportation. This exception does not apply to teachers, staff or other adults in the indoor classroom setting.

CDC continues to recommend quarantine for 14 days after last exposure. If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days

since the last date of exposure unless they test positive. In which case, exclusion criteria above would apply. The person must complete the full 14 days of quarantine, even if they test negative. UCPS may offer a quarantine option of 10 or 7 days if all non-pharmaceutical interventions can be followed (i.e. wear a face covering, practice six-feet distancing).

INTERNET/ TECHNOLOGY USE

Through the use of technology, the school's aim is to develop independent learning within our students. Students will have access to student computers/ iPads throughout the day in their classrooms. Teachers will regularly remind students of their responsible usage of the internet. **Students may only access web sites relevant to the assignment given.** Frequent checks by the classroom teacher will be made while students are online. *Misuse of the internet will be reported to school administration immediately and addressed accordingly.*

LOST AND FOUND

Parents are asked to place their child's name on all coats, jackets, sweaters, book bags, lunch boxes, etc. for easy identification. If articles are found on the school campus, they should be taken and placed in the Lost and Found storage area. The Lost and Found storage area will be cleaned out monthly, and remaining items will be donated to various charitable organizations.

MEDIA CENTER (LIBRARY)

Books are checked out of the school's Media Center for two weeks and can be renewed as needed. Books that are one month overdue will be considered lost and students are responsible for replacement costs. If a book is damaged in some way, for example, torn pages, crayon marks, etc., a damage fee may be charged.

MEDICATION

Parents should NOT send medications with their child to school. Parents are asked to hand-deliver all medication to the front office to ensure the safety of all students.

Medications are preferred to be given at home, but in the case they are needed at school, please adhere to the following guidelines:

- Parent/guardians must provide-
 - A UCPS medication consent form signed by the parent and completed by the health care provider. These forms are available for download on the school website and hard copies are available in the main office.
 - Medication in its original packaging with the student's name on the outside.
 - New UCPS medication consent each new school year and with any changes in time, dosages, or administration instructions.
 - Should students need to carry an emergency medicine with them, page 2 of the medication consent must be completed, too.

MISSION STATEMENT

In partnership with community, NTES prepares life-long learners in a safe and nurturing environment; promotes diversity, global awareness, responsibility, creativity, and challenges all students to succeed.

MONEY TO SCHOOL

When you send money/checks to school, please place it in a sealed envelope. On the envelope, please write the child's name, teacher's name, and purpose for the money. Please DO NOT combine money for two different items (ex. field trip money and lunch money), or for two or more children. Teachers receipt money/checks when it is received. The receipt is your proof of payment.

MOTTO

“Soaring to success!”

NEW TOWN HAWKS ARE:

- H-** Hungry for knowledge
- A-** Always prepared, respectful, and safe
- W-** Working hard every day to do their best
- K-** Kind and accepting of others
- S-** Soaring to success

OFFICE HOURS

The main office at New Town is open during the school day from 7:00 a.m. until 3:30 p.m.

PARENT PORTAL

The Parent Module is the online tool for Parents/Legal Guardians to obtain 24/7 access to their child's information. Information to be accessed includes detailed attendance information and grade information (grades 3rd-5th) from each teacher's grade book, etc. Information will be provided to parents regarding access to the portal each year, after the start of the school year.

PARENT-STUDENT LUNCH

UCPS has communicated that parents are prohibited from visiting for lunch during the 2021-2022 school year.

PERSONAL PROPERTY

Please DO NOT let children bring toys or other valuable personal items (ex. fidget toys, games, cell phone, iPod, Kindle, etc.) to school. If a student has these types of items at school, they will be taken and will only be returned to a parent.

*Through the use of Apple Watches and/or other electronic devices, students are prohibited from calling and messaging with others during the school day.

PTA

NTES is fortunate to have a vibrant and active PTA that is incredibly supportive of the school. Families are encouraged to join and participate in this organization. <http://www.newtownhawkspta.com/>

REPORT CARDS/ PROGRESS REPORTS

Report cards are issued at the end of every nine-week grading period and reflect the student's academic progress. Parents should review the report card with their student, sign the report card ENVELOPE, and return it to the child's teacher. A teacher-parent conference is required at the end of the first grading period for all students. Additionally, Progress Reports will be sent home during the middle of each grading period to inform parents of current student performance/progress.

SOCIAL MEDIA

Facebook, Twitter, and Instagram will be used as a communication tool between the school and home.

SCHOOL IMPROVEMENT TEAM

The School Improvement Team (SIT) is comprised of teachers representing each grade level and functional area, administration, and parent representatives elected by the parent community through the PTA. The members of the SIT work together to implement plans and processes that promote learning and to create the most effective educational environment for the students at New Town.

*For a complete list of SIT members and/or for the 2021-22 meeting schedule, please visit the school's website.

SCHOOL PICTURES

Individual student pictures are taken twice during the school year as well as a class picture. All students should have their pictures taken in the fall because these are used for the school yearbook and student ID badges.

SPIRIT ROCK

Instructions for reserving the spirit rock are published on the PTA website: <http://www.newtownhawkspta.com/>

STUDENT AGENDA/TAKE-HOME FOLDER

In order to foster student organization and responsibility, students will receive an agenda during the first week of school. This is an important communication tool between you, your child, and your child's teacher. If your child loses the agenda, you may purchase a replacement at the cost of \$5.00.

In addition, students will receive a take-home folder in order to transport homework, completed/graded work, and any important documents between school and home.

STUDENT DISCIPLINE

School administration adheres to the UCPS Code for Student Conduct, when it is necessary to discipline students for inappropriate behaviors. Administration reserves the right to impose consequences for behaviors that cause a disruption to the school day that are not specifically addressed within the district's Code for Student Conduct. (The UCPS Code for Student Conduct can be found within the Elementary Student Handbook on the UCPS website, under the Elementary Education department.)

SURVEILLANCE CAMERAS

New Town Elementary School has surveillance cameras on campus. These cameras are recording 24 hours a day, 7 days a week. *We reserve the right to utilize video recordings to aid in student discipline issues and any unlawful incidents.*

TEACHER ASSIGNMENTS

The district assigns teachers to each school based on the number of students enrolled. After the 10th and 20th day of school, reports are submitted and the district determines if the number of teachers allotted should be adjusted. With this in mind, classroom/teacher assignments are not final.

TELEPHONE POLICY

Our school phones are for school use only. We understand that occasionally an emergency may arise and students will need to use the phone.

During the school day, teachers are not available to take calls. If you have an emergency and need to speak with your child's teacher, the office will take a message and get it to the child's teacher as quickly as possible.

Otherwise, you may leave a message for the teacher to return your call. Most calls will not be returned until after 2:00 PM.

TRANSPORTATION

At the beginning of the school year, you will establish a routine transportation plan for your child. It is very important that your child know how they are getting home from school.

We understand that parents may need to OCCASIONALLY change how their child is going home. In this event, **your child MUST have a written note to make a change in transportation.**

- **Same Day Transportation Changes**

Any same day/last minute transportation changes that need to be made during school hours MUST be in writing, no exceptions. Send an email with your student's name, student's teacher's name, original transportation and the change to front office staff-- Adrienne Jaquith and Christina Sedlmyer. Please allow up to an hour to receive a confirmation email acknowledging the change.

Do not leave a voice mail or email message for a teacher to change your child's transportation, as the teacher may not get this communication until after school.

All transportation changes will be forwarded to the student's teacher prior to the end of the school day.

- **CAR RIDERS**

For parents who either drop off, or pick up students in the morning or afternoon, please follow the guidelines below to ensure a safe and efficient car rider line.

Morning Drop-off

Students may be dropped off at school in the car rider line between 7:00 AM and 7:30 AM. **Supervision is not provided before 7 AM., therefore, for the safety of students, please do not drop off students before 7 AM.**

We have included a few tips that will increase safety and keep the line moving.

- Students should be seated on the passenger side of the vehicle so they are able to safely exit onto the sidewalk.
- The vehicle should be free of obstacles (toys, clothing, pets, etc.) and anything that would prevent a child from exiting safely and quickly.
- Students may only be dropped off in the car rider line. The parking lot, bus lot, or roadside is not supervised and drop-offs are not allowed in these areas.

- **Walking Students into the Building**

Parents will not be permitted to walk their child into the school during the 2021-2022 school year. Dropping students off in the car rider line is safe and efficient. Staff members are located throughout the building to supervise students and ensure they get to their classroom.

- **Arriving Late**

Students who arrive after the 7:30 AM bell must be accompanied by a parent to the front doors to sign in via the doorbell system.

- **Afternoon Pick-up**

Car riders are dismissed at 2:00 PM. Every vehicle used to pick up car riders should have a New Town Elementary approved pick-up sign (to be sent home in each student's beginning of year packet).

Walk-up pick-ups are not allowed (unless you live in the neighborhood next to the school). Parents should not stand at the front door, or walk to the mobile units prior to the dismissal of school to avoid the car rider line. Please remain in your car and in the pick-up line.

All students must be picked up by 2:20 PM. Students not picked up by this time will be sent to the main office and held until parents arrive to sign them out. Repeated late pick-ups will result in a conference with school administration to assist parents with planning a timely pick-up, or to arrange for riding the school bus or an afterschool program.

- **Extracurricular Activity Late Pickup**

Students participating in after school curricular activities (tutoring, special programs, etc.) should be promptly picked up by parents at the end of the activity. Students will not be allowed continued participation if they are habitually picked up late from these activities after the designated time.

- **BUS RIDERS**

Bus transportation is a privilege that is available to all UCPS students. Students are required to show good behavior on the bus to retain this privilege.

Bus ridership must be requested in advance by contacting our school's front office. Until approved, you should plan on driving your child to/from school each day.

Bus Behavior Expectations

Use appropriate language and keep all body parts to yourself.

- Respect the driver and other students while on the bus.
- Remain seated at all times during the bus ride.
- Eating or drinking on bus (except bottled water) is not permitted on the bus.
- Profanity or fighting is not permitted on the school bus.
- Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop.

Use or possession of inappropriate objects is not allowed on the school bus.

- Possession or use of weapons is not allowed.
- Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed.
- Please do not vandalize the bus by marking, tearing seats, etc.
- Possession or use of nuisance items is not allowed on the bus.
- Objects should not be thrown on the bus or from the bus. Students/parents may be responsible for damage to vehicles which may be damaged from objects thrown from bus.
- Animals, oversized projects, plants, etc. are not permitted while riding the bus.

Administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.

****Bus riders will only be released from the bus at the student's assigned bus stop to ensure the safety of our students. Students may not ride any bus other than their assigned bus.**

UCPS Consequences for School Bus Violations

If your child does not meet the expectations, appropriate action will be taken. Each driver will complete a School Bus Incident Report and submit it to the school administrator.

- **After School Extracurricular Activity Late Pickup**

Students participating in after school curricular activities (tutoring, special programs, etc.) should be promptly picked up by parents at the end of the activity. Students will not be allowed continued participation if they are habitually picked up late from these activities after the designated time.

UCPS STUDENT HANDBOOK CONTENTS

The Union County Public Schools Elementary School Student Handbook is an online publication separate from the student handbook for New Town Elementary School. The majority of the topics in the UCPS Student Handbook are governed by Union County Public Schools Board of Education policy and/or administrative guidelines. Please read the online UCPS Handbook and bookmark both handbooks for future reference.

VISITORS TO THE SCHOOL

During the 2021-2022 school year, parent visitors will once again be limited. Per UCPS, parents are not permitted to visit for lunch or classroom celebrations.

All visitors to the school must report to the main office first. Visitors are required to "sign-in" via our computer-based program and receive a visitor's sticker to wear for the duration of their visit. You will need a valid ID each time you sign into our school building.

VOLUNTEER POLICY

UCPS requires everyone who volunteers (participates in activities in the classroom, chaperones field trips, etc.) to be an approved volunteer. Volunteer applications are available online via the UCPS website. Please contact our school office with any questions.

YEARBOOK

New Town Elementary publishes an annual yearbook. Purchasing information will be sent home directly to students and parents by the publishing company we have retained to print the yearbook.

To ensure you receive a yearbook, please order early. Only yearbooks that have been prepaid will be ordered. Extra yearbooks will not be ordered.

