



New Town Elementary School

Home of the HAWKS

Student-Parent Handbook 2017-2018

Dear Students and Parents:

We would like to welcome you to the 2017-2018 school year at New Town Elementary School. We have had rewarding, successful, and positive school years since our opening in August, 2007. Our 11th 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 websites, 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, unexcused 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 must send a note to the child's teacher, preferably from a doctor, to make that absence lawful.

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

Make Up Work

When students return from an absence, students will be given 2 days to make up the work missed for each day absent. When arrangements are not made 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.**

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 into the school and sign them in at the Main Office.

Students dismissed before 11:00 a.m. will be counted ABSENT for the day. Students dismissed between 11:00 a.m. and 1:30 p.m. will receive a p.m. TARDY.

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.*

BIRTHDAY TREATS and FOOD PRODUCTS

All food products brought to school for consumption by students must be **commercially prepared, labeled, and packaged**. This applies to all food that will be distributed to students other than a parent’s own child, including birthday treats (ex. cupcakes, cake, cookies, etc.) Home-made treats are not permitted in accordance with the Food Products Policy.

Our school cafeteria is available to make special birthday treats for your child to share with his/her classroom. Please contact our Cafeteria Manager at 704-290-1550 for more information.

Birthday treats may only be served at lunch time, towards the end of the lunch period, after students have finished eating their lunch. Parents should be available to distribute the treats to students at the appropriate time. *Please let your child’s teacher know you are doing this in advance.*

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

BLACKBOARD CONNECT

Blackboard Connect is an effective communication tool between the school and your home. New Town Elementary 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.

CALENDAR

New Town Elementary School follows the Traditional 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 sent home 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: \$1.15**
- Student Lunch: \$2.30**

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

- Student Breakfast: \$.40**
- Student Lunch: \$.40**

Students are offered snacks, extra milk, extra portions, juice, ice cream, etc. for an extra fee. **Students will not be allowed to charge breakfast items or snacks.**

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

LUNCH PRE-PAY

To use the online prepay 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 school identification number and the child's name. 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, classroom websites, phone calls, notes home, etc.

Links to teacher websites can be found by visiting our school website.

COUNSELOR

New Town Elementary School has one full-time Guidance Counselor, Mrs. Terri Onley. 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 Central Office Administration. In the event of school delay/closing, please watch the major television stations and 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 (no sagging)
- Shoes: safe for recess and physical education activities
- Shirts: must cover from shoulders to pant line. If straps are worn, they must be at least 2 inches in width.

Items NOT APPROPRIATE and/or disruptive to learning:

- Rubber flip flops, high heels, no shoes, shoes with cleats, bedroom slippers, heelys (shoes with retractable wheels)
- Extremely short shorts or skirts
- Mesh or 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)
- Sagging pants

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 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.

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. Students are required to ride the bus to AND from the field trip. 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 stay 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)

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.).

Homework, agendas, money, water bottles, etc., should not be brought to school for students 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

New Town Elementary School 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

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 school 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.

INTERNET/ COMPUTER 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 throughout the day in their classroom as well as during visits to the Computer Lab. 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. During classes in the computer lab, the computers can be monitored by the staff present to ensure students are using appropriate web sites. ***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 to the office where they will be placed in the Lost and Found storage area. The Lost and Found storage area will be cleaned out periodically, and remaining items will be donated to various charities.

MEDICATION

Please do not send medications with your child to school. Parents are asked to hand-deliver all medication to the front office to ensure the safety of all students. The following policies are adhered to:

Daily medicines require the following before school staff can give the medicine:

1. Signed, dated doctor's orders that give complete administration instructions. (Medication Consent Forms are available in the school office.)
2. A parent's signature requesting medication administration.
3. A fresh supply of medicine delivered in its original packaging, labeled with the child's name.
4. Any change in medicine, dosage or administration time requires a new Medication Consent Form.

As-needed medicines (used to treat chronic conditions like asthma, headaches, etc.) require the following:

1. A completed Medication Consent Form signed by both the parent and doctor, if the medicine would need to be available at school for the entire year. *Emergency medications that need to be carried with the student must have additional signatures on page 2 of the medical consent form.*
2. A fresh supply of medicine delivered in its original packaging, labeled with the child's name.

Illnesses:

1. **Students must be fever-free for 24 hours before returning to school.** Parents will be asked to pick up their child if they return to school within the 24 hour time period.
2. Students with symptoms of contagious conditions such as pink eye or strep throat should be seen by a physician in order to return to school. Please send a note from the physician's office to school when your child returns to school.

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.

OVERDUE, LOST, OR DAMAGED BOOKS

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.

POWER PARENT MODULE

The POWER 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 from each teacher's grade book, etc. Contact the school's data manager to obtain log-in information.

PARENT-STUDENT LUNCH

Parents are welcome to visit our school during lunch. When visiting for lunch, we encourage you to purchase a lunch at the school cafeteria to eat along with your student rather than bringing food. Please keep in mind, that seating is limited and that your visit is limited to the amount of time the class has for lunch.

There will be **no parent-student lunches allowed during the first three weeks of school.** This gives students time to learn the routines and expectations of eating in the cafeteria. **Parent- student lunches are also not allowed during the week of EOG testing.**

**Exceptions for birthday celebrations cannot be made during the first three weeks of school or EOG testing.*

When visiting for lunch, we ask that you follow the guidelines listed below. Please talk quietly when the music is off and eat when the music is on.

- Please plan to arrive no more than **five minutes** before the assigned lunch time.
- Present ID and sign-in at the main office first.
- Meet your child at the entrance to the cafeteria. *Please do not go to the classroom, as this interrupts the classroom.*

- Seating will be available ONLY in the designated area of the cafeteria and picnic areas on a first come, first serve basis. **Parents should not enter the cafeteria prior to their child's class to reserve seating.**
- Due to limited seating, please do not sit with the class, invite another student to join you in the designated area, or bring younger siblings.
- Please do not sit at the tables reserved for students with Peanut/Tree Nut allergies. *Chick-Fil-A products may not be placed on the peanut free tables in the cafeteria as they contain 100% peanut oil.*

PARTY INVITATIONS

Invitations to birthday parties or other events of similar nature will not be given out in the classroom unless all children in the class are invited to the party.

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 others during the school day.

PROMOTION

Promotion for our kindergarten students to first grade and fifth grade students to middle school is an exciting time for all. Because of our large student body, we are unable to provide seating for everyone that you may want to attend. With this in mind, **siblings of students that are being promoted will not be dismissed from class to attend.**

Additionally, for the safety of our students and staff with allergies, balloons may not be brought to the school for promotion celebrations.

PTA

New Town Elementary School 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

Report cards are issued at the end of every six-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.*

RETURNED CHECKS POLICY

The Union County Board of Education has entered into an agreement with *Payliance* for the collection of all returned checks issued to all Union County School locations. The Board requires that you make sure the following information is written on all checks:

- Driver's License number
- Full name
- Street address
- Home phone number
- Second phone number (if available)

If your check is returned by your bank, it will automatically be forwarded by the Union County Board of Education's bank directly to Payliance after the first presentation. Payliance will contact you in order to collect the face amount of the worthless check, plus the state allowed collection fee. The amount of the collection fee is currently \$25.00 in North Carolina; however, this fee is subject to change as allowed by law. If you do not properly respond to Payliance, or Payliance is unable to contact you, Payliance may re-present your check to the bank electronically, along with all applicable collection fees.

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 2017-2018 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. Picture dates for the 2017-2018 school year are:

- Fall Pictures: Wednesday, October 4, 2017
- Class Pictures: Tuesday, December 12, 2017
- Spring Pictures: Wednesday, March 28, 2018

SPIRIT ROCK

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

STUDENT AGENDA/TAKE-HOME FOLDER

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.*

STUDENT IDENTIFICATION CARDS

Students are provided with a student ID card and lanyard/clip after fall pictures. If a student damages or loses their ID, they may be replaced for a fee of \$2.00.

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 2:15 p.m.

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.**

If there is a need to make the change after your child has left for school, we ask that you call the Main Office **no later than 1:00 p.m.** with the change of information. **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 a.m. and 7:30 a.m. **Supervision is not provided before 7 a.m., therefore, for the safety of students, please do not drop off students before 7 a.m.** You should plan to be in the car rider line by 7:10 a.m. to avoid traffic congestion.

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

Dropping students off in the car rider line is safe and efficient. Staff members are located throughout the building to supervise students. On the occasion when parents need to walk their student into the building before 7:30 a.m., we ask that you:

- Park in a parking space in the front parking lot. Do not double-park behind cars or park in the handicapped spaces without a valid handicap tag.
- Wait at the crosswalk until all cars in the line have come to a complete stop and **accompany him/her across the entire crosswalk to the front doors.** Do not send your child across without an adult.
- Please sign-in at the Main Office and receive a visitor's sticker before proceeding down the main hall.
- Remember that morning drop off is not the time to conference with your child's teacher.

Arriving Late

Students who arrive during or after the 7:30 a.m. bell must be accompanied by a parent into the main office to be signed-in. **Tardy students will not be released to class until an adult signs them in.**

Afternoon Pick-up

Car riders are dismissed at 2:00 p.m. Every vehicle used to pick up car riders should have a New Town Elementary approved pick-up sign.

Walk-up pick-ups are not allowed. Parents may 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 p.m. 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 a school administrator to assist parents with planning a timely pick-up, or to arrange for riding the school bus or an afterschool program.

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 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 keep the NTES Handbook for future reference.

VISITORS TO THE SCHOOL

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.

If you are in the building without a visitor sticker, (including morning drop-off) you will be asked to return to the office to sign-in and receive one. Failure to comply with this request will result in removal from campus for the safety of our students and faculty.

When visiting, please plan to arrive no more than 5 minutes before the scheduled lunch and/or party time. For lunch visits, please wait for students at the entrance of the cafeteria. Please do not go to the classroom.

In an effort to preserve the instructional day, requests to send students to the office for a visit or impromptu visits to the classroom will not be allowed.

Although seating is limited in our lunchroom, lunch is one of the best times to visit students. Throughout the year there are a number of other opportunities such as writing celebrations, class parties, etc. that you may visit. ***During your visit to our school, we ask that you are careful not to interrupt instruction.***

VOLUNTEER POLICY

Union County Public Schools requires everyone who volunteers (participates in activities in the classroom, chaperones field trips, etc.) to be an approved volunteer. Volunteer applications are available online. Because the number of **NEW** approved volunteers is limited, we highly recommend completing an application at the beginning of the school year. Please contact our school receptionist 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.

