

**New Hanover Twp.  
School**

**2019-2020**

**Welcome**

We welcome you to New Hanover Township School. We are committed to providing the best education for the children of our community. Our school is focused on learning for each and every student. New Hanover Township, as a dedicated Professional Learning Community, is deeply committed to doing whatever it takes to help our students succeed.

The policies and information contained in this student handbook are an outline of the guidelines relating to behavior, academics, and support at New Hanover Township School. We have prepared this information in order to clarify rules as they apply to our students so that it will help them adjust to our school and become an intricate part of it. Developing and accepting the responsibilities and obligations of good citizenship will help our students participate successfully in the world of tomorrow.

The faculty and staff of New Hanover Township School welcome parents, families, and students to the new school year. We look forward to an exciting school year as we form a partnership and watch our children grow academically, emotionally, and socially.

Should you have any questions or concerns throughout the school year please do not hesitate to contact us.

Sincerely,

Scott Larkin

Principal

Dr. Richard Wiener

Superintendent

**SCHOOL HOURS**

- School begins at 9:00AM
- Doors open promptly at 8:40 AM
- Students must report directly to their assigned homeroom
- Students are dismissed at 3:25 PM
- See section below on *Delayed Openings*



## **EMERGENCY SCHOOL CLOSING**

KYW News Radio 1060AM Broadcast #690 (New Hanover Twp)

KYW News Radio School Closing Hotline (215) 925-1060

CBSPhilly.com/schools www.kywschools.com www.6abc.com

TV Channels: 3, 6 & CW Philly 57

## **RECORDED MESSAGE**

A message will be recorded on the school telephone, (609) 723-2139 when there is an emergency school closing or delayed opening

## **DELAYED OPENING**

When New Hanover School has a delayed opening, school will begin at 11:00 AM. Transportation will be scheduled two (2) hours later than normal.

## **BLACKBOARD CONNECT**

Blackboard Connect is an automated service used by the school to contact our families when important information needs to be broadcasted school wide. It is important that you listen to the message in its entirety. Forms are distributed at the beginning of the school year to obtain valid phone number and email addresses. Please contact the main office immediately if your contact information needs to be change

## **ATTENDANCE PROCEDURES**

Regular and consistent attendance is essential to a student's success in school and is a law according to New Jersey State Compulsory Attendance Laws (§18A:38-25). Most subjects are taught in sequence, requiring the understanding of concepts in the order of presentation. Chronic absenteeism creates a genuine hardship for both the student who is not in school and the other students in the class who rely on each other for group work. The following list states the only recognized excuses for school absence:

- Personal illness
- Family illness
- Death in the family
- Religious holidays
- Take Your Child To Work Day
- Such good cause as approved by the principal

\* Perfect Attendance requires a student be present 180 days.

Parents are required to give advance notice to the school in order to be excused for any

other type of absence. Chronic tardiness or absence will be handled by proper authorities to ensure that your child does not fall behind in their work, resulting in poor grades and possible retention. Additionally, family vacations during the school year are strongly discouraged, as it presents a significant gap in the child's instruction.

When your child is absent, please call (609) 723-2139 by 9:00 A.M.

Upon your child's return to school, regardless of the duration or reason for absence, he/she are required to present a signed letter to his/her homeroom teacher. This is in addition to the phone call made prior to absence. Students who are absent more than four consecutive days must present a certificate of admission from a family doctor or the school physician (excluding vacations).

Students who are tardy must also bring a note signed by a parent/guardian or physician, stating the date and reason for tardiness. If the school is unable to verify the reason for absence/tardy due to lack of a phone call and/or note being send with a student, that student will be marked absent-unexcused, and the following protocol will go into effect:

-Up to four unexcused absences will result in verbal and/or written contact with parent/guardian. An action plan to help improve attendance will be designed and implemented.

-Between five and nine unexcused absences will result in continued verbal and/or written contact with parent/guardian and reevaluation of action plan.

-Ten or more unexcused absences will result in mandatory court referral as required by the NJ Administrative Office of the Courts. Parents will receive notice of such referral.

Note: Students may not be promoted to the next grade level if excessive absences are deemed to have a detrimental effect on academic and/or social performance. There is no substitute for classroom experience.

### **ARRIVAL**

Students may enter the building no earlier than 8:40 A.M. Students arriving after 9:00 A.M. will be considered tardy and must report directly to the Main Office. All late students must be signed in by an adult. Students who are brought to school with their parents must remain with their parents until 8:40 A.M. No supervision of students will be provided prior to 8:40 A.M.

The AM Drop Off location is at the Main Entrance. Parents may choose to walk with their children to the entrance where staff members will be on duty to admit students.

Bussed students will be dropped off and picked up at the rear of the building.

### **CLASSROOM BEHAVIOR**

- Arrive to class on time
- Be prepared for class
- Maintain appropriate classroom behavior
- Pay attention to and follow directions
- Show respect for teachers, staff, fellow students, and property



## **GENERAL RULES**

Weapons of any kind are strictly prohibited. This includes, but is not limited, knives, cap guns, airsoft guns, water pistols, etc. The principal will notify State Police of any weapon brought into the building.

Be courteous and polite to staff and classmates.

Treat others as you want others to treat you. Profane, vulgar or threatening language is not acceptable.

Selling of any item including candy, stickers, snacks, or toys is not permitted.

Gum chewing in the school is not permitted.

Snow, rocks, sticks, and other objects should not to be picked up, kicked, or thrown.

Written or graphic material referring to or displaying violent nature is not permitted and will be confiscated.

School authorities have the right to impose consequences on students for conduct away from school grounds including on a school bus or off campus student/school sponsored function.

Toys, skateboards, scooters, trading cards, radios, breath spray, perfume, aerosol cans, paintballs, spray cans, matches/lighters, pagers, laser lights, etc. should not be brought to school. These items will be confiscated and returned only to a parent / guardian.

## **HALLWAY RULES**

- Walk on the right side of the hall.
- Be reasonably quiet when walking in the hallways, as
- Instruction occurs throughout the day.
- Do not touch the bulletin boards or any other objects being displayed.
- Students are not permitted in the back hallway by kindergarten or preschool classrooms without permission.
- Students are not permitted to walk through the gym.
- Pay attention - watch for younger students and opening doors.
- Hands should be kept to yourself.
- Absolutely NO running is permitted in the hallways.

## **ASSEMBLY RULES**

Assemblies and other special events are a privilege. Attendance at such programs may be denied to students for inappropriate behavior or to those who owe assignments to the discretion of the administration.

- Use the restroom only if it is an emergency

- Be respectful to staff, performers, speakers, and fellow students
- Applaud appropriately
- Remain quiet and attentive

### **PLAYGROUND RULES**

- No rough play allowed on the playground. Students who play rough will be excluded.
- Students who threaten the safety of others will not be allowed on the playground.
- Do not interfere with games and equipment of other students.
- Organized sports games can be played at the discretion of the playground supervisors.
- Use the equipment properly

### **BATHROOM RULES**

- Students are to behave in a neat and orderly fashion going to/from, and when using the restrooms.
- Students must exhibit proper hygiene by cleaning up after use of the restroom.
- Students must wash their hands with soap and water.
- Grade 6-8 must use the bathrooms across from the main office.
- Grades 1-5 must use the bathrooms located in the 1938 wing.
- Student restrooms located across from the CST office may be utilized by PE students and students attending classes in that general location.
- Students are required to sign in/out of their classroom using a designated bathroom log established by the classroom teacher. This log should be evaluated daily by the classroom teacher and kept on file for the entire school year.
- Concerns with inappropriate student behavior and/or vandalism involving the restrooms must be reported to the main office ASAP.

### **GYMNASIUM RULES**

- Students must keep hands, feet and personal items to themselves at all times.
- Students must use an indoor voice.
- Physical Education classes must adhere to all classroom and activity expectations.
- Students are not permitted to be in the gymnasium without adult supervision.
- No food or drinks are permitted.
- Walking on the gym floor should be limited to the perimeter as much as possible when using non-rubber and pointed-heel footwear.
- Students and staff are permitted to engage in PE activities provided they have appropriate footwear (sport shoes, etc.).
- Students may be excused from gym classes for one day with a parent note, a nurse's note, or teacher discretion. Excusals longer than one day must have a doctor's note.

### **SIGNING OUT STUDENTS**

No student can be signed out of school by anyone other than their parents/guardians. The exception to this rule is when the school nurse or principal authorizes the release of a student to another family member or appointed adult (18 yrs. of age or older) in an emergency situation. If someone other than a legal guardian is picking up a student, please notify the office in writing, through phone, or via email by 9:30.



### **TRANSFERRING OUT OF DISTRICT**

The main office requires 48 hours to process a transfer card. When requesting a transfer, please have the following available:

- Your forwarding address
- Name and address of the new school
- Date of last day (withdrawal)

### **ACCEPTABLE USE POLICY**

The Acceptable Use Policy / Internet Technology Agreement are policies that outline the use of technology in the New Hanover Twp. School District. Please be sure to read all sections, sign and return to school.

### **EMERGENCY CARDS**

The purpose of the Emergency Card is to provide the school with trusted adults that may assume responsibility for the student if the parents/guardians are unable to be reached.

If no substitute person can be located, the State Police may be contacted to assume responsibility for the care of the student.

, it is extremely important that all the information you provide on the Emergency Card is maintained for accuracy.

Please note: No person listed on the Emergency Card is authorized to sign a student out of school for any reason without proper notification from the student's parents/guardian. Proper notification consists of:

- Written notification for each incident with time, date, name of individual picking up the student and reason for early dismissal.
- Phone notification prior to the student requiring dismissal that also states the date, time, name of individual picking up the student, and reason for early dismissal.

### **AFFIRMATIVE ACTION POLICY**

The New Jersey Constitution and implementing legislation guarantees each child in the public school equal opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or social economic status.

The Board of Education affirms that every student should be given an equal opportunity

to enjoy the benefits and privileges of full participation in all aspects of school life. All persons regardless of race, color, creed, religion, gender, or national origin shall have equal access to all categories of employment of the educational system of New Jersey. All concerns or allegations of denial of equal opportunity or for further information about our Policy and our grievance procedures, please contact the District Affirmative Action Officer, Mr. Larkin, at (609) 723-2139.

### **BULLYING AND HARASSMENT**

Students are expected to treat one another with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Bullying is a common and damaging form of violence among children. New Jersey State law defines “harassment, intimidation or bullying” as any gesture or written, verbal or physical act that is reasonably perceived as being motivated by an actual or perceived distinguishing characteristic and has the effect of causing harm to a student or damage to the student’s property, or reasonable fear of harm or property damage, or of insulting a student or group of students in a way that substantially interferes with the orderly operation of a school. Bullying can be direct (e.g. hitting, teasing, name calling) or indirect (e.g. social exclusion) and includes cyber bullying (e.g. sending insulting or embarrassing e-mail, text messages or photos/video to the child or others about the child). All instances of such harassment/bullying must be reported to a NHTS employee, classroom teacher and or administrator, as per stated in Board Policy 4105. The person filing a report may choose to remain anonymous and granted he/she files the report in compliance with the district’s BOE policy, will be immune from a cause of action for damages arising from any failure to remedy the reported incident. A school employee, student or volunteer shall not engage in reprisal, retaliation or false accusation against a victim, witness or one with reliable information about an act of harassment, intimidation or bullying. In addition, those persons making false accusations against another for reasons of retaliation and or harassment/intimidation/bullying shall incur consequences and appropriate remedial action. Once reported, each incident will be recorded, parents will be contacted and appropriate action will be taken promptly including careful follow-up to prevent re-occurrence. Interventions include, but are not limited to contacting district and local authorities, detentions, and suspensions.

### **CHILD STUDY TEAM**

The Child Study Team (CST) is a multi-disciplinary educational team that is responsible for identifying, evaluating, determining eligibility, and developing an Individualized Education Program (IEP) for students suspected of having educational disabilities. The team provides diagnostic services to children from age 3 to 21, that have been identified as having a potentially disabling condition. The purpose of the Child Study Team is to provide educational supports to compliment the overall academic programming of our special education students. However, the team also works together with the districts’ teachers, administrators, and Student Assistance Program (SAP) committee members to provide educational resources and to offer assistance with purposed modifications to promote academic success for all students. The Child Study Team

consists of a school psychologist, learning disabilities teacher-consultant, school social worker, and speech & language specialist and is supplemented by occupational and physical therapists when needed.

Related services, such as counseling, OT & PT are provided to students who have IEP's and require the service to assist them with fulfilling their educational component.

For further information on the services provided by our Child Study Team, please consult the "Child Study Team Handbook" which is available on our school website at <http://www.newhanover.k12.nj.us>. Please click 'Departments' at the top of the page followed by "Child Study Team". The link to the handbook should be on the left side of the page.

### **504 PLAN**

A 504 Plan is developed when a student is diagnosed by a medical professional with a medical condition that will impair or impede on his/her ability to learn in the school setting. The condition can be temporary or permanent and accommodations can be implemented to assist the student during school hours. Please contact the school nurse if you have questions or concerns regarding a 504 plan.

### **Health Guidelines:**

**Accidents:** First Aid will be given and parents called. Serious injuries are referred to Emergency Services.

**Sending/Keeping Children Home:** Children showing signs of communicable diseases should be kept home. If symptoms occur in school, children will be sent home. Some of these changes include: earache, fever 100 or greater, impetigo, ringworm, severe sore throat, allergies, colds when unable to control secretions, diarrhea, lice, pink eye, severe stomachache, vomiting, cough. Generally, anything that interferes with learning.

**Medication Administration:** If your child needs any medication (prescription or over-the-counter) the school must have written permission from parents and your doctor. Forms are available from school. No medication will be given unless this form is received. The medication should be brought to school, by a parent, in the original container with the child's name, name of medication and dose clearly labeled. Ask your pharmacist to divide the prescription for school and home.

### **Health Related Matters:**

**Physical Exam:** A physical examination by your family doctor is required before your child begins school in New Hanover Township School District. Examinations are

also recommended at least once during each of the students developmental stages. Grade Pre-K through 3, 4-6, 7-8. You will receive the form from school.

**Medical History:** A complete medical history is required to identify actual or potential health conditions before school entry.

**Chronic Health Conditions:** For the safety of your child, please inform the nurse of any allergies to food, medications, insects, seasonal allergies, asthma, or other chronic health conditions if your doctor has prescribed medication to control allergy reactions, we will arrange to have the medication available at school.

### **MEDICATION**

Students may not have medication in their possession. This includes cough drops, cold medicine, aspirin, vitamins, or any other over-the-counter medications or preparations. Medications prescribed by a physician must be kept in the nurse's office. These medications must be kept in the original container and be accompanied by written permission and directions from the physician in order to be administered by the school nurse. There are no exceptions to this rule. Parents must bring all medication to the nurse's office; students may not transport any medicine of any kind.

### **Student/Accident Insurance:**

Information regarding student insurance is included in the beginning packet we send home with each student. Please contact the Board Office for an additional copy.

### **Sports Physical:**

A physical examination by your family doctor is required before your child begins sports, and is recommended at least once during each of the students developmental stages. Grade Pre-K through 3, 4-6, 7-8. Physical forms may be obtained from school.

### **SCHOOL WEBSITE**

**<http://www.newhanover.k12.nj.us>**

Please check our website often for up-to-date information about what is happening at our school. Also available on our website is information regarding:

List of Needed School Supplies

Teacher Contact Information

Board Members and Policy

School Calendar

Lunch Menus

Monthly School Activities

### **Late Arrivals & Early Dismissals**

A parent's written request to sign a child out early for dental/doctor appointments, etc., must be brought to the Main Office in the morning after their homeroom teacher has signed the note. Please refrain from signing your child out of school early simply for convenience

purposes as this disrupts the learning continuum. A parent/guardian must sign the student out in the Main Office.

If you do not present a medical excuse, the student will be marked as absent. This is your responsibility and neither the Main Office, or the nurse, is responsible for securing this for you.

Late Arrival up to 11:30 AM = No penalty

Arrival After 11:31 AM = Considered as full day absent

Dismissal Prior to 1:00 PM= Counted as full day absent

Dismissal at 1:00 PM to 3:15 PM = No penalty

\*A student must be present a minimum of 4 hrs. for the day to count\*

All early dismissals must be completed prior to 3:15 . Otherwise, you must wait for regular dismissal at 3:25. There will be no exceptions.

### **Vehicle Parking**

At NO time are cars permitted to park in the restricted areas outside of school (yellow curbing). Blocking the traffic flow for other vehicles is prohibited. Failure to comply will result in the district reporting your vehicle to the local authorities.

Office staff, parents and visitors will park in the front of the building. All other staff must park in the rear of the building.

### **STUDENT DRESS CODE**

It is critical that both home and school cooperate in the matter of school attire. Students may wear clothing, hairstyles and personal decorations which suit their individual sense of style and taste. However, clothing, accessories and/or decorations which distract from the educational program will not be allowed. Inappropriate dress can be disruptive or distracting to the educational process and the school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations regarding student attire are as follows:

- Student attire should be school appropriate, neat, clean and reflecting an appearance of modesty.
- Clothing with inappropriate words, pictures, liquor advertisements, sexually suggestive or inappropriate messages, profanity, tobacco, gang affiliation slogans, etc. is not permitted.
- Offensive or obscene symbols, signs or slogans degrading any race, societal group color,

creed, religion, gender, ancestry, national origin, social or economical status, sexual orientation or people with disabilities are not permitted.

- Buttons, pins and other accessories are permitted, as long as they comply with the above mentioned regulations and do not cause disruption, disorder, or a danger.
- Bare midriff, crop tops which expose the abdominal area, halter-tops, spaghetti straps, tube tops, and tank tops with straps that are less than one inch wide are not permitted.
- No apparel which reveals undergarments or promotes immodesty is permitted.
- Heels should be no higher than 1.5”.
- Sneakers with backs are required for gym
- Pants must be worn at the waist level.
- Clothing which is extremely tight or transparent is not permitted.
- With arms parallel to your legs, all skirts and shorts must reach past the fingertips and be weather/temperature appropriate.
- Articles which can cause damage to other students and/or property, are not permitted (i.e. spiked collars, bracelets or chains)
- No hats, bandanas, or cloth are to be worn on the head in school (\*religious exemptions may apply if appropriate).
- Pajama bottoms are not permitted.

Students who are in violation of the dress code will be sent to the office and given an opportunity to change into more appropriate dress, if they have it.

If a student does not have a change of clothing, he or she will be asked to call home to request a change of clothes to be brought to the building. The student will not be allowed to return to class until dressed appropriately.

Repeat offenders will be assigned a detention.

### **CELL PHONE, IPADS, IPODS POLICY**

- Students are not permitted to use these, and similar, devices during the school day except in the instructional classroom and when authorized by the classroom teacher/school administration. Prior coordination/approval from the principal is now required.
- Any student found using or in possession of a device without permission during the school day must immediately surrender the device to the adult. The device must be turned-in to the main office and a parent will be contacted to pick-up the device

## **PARENT PORTAL**

New Hanover Township School is currently running the Parent Grade Portal through our student database, OnCourse Systems. This program will provide you with real time information regarding student grades and attendance. You can access the grade portal by going to [www.mygradeportal.com](http://www.mygradeportal.com). The District will provide all usernames and passwords to families.



## **STUDENT BEHAVIOR/CONDUCT**

### **Code of Student Conduct (CSC)**

Pursuant to New Hanover Township Board of Education policy number 5131:

The board believes that an effective instructional program requires and orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The board expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

As such, the board has determined core, local ethical values that it wishes to impart on all New Hanover Township School students. These core values include self-control, respect, responsibility, empathy, safety, and honesty.

#### **Student Rights**

All students have a constitutional right to a free and appropriate education, and therefore cannot be suspended or expelled without being afforded due process. In the case of a suspension of ten (10) days or less, a student is entitled to receive notice of the charges against him, an explanation of the evidence authorities have, and an opportunity to present his version. This presentation can be accomplished during an informal hearing at which students do not have the right to have a parent/legal counsel present nor may they cross examine or call witnesses.

For long-term suspensions or expulsion, a student is entitled to a formal hearing within 30 days of the first date of suspension. Prior to this hearing, the Board of Education must present the student's parents with a written notification of charges and description of the evidence used to reach their conclusion. Students may be represented by counsel, have a translator, and provide a defense presentation.

#### **Consequences**

The district will hold students accountable for their actions in a manner that is firm, fair, and respectful. Further, when applying consequences for improper behavior, district staff will consider age-specific parameters, developmental needs, and behavioral history. Staff will adhere to the following guidelines when disciplining students:

**Elementary Consequences:** When misbehaving in school or breaking classroom rules, students will face time-out, loss of privilege, warning, admonishment, apology, or replacement of broken items. When offenses are repeated or when a student is not learning from previous consequences, additional remediation may be necessary. These may include parent-teacher conference, referral to counselor/SAP Committee, detention, or development of behavior plan. Students may also face out-of-school suspensions for offenses including, but not limited to: misuse of technology, trespassing, leaving school grounds without permission, unacceptable language or gestures, threats, fighting, vandalism, HIB, drug/alcohol/weapons offense, disrespectful attitudes, and

recurring misbehaviors.

**Middle School Consequences:** In order to fairly record, address, and adjudicate all disciplinary infractions, school personnel will abide by the following demerit system:

Violation	Demerit Value
Dress Code Violation-Non-adherence to Board of Education policy governing student dress	1
HIB-Any infraction of Anti-Bullying Bill of Rights	3
Truancy-Non-attendance of school without valid reason as defined by N.J.S.A. 18A:38-27	3
Threats-Verbal or physical insinuation of doing harm	3
Disrespect-Behaviors that challenge the authority of an adult	3
Insubordination-Disobeying the directives of adult staff members	3
Misconduct-Behavior that disrupts the learning environment	3
Profanity-Use of words, phrases, or gestures deemed blasphemous or obscene	3
Vandalism-Destruction or defacement of school or another's property	6
Fighting-Mutual physical conflict between two parties regardless of who initiated conflict	6 + automatic suspension of 3 to 5 days
Assault-Any action that purposely, knowingly, or recklessly causes bodily injury	12 + automatic suspension of 5 to 7 days
Theft-Unlawfully taking of another person's property	6 + possible suspension no greater than 3 days
Weapon Possession-Possessing any instrument that is readily capable of lethal use of causing bodily harm.	Suspension and Administrative Hearing

Substance Abuse Offense-Possessing, consuming, or distributing any illegal drug.	Suspension and Administrative Hearing
Assault by Pupil Upon Staff Member	Suspension Pending Board of Education Hearing

**Demerit Consequences:** When determining student disciplinary action, staff will follow the following chart:

Number of Demerits	Consequence
3	Principal Conference/Parent Phone Call
6	After School Detention
9	After School Detention
12	After School Detention (Loss of extracurricular activities for 2 weeks)
15	1 Day Suspension (Loss of extracurricular activities for one (1) marking period)
18	2 Day Suspension (Loss of all extracurricular activities)
21	3 Day Suspension (Loss of class trip)
24	5 Day Suspension (Loss of Field Day)
25	Loss of Graduation

School administration reserves the right to deviate from the above chart when deemed appropriate or when addressing an offense not specifically enumerated. Additionally, school administration may remove demerits after periods of positive behavior or recommendation by other school staff.

### **Student Records**

School personnel will follow the regulations outlined in New Hanover Township Board Of Education policy 5125 when collecting, maintaining, disclosing, and/or allowing access to individual student records regarding discipline.

### **Student Attendance**

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, we require the complete cooperation of both parents/guardians and students. A pupil must attend 155 or more days of school in order to have successfully completed the instructional program requirements of the grade/course to which she is assigned. A full detail of all attendance policies and procedure are located in Board of Education policy 5113.

### **Memorandum of Agreement**

New Hanover Township School and the New Jersey State Police have a Memorandum of Agreement (MOA) which details how school and law enforcement officials address matters involving drugs and alcohol, weapons, child abuse, hazing, harassment, intimidation, and bullying, and other matters that compromise school security.

### **Nondiscrimination**

State and federal statutes prohibit school districts from discriminatory practices in educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partner status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood traits, and/or pregnancy. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or perceived parenthood, or family status.

### **WALKING TO SCHOOL**

- Students are NOT permitted to stop at stores on the way in, or on the way home. Walk directly to/from school.
- Walk on the sidewalks.
- Cross streets where the crossing guards are only.
- Do not cut through parking lots.
- Keep an eye out for younger students - help them make good choices.
- Alert your teacher, or the Main Office, immediately of any students violating the rules.
- Parents should use great care in deciding what the appropriate age is to let a child walk to school without adult supervision.

### **DANCES**

Dances are held several times throughout the school year. Rules for dances are as follows:

- Dance times may vary so be sure to know what time to arrive. Doors are locked 30 minutes after start time.
- The school dress code is enforced during dances.
- No student may leave a dance early without a parent pickup.
- No student may walk home from the dance.
- Outside guests (must be in grades 6-8) may be brought to school dances with advance approval.
- All school rules apply to students and their guests, including cell phone and electronic device rules. Any violation of the above rules may result in exclusion from future dances.
- Students absent from school, regardless of the reason, may not attend dances that are held on the day of the absence.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are held throughout the school year. The dates and times of these activities can be located in our school calendar.

- Students must obtain a permission slip from the sponsoring teacher to participate.
- Students will be expected to adhere to the behavioral code of conduct during these activities.
- Parents will be notified by the sponsoring teacher if their child is excluded from any activity due to behavioral difficulties.
- Student must maintain good academic standing in each class in order to participate in intramural and inter-school activities.
- Students must be present in school the day of an event in order to participate in the event.

## **SCHOOL / CLASS FIELD TRIPS**

School trips taken throughout the year play a vital role in the well rounded education of our students. To ensure the best experience for all students, guidelines will be set as the particulars of the trip indicate. These guidelines include permission slips, dress requirements and responsible behavior.

Students with a history of unacceptable behavior and/or suspension may lose their privilege of participating in class trips and may be subject to an administrative review.

## **AFTER SCHOOL PLANS**

All plans for after-school visits with friends/classmates must be made with the families involved before school hours. Students are not permitted to use the office phone to contact their parents for social visits.

If you are walking home with a friend, a permission note from both students' parents must be brought to school prior to dismissal. No permission will be given to a student to ride a bus other than the one to which they are assigned.

## **VANDALISM**

Students who are found destroying, damaging, or defacing school property will be expected to pay for the damages and face disciplinary action.

## **LOST AND FOUND**

A Lost & Found service is maintained in the school. Anyone finding lost materials should turn them in to the main office. Students should report lost items to their homeroom teacher who will check with the main office if any such item is found. Parents should send a note/email to the teacher to report any lost items. Please make every effort to label everything sent to school with your child/children to assist us in returning the item.

DO NOT send large sums of money into school with any child. If money is lost (or taken), there is no way for the school to prove who the money properly belongs to.

## **CAFETERIA**

### **Breakfast:**

8:40 - 9:00 Daily

All students must obtain an admittance card from their homeroom teacher. NO outside breakfast items permitted.

## **CAFETERIA RULES**

- Conduct yourself appropriately and follow the directions of cafeteria aides. Good manners are expected.
- Sit at your assigned table
- Stay in the cafeteria unless excused by a cafeteria or playground aide.
- Money lending and/or sharing is not permitted.

- Food sharing is not permitted.
- Bringing breakfast from home not permitted.

**NOTE:** All students must have a lunch. If a student does not have a lunch provided from home, a lunch will be charged for him/her. Whether the student chooses to eat it or not, the student is still financially responsible for the cost (with the exception of free lunch students). The homeroom teacher will decide if there is sufficient time to allow a student to call home.

\*If a student owes charges, he/she is not permitted to purchase snacks or pretzels until the charges are paid in full.

**CAFETERIA PRICES**

Regular Breakfast.....	\$1.15	Regular Lunch.....	\$2.40
Reduced Breakfast...	\$ .30	Reduced Lunch.....	\$.40

**Free & Reduced Lunch Forms**

Available from the Main Office



## **Bus Safety & Procedures**

Riding the bus to/from school is a privilege. It is expected that all students cooperate with the bus driver while traveling to and from school. Frequent or flagrant violations of safety rules or regulations on the buses will result in disciplinary action by the administration. Students who do not respond to disciplinary measures will be removed from the bus for a period of time, which may extend throughout the school year. In such cases, the parent of the child will become responsible for transporting the child to and from school.

- Students are to walk to the bus from the bus stop and from the school building.
- Upon finding their assigned seat, students are expected to sit down and fasten their safety belt
- Everyone must remain seated while the bus is in operation.
- Students wear seatbelts at all times. It is the law.
- Talking is permitted on the bus at a reasonable level. Shouting, whistling, use of bad language, etc. is not permitted.
- Under no circumstances may pupils put their hands, arms, or heads out of the windows of the bus.
- Pupils are expected to treat the buses with care. Eating/drinking is not permitted on the bus.
- Buses will stop to pick up and drop off pupils at designated bus stops only. Requests for stops other than designated stops cannot be honored.
- Students are to walk on the sidewalks, not on the grass of homeowner's lawns.
- Safety is the rule at all times.

**Note:** Students must ride their assigned bus to and from school. Students may not ride a different bus even if accompanied by a note from their parent/guardian. Only in the case of a family emergency will an exception be made. In this case, the parent/guardian must contact the superintendent and request permission. Unless the parent receives written (email) or verbal consent from the school district, it should NOT be assumed that permission is granted and that your request can be accommodated.



New Hanover Township School  
122 Ft. Dix Street  
Wrightstown, NJ 08562  
609-723-2139

**Mission Statement**

The New Hanover Township School District creates a passion for the life-long learning in our community. We foster productive, patriotic, respectful citizens in a safe, active environment. Using National Standards, our quality instruction supports student achievement through academic excellence. We prepare our students to function, grow and thrive proudly in a global society.

**PARENT/GUARDIAN SIGNATURE**

By signing below, I acknowledge that I have read and understood the rules, guidelines and policies of New Hanover Twp. School.

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(parent/ guardian signature)

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(print name)

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(student signature)

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(print name)