

New Hope Student Handbook

School Day Schedule

- 7:30 AM**-----Earliest students can report
7:55 AM-----First bell rings for classes to begin
8:05 AM-----Tardy bell (students must be in classroom)
2:25 PM-----All students dismissed

Walking and car riding students must not arrive at school before 7:30 AM. Students arriving after 7:30 AM and not wanting breakfast will go to designated areas to await the 7:55 AM bell. Students arriving before 7:45 AM are encouraged to go to the cafeteria and eat breakfast. At 7:55 AM all students will go to their respective classrooms. Parents are allowed to walk their children to class the first week only, and are encouraged to leave their children at the classroom door and depart. This allows the teacher to begin the instructional day. Students arriving after 8:05 will be counted tardy. Announcements will begin at 8:07.

Early Dismissal/Checkout

1. Parents/guardians must use the office security system computer when picking students up early. A valid picture I.D. must be scanned at the time of pick up.
2. Students who arrive after 8:05, leave early, or leave and return to school will be counted as tardy. If the tardy is emergency or medically related the tardy will be listed as "excused."
3. Teachers will be notified by the office that a student has been checked out and needs to be sent to the office for dismissal.
4. Teachers will not allow students to be dismissed from the classroom without a notice from the office.
5. Students who leave school before 11:30 AM are absent for that day.
6. Students who arrive at school after 11:30 AM are absent for that day.
7. Students who have medical/dental appointments scheduled during the school day should come to school to be counted present then go to their appointment. Students who return to school following such an appointment will be counted present for the entire school day provided they return to school. Students must bring a note from their doctor or dentist to ensure that the tardy is listed as "excused."

School Attendance/Written Excuses

A written excuse is required for all absences and must be presented within two school days after the student returns.

According to Gaston County Policy, an absence is unexcused if we do not receive a note within two school days.

Timely and regular attendance is important. Please make every effort to see that students are present daily.

Please avoid family trips and vacations during school days. They are not excused. A student who accumulates more than 12 absences will be referred to the retention committee for review.

Tardy Policy

When a child is tardy, valuable instructional time is lost. In addition to the tardy child missing the beginning of the day, entering the classroom late causes a distraction for the other students. Tardies will be considered *excused* only if it is medically related. The student must bring a note from the physician's / dentist's office upon returning to school. *Unexcused* tardies will be addressed according to the following guidelines:

1. Second Tardy: Parent receives notification from the teacher.
2. Fifth Tardy: Parent receives warning via official tardy form. A copy of the form will go in the accountability folder.
3. Tenth Tardy: Case is turned over to school social worker.

Bus Students

Riding the bus is a privilege, not a right, and must be respected as such. Any student not following the rules and causing the bus driver to be distracted from safely operating the bus will be removed and may lose bus riding privileges. Students are expected to be waiting at their bus stop. We recommend that they be at their stop five minutes early. If there is no one at the bus stop, the driver will not stop. Buses are not allowed to slow down, blow their horns, or other wise hold up traffic for students not waiting at the bus stop. According to Board policy, students are assigned to a particular bus. If your child needs to ride a different bus or load for supervision reasons, please send written notification to the office. The principal or AP must approve all changes.

Car Riders

All students should be dropped off and picked up in front of the school in the traffic circle. Please drop off and pick up students from the right lane. Students should enter and exit the automobiles from the right door. All students should be safely buckled in their car prior to driving away.

School Dress Code

Students will dress appropriately for the weather and classroom activities. Students should come to school neat and clean. Students who wear clothing which is inappropriate (i.e. too short, tight, revealing, dirty, underwear worn as an outerwear, improper language or advertising, halter/tube tops, etc.) will be removed from class and not allowed to return until corrected. Continued violations will be treated as failing to follow directions and may result in disciplinary action.

Promotion Policies

In teaching children, we realize that we are dealing with individuals. Therefore, in promoting children we consider each separately. Promotions are not based solely on grades or individual tests (such as the EOG). We also consider the child's age, maturity, potential, attendance, and other evidences of mastery of the required learning objectives. Retention is not failure. Some students require a 2nd year in the same grade to allow for more time and experience to master the required academic objectives. Please do not compare your child's report card with others--No two children are alike.

Leave at Home

Students should not bring the following to school:

1. Knives, guns, laser pointers, or other dangerous items, rolling shoes (Heelies)
2. Visitors or relatives
3. Large amounts of money
4. Pets or personal items except by invitation of the student's teacher
5. Toys, electronic devices, any items that distract

All text and library books are loaned to students free of charge. Students are responsible and will be expected to pay a fee for lost or damaged books.

Medication/Sickness/Injuries

As specified in Gaston County School policy, students requiring medications must have a signed permission form on file with the teacher. Teachers will administer medications in accordance with the written instructions of a physician (prescriptions) or parent (non-prescription). Prescription medication must be presented in a bottle labeled by a

pharmacist. All other medications must be sent in a secure bottle with specific written instructions from the parent(s). School Board policy prohibits school employees from applying any type of first aid medications for injuries or illness. Parents will be contacted and expected to come for children who become ill or who have been injured at school. Please do not send injured or ill students to school, particularly a child with a fever.

Telephone Calls and Deliveries

Unless the message involves an emergency, teachers and students will not be called from their class for telephone calls. Children should not be asked to phone home unless there is a family crisis. Parents should call and leave messages for children only when absolutely necessary. Please make all travel arrangements with children before they leave home in the morning. Please notify the school in writing if a child's regular after-school transportation needs to be changed. Deliveries of flowers and gifts for students will not be accepted because of the distraction to the instructional environment.

Parent/Teacher Association

New Hope Elementary is very fortunate to have an active and committed PTA. Not only does the organization support school activities but it also serves as a way for parents to be involved in school activities. Please support your school by joining and participating in the PTA. Dates for this year's meetings are:

August 22nd Sept. 29th @ 6:15 between Open House Activities, December 20th @ 11:30 am, March 20th @ 6:30

Student Work Folders

Each Monday your child will bring home a folder of work that was completed during the previous week. Please take time to review the work with your child. If you have questions, please call the school (824-1617 or 824-9523) and leave a message for the teacher.

New Hope School Calendar

Date	Activity
Aug. 25	First Day of School
Sept. 29	Open House K-2 5:30 – 6:10 3-5 6:30 – 7:10
Sept. 23	8:30 Walk-a-thon, 12:00 3-5 Field Day
Oct. 13	12:00 Dismissal
Oct. 18	Ident-a-Kid 1:00
Oct. 25	Fall Pictures (Pre-Pay)
Oct. 28	Fall Carnival 5:30 – 8:00
Nov. 3	Parent Conference Day – 12:00 Dismissal
Nov. 18	K Holiday Meal
Dec. 12 & 13	Santa Shop
Dec. 15	1 st Holiday Meal
Dec. 20	PTA 10:00 am – 5th Grade Holiday Program
Jan. 10	Class & Group Pictures (Pre-Pay)
Jan. 26	Report Cards
Feb. 2	4/5 Talent Show & Cake Auction 6:00
Feb. 17	New Hope School BBQ 10:30 – 6:30
Feb. 28	Spring Pictures
March 15	12:00 Dismissal
March 20	PTA 6:30 2 nd Grade Program
April 5	Parent Conference Day – Early Dismissal
May 4	Field Day K-2 Noon
May 18	New Hope Stampede
June 7	5 th Awards & Graduation Walk – Gym – 8:30 4 th Awards – Gym – 11:30
June 8	2-3 Awards – Gym – 8:30 K-1 Awards – Classrooms 9:30 5 th Grade Party – Gym – 12:30

Inclement Weather Make-Up Days, Holiday, and teacher workdays are listed on the Gaston County School Calendar which may be accessed through the Web-Page.

School Discipline

Students, faculty, and parents need to feel comfortable and secure while they are in school. Teachers teach students how to behave and cooperate. Students are expected to follow classroom and school rules. Disruptive students detract from that sense of security and distract others from learning: These students will be immediately referred to the Principal. Parents will be provided with a copy of the **Student Behavior Guidelines** at the beginning of the year. Please talk to your children about not teasing or bullying other students—Words can hurt! We want every child to feel safe and not be in fear of physical or mental intimidation.

Field Trips

Field trips are planned to enrich the curriculum. Notification will be made in advance and written permission is required (School Board Policy). Parents/guardians that are assisting on a field trip are not to bring younger children/siblings/relatives with them.

Parties and Birthdays

Each class will be allowed one party and two treats during the school year. The party will be held at Christmas and the treats can be on Halloween, Valentine's Day, or just before Spring Break. Birthday parties are not permitted at school. **Do not** send any treats or other items such as flowers or balloons for your child's birthday. If you wish to invite children to private parties, please invite **every** student in your child's class. We will recognize children on their birthdays with a special pencil.

Cafeteria and Lunch Periods

Parents are welcome to have lunch with their children provided they call first thing in the morning & sign in at the office.

Breakfast prices: Student-\$1.20 (reduced \$.30).

Staff-\$150, Guests-\$1.50

Lunch prices: Student-\$2.20 (reduced \$.40).

Staff \$3.00, Guests-&3.00

Charged Meals

Students who do not have money may charge a meal if their account has not exceeded \$11.00.

Students who do not have money and who have exceeded the charge limit may receive a complimentary alternate meal upon request.

www.mealpayplus.com may be utilized to pay on line

To ensure safety and sanitation, all foods served to students in the school must be obtained from a commercial food service entity which is subject to local rules, regulations, and inspections. Homemade foods and snacks in the classrooms and cafeteria will not be allowed except for personal meals consumed by individual students.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Student rules are as follows:

1. Follow the directions of teachers and staff.
2. Remain seated unless told otherwise by teachers or staff.
3. At the appropriate time, speak softly to persons near you.
4. Clean up around your seat area and table before leaving.
5. Bring only non-carbonated drinks for lunch.

School Security and Conferences

All persons entering the school must use the main entrance. Visitors must first report to the school administrative office, sign in using the CCSS computer in the office, and obtain/wear a visitors' pass. This is necessary for the protection of our students, staff, and facility. Without a pass, visitors may be challenged. Any adult in the building should be wearing a badge, visitors' sticker, or other legal identification.

A formal parent conference is scheduled twice each school year. If you desire a conference with your child's teacher or the principal, please write a note or call for an appointment. In an emergency please call or come to the office and ask to speak with the principal or guidance counselor.

We strive to create an inviting, welcome atmosphere here at New Hope. However, we will not compromise safety to do so. All adult non-staff members fall into one of three categories – Level I Volunteer, Level II Volunteer, and visitor. A visitor will check in at the CCSS computer and will be given a badge. Level I volunteers are those who are in 1 on 1 contact with students, overnight field trip chaperones, mentors, tutors, and PTA officers. Level I volunteers will complete an application in which they supply 2 references, submit to a background check through GCS's HR department, and sign a Code of Conduct Contract. They will then receive a Level I badge which they will wear at all times the same as staff members.

Level II volunteers are classroom, office, media, book fair, special event, and day field trip volunteers who are always within sight of school staff or multiple adults. Level II volunteers will complete an

application in which they supply 2 references, and sign a code of conduct. Level II badges will be kept at the school and will be worn during each visit.

There may be those who think this is too much bother. However, for the safety of your children; no amount of bother, trouble, or scrutiny is too much. We appreciate your support of these safety measures.

Student Insurance

American Bankers Life Assurance Company provides coverage for the Student Voluntary Insurance and American Advantage provides dental coverage.

