

**Memorial Junior School**  
**Return to School Guidebook**  
**2025-2026**



## **WELCOME BACK**

Dear Memorial Junior School Families,

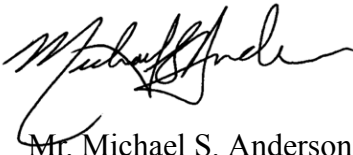
As we prepare to begin a new school year, we are excited to welcome our students back and look forward to a positive and productive year at MJS. This guidebook has been created to share important information about the opening of school and the procedures that will be in place this September.

We encourage you to review the contents of this guidebook carefully and discuss with your child the sections most relevant to them. It is designed to be a resource for your family and can be referred to throughout the year if questions arise.

If you have any questions, please feel free to reach out to us by phone at 972-515-2427 or by email at [michael.anderson@hanovertwpschools.org](mailto:michael.anderson@hanovertwpschools.org).

We are eager to begin the year together and look forward to partnering with you to support your child's success.

Sincerely,



Mr. Michael S. Anderson  
Principal  
Memorial Junior School

# Memorial Junior School

## Return to School Guidebook

Topic	Key Considerations
Arrival Procedures	<ul style="list-style-type: none"> <li>● Students will enter school at the Main Office entrance at 7:52AM. During inclement weather, 6th grade students will be permitted into the Memorial Gym, 7th grade students into the Auditorium, and 8th grade students into the Cafeteria until the bell rings. Students walking to and from school must cross streets at guarded crosswalks only. Students must walk on the paths and sidewalks and should never walk through the parking lot or in the roadway for the obvious reasons of safety.</li> <li>● Approved AM Student Drop Off From Cars:             <ul style="list-style-type: none"> <li>○ Along the curb on the streets. Please follow all signs and traffic safety regulations including not parking or stopping in driveways, crosswalks, or too close to corners. Please do not drive on the black top/flag pole area near the Board Office. <b>Parents may not enter the bus loop entrance between 7:15 AM and 8:05 AM.</b></li> <li>○ Students may be dropped off at the Auditorium side of the building. Cars should pull up to the crosswalk. Students should get out of the car, once they reach the sidewalk in front of the Auditorium.</li> <li>○ Students who arrive at the auditorium entrance will walk around the front of the school to the main office blacktop area, except during inclement weather.</li> </ul> </li> <li>● Students who arrive after 8:00 AM will report to the Guidance Office for a late pass. Students who arrive after 8:10 AM will report to the Main Office.</li> <li>● Students may not be dropped off before 7:30 AM.</li> </ul>

<b>Assemblies/School Plays and Concerts</b>	<ul style="list-style-type: none"> <li>● During the school year, we look to provide enrichment experiences for our students during assemblies. We will continue to partner with the MJS PTA, HTSAC, and other community organizations to provide these experiences. More information will be shared during the school year.</li> <li>● We will continue to celebrate and showcase our students in every way possible through various events during the school year.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>● Regular attendance procedures will be followed and it is important to remember that every school day counts.</li> <li>● As always, parents need to report student absences by emailing <a href="mailto:mjsattendance@hanovertwpschools.org">mjsattendance@hanovertwpschools.org</a>, or utilizing the <a href="#">MJS Student Attendance Form</a>.</li> <li>● As much as possible, please schedule medical appointments and other services outside of school hours. Should you need to pick up your child early, please ring the bell at the front entrance.</li> </ul>
<b>Board of Education Policies</b>	<p>District Board of Education policies govern our district and school. Below is a list of important policies to review and be aware of.</p> <p><a href="#">Policy # 1550</a> Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan</p> <p><a href="#">Policy # 2260</a> Affirmative Action Program for School and Classroom Practices</p> <p><a href="#">Policy # 3283</a> Electronic Communication Between Teaching Staff Members and Students</p> <p><a href="#">Policy # 3362</a> Sexual Harassment</p> <p><a href="#">Policy # 5511</a> Dress and Grooming</p> <p><a href="#">Policy # 5512</a> Harassment, Intimidation, and Bullying</p> <p><a href="#">Policy # 5516</a> Use of Electronic Communication Devices</p> <p><a href="#">Policy # 5600</a> Pupil Discipline/Code of Conduct</p> <p><a href="#">Policy # 5750</a> Equal Educational Opportunity</p>

	<p><a href="#">Policy # 5751</a> Sexual Harassment</p> <p><a href="#">Policy # 7422</a> School Integrated Pest Management Plan</p> <p><a href="#">Policy # 7441</a> Electronic Surveillance in School Buildings and on School Grounds</p> <p><a href="#">Policy # 7523</a> School District Provided Technology Devices to Students</p> <p><a href="#">Policy # 8505</a> Local Wellness Policy/Nutrient Standards for Meals and Other Foods</p> <p><a href="#">Policy # 8540</a> School Nutrition Programs</p> <p><a href="#">Policy # 8550</a> Food Service Bill</p> <p><a href="#">Policy # 8601</a> Pupil Supervision After School Dismissal</p> <p>Please note that policies are updated from time-to-time and the most up-to-date policies can be located directly on our district website via <a href="#">THIS LINK</a>.</p>
<p><b>Cell Phones and Smartwatches</b></p>	<ul style="list-style-type: none"> <li>● Cell phone and smartwatch use is <b>not</b> permitted during the school day.</li> <li>● All cell phones and smartwatches must be turned off or silenced upon arrival to school.</li> <li>● If a student does not put their device(s) in their locker, it must be placed in the classroom caddies at the start of each class period.</li> <li>● No device use is permitted in hallways, restrooms, the cafeteria, or during arrival and dismissal until 2:40 PM, the official end of the school day.</li> <li>● After 2:40 PM, students may turn on devices to coordinate transportation or after-school plans.</li> </ul>
<p><b>Chromebooks</b></p>	<ul style="list-style-type: none"> <li>● All students will be issued a Chromebook. The students will use the same Chromebook over the course of their three years at Memorial Junior School.</li> <li>● Students will be responsible for appropriately caring for their Chromebooks. In the event of damages, students/parents will be</li> </ul>

	<p>required to cover repair costs. Parents can pay for an insurance policy to cover costs to repair a broken device.</p> <ul style="list-style-type: none"> <li>● Students will be required to bring Chromebooks back and forth to school each day. It will be important that they are charged at home, nightly. Students will be provided with a protective case. Their Chromebook should be housed in this case at all times.</li> <li>● In the event of technical issues, please contact the district’s Tech Department.</li> </ul>
<p><b>Clubs/Athletics</b></p>	<ul style="list-style-type: none"> <li>● Students at Memorial Junior School have the opportunity to participate in a variety of after-school clubs and athletics <b>as long as they are academically eligible.</b></li> <li>● Fall sports include: <ul style="list-style-type: none"> <li>○ Cross Country – Boys Varsity and Girls Varsity</li> <li>○ Field Hockey – Girls Varsity</li> <li>○ Soccer – Boys Varsity and Girls Varsity</li> </ul> </li> <li>● Winter sports include: <ul style="list-style-type: none"> <li>○ Basketball – Boys Varsity and Girls Varsity</li> <li>○ Wrestling – Boys Varsity</li> </ul> </li> <li>● Spring sports include: <ul style="list-style-type: none"> <li>○ Baseball – Boys Varsity</li> <li>○ Softball – Girls Varsity</li> <li>○ Track &amp; Field – Boys Varsity and Girls Varsity</li> </ul> </li> <li>● A communication regarding fall sports, which included sign-ups, was sent to all families on July 23rd.</li> <li>● Information regarding Winter and Spring Athletics will be forthcoming as we near the start of those seasons.</li> <li>● A variety of after school clubs will take place during the school year. More information will be shared once the school year is underway.</li> </ul>
<p><b>Dismissal Procedures</b></p>	<ul style="list-style-type: none"> <li>● All students will be dismissed from their last period class, will exit out of the building, and are expected to leave school property in a timely fashion.</li> <li>● Bus students will proceed directly to their bus.</li> <li>● Students who are picked up by a parent/guardian will proceed directly to their parent’s/guardian’s vehicle. Parents should arrive promptly to avoid students gathering in large groups outside.</li> </ul>

- Approved PM Pick-Up:
  - Along the curb on the streets. Please follow all signs and traffic safety regulations including not parking or stopping in driveways, crosswalks, or too close to corners. Please do not drive on the black top/flag pole area near the Board Office. Parents may not enter the bus loop entrance between 2:15 PM and 3:00 PM.
  - Students may be picked-up at the Auditorium side of the building. Cars should pull up to the crosswalk. Students should get into the car, once their parent/guardian's vehicle reaches the sidewalk in front of the Auditorium.

**Grade Term Dates**

**Marking Period Dates**

MP1 = 9/4/25-11/14/25

MP2 = 11/17/25-1/30/26

MP3 = 2/2/26-4/17/26

MP4 = 4/20/26-6/24/26

**Applied Arts – Grades 7 & 8**

(6-week cycles)

C1 = 9/4/25-10/22/25

C2 = 10/23/25-12/10/25

C3 = 12/11/25-1/30/26

C4 = 2/2/26-3/18/26

C5 = 3/19/26-5/8/26

C6 = 5/11/26-6/24/26

**Report Cards Available**

MP1 = 11/21/25

MP2 = 2/6/26

**Applied Arts – Grade 6**

Q1 = 9/4/25-11/14/25

Q2 = 11/17/25-1/30/26

Q3 = 2/2/26-4/17/26

Q4 = 4/20/26-6/24/26

**Semesters – Grades 7 & 8**

Semester 1 = 9/4/25-1/30/26

Semester 2 = 2/2/26-6/24/26

MP3 = 4/24/26

MP4 = 6/24/26 (Tentative Last Day)

<b>Health Office</b>	<ul style="list-style-type: none"> <li>● If your child is not feeling well, please keep him/her home and notify our Nurse's Office with his/her symptoms. Students are required to be fever-free for 24 hours before returning to school.</li> <li>● Our school nurse is Mrs. Liz Gioia. She can be reached at 973-515-2431 or at <a href="mailto:liz.gioia@hanovertwpschools.org">liz.gioia@hanovertwpschools.org</a>.</li> </ul>
<b>Library/Media Center</b>	<ul style="list-style-type: none"> <li>● Students will be able to utilize the IMC to check out books, print documents, and to conduct research.</li> <li>● In the event a student is having issues with their Chromebooks, problems will be addressed by the School Media Specialist and the Tech Department in the Library/Media Center.</li> </ul>
<b>Lockers</b>	<ul style="list-style-type: none"> <li>● Students will be expected to utilize their lockers during the school year.</li> <li>● Students will not be permitted to carry lunches, coats/jackets, and other personal belongings with them during the school day. This includes backpacks.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>● The lunch periods for each respective grade level is as follows: <ul style="list-style-type: none"> <li>○ Period 4A - 8th Grade - 10:33-10:55</li> <li>○ Period 4B - 8th Grade - 10:58-11:20</li> <li>○ Period 5A - 7th Grade - 11:23-11:45</li> <li>○ Period 5B - 7th Grade - 11:48-12:10</li> <li>○ Period 6A - 6th Grade - 12:13-12:35</li> <li>○ Period 6B - 6th Grade - 12:38-1:00</li> </ul> </li> <li>● MJS will be utilizing Maschio's for our lunch service. For more information specific to Memorial Junior School's lunch program through Maschio's, click <a href="#">HERE</a>.</li> <li>● If you choose to not have your child participate in the school lunch program, please remember to send your child with a lunch each day.</li> <li>● Having your child's lunch delivered to school by a food delivery service, such as Grubhub, is prohibited.</li> </ul>
<b>Music Offerings</b>	<ul style="list-style-type: none"> <li>● Students will have the opportunity to participate in Band, Chorus, and Orchestra.</li> </ul>

	<ul style="list-style-type: none"> <li>● Individual/Small Group lessons will take place at various times throughout the school day and will rotate periods week-to-week.</li> <li>● Full orchestra rehearsal will take place after school on Mondays.</li> </ul>
<b>School Supplies</b>	<ul style="list-style-type: none"> <li>● Kindly refer to the School Supply List shared on the MJS website. Click <a href="#">HERE</a> to access.</li> </ul>
<b>Security/Fire Drills</b>	<ul style="list-style-type: none"> <li>● All drills will take place in accordance with state law: <ul style="list-style-type: none"> <li>○ One security drill a month</li> <li>○ One fire drill a month</li> </ul> </li> <li>● Per state law, parents will receive notification after security drills take place.</li> </ul>
<b>Social and Emotional Learning</b>	<ul style="list-style-type: none"> <li>● We will continue with our character education program. This will begin in October, kicked off by the Week of Respect which occurs October 6th - October 10th.</li> <li>● Programs will be utilized throughout the school year that promote the student’s social and emotional well being.</li> <li>● Our guidance counselors are available to support students struggling with social and emotional situations.</li> </ul>
<b>Technology Platforms</b>	<ul style="list-style-type: none"> <li>● Our technological platforms have been streamlined to make things easier for both students and parents/guardians. All assignments and resources will be posted in Google Classroom.</li> <li>● Students will have access to their school-issued email accounts, which are monitored.</li> </ul>
<b>Visitors/School Events</b>	<ul style="list-style-type: none"> <li>● Access to the building by outside individuals will be permitted. As always, ring the front bell and let us know your reason for visiting and we will direct you on how to proceed.</li> <li>● Reference the district and online school calendar to see important dates for the upcoming school year, such as Back-to-School Night, Parent/Teacher Conferences, PTA Meetings, and other important events.</li> </ul>

# LEARNING EXPECTATIONS

*Your child's growth and development involves significant contributions from all members of the school community: the students, their parents, and their teachers.*

*The following is a helpful guide.*

## **Student Expectations...**

- Do your best work every day and work hard to stay focused.
- Seek help when needed and communicate with your teachers.
- Follow your daily period schedule and arrive at class on time.
- Use your student agenda to keep track of assignments.
- Complete and submit work as it is assigned, in a timely manner.
- Follow-through on any teacher given feedback or corrections.
- Follow the Code of Conduct, as well as any classroom rules.
- Abide by our Acceptable Use Policy as it relates to the use of Chromebooks, computers, and other school-based platforms and online resources.
- Collaborate with peers using respectful language and behaviors.
- Support each other and be patient with yourself and others.

## **Parent Expectations...**

- Help your student establish a daily routine. Have a set wake-up, homework, and bedtime routines. It is important that your child arrives at school on time, before Period 1 begins at 8:00 AM.
- Identify a homework space for your child to do his/her best work (separate space, clean and organized, with all the tools/items needed, with minimal distractions). Students work best with a clear separation between work and personal time.
- Ensure that your student has the tools they need for success.
- Students should complete the work on their own; however, your support and guidance will be needed at times.
- Utilize the online resources available on our website to help familiarize yourself with our different platforms.
- Contact the school if your student is sick and unable to attend school by completing the student absentee form and stating the reason for your child's absence and symptoms, as applicable.
- Encourage your child to be open to new friendships.
- Communicate productively with your child's teachers.

## Teacher Expectations...

- Maintain open lines of communication with all students and parents.
- Respond to inquiries on a timely basis, recognizing that if emails are sent after-hours, an answer may not be received until the next day.
- Demonstrate professionalism with all members of our school community.

## WHERE TO FIND HELP

**School Website:** <https://mjs.hanovertwpschools.com/>

**PowerSchool Parent Portal:** <https://https.powerschool.com/public/home.html>

**Technology Assistance:** Please contact our Technology Integration Specialist:  
Mr. Greg Matyola @ [greg.matyola@hanovertwpschools.org](mailto:greg.matyola@hanovertwpschools.org) or visit our website.

**Social/Emotional Support:** Please contact our school counselors:  
Mrs. Dana Lothian @ [dana.lothian@hanovertwpschools.org](mailto:dana.lothian@hanovertwpschools.org)  
Ms. Renee Lopez @ [renee.lopez@hanovertwpschools.org](mailto:renee.lopez@hanovertwpschools.org)

**Administrative Assistance:** Please contact our administrative staff:  
Principal- Mr. Michael Anderson @ [michael.anderson@hanovertwpschools.org](mailto:michael.anderson@hanovertwpschools.org)  
Assistant Principal- Mr. Jacob Ziegler @ [jacob.ziegler@hanovertwpschools.org](mailto:jacob.ziegler@hanovertwpschools.org)

**Child Care Assistance:** Please contact the office:  
HTSACC Office @ [htsacc@htboe.org](mailto:htsacc@htboe.org)

**Transportation Assistance:** Please contact our Transportation Coordinator:  
Mr. Ricardo Santiago @ [ricardo.santiago@hanovertwpschools.org](mailto:ricardo.santiago@hanovertwpschools.org)

**Buildings & Grounds:** Please contact our Supervisor of Buildings and Grounds:  
Mr. Billy Padavano @ [billy.padavano@hanovertwpschools.org](mailto:billy.padavano@hanovertwpschools.org)

**Special Services:** Please contact our Director of Special Services:  
Mrs. Sherry Koeppen @ [sherry.koeppen@hanovertwpschools.org](mailto:sherry.koeppen@hanovertwpschools.org)

### Contact Numbers:

- Main Office: 973-515-2427
- Health Office: 973-515-2431
- Guidance Office: 973-515-2434
- Child Study Team Office: 973-515-2443
- Fax: 973-515-2481