

# PARENT-STUDENT HANDBOOK

2018-2019



HADDON TOWNSHIP  
ELEMENTARY SCHOOLS

## HADDON TOWNSHIP ELEMENTARY SCHOOLS

[www.haddontwpschools.com](http://www.haddontwpschools.com)

### EDISON SCHOOL

205 Melrose Avenue  
Westmont, New Jersey 08108  
(856) 869-7750 Ext: 3000  
Eileen Loffredo, Principal  
[eloffredo@htsd.us](mailto:eloffredo@htsd.us)

### JENNINGS SCHOOL

100 East Cedar Avenue  
Oaklyn, New Jersey 08107  
(856) 869-7750 Ext: 2006  
Dr. Charles Warfield, Principal  
[cwarfield@htsd.us](mailto:cwarfield@htsd.us)

### STOY SCHOOL

206 Briarwood Ave  
Haddonfield, New Jersey 08033  
(856) 869-7750 Ext: 5000  
Dr. Charles Warfield, Principal  
[cwarfield@htsd.us](mailto:cwarfield@htsd.us)

### STRAWBRIDGE SCHOOL

307 Strawbridge Ave  
Westmont, New Jersey 08108  
(856) 869-7750 Ext: 4000  
Eileen Loffredo, Principal  
[eloffredo@htsd.us](mailto:eloffredo@htsd.us)

### VAN SCIVER SCHOOL

625 Rhoads Ave  
Haddonfield, New Jersey 08033  
(856) 869-7750 Ext: 6050  
Don Pullano, Principal  
[dpullano@htsd.us](mailto:dpullano@htsd.us)

Bonnie J. Edwards, Superintendent  
Haddon Township Board of Education  
(856) 869-7750 Ext. 1100  
[bedwards@htsd.us](mailto:bedwards@htsd.us)

Liz Mennig, Assistant Superintendent of Curriculum and Instruction  
Haddon Township Board of Education  
(856) 869-7750 Ext. 1100  
[lmennig@htsd.us](mailto:lmennig@htsd.us)

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For detailed information regarding the district and the individual schools please visit Haddon Township School District’s website: [www.haddontwpschools.com](http://www.haddontwpschools.com)

Be sure to follow us on Twitter: [@\\_htsd](https://twitter.com/_htsd)

## MISSION STATEMENT

The Haddon Township School district shall establish the highest standards of excellence for educating all individuals to use knowledge, values, and skills to function as responsible members of society. The school district will provide a nurturing, stimulating environment; a dedicated staff; an innovative curriculum that supports the New Jersey Core Curriculum Content Standards; and the opportunity for community involvement and support.



## ADMISSIONS

New Pre-K students must be 4 years old and new kindergarten students must be 5 years old on or before October 1 of the school year in which they are enrolling. Pre-K students who demonstrate exceptional capabilities, and who have a birthday after October 1 but before December 31, may apply for early kindergarten admission by contacting the board office. Pre-K registration will be held in early February. Kindergarten registration will be held later in February. Each school will contact parents with the specific date. Please call the school office in advance to obtain the necessary paperwork and to make an appointment to enroll your child.

New first grade students must be 6 years old on or before October 1. A completed Haddon Township Medical Examination form is required when a student enters school for the first time. Age must be verified by a birth certificate and immunization records must be complete. Proof of residence is also required.

Students transferring from other schools are required to provide immunization records upon enrollment. A request for academic records is sent to the former school after a student enrolls. Proof of residence must be provided to register.

**The district has centralized student registrations. They take place at the Board of Education Office at 500 Rhoads Avenue and MacArthur Boulevard.**

## AMBASSADORS

Each school will have an Ambassador program consisting of 5<sup>th</sup> grade student volunteers, who will be positioned in each building. Among other important roles our ambassadors play, it is expected that they will assist their schoolmates before and after school, accept more responsibility as the oldest students in the building and help set a positive example for our younger students. If you have any questions or concerns, please email your school's Ambassador advisor.

## ARRIVAL AND DISMISSAL

- **Students in grades K-5 should not arrive at school before 8:20 AM for the morning session and 12:20 PM for the afternoon session or those students returning from lunch.**
- Students not attending the after-school program are expected to go directly home after dismissal.
- Those students remaining in the building for any reason or those requiring a change in their normal after-school destination must have prior written parental permission.

### **Haddon Township Public Schools Pupil Supervision Dismissal**

Parents/Guardians of students who are not eligible for district provided transportation may request that the school hold the student at dismissal unless the student is released to the parent or legal guardian. Parents/guardians requesting the school not release their child to walk home after school unless they are released to the parent/guardian need to complete this section on the responsibility sheet sent home in the FIRST DAY PACKET.

**In the event the parent/guardian does not arrive to pick up their child by 3:15 p.m., the child will be placed in the after-school program and the parent/guardian will be subject to a late pickup fee.**

## ASSEMBLIES

Assemblies are planned periodically as special events and are typically for cultural enrichment. There is often a significant PTA investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

## ATHLETICS-HADDON TOWNSHIP ATHLETIC ASSOCIATION

For information pertaining to H.T.A.A. programs in football, cheerleading, soccer, basketball, wrestling, softball, field hockey, or baseball, contact them at their website at [htaasports.org](http://htaasports.org).

## ATTENDANCE/ABSENCE/TARDINESS POLICY

Regular attendance is essential to a student's success in school. A school day that is counted as a day of attendance is defined by New Jersey law as one that is not less than a four-hour academic day for grades 1-5. If a child arrives at school by 10:00 a.m. the attendance will be considered a full day. If a child arrives after 10:00 a.m., then it will be marked as a half-day absence. Students must be present from 8:30 a.m. -1:30 p.m. in order to get credit for a full day. In the case of Kindergarten, students must be present a continuous 2 hour and fifteen minute day. Additionally, under the law, students are counted as present, absent or excused.

### **Absence:**

When a child is absent, the parent/guardian must **call or email the school secretary before 8:00 a.m.** and leave his or her name, the child's name, the child's teacher's name and the reason for absence on the answering machine or in the email message.

In accordance with New Jersey State law, religious holidays and Take Your Child To Work Day are the only absences recognized as being "excused."

While personal illness, family business and the like are considered by State law as "unexcused," both State law and District policy have given principals the discretion to consider if these absences count toward being truant.

### **Unexcused Absences:**

Unexcused absences that will not necessarily count toward a truancy referral are a pupil's absence from school for a full day or a portion of a day, **with proper documentation per each absence**, for one or more of the following reasons (per Haddon Township Board Policy 5200):

- a. The pupil's illness
- b. Family illness or death
- c. Educational opportunities
- d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
- e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized healthcare plans pursuant to N.J.A.C. 6A:16-2.3,
- f. The pupil's suspension from school
- g. The pupil's required attendance in court
- h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
- i. An absence for a reason not listed above, but deemed excused by the Principal or designee, upon a written request by the pupil's parent or

legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

**Persistent Absenteeism/Truancy:**

Persistent absenteeism and tardiness create a genuine hardship for a student and are regarded as very serious problems by the school. Parents will be made aware of absenteeism concerns according to the following responses, with exceptions for extended documented illnesses of which the school is aware (according to Haddon Township Board Policy 5200).

1. If your child is absent or tardy for 5 cumulative days a letter will be sent home alerting the parents of the situation by the principal.
2. If your child is absent for 10 or more cumulative days, the principal will contact the parents and may hold a meeting with the parent/guardian, teacher and/or other district personnel to discuss the possibility of filing a formal truancy complaint for your child.
3. If your child is absent for 15 or more cumulative days, the principal will contact the parents and may send a “Legal Notice to Parent or Guardian to Send a Child to School” notification in accordance with New Jersey Administrative Code Title 18A:38-25. If necessary, the principal will file an official complaint in accordance with New Jersey Administrative Code Title 18A:38-31, and the issue will be referred to the Haddon Township Municipal Court and the Department of Child Protection & Permanency.
4. In cases in which absenteeism has caused the student’s academic performance to drop significantly below grade level, it may be necessary to retain the student. The principal will schedule an appropriate meeting to investigate the possibility of retention.

**Planned Absences/Early Departures:**

Planned absences for family vacations or extended school vacations are strongly discouraged because so much of the classroom learning experience is irreplaceable. In the event that a planned absence must be scheduled when school is in session, parents must write a note or email to the classroom teacher and school secretary in advance of the planned absence. The teacher is not required to provide student work prior to the planned absence, however, the student is responsible for completing all missed assignments upon his/her return to school.

A note or email to the teacher and the school secretary is also required for planned early departures. Parents must meet their child in the school office and sign their student out. For safety reasons, no student will be permitted to wait outside.



### **Doctor and Dentist Appointments**

Parents are expected to make every effort to schedule their child's doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Students will report to the office to wait for their parents. Please provide the office with your doctor's note addressed to the school nurse.

### **Tardiness:**

Any child who arrives after 8:30 a.m. or 12:30 p.m. (for PreSchool and Kindergarten-PM classes) is considered tardy. The child should report to the main office upon arrival and will be escorted to the classroom by school personnel. Late arrival disrupts class, causes a loss of instruction time for all, puts the late student at an instructional disadvantage and reinforces unacceptable work habits. Tardiness, which is interfering with a child's instructional program, will be handled in the same manner as indicated above for absenteeism.

**Please Note: In accordance with District Policy 5200, a student who has not attended school for at least 4-academic hours of a day, may not participate in afterschool/evening activities sponsored by the school or PTA. For Kindergarten and PreSchool students, a student who has not attended school for the 2.5-academic hours of a day, may not participate in afterschool/evening activities sponsored by the school or PTA**

### **BICYCLES**

In the interest of safety, students are not permitted to ride bicycles to school.

### **BIRTHDAY CELEBRATIONS**

Due to the increasing amount of food allergies among our students, the childhood obesity epidemic and in order to be compliant with our State and District Nutrition Policies, **we do not permit birthday snacks/food in school.** If you wish to send in a **nonfood item** for your child's birthday, please notify the teacher in advance. Birthdays may be recognized in grades Pre-K to two, through various ways **other than** food, i.e. stickers, pencils, or even a book donation to the class or library after it is read to the class by the teacher or parent.

### **BUS CONDUCT**

Children who ride the school bus must follow basic rules of bus safety to guarantee the welfare of all students on the bus.

1. DO NOT ACT IN ANY WAY THAT MIGHT PUT YOU OR OTHERS IN DANGER.
2. Obey the instructions of the bus driver and the safeties.
3. Be respectful of the bus driver.
4. Remain seated while the bus is in motion – sit only in assigned seat.
5. Do not extend any part of the body out of the bus.
6. Do not use unacceptable language.

7. Do not damage any part of the bus.
8. Be ready to board the bus when it arrives at your assigned stop.

### **BUS SERVICE**

Bus transportation is provided to all elementary students living in the West Collingswood Heights and West Collingswood Extension sections of Haddon Township. STUDENTS MAY RIDE ONLY ON THE ROUTE TO WHICH THEY HAVE BEEN ASSIGNED. STUDENTS WHO DO NOT BEHAVE APPROPRIATELY MAY BE DENIED THE PRIVILEGE OF RIDING THE BUS.

### **CELL PHONES**

Cell phones have become commonplace in today's world, but we discourage their use among elementary students. However, with parent's written permission, a student may carry a cell phone. Cell phones must be off between the hours of 8:20 AM and 3 PM and kept in backpack. Any cell phone use during the school day will result in loss of the privilege. In addition, the district will not be held responsible for lost, stolen or damaged cell phones.

### **CHANGE OF ADDRESS, PHONE NUMBER AND EMAIL ADDRESS**

It is very important for emergency and administrative reasons that every student maintain an up-to-date address, phone number, emergency contacts and email address record at the school office. Notify the school immediately if you have changes of any telephone numbers or other information on the Responsibility Slip. Unlisted numbers will not be released without permission.

### **CHAPERONES**

Adult chaperones will be asked, at various times during the school year, to accompany classes on field trips or other activities. The following are guidelines for chaperones: 1) All of the school's rules and regulations which are found in the Parent Student Handbook are expected to be followed. 2) Chaperones must stay with assigned students at all times.

3) Chaperones are expected to use their discretion and guide students to safe and appropriate activities and stores. 4) A teacher should be contacted immediately if a child's behavior becomes a disciplinary concern. (See "Field Trip" in this handbook)

### **CHARACTER EDUCATION**

The Haddon Township School District utilizes the "CHARACTER COUNTS!" program. The goal of our elementary schools is to educate our students in the value of good character. The program provides students, parents, teachers and administrators with common language in order to demonstrate and promote good character. The inside back cover lists the pillars of "CHARACTER COUNTS!" and their traits. Likewise, it supports the district's harassment, intimidation and bullying policy. (Haddon Township Policy 5512.01)

## CHILD STUDY TEAM

The Child Study Team consists of a school psychologist, a learning disabilities specialist and a social worker. The purpose of the Child Study Team is to identify and assist students who have special needs. Services are provided only with the written consent of the child's parents. For more information, and procedures to follow regarding identification, referral, and classification of students, contact the Child Study Team office at 856-869-7750 Ext. 7313.

## CLASS PARTIES

Due to the increasing amount of food allergies among our students, the childhood obesity epidemic and in order to be compliant with our State and District Nutrition Policies the elementary schools developed a school nutrition policy. Room parents must plan with the teacher in advance for any classroom celebration. These are special times for our students and, while room parents are invited to help manage these parties, we ask that you please check with your child's teacher regarding the appropriateness of bringing siblings to these events.

### Holiday parties

- 3 annual celebrations
  - Halloween
  - Winter- Day prior to Winter Break Grades K-5
  - Third Marking Period Celebration- teacher's choice
- Crafts and games encouraged
- Foods/drink allowed:
  - Fruit (no dips)
  - Veggies (no dips)
  - Soft and hard pretzels (only yellow mustard may be used as a dip)
  - Cheese
  - Crackers
  - Sugar-free Jell-o
  - Water

## CLOSING OF SCHOOL

Closing of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt school closing. The district's electronic emergency notification system will be used, as well as radio announcements, to notify parents of school closing. Haddon Township's closing number is **556**. For a two-hour delayed opening, the number is **5-556**. School closing and other emergency information can also be found on the district website [www.haddontwpschools.com](http://www.haddontwpschools.com)

In the unusual circumstance when school must be canceled during the school day, the district's electronic emergency notification system will be used to notify parents.

Parents must plan with their child where he or she should go in the event they are not home and cannot be reached. This information must be provided by the parents

on the Responsibility Slip, which is sent home on the first day of school. It is important for parents to keep this information current.

### CODE OF CONDUCT

In order for students to have the greatest academic, social and emotional success at school, students are expected to:

- Arrive mentally and physically ready to learn
- Show respect for others, property and self
- Take responsibility for their own learning
- Take responsibility for their behavior
- Be aware of their goals and progress
- Talk with parents and staff about school

**School rules and policies are designed to ensure the safety of students and protect the learning environment. There are consequences for students whose behavior is disruptive, disrespectful or unsafe.**

Detention: Students who break rules or policies may be kept after school for one half-hour detention. The teacher will notify the parent prior to the detention, and the parent will be responsible for the child's transportation from school.

Suspension: Suspensions from school may be given at the discretion of the principal for seriously unsafe or disruptive behavior such as:

- Fighting
- Repeated or serious defiance of adult directives
- Throwing snowballs
- Inappropriate language
- Threats or repeated harassment
- Vandalism
- Possession of anything that can be considered a weapon
- Stealing

Parents will be contacted when a child is suspended. The length of the suspension is at the principal's discretion. The complete Haddon Township policy for discipline (5140), suspension and expulsion (5141) can be found at the Haddon Township Board Office.

### COMMUNICATION: THE KEY TO RESOLVING A PROBLEM

The teachers and the principal want to help you in the important responsibility of educating your child. A scheduled, private parent-teacher conference is the most effective method for resolving problems or concerns. Those issues that cannot be resolved by the teacher and parent should be brought to the attention of the principal. If you have the need to discuss your child with the classroom teacher, you should call the school office and arrange an appointment through the school

secretary. You may also write directly to the classroom teacher and request a conference.

Home email addresses- it is important to provide the school with an accurate and updated email address for all electronic forms of communication.

### COMPREHENSIVE EQUITY PLAN

Haddon Township schools have a state approved Comprehensive Equity plan, which assures students equal access to all educational and co-curricular activities and prohibits bias, harassment, discrimination and segregation. The Superintendent of Schools, 500 Rhoads Ave, Westmont, NJ 08108 (856-869-7750 Ext. 1100) is the district's Affirmative Action Officer. Complaints should be forwarded to the building principal, and through him/her to the Affirmative Action Officer. The complete Comprehensive Equity Plan may be found on the Haddon Township website, [www.haddontwpschools.com](http://www.haddontwpschools.com)

### CONFERENCES – PARENT/TEACHER

Regular parent-teacher conferences are scheduled on four 12:30 p.m. dismissal days during the first marking period. Two conference sessions will be held in the afternoon, and two will be in the evening. Pre-K and Kindergarten parent-teacher conferences are scheduled in November and May/June. Parents are expected to attend to discuss the progress of their child. This conference time is a key component of the parent/school communication, which is essential to a student's overall progress.

If a parent has a special concern, it is not necessary to wait for the regular conference time. Parent conferences are encouraged and can be arranged at any time during the school year.

### COUNSELOR (GUIDANCE)

Our Elementary Counselors will provide counseling services to elementary students who need individual counseling. Parents whose child may be experiencing school-related social or emotional/behavioral problems may contact the counselor at your home school.

### CURRICULUM

The Haddon Township School District continuously seeks to provide the highest quality curriculum possible. Led by the Director of Curriculum and Instruction, all subject areas are reviewed in a continuous cycle of curriculum improvement.

Curriculum guides for each grade level are available online at [www.haddontwpschools.com](http://www.haddontwpschools.com). Parents who do not have access to the website may obtain a copy of the guide from the school office. Additional information is available on the Haddon Township website [www.haddontwpschools.com/currsuper.html](http://www.haddontwpschools.com/currsuper.html).

## CUSTODY

When there is a problem concerning the custody of a child, a writ of custody issued by the court as proof of parental jurisdiction must be brought to the school office.

## DRESS CODE

The basis for appropriate dress is safety, health, cleanliness, modesty and impact on school climate. Examples of inappropriate dress are bare midriffs and torsos, tank top shirts and spaghetti straps, excessively short skirts or shorts, clothing with inappropriate saying or images and unsafe footwear such as flip-flops, Heelys with wheels, or open toed shoes/sandals. Students may not wear hats in the building. This code applies during any school activity - day or night. Students may be removed from the classroom or event until the clothing can be made appropriate.

## EMAIL ADDRESSES

As a district, we are moving toward more electronic forms of communication. Therefore, it is important that you provide the school with an accurate and updated email address for this purpose.

## EMERGENCY MANAGEMENT

Two times a month, children from Pre-K to 12<sup>th</sup> grade and their teachers are required to practice responding to emergencies. As a result of this continual rehearsing, fire drills, other evacuations and lockdowns have become a normal part of schools' routines. Unfortunately, the world in which we live has made it necessary for schools to develop and refine additional plans to ensure the safety of our students during a variety of other situations. In the event of an actual emergency, the district personnel work closely with local authorities, following procedures set which include the dissemination of information to parents/guardians in a manner in which they deem appropriate.

## FAMILY EDUCATIONAL PRIVACY RIGHTS

Parents/guardians have the right to review the student records of their children. Those wishing to do so should contact the school secretary. The district follows all policies and procedures in Policy #5121 pertaining to student records. The principal and/or his designee annually apprise the faculty and staff of the policies and procedures pertaining to student records.

## FIELD TRIPS

Field trips, to nearby points of interest, are scheduled by classroom teachers throughout the year. These trips are designed to supplement aspects of the classroom curriculum and to introduce students to the resources of the community. Parents receive notice of field trips in advance of the scheduled trip date and are asked to sign field trip permission forms. Sometimes a small amount of money is requested from each student to help defray transportation costs or entrance fees. Students must travel to and from a school sponsored class trip by the school's form of arranged transportation, i.e. bus, walking, high speed line, etc.

**If a parent would like to take their child to or from a field trip directly, the procedure is as follows:**

\* This does not guarantee a parent's spot as a chaperone.\*

At least 24 hours in advance, go to the Board of Education Office, at 500 Rhoads Avenue, and complete a "Request for Transportation by Private Vehicle" form. Along with this form, you must also provide the following:

1. The date, time and reason for the transportation
2. The place from and to which the pupil(s) will be transported
3. The name and address of the driver; copies of the driver's license (this will be done for you at the BOE); vehicle registration and insurance car
4. The name of the pupil(s) being transported
5. A brief description of the transportation vehicle and
6. The driver's signature acknowledging that he/she reviewed and will comply with Policy 8660-Transportation by Private Vehicle and authorizes the District to perform a record check on the driver prior to granting any approvals. Also refer to Policy 2340, the District's Field Trip policy, for further information. The parent(s) or legal guardian(s) of a participating pupil will be given the name of the driver and the description of the vehicle.

#### Medication

For students who require medication during the trip, the child's parent is encouraged to attend the field trip so they can administer the medication. State law mandates that non-nursing staff is not allowed to administer any medication, including over-the-counter medication. A child who needs medication during a field trip must have one of the following attend the trip:

1. Parent/Guardian
2. Certified school nurse
3. Substitute school nurse employed by the district
4. The student approved to administer pursuant to N.J.S.A. 18A:40-12.3 and 12.4
5. Other school employee trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A-40-12.5 and 12.6.
6. Per parent/physician, that the child may do without his/her dose for the day (or you may request that it be given at a delayed time). Please send this request to the school nurse.

#### Siblings

- Only class members, teachers, and official chaperones may attend the field trip and use school provided transportation.
- **For the safety of our students and the success of the trip, non-school-age children may not JOIN planned class trips.**

- **School-age siblings may not be withdrawn from school to attend another class trip.**

### **HARASSMENT, INTIMIDATION AND BULLYING (HIB)**

The Board of Education prohibits acts of harassment, intimidation or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment, and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

It is important to note that harassment, intimidation and bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, or on a school bus, or off school grounds ... that substantially disrupts or interferes with orderly operation of the school or the rights of another students, and that: a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of emotional harm to his person or damage to his property; b) has the effect of insulting or demeaning any student or group of students; or c) creates a hostile educational environment at school for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. For a detailed explanation of this policy, please see 5512.01 in the Haddon Twp. Board of Education Policy Manual or on the school website at [www.haddontwpschools.com](http://www.haddontwpschools.com)

### **HAZARDOUS SUBSTANCES**

In accordance with New Jersey PL 1998,C364:

1. Any construction or other activity, which requires the use of hazardous substances, will be posted in the school office. Such notice will be provided at least two days prior to the actual construction unless the Board deems the construction to be an emergency.
2. Hazardous materials may be stored at the schools at various times throughout the year and hazardous material fact sheets for any materials being stored are available at the school.

The law specifically excludes the following:

1. Any article containing a hazardous substance, if the hazardous substance is present in solid form, which does not pose an acute chronic health hazard to any person exposed to it.



2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container in a public or private school or child care building.
3. Any hazardous substance which is a special health hazardous substance constituting less than a threshold percentage to P.L.1983, c.315(C34:5A-1 et seq.) for that special health hazardous substance when present in a mixture.
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use.
5. Any fuel in a motor vehicle
6. Tobacco or tobacco products
7. Wood or wood products
8. Food, drugs or cosmetics
9. Hazardous substances which are an integral part of a building's structure or furnishings
10. Products which are personal property and are intended for personal use
11. Any substance used in the routine maintenance of a public or private school or childcare center building or its grounds. Any substance used in a classroom science laboratory. Any substance used in a school occupational training facility, including laboratories and shops. And any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center

### HOMEWORK

Homework is important. It is an extension of learning that takes place in school. Homework can provide practice and drill that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. The district guidelines for homework are half an hour for grades 1-3 and one hour for grades 4 and 5. The classroom teacher determines occasional long-term assignments and specific requirements.

### ILLNESS OR INJURY AT SCHOOL

In case of illness or injury, the school nurse or a member of the school staff will care for a child temporarily. If the child is seriously injured or has a temperature above 99.6° with symptoms, the parent will be contacted. If parents are not available, the person listed on the Responsibility Slip will be contacted. If the child requires immediate medical attention and parents are unavailable, the child will be taken by ambulance to either the hospital indicated on the Responsibility Slip or to a hospital designated by the Emergency Squad. A nurse or staff member will accompany the child. Continued attempts will be made to contact the parent. In case of injury, a school insurance form can be obtained from the school secretary. This must be filled out by the physician in order for you to receive medical payment beyond your insurance.

Please contact the school nurse to determine when your child may return to school following an absence due to a communicable disease such as chicken pox, pink eye, ringworm, impetigo, etc. Students should be kept home 24 hours after fever, diarrhea, or vomiting have stopped.

### IMMUNIZATIONS AND VACCINATIONS

State law requires each child to have evidence of proper immunization series prior to entering school for: diphtheria, pertussis, tetanus; polio; measles, mumps and rubella; hib; hepatitis B; and varicella immunization or documentation of having had chickenpox.

Kindergarten students entering school in the fall are required to show proof of a completed Hepatitis B immunization series. Additionally, both Pre-Kindergarten and Kindergarten students must show proof of a completed Varivax immunization or documentation of having had chickenpox.

### INSURANCE

The school district has secondary accident insurance to cover children's medical expenses beyond the parents' primary insurance coverage, to the limits of the policy. The first day packet contains an informational bulletin explaining this coverage and information on the option of purchasing a 24-hour wrap around package and extended dental benefits.

### INTERVENTION AND REFERRAL SERVICES

The I&RS Team provides a vehicle within regular education for meeting a variety of student needs (academic, social, and emotional). The I&RS Team is a standing school-based problem solving committee whose goal is to assist teachers and parents in developing strategies to maximize the education opportunities for the child. Through the I&RS Team, remedial instructional strategies and/or support services are provided without unnecessary labeling. To accomplish this goal, the I&RS Team conducts the following activities:

- Accepts referrals from teachers, administrators, parents and students
- Gathers information concerning the reported problem
- Discusses the information and decides upon a course of action
- Provides feedback to the referring person
- Refers the student to another person or group within the school
- Discusses the problem with the parents and student
- Monitors the student behavior

### iPADS- use as a Learning Tool:

A core belief of the Haddon Township Board of Education is that we are entrusted with the responsibility to provide a meaningful and relevant educational program that consistently meets the needs of our students collectively and individually. As such, the one to one iPad initiative reflects our school district's commitment to utilizing instructional tools that are consistent with that belief.

While there is significant research to demonstrate the value of personal computing devices and their place in the educational program, the best research is simply observational. As we interact with the children of today we see their engagement in their own devices for both entertainment and as information resources. Since these tools exist in our world to a more significant degree every day, the school's mission for their use will be two-fold; as a tool to teach collaboration, creativity and critical thinking and to keep pace with teaching the all important skill of information literacy. Families and students will receive detailed information about the use and care of iPads when they receive them.

To read the complete district One to One iPad Policy, Procedure and Information, please go to your home school website housed under Parent Information.

### **KINDERGARTEN**

Children entering Kindergarten are required to be five years old on or before October 1 for the school year in which they are enrolling. Kindergarten registration, for all schools, will be held at Jennings school during the month of February. Parents must bring birth certificates, immunization records, and proof of residency in order to complete the enrollment. Students who have a birthday after October 1, but before December 31, may apply for early kindergarten admission by contacting the Board office.

### **KINDERGARTEN CARE (K CLUB)**

Wrap-around care is provided to students in Kindergarten for the time they are not in the formal classroom setting during school hours. The program will run in the AM from 8:20 AM - 12:15 PM and PM care runs from 11:00 AM - 3:00 PM. Enrichment activities, group games, arts and crafts and free play are provided, plus snack and lunch times. Registration is required and there are fees for tuition. Call 856-869-7750 x3012 or email at [sacc@htsd.us](mailto:sacc@htsd.us) for more information.

Early Dismissal Day Schedule for K Club:

AM K Club: 8:15 to 10:45 AM then transported to their Kindergarten Class

PM K Club: 10:00 to 12:30 PM, will be transported from their Kindergarten class

\* Children enrolled in the K-Club may attend the aftercare program, free of charge from 12:30-6:00 PM

2-hour (weather) delay:

AM enter at 10:30 AM; transportation provided to homeschool as usual.

## LOST AND FOUND

Students may claim items in the lost and found box after proper identification. To help identify misplaced items, please label lunch boxes, clothing and other personal belongings. At the end of the school year these items will be donated to a local charity.

## LUNCH

The lunch hour in all elementary buildings is normally from 11:30-12:30. Students have several choices for lunch. They may purchase the school lunch, bring a lunch to eat at school, or eat at home. **For students who will be going home for lunch, parents must call, send an email to the secretary or send in a note to school on that day. In addition, for the protection of these students, parents must come into the main office, sign their child(ren) out at 11:30 and sign them back in upon their return.** There are no crossing guards or Ambassadors students during lunch hour

Lunch menus are sent home monthly. For those students interested in purchasing lunch a new point of sale system was put in place for the 15-16 school year. There will be daily alternative options. Free and reduced lunches are available for those who qualify. Applications for this program are sent home the first day of school and may be obtained at the office during the year- a new federal form will be used in 2017-2018.

### If your child forgets his/her lunch...

Your child will NOT be allowed to call home.

He/she will be given their lunch choice, dependent on availability.

The child's account will reflect this debit. If necessary NutriServe will send parents/guardians a notice about payment owed.

### Lunch Time Conduct

1. Follow the pillars of "CHARACTER COUNTS!"
2. Obey the instructions of the lunchroom aides
3. Be respectful of students and staff.
4. Do not throw trash, food or other objects
5. Do not leave the lunchroom without adult permission
6. Please discourage your child from sharing food

## MEDICATION

Medications should be given at home. When this is not possible and a medication must be given during the scheduled school day, the following state mandated rules must be followed.

Only the following individuals are authorized to administer to a student either prescription or non-prescription medication in school:

1. A certified school nurse
2. The school physician
3. A substitute school nurse employed by the district
4. The student's parent or guardian
5. The student approved to self-administer pursuant to N.J.S.A. 18A:40-12.3 and 12.4; and

6. Other school employees trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6

The district Medication Authorization form must be completed and signed by both the doctor and parent/guardian in order for the school nurse to administer medications, including over-the-counter medications.

Prescription medication must be in its original pharmacy labeled container that includes the following:

1. Name of patient
2. Name of medication
3. Dosage of medication
4. Frequency of medication
5. Physician's name
6. Date medication filled by pharmacy

Before the end of the school year, parents are requested to pick up their child's medication. The school nurse may discard medication not collected.

#### **NAME CHANGE**

A change in name on official school records may take place only if a legal document accompanies the parental request.

#### **NO CHILD LEFT BEHIND (NCLB)**

The Federal No Child Left Behind legislation requires all teachers to be highly qualified in the core academic subject(s) they teach. The law also requires schools to inform parents of their rights to inquire about the qualification of their child's teachers. All Haddon Township elementary teachers have been documented as meeting the standard for Highly Qualified teachers according to the law.

#### **NURSE**

The school nurse is responsible for the maintenance of health records, routine health assessments, parental contact concerning health problems, care of minor injuries, and mandated screenings (i.e. hearing vision, height, weight, blood pressure). Please be sure to contact the school nurse if your child has any unusual health problems.

It is important that addresses and telephone numbers for emergencies at school are kept current. Any changes during the year should be called in to the school.

The school nurse is in the building at least two days a week and within the district at all times if any emergency should occur.

#### **NUTRITION**

In compliance with District policy 3542.1, the following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

### PARENT AND COMMUNITY VOLUNTEERS

Haddon Township schools consider their parent and community volunteers as a very special resource. Volunteers may be asked to help in classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can donate to make our school better places for students to learn and grow.

### PARENT INVOLVEMENT

All Haddon Township elementary schools and the parents of the students participating in activities, services and programs funded by Title I agree that they will share the responsibility for improved student academic achievement and develop a partnership that will help children achieve New Jersey's high educational standards. As a community we believe that students, parents, and the school staff share the responsibility for student academic achievement.

Educators will hold high expectations and the belief that each child will learn by:

- Showing respect for each child and his/her family
- Providing a safe and supportive environment at school
- Promoting quality learning that enables children to meet the State's curriculum standards
- Working with and encouraging parents to be involved in their children's education
- Reporting on each student's progress and providing opportunities for parent-teacher conferences

Parents and guardians will:

- See that my children attend school regularly and for the appointed time
- Show respect and support for my children, the teachers, and the school
- Communicate regularly with my children's teachers
- Provide a home environment that encourages learning
- Talk with my children about his/her school activities each day

Students will:

- Come to school prepared to learn
- Attend school regularly
- Obey the school rules
- Show respect for themselves, other people, and property

### PERSONAL ELECTRONIC DEVICES

Students who have their own e-readers are permitted to bring them to school for leisure reading. Students may not download e-books or go on the Internet while using the e-reader at school. Any downloading of books must be completed at

home. E-readers must be kept at the student's desk and taken home at the end of each day.

Rules for use:

1. The Elementary school and staff are not responsible for lost, stolen, or damaged personal electronic devices such as Nooks, Kindles, iPods, iPads, cell phones, etc.
2. A permission form must be on file in order for a student to bring their own personal electronic device to school.
3. All personal electronic devices should be labeled with the student's first and last name.
4. A student is not allowed to lend their personal electronic device to another student.
5. Personal electronic devices can only be used in class if the teacher gives permission
6. The privilege to use personal electronic devices at school may be revoked at any time.

## PETS

No pets are allowed at school or on the school grounds at any time. Principals may give permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous animal to be brought to school.

## PHYSICAL EDUCATION

Physical education or health is scheduled two times a week per class for grades 1 - 5. Weather permitting, classes will be held outside and your child should be appropriately dressed. A doctor's note is required for a student to be excused from participation due to a medical issue.

## PICTURES

Class and individual student pictures are taken during the months of September/October on a prepaid basis.

## PROGRESS REPORTS

By the middle of each marking period, teachers notify parents of students in grades 1-5 if their child is performing unsatisfactorily in a subject area through a progress report. The report indicates the problem areas and suggests ways to help the student. Parents are asked to sign and return it as an indication they have received the report.

## PTA

The PTA (Parent Teacher Association) is an integral part of our school community. All parents are urged to become members and to actively participate. Check your school's calendar and websites for upcoming events.

Each year the PTA conducts fundraisers. They allow the PTA to fund important cultural activities, trips and special holiday events.

## REPORT CARDS

Report cards are issued three times a year. In 2015-16 a new standards-based report card was implemented to better reflect student progress toward meeting the common core standards. Please carefully review your child's progress and contact your child's teacher if you have questions regarding grades.

Key	
<b>1 - Not Meeting Standard</b> * Student consistently requires support or intervention to apply grade level standard * Student is working below grade level expectations * Student does not demonstrate an understanding of expected knowledge and skills	<b>2 – Partially Meets Standard</b> * Student needs assistance to apply grade level standard * The student is progressing. The skills are not yet independently mastered * Student demonstrates a partial understanding of expected knowledge and skills
<b>3 – Meets Standard</b> * Student independently applies grade level standard * Student consistently demonstrates and independently applies an understanding of expected knowledge and skills	<b>4 – Advanced Understanding and Application of Standard</b> * Student independently exceeds grade level standard
N/A - Not Assessed at this Time	Y - Yes N - No

The report card includes a section on Special Area classes and Character Counts.

Parents may request a conference with their child's teacher at any time during the school year. Call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent.

## RETENTION

Students with serious academic concerns have these issues identified as early as possible and addressed by the I&RS (Intervention & Referral Services) Team made up of parents, teachers, principal and other staff members. Information is gathered and interventions are identified and instituted and progress is assessed on an ongoing basis. Only in limited circumstances is retention seen as an appropriate response to a concern, and it would be a collaborative decision between the parent and the school.



## RESPONSIBILITY SLIP

Student Responsibility Slips are sent home the first day of school and must be returned the following day. If there is a change in any of the information, contact the school secretary immediately. The information required on the Responsibility is as follows:

1. Parent(s) and guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone, parent(s) work phone(s) and cell phone(s)
4. Home email addresses- it is important to provide the school with an accurate and updated email address for all electronic forms of communication.
5. Person to be contacted if parents cannot be reached
6. Physician's name and phone and hospital preferred in case of emergency
7. Medical and legal alert information
8. Place child is to go in case of emergency closing
9. Walking/bus trip permission; Photographed/film publication disclosure; School Dismissal options; Family Life Curriculum Letter and Read the Parent/Student Handbook.

## SCHOOL-AGE CHILDCARE (SACC)

### BEFORE-SCHOOL CHILDCARE PROGRAM

All elementary schools are used for before-school childcare. The hours are 6:30 a.m. to 8:20 a.m. Registration is required and there are fees for tuition. Contact the Director of School-Age Childcare for further information at [856-869-7750 x3012](tel:856-869-7750) or email at [sacc@htsd.us](mailto:sacc@htsd.us) for more information.

### AFTER-SCHOOL CHILDCARE PROGRAM

All elementary schools are used for the after-school childcare program. The hours are 3:00 p.m. to 6:00 p.m. and on early dismissal days from 12:30 p.m. to 6:00 p.m. Registration is required and there are fees for tuition. Contact the Director of School-Age Childcare for further information at [856-869-7750 x3012](tel:856-869-7750) or email at [sacc@htsd.us](mailto:sacc@htsd.us) for more information.

## SCHOOL HOURS

Regular hours for grades 1-5: Enter schoolyard at 8:20 AM  
Lines sent inside at 8:25 AM  
AM school hours 8:30-11:30 AM  
Lunch 11:30 AM to 12:20 PM  
End of recess at 12:20 PM  
Lines sent inside at 12:25 PM  
PM school hours 12:30- 3:00 PM

Early Dismissal Day hours for grades 1-5:

Enter schoolyard at 8:20 AM  
Lines sent inside at 8:25 AM  
School hours 8:30-12:30 PM

Regular hours for Kindergarten:

K-AM enter schoolyard at 8:20 AM  
Lines sent inside at 8:25 AM  
School hours 8:30-11:00 AM

Regular hours for Kindergarten:

K-PM enter schoolyard at 12:20 PM  
Lines sent inside at 12:25 AM  
School hours 12:30- 3:00 PM

Early Dismissal Day hours for Kindergarten:

K-AM enter schoolyard at 8:20 AM  
Lines sent inside at 8:25 AM  
School hours 8:30-10:00 AM

Early Dismissal Day hours for Kindergarten:

K-PM enter schoolyard at 10:50 AM  
Lines sent inside at 10:55 AM  
School hours 11:00 AM - 12:30 PM

Regular hours for Pre-K/PreSchool-AM:

Enter schoolyard at 8:55 AM  
Lines sent inside at 9:00 AM  
School hours 9:00-11:30 AM

Regular hours for Pre-K-PM:

Enter schoolyard at 12:25 PM  
Lines sent inside at 12:30 PM  
School hours 12:30- 3:00 PM

Early Dismissal Day hours for Pre-K/PreSchool-AM:

Enter schoolyard at 8:55 AM  
Lines sent inside at 9:00 AM  
School hours 9:00- 10:30 AM

Early Dismissal Day hours for Pre-K-PM:

Enter schoolyard at 10:55 AM  
Lines sent inside at 11:00 AM  
School hours 11:00-12:30 PM

## **2-Hour Delayed Opening Day Schedule for Elementary Students**

PreS, PreK & SKIP

Kindergarten

Grades 1 - 5

AM: 11:00 – 12:30  
**12:30 – 1:30)**

PM: 1:30 – 3:00

AM: 10:30 – 12:00

PM: 1:30 – 3:00

10:30 – 3:00 (**LUNCH:**

**K Club will begin at 10:30 on Delayed Opening Days:** transportation provided to homeschool as usual.

Children in grades 1-5 will arrive at school at 10:20 AM. Lunch will be from 12:30-1:30 PM. Afternoon classes will run from 1:30 PM to 3:00 PM for grades 1-5.

### **SCHOOLYARD SUPERVISION**

School staff will supervise in the schoolyard at 8:20 a.m. and 12:20 p.m. Students are not expected to arrive before these times. The schoolyard is not supervised after school, and students are expected to leave for home immediately following dismissal, unless parental supervision is provided.

### **SPECTRUM**

The purpose of identification in the Spectrum gifted and talented program is to find students in grades K-5 whose potential or performance is so extraordinary that they require modifications to their instructional program. The identification process will include multiple measures in recognition that students are unique individuals whose profiles of strengths are not always evidenced in a traditional manner.

Please visit the district website for more detailed information:  
[www.haddontwpschools.com](http://www.haddontwpschools.com)

### **SPEECH THERAPIST**

Services of a speech therapist are available. Students who are experiencing speech problems may be referred to the speech therapist by their teachers to evaluate the need for speech therapy.

### **STAYING AFTER SCHOOL**

Any time a student stays after school, a parent will be notified in advance.

### **STUDY SKILLS**

Parents can help their child with skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits.

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

## SUMMER RECREATION

A summer recreation program is run at Edison School for about 6 weeks in the summer. The program consists of games, sports, arts and crafts, field trips and special events. Hours are 9:00 - 3:00 daily with morning care from 8:00 - 9:00 and after care from 3:00 - 6:00. Registration is required and there are fees for tuition. Call [856-869-7750 x3012](tel:856-869-7750) or email at [sacc@htsd.us](mailto:sacc@htsd.us) for more information.

## TECHNOLOGY

Technology is an integral part of curriculum in Haddon Township. All students will be exposed to technology related activities.

### Acceptable Use

Haddon Township has an acceptable use policy (2361), which is available for your review online. Each parent and student sign and agree to follow this policy which prohibits cyber bullying and viewing inappropriate material during the school day.

### Cyber safety

Furthermore, cyber bullying that occurs outside of school that threatens the school, its students or teachers is a serious offense and will be dealt with through the appropriate channels.

## TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements.

## TESTING

The NCLB guidelines require that all students in grades 3 to 8 be tested annually. **Family vacation should not be scheduled during these weeks** (See attendance policy). Please consult the district calendar or call the main office for dates and times.

In addition to the state test, the district may administer formal assessments of academic achievement for the purpose of diagnosing individual and classroom achievement and providing information relating to curriculum development. The results of standardized tests are available to the child's parents and teacher.

## TEXTBOOKS/CALCULATORS

If a textbook, workbook, calculator, or library book is lost, misused or damaged beyond reasonable wear, the student shall replace the item. Report cards will be withheld until these obligations are met.

## TOYS/PERSONAL POSSESSIONS

Students may not bring toys, unusual or fad items to school. The school is not responsible for lost, stolen or damaged items.

## TRANSPORTING STUDENTS

Parents transporting students can help the school by complying with the following:

1. Adhere to all state driving laws
2. Observe extreme caution at all times when driving in the school area.
3. Discharge pupils at the curb so that they exit directly to the sidewalk. Do not allow children to leave the car while stopped in the middle of the street.
4. Do not park in the bus-loading zone or in any other designated "no parking" areas. Do not leave cars unattended in yellow-curbed areas.
5. During inclement weather, traffic may become congested. Please be patient and make every effort not to block streets.

### VALUABLES

The school administrators and staff are not responsible for valuables that students bring to school. It is strongly recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items should be left at the office.

### VISITORS

Parents/guardians are welcome and are encouraged to visit the school. They are required to comply with school security procedures. Upon arrival to the school entrance, visitors will be asked to:

- Ring the bell
- State your name
- State your child(ren)'s name(s)
- State the purpose of your visit

Upon entry, all parents/guardians and visitors are required to report directly to the school office to sign in and receive visitor identification. You may be asked to provide photo identification in the main office. Unscheduled visits to any classroom are strictly prohibited.

**Items brought to school for our students during the course of the day must be dropped off at the office.** For the safety of our students and staff, the school district reserves the right to inspect all packages prior to entering the building.



# The Six Pillars of Character

## TRUSTWORTHINESS

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable—do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal—stand by your family and friends.

## FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

## RESPECT

- Treat others with respect;  
Follow the Golden Rule.
- Be tolerant of differences.
- Be considerate of the feelings of others.
- Use good manners, not bad language.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger,  
insults and disagreements.

## CARING

- Be kind.
- Be compassionate and show you care
- Express gratitude.
- Forgive others.
- Help people in need.

## RESPONSIBILITY

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self-control; be self-disciplined
- Think before you act—  
consider the consequences
- Be accountable for your choices.

## CITIZENSHIP

- Do your share to make your  
school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment

