

2022-23

STUDENT HANDBOOK



**MARIE V. DUFFY
ELEMENTARY SCHOOL**

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DISTRICT MISSION STATEMENT

Learn to Thrive in a Dynamic World

INTRODUCTION

Whenever a large group of people come together as a community it becomes necessary to develop guidelines to insure order and the health and safety of everyone. Students and parents are encouraged to read the Duffy Elementary School Student Handbook together to become familiar with the many procedures of our school. If further information is needed please see a teacher, counselor or the principal.

Developing positive social behaviors requires commitment from students, parents, teachers, administrators and the community.

BOARD OF EDUCATION

Mrs. Robin Ghebreal.....President
Ms. Jennifer Hobbs.....Vice-President
Mrs. Sandy CammarataBoard Secretary/
Business Administrator

Mr. Anthony Astrologo

Mr. Gilbert Bahr

Mr. Paul Breda

Mr. John McCusker

Ms. Stephanie Puerta

ADMINISTRATIVE STAFF

Mr. Christopher Herdman.....Superintendent
Ms. Pamela S. Blalock.....Principal, Duffy Elementary School
Mr. Robert D. Hazler.....Principal, MacKinnon Middle School
Mr. Kenneth Russo.....Director of Curriculum

GUIDANCE STAFF

Mr. Michael Laudati.....Guidance Counselor
Mr. Frank DeVone.....Guidance Counselor/
Student Assistance Counselor

PARENT LIAISON

Mrs. Leticia Marquez.....Parent Liaison

CHILD STUDY TEAM/ NURSE

Mrs. Marie Giantomasi.....Director of CST

Mrs. Armi Clancy.....Social Worker

Mrs. Stephanie Dzikowski.....LDTC

Mrs. Brooke Hanenberg.....School Psychologist

Mr. Stacy McCoy.....School Psychologist

Mrs. Jenn O’Malley-Dorr, RN, CSN.....Nurse

SECRETARIAL STAFF

Mrs. Michelle Obiedzinski.....Admin. Assistant to the Superintendent

Mrs. Yelitiza Ledesma.....Admin. Assistant to the Business Administrator

Mrs. Mary Ann Smilek..... Confidential Secretary

Ms. Kasey Rhead.....Duffy School Secretary

Mrs. Jennifer Podesta.....MacKinnon School Secretary

Mrs. Danella Haro-Aguayo.....Attendance Secretary

Mrs. Christine Buehler.....CST Office Secretary

Ms. Elena Paskoska.....Guidance Secretary

IMPORTANT TELEPHONE NUMBERS

Superintendent of Schools	973-361-2592
Board of Education Office.....	973-361-2593
Duffy Elementary School.....	973-361-2506
MacKinnon Middle School.....	973-361-1253
Guidance/Child Study Team Office.....	973-361-3010
Nurse's Office.....	973-361-2903
Parent Liaison.....	973-532-6138

**WHARTON BOROUGH PUBLIC SCHOOLS
SCHOOL CALENDAR
2022-23**

August	31	Staff Reports
September	1	Staff Professional Development Day
September	5	Labor Day, School Closed
September	6	First Day of Classes
September	19	Duffy Back-to-School Night
September	27	MacKinnon Back-to-School Night
October	10	12:40 Dismissal, Staff Professional Development Day
November	7, 8, & 9	12:40 Dismissal, Duffy & MacKinnon Parent/Teacher Conferences
November	10 & 11	NJEA Convention, School Closed
November	23	12:40 Dismissal, Thanksgiving Recess
November	24 & 25	Thanksgiving Recess
December	7	12:40 Dismissal, Staff Professional Development
December	23	12:40 Dismissal, Holiday Recess
December	26-30	Holiday Recess, School Closed
January	2	Holiday Recess, School Closed
January	16	Martin Luther King Jr. Day, School Closed
February	16	12:40 Dismissal, Staff Professional Development Day
February	17 to 20	Winter Recess, School Closed
March	8 & 9	12:40 Dismissal, Duffy & MacKinnon Parent/Teacher Conferences
April	7	Good Friday, School Closed
April	10-14	Spring Break, School Closed
May	29	Memorial Day, School Closed
June	16	12:40 Dismissal
June	19	12:40 Dismissal, Last Day of School

Tentative last day of school – June 19, 2023. Calendar includes five snow days. In the event that additional school days are required, they will be subtracted from Spring Break beginning April 14 and working backwards. Should not all snow days be used, the appropriate number of days will be subtracted from the calendar per Board discretion.

Board Meeting – Generally last Thursday of the Month at 7 PM (TLC)

Work Sessions – Generally next to last Thursday of the Month at 7 PM (TLC)

Calendar Board Approved –



Marie V. Duffy Elementary School

A Governor's School of Excellence

We're burning for learning!

EARLY DISMISSAL

BOTH SCHOOLS:

When both schools are shut down for early dismissal, students will be dismissed at 12:40 PM. We will observe the following schedule:

DUFFY/MACKINNON	Period 1	8:05-8:43	
	Period 2	8:45-9:07	(Homeroom/Period 1-Duffy)
	Period 3	9:09-9:36	
	Period 4	9:38-10:05	
	Period 6	10:07-10:34	
	Period 7	10:36-11:03	
	Period 8	11:05-11:33	
	Period 9	11:35-12:03	
	Period 5	12:05-12:40	

MACKINNON SCHOOL: When only the MacKinnon School has an early dismissal, the schedule will run as follows:

MacKinnon	Period 1, 2, 3, 4, 8 or 9, 5
Duffy	Periods 2, 3, 4, 5, 9 with return to homeroom from 12:32 PM to 12:40 PM Duffy teachers will not be required to report until 8:15AM

DELAYED OPENING

School session begins at 10:00 AM and lunch will be served.



Marie V. Duffy Schedules



Regular Day

Period	Times
Breakfast	8:20
Arrival	8:25 (K-8:35)
HR	8:40 - 8:50
2	8:51 - 9:36
3	9:38-10:23
4	10:25-11:10
5	11:12-11:57
6	11:59-12:44
7	12:46- 1:31
8	1:33 - 2:18
9	2:20 - 3:05 (K 2:20- 2:55)

Half Day

Period	Times
Breakfast	8:20
Arrival	8:25 (K-8:35)
2	8:45- 9:11
3	9:13- 9:39
4	9:41-10:07
6	10:09-10:35
7	10:37-11:03
8	11:05-11:31
9	11:33-11:59
5	12:01-12:40 (K 12:01-12:30)

Delayed Opening

Period	Times
3	10:00-10:23
4	10:25-11:10
5	11:12-11:57
6	11:59-12:44
7	12:46 - 1:31
8	1:33 - 2:18
9	2:20 - 3:05

K = Kindergarten Only

2022-2023 DUFFY ELEMENTARY SCHOOL TEACHING STAFF

PRIDE SE SC	DiAndrea, Roxanne
Kindergarten	Canfield, Megan
Kindergarten Inclusion	Denninger, Christine
Kindergarten SE ICR-Inclusion	Dunn, Jennifer
Kindergarten	Fields, Kellie
Kindergarten	Katsigiannis, Katie
Grade 1	Adams, Kathy
Grade 1	Bayliss, Annemarie
Grade 1	Cicchetti, Beth
Grade 1 SE ICR-Inclusion	Hale, Louise
Grade 1 Inclusion	Healy, Karyn
Grade 2 SE ICR-Inclusion	Fiorello-Huhn, Jamie
Grade 2 Inclusion	Greco, Samantha
Grade 2	Fortunato, Caryn
Grade 2	Minell, Taylor
Grade 2	Wiseman, Joan
Grade 3	Leto, Pam
Grade 3 Inclusion	Robertson, Amanda
Grade 3 SE ICR-Inclusion	Goldberg, Mitzi
Grade 3	Sommerville, Desiree
Grade 4 ELA/RtI	Bellamy, Laura
Grade 4 ELA	Szablowski, Katherine
Grade 4 SE ICR-Inclusion/SS	Haughton, Sonia Simpson
Grade 4 Math/Science	Marasco, Becky
Grade 4 Math/RtI	Twyman, Sandrene
Grade 4/5 SE ICR-Inclusion/RtI	Moran, Jill
Grade 4/5 SS, Technology	Schiff, David
Grade 5 ELA	Hudowalski, Cara
Grade 5 ELA	Wood, Michelle
Grade 5 Math/RtI	Jenkins, Chrissy
Grade 5 Math/RtI	Morella, Matthew
Grade 5 Science/Project Upgrade	Frankle, Gale
Grade 5 SE ICR – Inclusion	Marinero, Amanda
SE SC – 1 st / 2 nd /3 rd	Pazmino, Stephanie
SE SC – 4 th / 5 th	Ayers, Ashley
SE SC – 4 th / 5 th	Daly, Lauren
SE SC – MD	Donegan, Megan
OT/PT	Pavese, Stephanie
RtI – ELA (Reading Recovery)	Hunt, Kimberly
RtI – Reading Specialist	Prout, Lauren
RtI – Reading Specialist	Dang, Kristine
RtI – ESL	Silfa-Veras, Carmen
RtI – ESL	Szablowski, Katherine
RtI – K-5 Math	Banga, Satwant
Art	Maida, Judith; Vikete, Ray
Library	Grasso, Barbara
Music/Chorus	Colfin, Sandra
Music/Band	Orrico, Christian
PE/Health	Kuchar, Kathy; Mcmillin, Tom
	Monroig, Samantha; Nufrio, Joe
Spanish	Mongrella, Carmita; Nunez, Nadia
Speech/Language	Adessa, Jennie; Astrologo, Kim; Hoffman, Laura

*RtI = Response to Intervention

(includes Basic Skills Instruction)

SUBSTANCE ABUSE POLICY

The Board of Education recognizes that substance abuse is a serious social problem that has far-reaching implications for both the abuser and for the entire community. The Board accepts responsibility for instructing pupils in the early identification and remediation of pupils who become involved with substance abuse.

The Board of Education prohibits the use, the possession, and/or distribution of a substance in a school, on school grounds, on school transportation, or at any event or school sponsored function. A pupil who uses, possesses, or distributes, a substance on school premises will be subject to discipline, which will be a reflection of the severity of the offense and may include suspension or expulsion. The pupil may be reported to an appropriate law enforcement agency.

The Board shall provide a comprehensive program of instruction on the nature and effects of substances and tobacco. Instruction shall be integrated with the health education curriculum.

ANNOUNCEMENTS

Information will be sent home weekly in Thursday folders and posted on the district website (www.wbps.org) under the “Schools” tab, then select the Marie V. Duffy School. On that main page select “Duffy Flyers” under “Quick Links”. The school calendar, lunch menu and Student Handbook are also available in the same place.

Information in need of immediate attention will be disseminated to student families through the use of the district’s automated system (See page 16, “Emergency Contact System”). The school website is a key source of information, www.wbps.org. In addition, the principal and individual teachers maintain RealTime websites accessible through the use of a password provided at the beginning of each year.

ARRIVAL AND DISMISSAL

Arrival and Dismissal Times and Places

	Arrival	Dismissal	Entry	Exit
1st Grade	8:40 am	3:05 pm	Duffy Main Entrance	Duffy Main Exit
2nd Grade	8:40 am	3:05 pm	Duffy Main Entrance	Duffy Main Exit
3rd Grade	8:40 am	3:00 pm	Duffy Main Entrance	Board Office Exit (near Lafayette Street)
4th & 5th Grades	8:40 am	3:00 pm	Door near Gym	Exit near Gym
Kindergarten	8:45 am	2:55 pm	Duffy Main Entrance	Classroom Exit

Procedures:

- At dismissal Kindergarten and 1st grade students are handed off to someone approved by the family.
- 2nd - 5th Grade students are dismissed at the door. Have a clear plan on where to meet up if you are picking up multiple children.
- Please be on time. Call the school in case of an emergency.
- We will be running an “In Day” arrival until further notice. The playground areas will not be used before or after school.
- Breakfast After the Bell is available from 8:45 am until 10:30 am.

NOTE: Students should never be dropped off before staff supervision is in place at 8:40 a.m.

Kindergarten students are dismissed directly to a parent/guardian or escort. First grade students are dismissed by their teachers at the front of the school to a parent/guardian or escort. Second grade students leave the school by exiting through the main doors at the front of the building, 3rd grade students exit near the Board Office, and 4th and 5th grade students leave from the exit next to the gym promptly upon dismissal, using the sidewalk to move toward the front of the building and then head directly home. Students should never be in the back parking lot without a parent/guardian/escort. Students being picked up at the Drop-Off Area near the Board Offices must exit at the door assigned above, walk in front of the building, follow the sidewalk to the Board Office, and continue to the Drop-Off sign where they can await their ride. Students are not to remain on school grounds unless they are involved in a school-sponsored activity. Any student not picked up promptly at 3:05 p.m. will be escorted into the Duffy Office area to be supervised by administration while parents/guardians are contacted. If a child is picked up late **three** times a meeting will be scheduled with the principal. Local agencies will be notified if lateness is determined to be excessive.

A *Request for Supervision at Dismissal from School* form should be completed if the student should not be permitted to walk home from school alone unless escorted by a parent, legal guardian or escort (21 years of age or older). The forms are available in the Duffy Office and on the website.

LATE ARRIVAL

After 9:00 a.m. parents must come into the Duffy office to sign in their children. **The Attendance Secretary can be reached by calling 973-361-2506, ext. 701.**

ATTENDANCE REGULATIONS

In order to benefit from any educational program, regular and punctual attendance is essential. When circumstances necessitate a student's absence, parents are requested to contact the school and leave a message on the **attendance voice mail (973-361-2506 x701)**. Please call to report an absence before 8:30 a.m. When leaving a message, include the following:

- **child's name**
- **grade**
- **homeroom teacher or grade and section;**
- **the reason for the absence, including the nature of any illness or injury**
- **a request for assignments and the arrangements for pickup in the main office**

The attendance secretary will contact parents on the morning of the absence in cases where a call was not received. Parents should call the school if a student will not be returning for the PM session after attending school in the morning. Students must be present for at least one hour during the morning session or one hour during the afternoon session to be recorded as "present" for that session. All absences and excusable tardies must be followed-up upon your return to school by a signed parental note specifying the reason for the absence or tardiness. Absences of three or more consecutive days will require re-admittance by the school nurse and in certain cases, a doctor's certificate. Cases of chronic absenteeism and/or persistent tardiness will be referred to the District Attendance Officer to be handled in accordance with Board of Education Policy and New Jersey State Law and could result in a court appearance and/or fines. A student must be in attendance for **170** or more school days in order to have successfully completed the instructional program requirements of the grade.

Students may be excused from school only by the principal of the school or his/her designee. Requests should be made in writing and with specific provisions for parental pickup at the school office. Positive parental identification should be made at time of pickup.

BICYCLES/ SKATEBOARDS/ SCOOTERS

Students are permitted to ride bicycles to and from school, in compliance with the following guidelines, which have been established to insure student safety and bicycle security.

1. Completion of a Bicycle Safety Agreement submitted to the Duffy Office.
2. All students must wear a properly fitted and fastened helmet.
3. Helmets are to be worn whenever the bicycle is being operated on any public property used by pedestrians or vehicles.
4. It is the student's responsibility to ascertain that his/her bicycle is in proper and safe working condition.
5. Bicycles must be ridden on the right hand side of the street and in compliance with all traffic laws.
6. Only one student may ride a bicycle at a time.
7. Students are to follow the directions of crossing guards.
8. Students are expected to display courtesy and consideration toward others.

9. Upon arriving on school property, bicycles are to be dismounted and walked. Bicycles may not be ridden on school property nor on the public sidewalk directly in front of the school between Lafayette Street and the driveway leading to the Drop-Off Zone.
10. All bicycles should be secured with locks at the bicycle racks which are located in front of the Schools.
11. Mini-bikes, motorcycles, etc., are not permitted on school grounds.

NOTE: Skateboarding, scooters and roller-blading/skating of any kind, to and from the Duffy School are **not** permitted. Additionally, they cannot be stored in lockers.

A '**Bicycle Safety Agreement**' must be filed with the Duffy Office certifying that the student has permission to ride a bike to and from school and the **Helmet Safety Sticker** visible on the student's helmet.

The preceding guidelines will be strictly enforced by both school officials and the Police Department. The Board of Education will not assume responsibility for bicycles which are lost, stolen or damaged. Students not complying with these guidelines may have their bicycles confiscated and held in the school building for a parent/guardian to claim.

CROSSING GUARDS AND SAFETY GUIDELINES

Crossing guards are on duty before and after school. They are special officers of the Wharton Police Department, and are to be obeyed at all times. For your safety, please abide by the following safety guidelines:

1. Use sidewalks where they are available.
2. On streets where sidewalks do not exist, use the extreme edge of the street, walking in the direction facing traffic.
3. Obey all traffic lights, and signals of the crossing guards.
4. Cross at intersections where crossing guards are posted.
5. When crossing streets where crossing guards are not stationed, cross only at the intersection, and use extreme caution.

Students reported to the administration who fail to abide by these guidelines will face disciplinary action.

DRESS AND GROOMING

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

General Rules:

1. Pupils are expected to be clean and well-groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

Prohibited Clothing & Articles:

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
4. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
5. Patches and decorations that are offensive or obscene;
6. Undershirts (underwear) worn without an outer shirt;
7. In the classroom, clothing required for physical education classes;
8. Clothing that is overly soiled, torn, worn, or defaced;
9. Non-prescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
10. Portable audio or video devices;
11. Beepers and other summoning devices, except as permitted in Policy No. 2360; and
12. Clothing, apparel and/or accessories, which indicate affiliation with any gang associated with criminal activity or have references to alcohol or tobacco.

Pupils will not be permitted to attend a school-related function, such as a field trip or after-school activity unless they are attired and groomed in accordance with this dress code.

Students who report to school in attire that is not appropriate will have their parents contacted to arrange for a change of clothing. All missed class time and work shall be made up.

In addition to the above, the administration reserves the right to make a decision regarding the appropriateness of student dress. Students are encouraged to obtain an interpretation of the dress code from the administration in advance if they are in doubt of the applicability of the code to certain articles of clothing. Violation of the dress code may result in disciplinary action.

Please understand that with emergencies, there is the possibility that telephone lines may be down or jammed up. It can never be guaranteed that all modes of communicating emergency changes in the school schedule will be operational.

FIRE ALARM PROCEDURES

School emergencies are handled best when students understand the serious meaning of a fire drill. In each room there is a notice indicating which exit to use in leaving the building. Your teachers will acquaint students with these directions the first few days of school. Surviving an actual disaster is often the difference between a well-rehearsed plan and an unpracticed one. Panic is avoided when students cooperate in following the proper fire drill procedures.

In order to facilitate a rapid exit during fire drills and other emergencies, it is imperative that students adhere to the following:

1. When the alarm sounds, stop working immediately and move toward the assigned exit in an orderly fashion.
2. Unless otherwise directed, the ringing of the fire bell implies that all persons evacuate the building.
3. If an exit customarily used has been blocked, proceed to the nearest useable exit, listen for instructions from the teacher, and walk quietly and quickly in a single, orderly line to the designated location.
4. **ABSOLUTE SILENCE IS NECESSARY!** When outside, proceed until the group is away from the building (approximately 50 feet from the building). A teacher will take attendance. **Permission to go back into the building will be given by the teacher in charge.**
5. Follow the directions of the teacher **AT ALL TIMES.**
6. In all fire drills, activities in progress outside the building should be immediately terminated and students should assemble in class groups.

LOST AND FOUND

If you find books, articles of clothing, jewelry, etc. you should bring the item to the office. It is your responsibility to check with the Main Office to ascertain if something you have lost has been found. Several times a year, all unclaimed Lost & Found items are donated to the clothing drive. Please check the Lost & Found (located in the Duffy entryway) before each clothing drive for personal items.

BREAKFAST AND LUNCH

Lunch menus are on the district website (www.wbps.org), and are posted in homerooms. Each day you will be asked to select an entrée item. Only the students who signed-up in the morning for a particular entree will be served that selection. It is the student's responsibility to ensure that his/her name is included on the lunch list.

Prices are as follows:

Student Breakfast	\$1.60
Student Lunch (includes entree, milk, fruit, vegetable)	\$3.30
Milk	\$0.60
Chips	\$1.00
Ice Cream	\$1.25

Free and reduced price breakfasts and lunches are available for children who are eligible to receive them. Application forms for participation in the Free/Reduced Lunch Program are available in the Main Office or from the Business Office.

Breakfast is served between 8:20 and 8:40 a.m. for Duffy students.

LUNCHROOM PROCEDURES AND RULES

Cafeteria procedures and rules have been established to allow all students to eat their meals in a safe, orderly and pleasant atmosphere.

1. Students are to walk quietly to the cafeteria in an orderly fashion. Please be mindful of classes in session as you report to the cafeteria.
2. Students purchasing lunch should form a single file line along the wall adjacent to the cafeteria. Cutting in line is not permitted. Entry into the serving area will be guided by an aide. Students are required to wait quietly and patiently in line.
3. Students bringing lunches from home may purchase milk or juice.
4. The purchase of dessert items will be by table upon the direction of the paraprofessionals. Students will form a single file line adjacent to the snack counter. Cutting into the snack line will be cause for a student to lose his/her snack privilege for the day.
5. Failure to pay for food items taken will be considered grounds for suspension from school.
6. Food, snacks, juice or utensils may not be taken out of the cafeteria.
7. Aides are to be respected and obeyed by students at all times.
8. Students are to sit and eat at assigned tables. They are to remain seated during the entire time in the cafeteria.
9. Talking should be conducted at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
10. Throwing of food, containers or objects of any kind will be considered a serious disciplinary matter and may result in suspension.
11. Students needing assistance are to seek the help of an aide by raising their hand.
12. Students may not leave the cafeteria until dismissal. Students needing to use the lavatory or see the nurse must obtain permission from the aide, take a pass, and sign out.
13. Students are responsible for depositing trash from their table and floor in the trash barrels at the end of the lunch period, as directed by the aide. All aluminum containers should be placed in the recycling containers provided. Please do not bring glass containers.
14. Paraprofessionals will dismiss students, one table at a time, when students are orderly and the table and floor are clean.

Any student who violates the lunchroom rules will be reported to the Principal and subject to disciplinary action. In a case of continual misbehavior, the student may not be permitted to eat lunch in school.

STRUCTURED RECESS PROCEDURES AND RULES

The following rules have been established to ensure the safety and security of all individuals:

1. Students will walk quietly, in a single line, through the halls to the playground or assigned areas.
2. Students must remain in designated areas at all times. These areas include the blacktop, playground and the playing field (up to the near side of the soccer field). Students must stay off the bike racks and chain link fence. The woods are strictly off limits.
3. Those students who are to meet with a teacher during recess **must have a written, dated pass from that teacher**. This pass must be presented to any teacher or paraprofessional requesting it.
4. Students may not re-enter the building without permission from a paraprofessional.
5. If a child is hurt while outside, he or she is to inform a paraprofessional. As necessary, the paraprofessional will assist or direct the student to the Nurse's Office.
6. Games are played by the rules taught in PE classes. Games that are "rough" in nature will not be permitted. This includes games in which the ball is forcefully thrown at players or games involving aggressive body contact. Rough play, such as wrestling, arm or wrist wrestling, pushing or tripping is not permitted.
7. The throwing of rocks, acorns, snow, ice or other objects is strictly prohibited!
8. Ball playing will be in designated areas during structured recreation only. Only tennis balls or other "soft" balls may be used.
9. Playground equipment is to be used properly and safely. Students are reminded to share equipment with each other. Please be sure to return the equipment at the end of the recess period.
10. When the bell rings, students are to line up immediately and maintain an orderly line while awaiting re-entry instructions.

**** Students must respect and obey teachers and paraprofessionals at all times.
Failure to comply with these rules will result in disciplinary action.**

REMOVAL FROM LUNCH/ STRUCTURED RECESS

Students who repeatedly misbehave during lunch will not be permitted to dine in the cafeteria. Parents will be notified that they will need to make alternate arrangements for their child to have lunch. Students removed from the cafeteria are not to return to school until their assigned lunch period is over.

Any child whose parent wishes for him/her to go home for lunch must arrange for his/her pick-up and return in the main office. Students leaving the school premises without proper authorization will be subject to disciplinary action. Crossing guards will not be available during lunch. Therefore, parents must be responsible for the pickup and return of students at lunchtime.

PROGRESS MONITORING

Student progress can be continually accessed and monitored by parents throughout the school year by using our *Realtime* online Grade Portal (password protected). *Realtime* provides access to students' class assignment, attendance, and grades, as well as contact information, via the internet. Computers at the public library can be used. Parents without computer access can contact the school office.

Directions for Accessing the Parent Portal

Please follow the step by step instructions below to log onto the Wharton Parent Portal.

1. Go to <https://www.fridayparentportal.com/Wharton>
2. Click on the School link.
3. Enter the Portal Username and Password provided by the Duffy Office.

The computer will prompt you to create your own secure Portal Username and Password.

If you have any questions or need assistance to successfully login to our Parent Portal, please contact the Duffy Office at 973-361-2506, ext. 331, to speak to our parent liaison, Mrs. Leticia Marquez.

PARENT – TEACHER CONFERENCES

FIRST TRIMESTER CONFERENCES

<u>Dates</u>	<u>Times: 1:30-4:30 PM</u>	<u>5:00-8:00 PM</u>
November 7, 2022		Duffy & MacKinnon (virtual)
November 8, 2022	MacKinnon & Duffy (in person/virtual)	
November 9, 2022	Duffy & MacKinnon (virtual)	

SECOND TRIMESTER CONFERENCES

March 8, 2023	Duffy & MacKinnon (in person/virtual)	
March 9, 2023		Duffy & MacKinnon (virtual)

REPORT CARDS

Report cards are disseminated on a trimester basis. With the advancement of technology, your child's progress can be viewed online through the "Parent Portal" on our student information system for 1st-5th grade students. Report cards for 1st-5th grade students are accessed by these same means. Some student families may not have access to the internet or the ability to access this document. Should this be the case, simply contact your child's school office, and a "traditional" printed copy of this document will be provided. Kindergarten students will receive printed report cards.

TRIMESTER AND REPORT CARD SCHEDULE 2022-23 SCHOOL YEAR

BACK TO SCHOOL NIGHTS

BACK TO SCHOOL NIGHT - Marie V. Duffy – September 19, 2022
BACK TO SCHOOL NIGHT - Alfred C. MacKinnon – September 27, 2022

1st TRIMESTER PERIOD

Marking Period Begins	September 6, 2022
Marking Period Ends	December 2, 2022
Report Cards Available, Grades K-8	December 10, 2022

2nd TRIMESTER PERIOD

Marking Period Begins	December 5, 2022
Marking Period Ends	March 9, 2023
Report Cards Available, Grades K-8	March 21, 2023

3rd TRIMESTER PERIOD

Marking Period Begins	March 10, 2023
Marking Period Ends	June 19, 2023*
Report Cards Available, Grades K-8	June 19, 2023*

*Dates subject to change due to snow days and tentatively will be the Last Day of School.

HONOR ROLL (Grades 4 & 5)

Each marking period, a list of those students who have distinguished themselves academically is compiled. To attain Honor Roll status, the following criteria must be met:

HIGH HONOR ROLL

At the fourth and fifth grade levels, students must achieve:

1. An average rating from the four major content areas (English Language Arts, Mathematics, Science and Social Studies) of 3.0 or higher, and
2. The student will receive no “Needs Improvement” and no “Unsatisfactory” ratings for Specialty/Exploratory Classes.

MERIT HONOR ROLL

At the fourth and fifth grade levels, students must achieve:

1. An average rating from the four major content areas (English Language Arts, Mathematics, Science and Social Studies) of a 2.65 or higher, and
2. The student will receive no “Needs Improvement” and no “Unsatisfactory” ratings for Specialty/Exploratory Classes.

Average Rating is calculated by taking the average of all the practices under each standard for each major content area (ELA, Mathematics, Science and Social Studies). Then, the average of the four ratings in each content area will determine the overall average.

MARIE V. DUFFY ELEMENTARY SCHOOL

CODE OF CONDUCT

- ♥ **I Will Treat Myself And Others With Respect.**
- ♥ **I Will Treat Property With Respect.**
- ♥ **I Will Act In A Safe Manner.**
- ♥ **I Will Come To School Prepared And Do My Personal Best.**
- ♥ **I Will Be A Responsible Student.**

EXPECTATIONS FOR STUDENT BEHAVIOR

In order for effective learning to take place, students must accept the responsibility to develop and demonstrate positive attitudes and behaviors. The set of behavioral expectations that appears below, approved and adopted by the Board of Education, should serve to guide students in their daily living:

Students will:

Prepare themselves mentally and physically for the process of learning...

- Students are nourished, rested, clean, properly dressed and groomed
- Students are free of drugs and alcohol
- Students come to school prepared to learn

Demonstrate respect for people and property...

- Students are honest, courteous and polite
- Students respect the property of others
- Students respect the rights of others to their own opinions
- Students settle differences peacefully
- Students display good sportsmanship
- Students participate in the maintenance and cleanliness of school facilities and property

Take responsibility for their behavior and learning...

- Students recognize that school is work, and academic development is the primary purpose
- Students complete all homework, class work and examinations
- Students make personal choices based on reasonable decision-making processes
- Students accept constructive criticism and disagreement when necessary and appropriate
- Students accept the consequences of their actions

Use time and resources responsibly...

- Students attend school regularly and punctually
- Students use study periods and library time for schoolwork
- Students use books and other materials appropriately

Share responsibilities when working as members of a group...

- Students cooperate, contribute and share in the work of a group
- Students accept and assume leadership when appropriate
- Students listen to the points of view of others

Meet the unique requirements of each class...

- Students participate actively in class work
- Students follow class rules and procedures
- Students bring to class all textbooks, clothing and other materials necessary for participation
- Students observe rules for safe handling of class equipment and materials

EXPECTATIONS FOR STUDENT BEHAVIOR (cont.)

Monitor their progress towards objectives...

- Students record and maintain records of progress
- Students plan courses of study and schedules
- Students seek assistance from school staff and peers
- Students value the relationship of learning to everyday life

Communicate with parents and school personnel about school related matters...

- Students take time to discuss academic learning and school progress with parents and school personnel
- Students transmit information to parents and return responses to appropriate school personnel when requested
- Students know the appropriate people to involve when a problem occurs
- Students outline with parents and teachers a clear and concise educational goal for the school year

(SEE EXPECTATION MATRIX ON PAGE 27)

CITIZENSHIP

Developing into a good citizen is as important as improving your academic skills. The positive habits and attitudes that you develop at the Duffy Elementary School will greatly influence you for the rest of your life.

Rules and regulations are necessary when large groups of people are to live and work together constructively and harmoniously. A good citizen will be honest, tolerant and considerate of others under all circumstances. A good citizen will become actively involved in encouraging others to respect each other and their school. With all students striving to be good students and good citizens, the Duffy Elementary School will be a productive and pleasant environment.

The staff of the Duffy Elementary School use instances of violations of the Code of Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior.

WHARTON SCHOOL DISTRICT EXPECTATION MATRIX

	Classroom	Bathrooms	Office	Cafeteria	Arrival/Departure	Hallways	Recess/Playground
Be Respectful	<ul style="list-style-type: none"> • Use appropriate and positive language. • Listen when others are speaking, and speak when it is your turn. • Respect others and property. • Follow all staff directions the first time given. • Settle differences peacefully. 	<ul style="list-style-type: none"> • Respect the privacy of others. • Get in and out as quickly as possible. • Keep bathrooms clean. 	<ul style="list-style-type: none"> • Report to the desk and address the staff politely using please, thank you, excuse me. • Wait quietly. 	<ul style="list-style-type: none"> • Use appropriate and positive language. • Use good manners. • Follow all staff directions the first time given. • Do not leave your table until dismissed. 	<ul style="list-style-type: none"> • Use appropriate and positive language. • Remove hats and hoods upon arrival. • Turn off electronics and store in locker. • Follow all staff directions the first time given. 	<ul style="list-style-type: none"> • Walk quietly. • Respect all hallway displays. 	<ul style="list-style-type: none"> • Follow all staff directions the first time given. • Use appropriate and positive language. • Use a quiet indoor voice. • Use good sportsmanship.
Be Ready and Responsible	<ul style="list-style-type: none"> • Actively and appropriately participate in class activities. • Take care of your personal belongings, and clean up after yourself. • Give your best effort. • Be prepared with necessary supplies and bring completed homework and class assignments with you when due. • Review and study notes and readings for class. 	<ul style="list-style-type: none"> • Report graffiti, damage, or disturbances to a staff member. • Flush the toilet. • Clean up after yourself. 	<ul style="list-style-type: none"> • Follow all staff directions the first time given. 	<ul style="list-style-type: none"> • Keep all food and utensils in the cafeteria. • Clean up after yourself. 	<ul style="list-style-type: none"> • Wait at your assigned entrance. • Follow established procedures 	<ul style="list-style-type: none"> • Report problems to a staff member. 	<ul style="list-style-type: none"> • Report disturbances, accidents, and injuries to staff members. • Follow established procedures. • Put all materials away.
Be Safe	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Wash hands with soap. 	<ul style="list-style-type: none"> • Wait patiently while sitting or standing in one place. 	<ul style="list-style-type: none"> • Get permission to leave your table. • Keep hands, feet, and objects to yourself. • Walk at a safe pace. 	<ul style="list-style-type: none"> • Cross at corners. • Stay on the sidewalk. • Keep hands, feet, and objects to yourself. • Go directly home (departure). 	<ul style="list-style-type: none"> • Walk at a safe pace in a line. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Use games, equipment, and materials properly. • Enter and exit in orderly lines.

STUDENT DISCIPLINE CODE

Our school's philosophy of student discipline is to instill in each student the responsibility to conduct himself/herself in a safe, orderly, respectful and courteous manner. Teachers, counselors and administrators provide continual guidance and direction in assisting students to develop acceptable behavior patterns. The code will be strictly enforced to ensure a safe, orderly, and productive learning environment.

Important Note

The Discipline Code applies to students from the time they leave home until the time they return home, this includes incidents of HIB*, littering, trespassing and vandalism of personal and private property. Problems occurring walking to and from school, will be handled according to these policies.

Any behavior that interferes with the education or safety of other students will be subject to disciplinary action. Conduct that is persistently contrary to the Discipline Code will result in suspension from school.

*** SEE DEFINITION OF HIB ON PAGE 31.**

CAFETERIA AND PLAYGROUND

BEHAVIOR

DISCIPLINARY ACTION

- | | | |
|----|---|--|
| 1. | Failure to comply with rules and disciplinary procedures. | Lunch/recess restrictions and/ or other action as determined by the principal. |
| 2. | Disrespect towards school personnel | Written apology signed by both student and parent, and/or lunch/recess restrictions and/or other disciplinary action as determined by the principal. |
| 3. | Persistent inappropriate behavior | Lunch/recess restrictions, conference with parents or lunch time out of school suspension or other disciplinary action as determined by the principal. |
| 4. | Throwing food or other objects | Restitution, lunch/recess restrictions, communication with parents and/or other disciplinary action as determined by principal. |

CLASSROOM BEHAVIOR

<u>BEHAVIOR</u>	<u>DISCIPLINARY ACTION</u>
1. Referral from class for disruptive behavior.	Teacher detention and/or other disciplinary action as determined by the principal.
2. Misbehavior for a substitute.	Teacher detention by regular teacher and written apology to substitute teacher signed by both student and parent and/or disciplinary action as determined by the principal.

GENERAL BEHAVIOR

<u>BEHAVIOR</u>	<u>DISCIPLINARY ACTION</u>
1. Vandalism/ Graffiti	Restitution, possible suspension, and/or other disciplinary action as determined by the principal. In addition, the act may be reported to the police.
2. Theft/Extortion	Restitution, possible suspension and any other disciplinary action as determined by the principal. In addition, the incident may be reported to the police.
3. Excessive rough play/ Scuffling	Lunch/recess restriction and/or first offense warning and any other disciplinary action as determined by the principal. The action may be reported to the police. Subsequent offenses: Suspension from school, number of days depends on severity and/or frequency of the offense.
4. Fighting or provoking same Bullying, Harassment or Intimidation (verbal and/or physical)	Suspension from school, number of days depends on severity and/or frequency of the offense and/or any other disciplinary action as determined by the principal. The action may be reported to the police.
5. Possession or use of any tobacco product, matches, lighter, etc.	Confiscation and immediate suspension from school and/ or any other disciplinary action as determined by the Principal.

- | | |
|--|---|
| 6. Possession, use or sale of any illegal substances including alcohol and drugs | Confiscation and immediate suspension from school in accordance to the rules and regulations of the Board of Education and other disciplinary actions as determined by the principal. The action may be reported to the police. |
| 7. Possession or threat of any illegal or harmful items, including knives, fireworks, weapons, toy weapons, etc. | Confiscation and immediate suspension from school in accordance to the rules and regulations of the Board of Education and other disciplinary actions as determined by the principal. The action may be reported to the police. |
| 8. Forgery | Communication with parents and/or other disciplinary action as determined by the principal. |
| 9. Inappropriate language | Communication with parents, possible suspension and/or other disciplinary action as determined by the principal. |
| 10. Possession of inappropriate printed, audio or video material | Confiscation and possible suspension from school and/or other disciplinary action as determined by the principal. |
| 11. Possession of radios, tape recorders, and/or MP3 players, beepers, cell phones, electronic games, cd's, (electronic devices), etc. | Confiscation and parental contact and/or other disciplinary action as determined by the principal. |
| | Please note: Items listed may not be brought to school unless requested by the teacher. |
| 12. Cutting one class period | Two detentions and /or other disciplinary action as determined by the principal. |
| 13. Cutting two or more class periods | Three detentions and/or other disciplinary action as determined by the principal. |
| 14. Leaving school grounds without permission. | Possible suspension and/or other disciplinary action as determined by the principal. |

In addition to the above, the Principal reserves the right to determine student participation in school related activities.

HARASSMENT/ INTIMIDATION/ BULLYING

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication*, whether it be a single incident or a series of incidents, that:

1. 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
2. By any other distinguishing characteristic, and that
3. Takes place on school grounds, at any school sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:
4. A reasonable person should know, under the circumstances, that the act(s) 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 physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any student or group of students; or
6. Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

* “Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Students are encouraged to support other students who:

1. Walk away from acts of HIB when they see them;
2. Constructively attempt to stop acts of HIB;
3. Provide support to students who have experienced HIB and
4. Report acts of HIB to their teacher, the guidance counselor or principal.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. **Consequences may include:**

1. Verbal warning;
2. Temporary removal from the classroom;
3. Deprivation of privilege;
4. Classroom or administrative detention;
5. Referral to the principal;
6. In-school suspension during the school week or weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or school grounds.

Examples of Remedial Measures:

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a student behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive student interventions, including participation of the Response to Intervention Team
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of principal;
10. Student counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Student treatment; or
14. Student therapy.

The Principal will receive all complaints alleging HIB. The Principal will inform the parents of all students involved within two school days of the verbal report and, as appropriate, may discuss the availability of counseling and other intervention services. Students and parents are also encouraged to report alleged incidents of HIB to the Principal on the same day when witnessed or reliable information received. An act of HIB may be reported anonymously but formal action for violations of the Code of Conduct may not be taken solely on the basis of an anonymous report. The Guidance Counselor is appointed as the Anti-Bullying Specialist. The Anti-Bullying Specialist chairs the Duffy Safety Team, leads the investigation of incidents of HIB in the school and acts as the primary school official responsible for preventing, identifying, and addressing incidents of HIB in the school. Some of the responsibilities of The Duffy Safety Team are to receive complaints of HIB of students that have been reported to the Principal, receive copies of reports prepared after an investigation of an incident of HIB, identify and address patterns of HIB of students in Duffy and review and strengthen school climate and the policies of the school.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended from school are in the custody of their parents, and are to remain with their parents or in their home during school hours. Random checks may be made by the District Attendance Officer, a member of the Wharton Police Department. Students on suspension are prohibited from school grounds and all after school or evening activities until a parental conference is held and they have been readmitted to school.

Students who are suspended from school are responsible for all of the academic work missed. It should be completed during the day(s) of suspension, and submitted to the appropriate teachers upon return.

CUMULATIVE BEHAVIOR INCIDENTS

If a student's behavior is persistently poor, then additional measures will be taken. If a student accumulates multiple incidents within a short time frame, parental communication will be required. If subsequent improvement is not evidenced then out of school suspension will result. Parents will be notified in all cases of Friday detention, in-school suspension and out-of-school suspension.

STUDENT INTERNET & NETWORK

Independent use of the Internet and e-mail will be given only to those who complete and return the permission form with parent approval. The school will grant access only to those students with parent permission who agree to follow the rules established for the school network and Internet.

Students may only access the Internet under direct teacher supervision. The teacher must be with the student and be able to see the monitor at all times.

The Internet includes file servers worldwide. It is not possible to screen the materials at all of these sites. Information can change at any site daily. It is important for each family to discuss the Internet and set expectations for the kinds and types of materials that are acceptable for each family.

The district has set rules which apply to student use of the Internet. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using other's passwords
- Trespassing in other's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing chat room unrelated to school study or assignments

The signature page must be returned with the "beginning of the year" materials.

SCHOOL NURSE

The nurse's office is always available for students who are genuinely sick or injured.

No child is to bring any medication to school unless these procedures are followed:

Medication required by students during the school day is governed by the following requirements:

1. Medication must be brought to the School Nurse in its original container.
2. Both prescription and over-the-counter medication, including topical, eye drops and cough drops must be accompanied by a physician's order, and a parental note authorizing and specifying the conditions for its administration.
3. Medication shall be dispensed by the School Nurse only, unless a "Self-medication Statement of Indemnification" is filed.
4. Information for students who are on a regular program of medication must be renewed at the beginning of each school year.
5. All medications and medical devices must be picked up by the last day of instruction or will be subjected to disposal.

Illnesses:

1. If a student has a temperature above 100° he/she is expected to remain home a full 24 hours fever-free without antipyretics (Tylenol, Advil, etc.) before returning to school.
2. If a student is experiencing vomiting or diarrhea he/she should not return to school until symptom-free for 24 hours.

TARDINESS TO SCHOOL

Students who are late to school must report to the Duffy office for a pass before reporting to their scheduled classes. **After 9:00 a.m., students are to be signed in by a parent in the Attendance Office in the Duffy Elementary School.**

Persistent tardiness will be referred to the District Attendance Officer to be handled in accordance with The Board of Education policy and New Jersey State law which could result in a court appearance and fine.

TELEPHONE USE

Students who have an urgent need to call home during the school day should get a pass from their teacher and report to the Office. The office telephone may be used only with permission from office personnel.

TEXTBOOKS

All basic textbooks and supplementary materials are provided to you for use during the school year. Each student should place his/her name in issued books as directed by the teachers. **It is school policy to have all textbooks covered immediately and to keep them covered throughout the school year.**

You are personally responsible for all items that you are issued. It is very important that you take the time to check each book carefully and report any damage to your teacher immediately upon receipt of the book. All books are to be kept clean and handled properly. Fines will be assessed for loss of any item, or the amount of abuse or misuse evidenced.

Students with outstanding books and/or fines will not receive report cards or diplomas. Promotion to the next grade and/or final withdrawal from the district is contingent upon meeting all financial obligations.

TOBACCO USE POLICY

The Board of Education recognizes that the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious consequences.

For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, and the use of smokeless tobacco and snuff.

The Board prohibits smoking by pupils at any time on school premises, events sponsored by this Board away from school, and on any transportation vehicle supplied by this Board.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. Staff members shall, by example and persuasion, make every reasonable effort to discourage pupils from developing the habit of smoking.

TRANSFERRING FROM SCHOOL

Students who plan to transfer from school during the school year, must inform the Guidance Office at least five (5) days in advance of their withdrawal. This should be done in a letter from parents or guardian indicating the last day of attendance and the new school which the student will be attending. A transfer card will be issued after all books and other school property have been returned, and all other obligations, including lunch money owed, have been satisfied.

WHARTON BOROUGH SCHOOL WEBSITE

We strongly encourage your parents and teachers to communicate on a regular basis regarding your progress. Aside from conferences and phone calls, parents are encouraged to correspond via email. If your parents wish to contact a staff member via e-mail, have them visit the Wharton Schools web page at www.wbps.org. All flyers and general communication sent home to parents with students will also be scanned and made available on the school website.

“ZERO TOLERANCE FOR GUNS ACT”

In 1995, the New Jersey Legislature enacted, NJSA 18A:37-7, known as the “**Zero Tolerance for Guns Act.**” The law provides that any pupil convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found to knowingly possess a firearm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school’s regular education program for a period of not less than one calendar year.

WHAT TO DO IF

- ... **You have been absent:** bring a note, signed by your parent or guardian, listing the days you have been absent, and the reason for your absence. The note must be submitted to your homeroom teacher on the day of your return.
- ... **You are late to school:** report directly to the front door paraprofessional. You must bring a note from home, with the date of your tardiness and the reasons for your lateness, signed by your parent or guardian.
- ... **You are uncertain whether or not school is in session due to inclement weather:** listen to radio stations WRNJ 1000 AM, WMTR 1250 AM or WDHA 105.5 FM or check the school website. Please do not call the school.
- ... **You have forgotten your lunch or lunch money:** an emergency lunch will be provided.
- ... **You need to phone a parent for emergency reasons:** request a pass from your teacher to go to the office for permission to use the telephone.
- ... **You feel sick in school:** ask your teacher if you may go to the Nurse's Office. You must have a pass to go to the nurse. You must have permission from the principal or school nurse and your parent to leave the school grounds at any time.
- ... **You are unable to participate in physical education for medical reasons:** bring a parental note or doctor's excuse to the Nurse's Office.
- ... **Another student hassles you:** go immediately to a teacher, the guidance counselor, or an administrator. They are always ready to help you or listen to your problem.
- ... **You find books, a coat, etc:** bring the article directly to the Main Office.
- ... **You are moving out of town:** inform the Guidance Office as soon as you are certain you will be moving.