

**HARDING TOWNSHIP SCHOOL
Student Handbook 2008 - 2009**

Dr. Timothy Purnell
Superintendent of Schools

Miss Dee Klikier
Principal

Mrs. Fraida Yavelberg
Supervisor of Student Services

Business Administrator
To Be Announced

Mrs. Eithne Howard
Secretary to the Principal

34 Lee's Hill Road
P.O. Box 248

New Vernon, NJ 07976

Telephone: 973-267-6398

Attendance Line: #1, Sports Line: #4

Website: <http://www.hardingtwp.org>

School Agenda Belongs To:

Student's Name: _____

Grade: _____ Homeroom/Advisory Teacher: _____

I have read the information in this handbook and understand my responsibilities as a student at Harding Township School.

Student's Signature: _____

We have read this material with our child and will support the school's efforts to maintain a positive learning environment for all pupils.

Parent's Signature: _____

September 2008

Dear Student:

This *Agenda Book* is given to students to provide you with important information to help make your year in school a success. The student handbook tells you about our expectations for you as a student and also provides some helpful information.

You are responsible for reading over the information contained in the *Agenda Book* and for following the procedures outlined. Middle school parents need to review the *Agenda Book* with your child and sign where indicated on the first page. Parents of elementary students should review the agenda book each night to be sure that your child is keeping current on their assignments. Students may also check teacher e-boards for assignment information.

I hope your school experience in 2008-2009 is an exciting and positive one. Take advantage of the many opportunities here and take responsibility for your education and actions. These efforts will allow you to make the best of your education here at the Harding Township School. Have a wonderful year!

Sincerely,

D. Klikier
Principal

KEYS TO STUDENT SUCCESS

USE AGENDA BOOKS

Students in grades 3-8 have been given an Agenda Book, which must be used. Students should write assignments in their Agenda Books and parents should check the Agenda Books to make sure that assignments are being written down and completed.

MEET STANDARDS FOR WRITTEN ASSIGNMENTS

All students' papers, which are submitted for teacher evaluation and correction, are to conform to the standards listed below. A paper's first impression, its appearance, should be a positive one. It is important that papers be neat, legible, and written in a correct manner. If standards are not met, work will be returned to be corrected and resubmitted.

All work that is handed in must meet the following standards, unless otherwise indicated by teacher:

- Maintain a one-inch margin on each side.
- Be written or typed on standard white composition or printer paper, or graph paper if applicable.
- Be correction free.
- Grades 3 and above should write in cursive.

Elementary & Middle School Standards:

Use Assignment Headings:

Full Name	Subject
Date	Specific Assignment

Middle School Standards:

- Cursive or typed
- Double spaced with 12 point simple font
- Title (if appropriate)
- Include Honor Code:
"This is my own work"
Signature

BE ORGANIZED

- Pair up with somebody before you leave for the day to be certain you have all your assignments, books, and materials.
- Find a buddy to call in case you are out of class (Quest, Peers, rehearsals or other excused absences from class) and need assignments for that day. Students can also check e-Boards. This is your responsibility. You are responsible for bringing in the assigned work the next day.

BE ON TIME FOR CLASS

Middle School Students:

Plan ahead so that you arrive in each class on time. If you arrive after the bell without a late pass, you must get a pass from the teacher that detained you. If the teacher will not give you a pass, you must report to the office and receive an unexcused tardy. After the third unexcused tardy you may be assigned a detention. You are responsible for making up all missed work due to your tardiness.

HOMEWORK/ASSIGNMENTS

Hand in all daily homework assignments on time. Be sure they meet the standards for written assignments and are of acceptable quality.

Middle School Students

For every missing assignment:

- Missing/late assignments will affect the student's grade adversely.
- Students should check agenda books/e-Boards nightly to stay informed about homework/assignments/upcoming tests.
- Lunch detentions may be assigned for each missing homework or assignment at the teacher's discretion.
- After three (3) missed assignments or lunch detentions, further disciplinary action may occur.

The following suggestions should help you complete these assignments in a satisfactory manner.

- Establish a set time for study each day.
- Budget your time on a daily basis.
- Do not wait until the last minute before doing reports or projects.
- Start with the most difficult assignments.
- Be neat, organized, and have necessary supplies in your study area.

MAKE-UP WORK

If you miss work as the result of a brief excused absence, you have two days for every day absent in which to make up the missing work. Any work assigned prior to this time is due the day you return to school, unless other arrangements have been made. Work submitted in excess of the time allowed will be treated as a late assignment (See Above). In the event of an extended absence, i.e. three or more days, you (or your parent) should call or meet with the school counselor on the day of your return to develop a timeline for submitting missing assignments. It is your responsibility to find out what you need to make-up from your teachers.

BE PREPARED FOR CLASS

You must have a minimum of a notebook, pencil, paper, pen and Agenda Book in order to be prepared for each class.

Review your Agenda Book and schedule at the beginning of the day to ensure you have brought all the necessary textbooks, workbooks, and completed assignments you will need for each of your classes. In the case of forgotten items, you must obtain a locker pass to go to pickup forgotten items. This will be at the individual teacher's discretion.

CHARACTER DEVELOPMENT

Character development is a critical component of your education at Harding Township School. The values and skills you learn will be used in all areas of the school as well as at home and in the community, which is the ultimate goal of the program. The school's character development

goals are represented by the acronym Harding CARES.

CONSIDERATE - Harding Township students listen to their teachers and peers. If they wish to contribute to the class and/or discussion, they will raise their hands when the other person is finished talking.

ACCOMPLISHED - Harding Township students will be prepared with pencils, notebooks, and all materials required for learning. They will use school time wisely and be active participants in class.

RESPECTFUL - Harding Township students want to make their school a special place. They recognize that "cliquish" behavior, saving seats, unwelcoming body language, and secrets can be hurtful to classmates. They will help to make sure that this behavior does not occur in their presence. They are respectful of teachers, adults, and all people in positions of authority.

EMPATHIC - Harding Township students will respect all of their classmates at all times. They recognize that everyone has strengths and weaknesses with which they can help, not mock.

SELF-DIRECTED - Harding Township students will behave with courtesy and respect in the classroom and in all areas of Harding Township School at all times.

STUDENT BEHAVIOR

All students are expected to make a commitment to learning and strive to do their personal best in academics, activities, and relationships with others. Taking advantage of the school setting is one important way to fulfill this expectation. In order to help themselves and others reach their potential, students are expected to behave in a manner conducive to learning.

EXPECTATIONS FOR STUDENT BEHAVIOR

Harding Township students must:

Show respect for authority, each other, and school property;

Behave in a manner that does not distract other students from learning; remain focused.

Enter the classroom on time and in an orderly way and quietly prepare yourself for class;

Listen while others are speaking;

Walk in the hallways and between buildings;

Not chew gum.

Repeated offenses will result in disciplinary action.

ZERO-TOLERANCE BEHAVIORS

The following behaviors are considered to be zero-tolerance behaviors. Such behaviors will be taken very seriously and will result in the consequences outlined in the section that follows:

- Assault
- Extortion
- Fighting
- Harassment, hazing, intimidation, or bullying, including cyber-bullying
- Inappropriate language
- Open defiance or willful disobedience
- Possession, distribution, or use of alcohol, tobacco, or other controlled dangerous substance;
- Theft
- Unsafe behaviors or actions that seriously disrupt the teaching or learning process
- Vandalism
- Weapons policy violation
- Retaliation by any student towards another student and/or staff member for any reason, including retaliation for reporting zero tolerance behaviors.

CONSEQUENCES

In the event that the principal or his/her designee determines that the student's action constitutes a Zero Tolerance behavior the following will apply:

First Offense

1. Detention, in-school suspension, or out-of-school suspension for a period of **1-5 days**.
2. Required parent conference prior to the return of the student to school
3. Referral to guidance counselor for positive behavioral interventions
4. Possible referral to legal authorities
5. Possible referral to appropriate therapeutic agencies
6. Exclusion from participation in any school or school-related activities during the period of detention or suspension
7. Other actions as may be deemed appropriate

Second Offense

- Detention, in-school suspension, or out-of-school suspension for a period of **3-7 days**.
- **Numbers 2-7 above.**
- Exclusion from participation in any school or school-related activities during the period of detention or suspension
- Other actions as may be deemed appropriate

Third Offense

- Detention, in-school suspension, or out-of-school suspension for a period of **5-10 days**.
- **Numbers 2-7 above.**
- Other actions as may be deemed appropriate.
- Possible referral to the Superintendent of Schools and Board of Education for possible extended suspension or expulsion

RULES FOR DETENTION

From time to time it will be necessary for teachers to assign students after-school or lunch detentions. Students will be expected to observe the following rules during detention:

- You must arrive on time - late arrivals will be assigned an additional detention.

- Homework or missing assignments will be completed during lunch detentions.
- No homework or assignments will be done during an after-school detention. At the discretion of the Principal an assignment or task may be given.
- You must not talk during detention and must ask permission to leave the room.
- You must remain in your seat. You will not be permitted to walk around the detention room.
- You may not participate in any extra-curricular activity on the day of the detention, no matter what time that activity occurs. You are the one responsible for informing the adults, who are running the extra-curricular activity that you will not be attending on that day.
- **Students who receive 3 detentions in one marking period may receive additional consequences as deemed by the Principal.**

ASSEMBLY & CONCERT ETIQUETTE

Proper assembly/concert etiquette is important to both the performer and to the listener. A simple act by someone sitting nearby can spoil a performance. Therefore, using common sense will result in an enjoyable event for everyone.

- Please turn off all electronic devices: cell phones, beepers, pagers, etc.
- Leave your seat only in an emergency or at the conclusion of the program.
- If you must leave or re-enter, please do so only during applause or a break in the program.
- Talking is not permitted during the performance.
- All children must be supervised and sit with their parents during the performance.
- No food, drinks, candy, or gum will be permitted in the gym/auditorium.
- **APPLAUSE** is the audience's way of expressing appreciation.

VIDEOTAPING

Throughout the school year many of our programs are videotaped. These tapes are often copied and shared with the community. Please do not walk in front of the camera during taping. Maintaining quiet is necessary so that the extraneous noise will not be picked up by the camera's microphone. Your cooperation will be very much appreciated.

ARRIVAL & DAILY PROCEDURES

ARRIVAL AT SCHOOL

School begins at 8:25 a.m. daily and dismisses at 3:10 p.m.

Students who do not ride the bus to school should plan to arrive at school between 8:10 and 8:20 and must wait outside in the designated area. In the event of rain, you will be permitted to wait indoors in an assigned location. **You are not permitted in other parts of the building until after 8:20 a.m. without a pass or teacher's written permission.** If you arrive early to meet with a teacher, please sign in on the extra help sheet outside of the middle school office. Do not drop students off prior to 8:10 - no supervision is available.

Students who are dropped off for extra help or morning activities **must be dropped off outside of the middle school office and must sign in** outside the Middle School office. No students will be permitted to be dropped off after 8:00 a.m. in the middle school parking lot. After 8:00 a.m. **all** students must be dropped off at the elementary circle. Students, who are accompanied by a parent (i.e. To drop off a project) should park his/her car in the middle school lot and enter through the door outside the middle school office. Parents must take responsibility for the safety of their children entering the building. Cars entering in the a.m. before 8:25 a.m. must exit through the elementary gates. Do not exit by the front of the Middle School, this area should remain clear

for buses. It poses a safety hazard when cars try to exit this area.

SAFETY: 5 MPH speed limit on school property.

PLEASE DO NOT PARK IN ANY UNAUTHORIZED AREAS. CARS PARKED ILLEGALLY MAY BE TICKETED BY THE HARDING TOWNSHIP PD.

LATE ARRIVAL BY BUS

If your bus arrives after attendance has been taken, it is your responsibility to report to the office to be marked present.

STUDENT PICK UP

All students who are picked up after school must **be picked up at the Elementary Circle**. Parents should pull up to the pick up line and **turn off their engines**. When children are dismissed they will proceed to their cars. Students who are waiting to be picked up should not be running around or playing tag - this poses a serious safety issue. **Students are not permitted to wait in any other area for parent pick up**. Any students not picked up by 3:20 p.m. will be sent to the Middle School office. Students who do not comply with this procedure will be assigned a detention.

Students picked-up late from extra-curricular or sports activities are at risk of dismissal from that sport or extra-curricular activity.

Students picked up during the school day must bring a note stating the dismissal time and the reason for leaving early. In the Middle School, notes should be brought to the office during homeroom so that a dismissal pass may be issued (K-4 students should give their notes to their homeroom teachers). Students should present that pass to the teacher when they need to leave class. Students must be signed out by a parent or guardian in the office, indicating the time they are leaving.

ATTENDANCE

Regular attendance is essential to your success. Absence can be a major cause of student failure. Only the following reasons for absence are excused by the state: personal illness, court appearance, religious holiday and death in the family. A doctor's note for medical care will be required for absences of three days or more.

If a student is absent for the day, a parent or guardian must call the attendance hotline by 9:00 a.m. to advise the school of the reason for the absence. Student absences for extended periods of time for vacations are **strongly discouraged**. It is emphatically stressed that student absences resulting from trips and other activities **not considered legal reasons by state statutes do not warrant special academic consideration before or after the absences**. **Removing students from school for vacations is strongly discouraged. Students are responsible for making up work. Teachers are not expected to re-teach materials missed while on vacation**. This causes a great deal of stress on students and teachers and can interfere with the on-going instructional process. Previously assigned or on-going assignments will be due on time. Plan ahead! Detailed assignments and tests will **not** be given in advance.

A student must be present for **four** hours in order to be considered present for the day. Participation in extra-curricular activities will be at the administrator's discretion.

ATTENDANCE LINE: 973-267-6398 press #1 after the main greeting and leave a message.

TARDINESS TO SCHOOL

If you are late coming to school (arriving after 8:25 a.m.) **you must report to the office with your parent to be signed in. Students that are not signed in by a parent may be subject to additional consequences**. If you are tardy for any reason other than a late school bus, it is considered an unexcused tardy. Please schedule doctor, dentist and other visits during non-school

hours. If this is not possible, **a note from the doctor will be required at the time the parent signs the child into school.**

Consequences for tardiness:

Three late arrivals in one marking period will result in a detention. **Every tardy after that will result in a detention.**

CAFETERIA

Lunches are either purchased from the cafeteria food service or brought from home. If you forget your lunch, parents should bring it to the office.

You are responsible for cleaning up your area after finishing your lunch. **No carbonated beverages or glass bottles are permitted in the cafeteria.**

During school hours no food or beverages will be allowed outside the cafeteria at any time!

HEALTH SERVICES

If you should become ill during the school day, please get a pass from your teacher before leaving the room to go to the School Nurse.

A registered nurse is on duty each day and both a nurse and a doctor are available for consultation in unusual circumstances at any time. The School Nurse **must** administer medications. The container for the medication must be properly labeled and be accompanied by a doctor's written order and a parent's permission slip. Students with hyperactive airway disease/asthma may carry their inhalers as long as the preceding criteria on medication have been met.

In the interest of the health and safety of all students, it is extremely important that the school be made aware of any prescription medications that have been taken at home prior to coming to school. This applies to daily medications prescribed on an "as needed" basis,

such as short-term antibiotics. Most medications have side effects, which may need to be monitored.

All students will be given vision tests and hearing tests and have their height, weight and blood pressure recorded during the school year. Scoliosis screening will also be administered to all students every other year. Immunizations are required of students as prescribed by New Jersey State law. Information about required immunizations is available from the School Nurse.

All students planning to participate in an interscholastic athletic program must undergo a comprehensive physical exam given by a medical doctor within the year prior to the first practice and with a medical update within sixty days prior to the first practice. The district strongly recommends that the physical examination be administered by the student's primary care physician. In addition, the N.J. Administrative Code requires that parents be advised of potential hazards and sign an acknowledgement that they recognize this potential.

In case of an accident, only FIRST AID will be given by the nurse. If further treatment is required, it becomes the responsibility of the parents. When illness occurs on school time and it seems advisable that the student be sent home, the parent (or person so designated on the emergency card) is contacted before the pupil is released from school.

TELEPHONES

Telephone calls by students during the school day are not encouraged. In an emergency (change or cancellation of practice or games), you will be permitted to use a classroom telephone. Explain the situation and ask for permission to use the classroom phone. **You will not be permitted to call home for missing assignments, uniforms, band instruments, etc.** Be responsible and think ahead!

Parents should not be calling the school to leave messages for their children unless it is an **emergency**. **Parents should not call after students have arrived to have the office arrange for play dates for that day - plan ahead!**

PERSONAL & VALUABLE ITEMS

Valuable items, such as MP3 Players, CD players and cell phones, etc. are best left at home. If they are required for a class activity, they are to be left either with your teacher or in the school office until needed for class. They cannot be carried about during the hours when school is in session. Sports equipment used before or after school should be placed in the office for safekeeping. **Students may bring cell phones to school but they are not to be turned on or taken out during school or school activities. Cell phones must be left in lockers. Any student that violates this rule will lose their cell phone privileges and may be subject to additional consequences. Students may use cell phones only for parent pick up for after school activities.**

BAND & CHORUS

Band is open to all students in grades 4-8. Band meets at a regular time every week. Students receive grades based on attendance, participation, and behavior. Students prepare for two concerts, one in the winter and another in the spring. Attending rehearsal is mandatory. Students are required to perform at each of the scheduled concerts in order to receive a passing grade.

Middle School Chorus is a class, although it is voluntary. Chorus members are expected to be at every rehearsal and performance unless they are absent from school due to illness. Extra help, make-up work, and detention are not excused absences. Chorus members must attend at least 90% of the rehearsals to participate in any special event such as a field trip, adjudication, or competition.

Chorus members and their parent sign a commitment form at the beginning of the year indicating the expectation to attend every rehearsal/performance and be on time, to sign in for early bird rehearsals and sign out of the cafeteria for Lunch Chorus, and to act responsibly. Failure to do so will result in a failing grade and/or expulsion from the Middle School Chorus.

GRADES

GRADES 3-8:

You will receive letter grades for each subject. These grades are based on the following percentages:

A+	98-100	B+	87-89
A	93-97	B	83-86
A-	90-92	B-	80-82
C+	77-79	D+	67-69
C	73-76	D	63-66
C-	70-72	D-	60-62
		F	Below 60

See page 13 for Middle School Honor Roll Standards

REPORTING TO PARENTS

Report cards are issued four times each year. In addition, conferences are held between parents and teachers in the fall and spring. It is important for you to do your best so that the reports reflect your best possible achievement. Parents can request a teacher conference at other times if needed.

Report cards will be held each marking period if a student owes any books, library fines, cafeteria charges or other school materials.

Middle School Performance Notices and Interim Progress Notices are issued as a means of communicating student progress to parents.

PARENT NOTIFICATION NOTICES

Parent Notification Notices are issued as a means of communicating to students and parents regarding issues or problems students are encountering. Parent Notices must be signed and returned the next school day after they are issued. Failure to return a Parent Notification Notice will result in a detention.

Other disciplinary action may occur for students receiving 3 or more detentions in one marking period.

LIBRARY/MEDIA CENTER

The Library/Media Center is open for your use during the school day. You must come prepared to work, as the facility must remain reasonably quiet so that others may accomplish their tasks.

Students in grades 6-8 who wish to come in before school for reference work must make the necessary arrangements with the Library/Media Specialist the day before they plan to come in.

Open Library works on a rotating basis for the different grade levels and accommodates for each grade level to come in for their recess time three days a week. In grades first through fifth, four students may come from each class each scheduled day. Teachers must give you permission. You will be required to bring your Library Pass from your teachers in order to be permitted to stay. Students in grades sixth through eighth may come any of the Open Library days on their schedule. There is not a number limit for the middle school. Everyone should sign in when they arrive. During Open Library you may read, take out books, do research, or use the computers for research or to play educational games. **Students are expected to abide by the Network Agreement that has been signed and kept on file. Students that violate this agreement may have computer privileges taken away, or result in other consequences.**

Browse and Borrow (B&B) is set-up on rotating days for grades sixth through eighth during the

advisory period to give middle school students an opportunity to peruse the Library Media Center for pleasure reading or materials they may need for research. The advisory teachers will accompany their students on these days.

The Library/Media Center does not charge fines for overdue books. Be advised that if notices go unheeded your borrowing and use privileges will be revoked and parents notified. Lost or damaged materials must be paid for. Report cards will be held until accounts are cleared for students in grades 2 - 8.

PHOTOCOPY PROCEDURES

The Library/Media Specialist will make photocopies of the library's materials upon request. There will be no charge. The Library/Media Specialist will make decisions regarding what is copied on an individual basis. Students are not permitted to use the photocopy machines.

SCHOOL FACILITIES

Harding Township School's students attend classes in two buildings but share many facilities. Classrooms for Kindergarten through Grade 4 are in the Elementary Building. Grades 5-8 are located in the Middle School Building. Our facilities also include two athletic fields, a Library/Media Center, 2 computer labs, art room, music room and band room.

HARDING TOWNSHIP SCHOOL ADMINISTRATIVE STAFF

Dr. Timothy Purnell - Superintendent of Schools

Miss Dee Klikier - Principal

Mrs. Fraida Yavelberg - Supervisor of Student Services

To Be Announced - Business Administrator

HIGH SCHOOL

Harding Township graduates attend Madison High School. To make the transition from Harding Township to Madison easier, orientation visits and information meetings are scheduled throughout your eighth grade year. The formal process of scheduling freshmen takes place early in the winter of their eighth grade year.

HALL PASSES

Passes are required at all times when you are in the halls, except when passing between classes.

BUS TRANSPORTATION

CHANGING OF BUS

Changing of buses is not normally permitted because of space limitations. In the event of an emergency, you must get a change of bus slip. Notes from both the sending and receiving parent will be required before such a slip is issued. This applies to all students in grades K-8. Elementary homeroom teachers will issue bus passes. Middle School notes will be sent to the office and bus passes will be given out at lunchtime.

APPROPRIATE BUS BEHAVIOR

Each student is personally responsible for maintaining a safe and appropriate environment while riding on a school bus. Each student will:

- Remain seated at all times.
- Wear seatbelts.
- Talk in **quiet voices**.
- Respect the authority of the bus driver.
- Use proper or acceptable language.
- Put books and other objects in a safe place where they don't interfere with others.
- Keep arms and legs out of the aisle.
- Keep head, hands, and objects inside the bus.
- Permit those sitting in front of the bus to get off first.

Students who are unwilling to demonstrate personal responsibility can expect consequences that may include the loss of the bus privilege.

DRESS CODE

You are expected to come to school dressed for the business of learning. School is considered a place of business; therefore, we ask that all students' clothing be appropriate to the atmosphere of learning. We are concerned about the health and safety of our students. Students will not be allowed to wear accessories/clothing that are unsafe or distracting. The following types of clothing are not considered to be appropriate for school and will not be permitted:

- Bare midriffs, exposed undergarments or tank tops.
- Tee shirts with inappropriate logos, i.e. messages considered offensive, disrespectful, or designed to promote any substance abuse.
- Flip flops.
- Shorts or pants with logos across the buttocks are not permitted.
- All hats worn to school must be left in student lockers during the school day.

Students may wear:

- Sleeveless tops may be worn but the shoulder straps must be at least two inches across and there must be no exposed undergarments.
- Shorts, skirts, or skorts must be midway between the top of the knee and the top of the leg.
- Sandals may be worn as long as they are secured to the feet and are not "flopping" while students are walking.

LOCKERS

Hall and gym lockers (grades 5-8 only) will be assigned. These lockers remain the property of the school and are to be maintained in an orderly manner. **Lockers must remain locked at all times. Students who don't keep lockers locked**

risk having personal items lost or stolen. No open packages or containers of food or drinks may be kept in the lockers at any time for any reason. Lockers should be free of any materials or pictures that would be offensive to others. As property of the school, lockers will be inspected on a routine basis. To avoid disturbing other classes, students may go to their lockers before and after school, and at lunchtime. Students may visit lockers at other times only with permission of a teacher. Students must report their locker number and combination to the office and update the office throughout the year if changes are made. Locker changes must be pre-approved by the office.

RESTROOMS & DRINKING FOUNTAINS

Plan ahead. Use the restroom and get drinks of water between classes. You are urged to go to the teacher of your next class to get a pass to the restroom between classes. If you don't and you arrive late, you must face the consequences. Unless it is an emergency, you will not be permitted to leave during class.

ADDITIONAL ACTIVITIES

In addition to those activities listed elsewhere, a wide range of activities is available to students in grades 6-8. These may include: the school yearbook, Student Council, Peers, Newspaper, Digital Moments, Homework Helpers, the School Musical, Project Aware, Forensics/Debate Club and seasonal sports. Sports offerings for boys and girls include soccer, field hockey (fall), basketball (winter), lacrosse and track (spring).

ELIGIBILITY

Students who receive a "D" or "F" in any subject or any unsatisfactory ratings on the Citizenship section of the report card will not be eligible to participate in interscholastic sports for that marking period, unless modified by a period of probation by the principal.

If you are absent from school on the day of a game or performance, you will not be permitted to participate in that event, which takes place after school or in the evening.

PHYSICAL EDUCATION REQUIREMENTS

Students in grades 5-8 are required to change clothes for physical education.

You are required to wear shorts and a tee shirt. The shirt is not to be ripped or have an inappropriate logo. Shorts should not have pockets, zippers, belt loops, or frayed edges and should not restrict motion (i.e., too short or too tight).

Appropriate sneakers must be worn and can be any color except slip-ons. If possible, you should not wear the same sneakers to school and physical education.

Rubber cleats are permitted for outdoor field activities but must be removed before entering the building because they damage floors and carpeting.

You are asked to wear sweat socks. In order to prevent skin irritations, the same socks should not be worn to school and gym class.

Sweatpants and sweatshirts are suggested for cooler weather.

Gym clothes are to be taken home at least once a week to be laundered. Jewelry and watches are not to be worn during physical education class or during school sports. These items should be locked in your locker. You must have a combination lock, which must be used at all times. Wearing valuable jewelry on gym days is strongly discouraged. It is suggested that you bring deodorant and a towel to school so that you may wash up following class or practice. **Gym clothes must be changed after gym.**

STUDENT AWARDS AND HONORS

Student's accomplishments are recognized during the year and at the final awards' ceremony. Students are encouraged to work toward receiving the following awards and honors.

Students in grades 6-8:

High Honor Roll recognizes students achieving grades of **A** in all academic subjects and no lower than an **A** average in specials.

Honor Roll recognizes students achieving grades of **A** or **B** in academic subjects and no lower than a **B** average in specials.

Principal's Honor Roll recognizes students that achieve outstanding citizenship characteristics.

H Awards are presented to those students who earn the highest number of points as a result of their academic progress, citizenship, participation in activities, service to the school, and athletic participation during the school year.

Students in grades 1-5:

Principal's Honor Roll recognizes students that achieve all Outstanding or Consistently in all areas of the Personal and Social Development section of the report card.

8th Grade Recognition:

The following awards and prizes are presented at the 8th grade Graduation Ceremony.

Academic Awards are presented in World Languages - French and Spanish; Language Arts, Mathematics, Writing and Science and are based on achievement and interest.

The Coaches' Awards and the H.T.R.A. Awards - Recipients chosen by the athletic coaches and based on demonstrated athletic ability, leadership, and sportsmanship.

Harding Township Police Department Service Award - Recipients chosen by teachers with selections based on individual service to the school and participation in activities.

The PTO Merit Award - Recipient selected by teachers of students in grades 6-8. Selection

based on a three-year comparison of grades and demonstrated academic growth.

The **James Stamey Award** - Recipient is chosen for his/her love of science and a kind and caring attitude toward animals that, along with a sense of humor were characteristics of Mr. Stamey.

The **Board of Education Scholarship Award** - Recipient selected by teachers of grades 6-8. Selection based on final grades for the past three years and demonstrated ability in all curriculum areas.

The **Harding Township Educational Foundation Visual and Performing Arts Award** - Recipients are chosen for overall contributions in the area of visual and performing arts.

The **Harding Township Educational Foundation and Matthew C. Sellitto Foundation Matthew C. Sellitto Award** - Recipient is chosen by teachers of grades 6-8 and presented to a student who demonstrates an academic performance, participation in school activities and community service.

The **Historical Society History Award** - Recipient is chosen by the social studies teachers and presented to a student demonstrating individual achievement and interest in the study of history.

The Margaret Lamb Recognition Award - Recipient is chosen by teachers and presented to a student who shows a love of reading books and pursuing information literacy. The student must also possess a love of language, and learning.

SCHOOL COUNSELOR

The school counselor is concerned with the academic and social development of students. Parents, teachers and students are encouraged to make appointments should the need arise.

Academic Problems - The counselor aids students in improving grades by discussing good

study habits, test-taking techniques, organizational skills, time management, and responsibility. Parents and teachers may be included in the development of this plan.

Social Adjustment - The counselor is aware of the student's need to be accepted and get along with classmates. The counselor guides pupils in understanding themselves and how to select friends and develop good relationships.

Special Circumstances - Contact the school counselor if any of these needs arise:

- School recommendations or transcript requests;
- Extended absence or homework planning;
- Family crisis;
- Changes in enrollment status;
- Any other concerns.

Students that apply to private schools in any grade level, must contact the school guidance counselor before requesting teacher recommendations be completed.

FIELD TRIPS

Students take educational field trips throughout the year. Written parental permission is required. Students are expected to conduct themselves in accordance with all school rules and dress code. Permission slips are available on the Harding Township School website.

LOST AND FOUND

Items lost during the year may be claimed in the main office. Any items found during the year should be returned to the main office. Any unclaimed items will be donated to charity at the end of each marking period.

SUBSTITUTE TEACHERS

Substitute teachers are an extremely important part of our school program. Without them, it

would be impossible to conduct classes on a continuous basis.

Substitute teachers must be treated with the same respect as classroom teachers. You are expected to behave in a manner that is consistent with daily classroom expectations.

FIRE DRILLS

A continuous buzzer will sound to announce a fire drill. Procedures for exiting each classroom are posted near the doorway and are to be followed. Students should proceed rapidly and silently to the circular driveway. Do not re-enter the building until you are given specific instructions, which will be announced over the PA system.

EMERGENCY CLOSINGS AND LATE OPENINGS

In the event of an emergency that demands that school close early, the Superintendent will activate the Honeywell alert system.

Storm and emergency closings will be announced on the radio and the Honeywell alert system between 6:30 a.m. and 8:30 a.m.

WMTR-AM 1250
WDHA-FM 105.5

Website Address:

<http://www.hardingtwp.k12.nj.us>

HARDING TOWNSHIP SCHOOL BELL SCHEDULE 2008-2009

DAILY BELL SCHEDULE

8:18 gr. 5-8 to lockers
 8:20 elementary pick up, ms teachers to period 1
 Period 1 8:25 – 9:05
 Period 2 9:08 – 9:48
 Advisory 9:51 – 10:09
 Period 3 10:12 – 10:52
 Period 4 10:55 – 11:35 Kindergarten lunch/recess
 Period 5 11:38 – 12:18 Grades 1 & 2 lunch, 3 & 4 recess; 3 & 4 lunch, 1 & 2 recess
 Period 6 12:21 – 1:01 Grades 7 & 8 lunch, 5 & 6 recess; 5 & 6 lunch, 7 & 8 recess
 Period 7 1:04 – 1:44
 Period 8 1:47 – 2:27
 Period 9 2:30 – 3:10

AM ASSEMBLY SCHEDULE

8:18 5 – 8 to lockers
 8:20 elementary pick up, ms to Advisory
 8:25 students in 6 – 8 report to Advisory
 8:28 – 9:15 Assembly
 9:18 – 9:50 Period 1
 9:53 – 10:25 Period 2
 10:28 – 11:08 Period 3
 11:11 – 11:51 Period 4
 11:54 – 12:34 Period 5
 12:37 – 1:17 Period 6
 1:20 – 1:52 Period 7
 1:55 – 2:25 Period 8
 2:28 – 3:10 Period 9

PM ASSEMBLY SCHEDULE

8:18 5-8 to lockers
 8:20 elementary pick-up, ms teachers in period 1
 8:25 students report to period 1
 8:25 – 8:59 Period 1
 9:02 – 9:36 Period 2
 9:39 – 10:14 Period 3
10:17 – 10:51 Period 9
 10:54 – 11:34 Period 4
 11:37 – 12:17 Period 5
 12:20 – 1:00 Period 6
 1:04 – 1:38 Period 7
 1:41 – 2:16 Period 8
 2:20 – 3:10 Assembly

DELAYED OPENING

The school day will begin at 10:25 AM. We will rotate between Delayed Opening Schedule **A** and **B**.

10:18 5-8 to lockers
 10:20 elementary pick-up, ms teachers to first class
 10:25 schedule begins

10:25 - 11:05 Period 4 (Kindergarten Lunch)
11:08 – 11:48 Period 5 (1/2/3/4 Lunch/Recess)
11:51 – 12:31 Period 6 (5/6/7/8 Lunch/Recess)

Delayed A		Delayed B	
Period 7	12:34 – 1:24	Period 1	12:34 – 1:24
Period 8	1:27 – 2:17	Period 2	1:27 – 2:17
Period 9	2:20 – 3:10	Period 3	2:20 – 3:10

EARLY DISMISSAL

8:20 Teachers in Homeroom
 8:25 - 8:30 Homeroom
 8:33 - 8:55 Period 1
 8:58 - 9:23 Period 2
 9:26 - 9:51 Period 3
 9:54 - 10:19 Period 4 Lunch - Grade K
 10:22- 10:47 Period 5 Lunch - Grades 1,2,3,4
 10:50- 11:15 Period 6 Lunch - Grades 5,6,7,8
 11:18- 11:43 Period 7
 11:46- 12:11 Period 8
 12:14- 12:39 Period 9
 12:45 Student Dismissal

TROUBLESHOOTING

Here's a handy list to assist you in finding the help you may need at Harding Township School:

If.	See. . .
❖ You need medical assistance or information . . .	Mrs. McArdle, Middle School Building
❖ You forgot or lost your lunch . . .	Charge lunch in the cafeteria (all students have accounts).
❖ You miss your bus after school. . .	Report to the Middle School Office and call your parent.
❖ You need permission to change stops or buses. . .	Send note to the office and a bus pass will be distributed.
❖ You arrive late and need a pass. . .	Mrs. Howard, Middle School Building; Mrs. Winow, Elementary Building
❖ You've lost forms or other parent communication. . .	Check with the teacher that gave out the form, check e-Boards, check the rack outside of the MS Office, ask the Middle School Office Staff
❖ You need help with homework or projects. . .	Your Teacher
❖ You need information about sports activities. . .	Mrs. Rosenfeld, Mr. Keating
❖ You've lost clothing or books in school. . .	Lost & Found, Elementary & Middle School
❖ You're having trouble with your locker. . .	Homeroom teacher, Advisor, Miss Klikier
❖ You need after-school club information. . .	Your teacher or Harding Kids Club
❖ You're having a personal problem. . .	Your teacher or Mrs. Bewalder
❖ You need computer assistance. . .	Your teacher or Mrs. Norris
❖ You need help with media or the library. . .	Ms. Alexander
❖ You want to get better grades. . .	Your teacher or Mrs. Bewalder
❖ You want to get involved in school community service. . .	Your Student Council Representative, your advisor, Mrs. Bewalder
❖ Anything else?. . .	Your teachers, Miss Klikier, Mrs. Howard