

## HARDING TOWNSHIP SCHOOL HANDBOOK

### STUDENT CODE OF CONDUCT:

1. Students are expected to come to school to learn.
2. Students are expected to use appropriate language and behavior and exhibit respect for each other, school staff, school property and personal property.
3. Students can expect to have a classroom atmosphere free of disruptive pupils.
4. Students are expected to complete classroom and homework assignments.
5. Students can expect to attend a school free of intimidation, bullying, harassment, threats of physical violence and acts of physical violence. Pupils engaged in such behaviors will face consequences which include a suspension from school.

### BE PREPARED AND ORGANIZED FOR CLASS

You must have appropriate supplies and assignments in order to be prepared for each class. Google Classroom should be checked each day for notifications of homework assignments and tests/quizzes.

Review your 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. Locker visitation is only permitted before homeroom, lunchtime and at the end of the day.

### BE ON TIME FOR CLASS

Middle School Students:

Plan ahead so that you arrive at each class on time. If you arrive after the bell without a pass, you will be marked late. After 3 unexcused late arrivals, a detention will be assigned.

### HOMEWORK/ASSIGNMENTS

Hand in all daily homework assignments on time. Be sure they meet the standards for written assignments and are of acceptable quality. After 3 missed assignments, you will receive a performance notice and a detention.

#### **Middle School Students:**

- Missing/late assignments will affect the student's grade adversely.
- Students should check Google Classroom to stay informed about homework/assignments/upcoming tests.
- Students that miss class for any reason throughout the day must make up classwork and homework that is missed. Work is expected at the same time as the rest of the class – it is the student's responsibility to get the missed work.
- If a student receives a detention for a **behavioral** reason, they may not participate in before or after school classes/activities on the day of the detention (including athletics)

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.
- Be neat, organized, and have necessary supplies in your study area.

### MAKE-UP WORK

After 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). Teachers will not give work ahead of time to students going on a vacation or other unexcused absences. Vacations do not constitute an excused absence.

### EXPECTATIONS FOR STUDENT BEHAVIOR

Harding Township students are expected **to be caring, responsible, respectful members of the school community**. 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. Students are expected to behave in a manner conducive to learning. All offenses that do not meet these expectations will result in disciplinary action.

In an effort to develop your child's sense of self-advocacy, should a student have a question, concern, or be unclear about anything, they need to contact the teacher personally. If the issue is still unresolved, students can ask their parent to reach out. This first step must be followed before subsequent communication between parent and teacher. We feel very strongly about our responsibility in helping students learn how to speak for themselves and problem solve independently.

## **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 substances
- 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

\*As per the NJ *Anti-Bullying Bill of Rights Act* and District Policy, any student, parent, or staff member who witnesses, or receives information of a suspected HIB incident, or feels a student is a victim of harassment, intimidation, or bullying, must first **verbally** report to the principal, then complete and submit a **written report** within two days of the initial verbal report to the principal. An investigation will follow as appropriate. When the terms "harassment", "intimidation", and/or "bullying" are used to describe an alleged incident, the school district **must** launch an investigation following both state mandates and district policy protocols.

## **CONSEQUENCES (on an individual basis to be determined by an administrator)**

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 and/or Child Study Team 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*
- *Referral to guidance counselor and/or Child Study Team for positive behavioral interventions*
- *Numbers 2-7 above*

### **Third Offense**

- *Detention, in-school suspension, or out-of-school suspension for a period of 5-10 days*
- *Referral to guidance counselor and/or Child Study Team for positive behavioral interventions*
- *Numbers 2-7 above.*

## **PERFORMANCE NOTICES**

Performance notices are given to students by faculty members. They indicate the behavior as observed and outline the consequences. An excessive number of performance notices may result in intervention from administration. These are kept on file. The following behaviors warrant a performance notice.

- Unacceptable Language
- Missing Work / Homework (3 times)
- Excessive Tardiness to class (3 times)
- Unprepared for class, lack of materials (3 times)
- Disrespect to school or personal property
- Disruptive behavior, Uncooperative, Rude
- Talks excessively during class
- Does not work well in groups
- Disrespect to Faculty Member
- Inappropriate physical contact

- Violation of HTS Code of Conduct
- Cell Phone

### **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.
- 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 such as a suspension, as deemed by the Principal.**

### **ASSEMBLY & CONCERT ETIQUETTE**

Proper assembly/concert etiquette is important to both the performer and to the listener. Therefore, using common sense will result in an enjoyable event for everyone.

- Please turn off all electronic devices.
- 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.
- Due to copyright laws, some performances cannot be recorded.
- These standards apply to all audience members, including family members and guests.

### **ARRIVAL & DAILY PROCEDURES**

**School begins at 8:25 a.m. daily and dismisses at 3:15 p.m. NO students are permitted in the building before 8:00 AM unless special arrangements are made or they are attending a special class or activity that begins prior to that time.**

**Detention begins at 7:30 AM. Zero period classes and Math tutorial begin at 7:35 AM.**

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 areas. **Students are required to get out of the car independently and “curbside” – parents should not be exiting their vehicles.** All car seats should be behind the driver so students can exit the vehicle on the passenger side with ease. If you choose to get out of your car to escort your child, you must park in the gravel lot. Parents must not pass a parked vehicle in the circle unless instructed by a faculty member. 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 middle school students arrive early to meet with a teacher, please sign in outside of the middle school office. **Students should not be dropped off prior to 8:00 AM – no supervision is available.**

Students in grades 5-8 that arrive early to decorate a locker must sign-in in the middle school office before proceeding to the locker area, and **cannot arrive prior to 8 am.** 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.** Parents, who accompany a student (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 POLICE DEPARTMENT.**

### **LATE ARRIVAL BY BUS**

If your bus arrives after attendance has been taken, you are to report directly to class. Your teachers will be notified from the main office of the arrival of late buses.

### **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 pickup 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. Any students not picked up by **3:20 p.m.** will be sent to the Middle School office.

**Middle school students may not dismiss into the middle school parking lot, as this is an active area and creates a very dangerous situation. Middle school students may only dismiss to the car line.** If you need to make special pick-up arrangements, please call the middle school office. Please note: school office hours are from 8 a.m. to 4 p.m.

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; students should present that pass to the teacher when they need to leave class (K-4 students should give their notes to their homeroom teachers). Students must be signed out by a parent or guardian in the appropriate office, indicating the time they are leaving.

### **ATTENDANCE**

Regular attendance is essential to your child's success. Absence can be a major cause of student failure. A pupil must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program requirements for the grade/course to which he/she is assigned. –BOE Policy 5200: Attendance. 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 or will be late to school, a parent or guardian must enter the absence through the Genesis parent portal or call the attendance hotline by 8:35 a.m. (973-267-6398, Option #1) 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. 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.

The state requires attendance/tardy notices to be sent home periodically throughout the year. HTS sends these home at the end of each trimester.

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

**REPORTING A CHILD ABSENT:** Please use 1 of the following ways to report your child absent or late past 8:35 am.

**GENESIS PARENT PORTAL:** To report a child absent in Genesis through the parent portal, sign in to the portal, navigate to the "Attendance" tab, then to "Notify Attendance Office". Fill in the appropriate information regarding your child's absence or late arrival to school. Please leave a detailed comment regarding your child's absence especially regarding illness.

OR

**ATTENDANCE LINE:** 973-267-6398 press #1 after the main greeting and leave a message with your child's name, teacher, reason for absence especially regarding illness, and a number you can be reached at.

### **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.**

### **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 main entrance of the school.

Parents may only provide lunch for their own children. Lunches for groups of children are not permitted.

You are responsible for cleaning up your area after finishing your lunch. **No caffeinated 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.

### **Communicable Diseases**

Children who show the following signs and symptoms of illness during the preceding 24 hours should remain at home: Fever greater than 100 degrees, vomiting, diarrhea, and unexplained rashes. Students should be symptom-free, without the assistance of medication, for 24 hours before returning to school.

### **TELEPHONE AND CELL PHONES**

Telephone calls by students during the school day are discouraged. **You will not be permitted to call home for missing assignments, uniforms, band instruments, etc.** Calling home does not give our students the opportunity to become responsible citizens.

Student cell phones and smart watches are to remain off and in their backpacks or locker. Any phone or smart watch that is seen and/or heard will be brought to the middle school office. The student's parent must pick up the phone from the office at the end of the day.

The cell phone policy is intended to prevent students from making decisions that could result in disciplinary action (using phones to cheat, take inappropriate pictures, send inappropriate social media messages...).

Parents should not call the school to leave messages for their children unless it is an emergency. If there is a sudden change in dismissal plans, please call the main office to make sure we are dismissing your child safely.

### **PERSONAL & VALUABLE ITEMS**

Valuable items are best left at home. Sports equipment used before or after school should be placed in a locked gym locker. **The school is not responsible for any lost or damaged items.**

### **BAND**

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.

## **GRADING SYSTEM**

### **GRADES 6-8:**

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

### **REPORTING TO PARENTS**

Report cards are issued three 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.

Students in grades 6-8 will have access to their grades through Genesis. If a password or username is lost, please contact the technology coordinator (anorris@hardingtwp.org). Parents and students are encouraged to check Genesis on a regular basis and take responsibility for their academic success.

## **CHANGING OF BUS**

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 available in the office at lunchtime to be picked up by students. It is the students' responsibility to pick up the bus pass.

## **APPROPRIATE BUS BEHAVIOR**

Each student is personally responsible for maintaining a safe and appropriate environment while riding on a school bus. Please note the bus is an extension of the school and therefore students are expected to appropriate school behavior per the Code of Conduct.

Additionally, on the 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, detention, or suspension.**

## **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 is unsafe or distracting. Clothing with inappropriate logos or language (messages considered offensive, disrespectful, or designed to promote any substance abuse) are not permitted. Hats must be left in lockers during the school day.

Some field trips may require more stringent rules for attire.

## **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. Lockers may not be shared. Students may not change lockers without adviser's consent. Students must report their locker number and combination to the office and update their homeroom teacher throughout the year if changes are made. Locker changes must be pre-approved by the office. **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. 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.

## **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 extracurricular activities 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 or receive any disciplinary action, you will not be permitted to participate in that event, which takes place after school or in the evening. Students must arrive at school by 11:15 in order for the day to count.

## **PHYSICAL EDUCATION REQUIREMENTS**

Students in grades K-4 do not change for class. You are required to wear comfortable clothes (no skirts or dresses), socks and sneakers.

Students in grades 5-8 are required to change clothes for physical education (PE). PE clothes must also be changed after PE class.

**In order to participate in after school sports, students must also be prepared and participate in PE class that day - this includes appropriate shoes, changes of clothing, and/or medical clearance.**

You are required to wear socks, sneakers, shorts and a tee shirt. The shirt is not to be ripped or have an inappropriate logo. Tank tops are not acceptable. Shorts should not have zippers, belt loops, or frayed edges and should not restrict motion (i.e., too short or too tight). Jeans are not acceptable for PE. Sweatpants and sweatshirts are suggested for cooler weather.

PE clothes should be taken home at least once a week to be laundered. Jewelry and watches are not to be worn during PE 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. No aerosol deodorant sprays or perfumes are allowed.

## **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 as well as grades of A in all special subjects.\*

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

\*Seventh and Eighth grade students enrolled in an honors level math class may receive a grade of A- to qualify for High Honor Roll and B- for Honor Roll.

### **8<sup>th</sup> Grade Recognition:**

The following awards and prizes are presented at the 8<sup>th</sup> grade Graduation Ceremony:

Academic Awards are presented in World Languages – French and Spanish, Language Arts, Writing, Mathematics 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 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 Matthew C. Sellitto Foundation Award - Recipient is chosen by teachers of grades 6-8 and presented to a student who demonstrates 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.

The Pillar Prize Award – Recipient is chosen by teachers and presented to a student who models the *4 Pillars of the Harding Township School* (Teamwork, Caring, Respectful and Responsible).

The Susan M. Ingal Scholarship Award - Recipient is chosen by the Susan M. Ingal Scholarship committee and presented to a graduating 8th grade student of Harding Township School who has overcome adversity in pursuit of academic excellence, and has worked diligently to succeed in meeting his or her educational goals and objectives.

## **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 Concerns – 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, 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.

#### **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.

#### **SAFETY DRILLS**

Per State requirements, HTS conducts regular safety drills including fire drills, lockdown drills, evacuation drills and shelter in place drills. During any safety drill, visitors are not permitted to enter the buildings.

#### **VISITOR POLICY**

Parents dropping any items off for students will be prompted to leave them in the vestibule of the respective buildings. Items will be retrieved by staff and left in the office for students to pick up. **Visitors will only be permitted to enter the buildings if they have an appointment or are attending a class function.** Any visitors with an appointment or attending a class function must enter the main entrance of each building and report to the office for a Visitor Pass.

#### **FOOD POLICY FOR CELEBRATIONS**

Any food brought to school to be enjoyed by students at a celebration must be from the approved safe foods list: Original Oreos, Skittles, Original Tostitos, individual packs of sliced apples, clementines, School Safe Cupcakes. For the safety of all our children, any other food will not be served and will be sent home.

#### **EMERGENCY CLOSINGS AND LATE OPENINGS**

In the event of an emergency that demands that school close early, the Superintendent will activate the Honeywell Instant Alert System. You may also check on the district's website for more information: <http://www.hardingtwp.org>. In the event of a delayed opening, all early morning activities are cancelled.

Hours of school operation

Regular Day: 8:25-3:15

Delayed Opening: 10:25-3:15

Early Dismissal: 8:25-12:45