

# **KEYPORT HIGH SCHOOL**

**351 Broad Street  
Keyport, New Jersey 07735  
732-212-6100**

## **STUDENT HANDBOOK**



**2017-2018**

KEYPORT HIGH SCHOOL  
351 BROAD STREET  
KEYPORT, NEW JERSEY 07735



Dear Parents:

Welcome to the Keyport High School Student Handbook. Our school has a long and proud history which will serve as the foundation for academic excellence. The pride and commitment of our community members serves as a strong foundation for our students' futures. The mission of the KHS staff is to provide a safe, warm, nurturing learning environment that will prepare students for college, career paths, and any other challenges that students may face. The path our students choose is their own. KHS staff will provide the guidance and support so as many options as possible are available. The information contained in this handbook is aimed at opening the passageways of communication and setting up expectations and guidelines for a successful high school experience. High school is not only about academic success. You are urged to make the most of your opportunities. Now is your chance to try new things, meet new people, experience unique clubs and activities, thrive athletically, and build yourself into a well-rounded citizen.

Principal

Michael Waters

**“The rules you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.”**

# KEYPORT PUBLIC SCHOOLS

Board Approved 2/22/17

## 2017-2018 CALENDAR

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 8/29,30,31 New Teacher Orientation
- 9/5 Professional Day for Staff
- 9/6 First Day/Early Dismissal for Students
- 9/7 Early Dismissal for Students
- 9/12 KHS Back to School Night
- 9/14 KCS Back to School Night

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 10/9 School Closed /Staff In-service
- 10/30 Early Dismissal, In Service
- 11/8 End of First Marking Period
- 11/9,10 Schools Closed, NJEA Convention
- 11/20 CS Conferences/Early Dismissal
- CS Night Conferences
- 11/21 CS Conferences/Early Dismissal
- HS Night Conferences
- 11/22 Early Dismissal Staff/Students

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 11/23,24 School Closed, Thanksgiving
- 12/22 Early Dismissal
- 12/25-29 Schools Closed Winter Break
- 1/1 Schools Closed
- 1/15 Schools Closed, MLK
- 1/16 Schools Closed for Students, In-Service
- 1/23 End of Second Marking Period

MARCH 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 2/5 Early Dismissal, In Service
- 2/16 Early Dismissal
- 2/19 Schools Closed, President's Day
- 3/12 Schools Closed, In-Service
- 3/30 Schools Closed, Good Friday
- 4/2-6 Schools Closed, Spring Break
- 4/10 End of Third Marking Period

APRIL 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 4/18 CS Conferences/Early Dismissal
- CS Night Conferences
- 4/19 CS Conferences/Early Dismissal
- CS Night Conferences
- 5/25 Early Dismissal
- 5/28 Schools Closed, Memorial Day
- 6/15 KCS Graduation
- 6/18 Last Day/KHS Graduation

MAY 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Note: This Calendar includes 2 snow days. Should there be unscheduled and/or weather closings, days will be added to the end of the year. Additionally the board may consider eliminating days from Spring Break if needed. These options will be considered as the winter progresses.

Staff 186 Students 182

	Early Dismissal Students
	School Closed
	Early Dismissal Student/Staff

JUNE 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEYPORT HIGH SCHOOL  
2017-2018

**KEYPORT BOARD OF EDUCATION**

Ann Panzarelli, President  
Elena Malinconico, Vice President  
Cecil Bright  
Carol Fox  
Peter Henning  
Evelyn King-Cote  
Kim Kutschman,  
Al Litwak  
Courtney White

James McGrogan, Union Beach Representative

The Keyport Board of Education meetings are held in the cafeteria of the Keyport High School and all meetings begin at 7:30 P.M. For information regarding meetings, please call the Board of Education Office at 732-212-6120 or visit [www.kpsdschools.org](http://www.kpsdschools.org).

<b><u>Administration</u></b>	(732) 212-6100
Dr. Lisa Savoia, Superintendent of Schools	Ext. 1000
Mike Waters, Principal	Ext. 3250
Kevin Flynn, Vice Principal/Athletic Director	Ext. 3251
Anthony Rapolla, Board Secretary/Bus. Admin.	Ext. 1001
Dr. Denise Cleveland, Director of Special Services	Ext. 3152
Laura Godlesky, Director of Curriculum	Ext. 2007
Joseph Palumbo, Director of Guidance	Ext. 3257
Christina Egan, Supervisor of Language Arts	Ext. 2246
Stephen Slater, Supervisor of Mathematics	Ext. 2245
<b><u>Main Office</u></b>	(732) 212-6100
Kelly Ann Applegate, Principal's Secretary	Ext. 3250
Liz Maher, Vice Principal's Secretary	Ext. 3251
<b><u>Guidance Office</u></b>	(732) 212-6100
Cheryl Questore, Guidance Director's Secretary	Ext. 3257
Kristen Corsale, Guidance Counselor	Ext. 3258
Stacey Oxley, Guidance Counselor	Ext. 3255
<b><u>Health Office</u></b>	(732) 212-6100
Barbara Salvadore, Nurse	Ext. 3159

KEYPORT HIGH SCHOOL

2017-2018

**Bell Schedule for Regular School Day  
2017 – 2018**

Homeroom	7:55 – 7:59
Block 1	8:02 – 9:22
Block 2	9:25 – 10:45
<b>OPEN 1</b>	<b>10:48 – 11:18</b>
<b>OPEN 2</b>	<b>11:18 – 11:48</b>
Block 3	11:51 – 1:11
Block 4	1:14 – 2:34

**Bell Schedule for Early Dismissal School Day  
2017 – 2018**

Homeroom	7:55 – 7:59
Block 1	8:02 – 8:43
Block 2	8:47 – 9:28
Block 3	9:31 – 10:12
<b>OPEN 1</b>	<b>10:15 – 10:45</b>
<b>OPEN 2</b>	<b>10:46 – 11:16</b>
Block 4	11:19 – 12:00

**Bell Schedule for Delayed Opening School Day  
2017 – 2018**

Homeroom	9:55 – 9:59
Block 1	10:02 – 10:52
Block 2	10:55 – 11:45
<b>OPEN 1</b>	<b>11:48 – 12:18</b>
<b>OPEN 2</b>	<b>12:18 – 12:48</b>
Block 3	12:51 – 1:41
Block 4	1:44 – 2:34

KEYPORT HIGH SCHOOL  
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**Closing of School**

If snow or bad weather necessitates closing school all day, you will be notified by automated phone calls, emails, channels 2, 4, 7, News 12 NJ, twitter (follow @KeyportSchools), or by visiting [www.kpsdschools.org](http://www.kpsdschools.org).

**Delayed Opening**

When a delayed opening is declared because of inclement weather conditions, school will open at 9:45 AM.

**Early Dismissal For Emergency Closing**

If bad weather forces the cancellation of the afternoon session of school, students will eat lunch on a modified schedule. Parents who are not home during the day should make arrangements for someone to pick up/receive their child. Please make sure your child is aware of your emergency plan. Keep in mind, we can only release your child to someone on the Emergency Contact Form.

**Attendance**

The Keyport School district recognizes the positive impact that regular school attendance has on student achievement. Important information and instruction is missed when students are tardy and/or not in class.

Parents/Guardians should call the office when their child is absent indicating the reason for the student's absence. Please be reminded a written note must be turned in upon student's return even if a phone call was made. **A student's absence will be recorded as unexcused if a note is not provided.**

The following absences will be excused with proper notes/documentation:

- Observance of Religious Holiday
- Take Our Daughters and Sons to Work Day
- Medical/Dental Appointments
- Student's Illness (A physician's note is required if student is out for a period of more than 2 school days.)
- Family Illness and/or Death
- Absence deemed excused by the principal upon a written request by the student's parent/guardian

# KEYPORT HIGH SCHOOL

2017-2018

## Grading

<b>Major Assessments</b>	<b>Minor Assessments</b>
<i>3 Per Marking Period</i>	<i>15 Per Marking Period</i>
Tests	Quiz
Projects	Performance Task
Labs	Do Now Quiz or Collection
Research Paper	Classwork
Long Term Writing Assignment	Classroom Participation
Portfolio	Short Term / On Demand writing
Summer Reading/Math	
DBQ's	

## Grading Policy

Major Assessments	50%
Minor Assessments	40%
Homework	10%

**KHS Grading Scale**

<b>Percent</b>	<b>Unweighted</b>	<b>Honors</b>	<b>AP</b>	<b>Letter Grade</b>
<u>100</u>	<u>4.33</u>	<u>4.83</u>	<u>5.3</u>	<b>A+</b>
<u>99</u>	<u>4.2</u>	<u>4.7</u>	<u>5.2</u>	<b>A+</b>
<u>98</u>	<u>4.1</u>	<u>4.6</u>	<u>5.1</u>	<b>A+</b>
<u>97</u>	<u>4</u>	<u>4.5</u>	<u>5</u>	<b>A+</b>
<u>96</u>	<u>3.9</u>	<u>4.4</u>	<u>4.9</u>	<b>A</b>
<u>95</u>	<u>3.9</u>	<u>4.4</u>	<u>4.9</u>	<b>A</b>
<u>94</u>	<u>3.8</u>	<u>4.3</u>	<u>4.8</u>	<b>A</b>
<u>93</u>	<u>3.7</u>	<u>4.2</u>	<u>4.7</u>	<b>A</b>
<u>92</u>	<u>3.6</u>	<u>4.1</u>	<u>4.6</u>	<b>A-</b>
<u>91</u>	<u>3.5</u>	<u>4</u>	<u>4.5</u>	<b>A-</b>
<u>90</u>	<u>3.5</u>	<u>4</u>	<u>4.5</u>	<b>A-</b>
<u>89</u>	<u>3.4</u>	<u>3.9</u>	<u>4.4</u>	<b>B+</b>
<u>88</u>	<u>3.3</u>	<u>3.8</u>	<u>4.3</u>	<b>B+</b>
<u>87</u>	<u>3.2</u>	<u>3.7</u>	<u>4.2</u>	<b>B+</b>
<u>86</u>	<u>3.1</u>	<u>3.6</u>	<u>4.1</u>	<b>B</b>
<u>85</u>	<u>3</u>	<u>3.5</u>	<u>4</u>	<b>B</b>
<u>84</u>	<u>2.9</u>	<u>3.4</u>	<u>3.9</u>	<b>B</b>
<u>83</u>	<u>2.8</u>	<u>3.3</u>	<u>3.8</u>	<b>B</b>
<u>82</u>	<u>2.7</u>	<u>3.2</u>	<u>3.7</u>	<b>B-</b>
<u>81</u>	<u>2.6</u>	<u>3.1</u>	<u>3.6</u>	<b>B-</b>
<u>80</u>	<u>2.5</u>	<u>3</u>	<u>3.5</u>	<b>B-</b>
<u>79</u>	<u>2.4</u>	<u>2.9</u>	<u>3.4</u>	<b>C+</b>
<u>78</u>	<u>2.3</u>	<u>2.8</u>	<u>3.3</u>	<b>C+</b>



<u>77</u>	<u>2.2</u>	<u>2.7</u>	<u>3.2</u>	<u>C+</u>
<u>76</u>	<u>2.1</u>	<u>2.6</u>	<u>3.1</u>	<u>C</u>
<u>75</u>	<u>2</u>	<u>2.5</u>	<u>3</u>	<u>C</u>
<u>74</u>	<u>1.9</u>	<u>2.4</u>	<u>2.9</u>	<u>C</u>
<u>73</u>	<u>1.8</u>	<u>2.3</u>	<u>2.8</u>	<u>C</u>
<u>72</u>	<u>1.7</u>	<u>2.2</u>	<u>2.7</u>	<u>C-</u>
<u>71</u>	<u>1.6</u>	<u>2.1</u>	<u>2.6</u>	<u>C-</u>
<u>70</u>	<u>1.5</u>	<u>2</u>	<u>2.5</u>	<u>C-</u>
<u>69</u>	<u>1.4</u>	<u>1.9</u>	<u>2.4</u>	<u>D+</u>
<u>68</u>	<u>1.3</u>	<u>1.8</u>	<u>2.3</u>	<u>D+</u>
<u>67</u>	<u>1.2</u>	<u>1.7</u>	<u>2.2</u>	<u>D+</u>
<u>66</u>	<u>1.1</u>	<u>1.6</u>	<u>2.1</u>	<u>D</u>
<u>65</u>	<u>1</u>	<u>1.5</u>	<u>2</u>	<u>D</u>
<u>64-0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>F</u>

### **Intervention And Referral Services (I&RS)**

Intervention & Referral Services (I&RS) is a forum from which school personnel, parents or students can seek assistance or solutions to students' academic, social, behavioral, and attendance issues and/or a combination of these issues. I&RS utilizes the resources of the entire school district and community services including, but not limited to, the substances abuse counselors and organizations, hospitals, churches, service clubs, big brother/sister, guidance counselors, social workers, teachers, student groups, mentors, administration, etc... Others may be called upon to provide expertise such as a speech therapist, an occupational therapist, other teachers, doctors, the school nurse, agency counselors, and the adaptive physical education teacher. The I&RS process involves pre-referral interventions, observations of the student during the school day, the initial I&RS meeting with referring teacher, monitoring, and follow-up meetings with parent involvement.

### **Records**

The Pupil Records Act, N.J.A.C. 6:3-21, requires every Board of Education to notify, annually, all parents within the school district of their rights in regards to pupil records. According to this statute, parents and guardians have the right to access their child's school records. The records may be viewed during normal business hours in the office of the Principal of the school in which the child is enrolled.

### **Family Educational Rights and Privacy Act**

Under the US Statute: 20 U.S.C. 1232, Regulation 34 CFR Part 99, parents have the right to:

- Inspect and review their child's educational records.
- Seek to amend their child's educational records.
- Consent to the disclosure of personally identifiable information from education records except as specified by law.

If you want more information on FERPA, go to [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).

### **Lockers**

Lockers are loaned to students for temporary storage of school materials and clothing. All lockers are school property and will be subject to regular inspection by school officials. Periodic general inspections of lockers may be conducted for purposes of appropriateness of materials/display, health, welfare, and safety. Students will be charged a replacement fee of \$6.00 for all lost locks.

KEYPORT HIGH SCHOOL  
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**Emergency Health Procedure**

The school nurse will contact the parent at home or at work in accordance with the instructions on the student emergency card if a child becomes ill during school and must leave early. The child can only be released to the person(s) designated on the emergency card. This person must sign the student out from the main office. It is the parent's responsibility to provide necessary transportation.

When a child is directed by a physician to take prescribed medication during school hours, the parent must deliver to the school nurse a separate prescription with instructions from the doctor. These medications will be administered by the nurse from her office at the designated times.

**School Security Drills**

Pursuant to 18A:41-1, every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one security drill each month within the school hours, including any summer months during which the school is open for instructional programs.

Schools are required to hold annually a minimum of **two** of each of the following security drills: active shooter, evacuation (non-fire), bomb threat and lockdown.

**Library**

Keyport High School has a large library of volumes and periodicals which students are encouraged to use. Students are responsible for lost books, and will be charged the appropriate price for replacing the volumes. In instances of overdue books, the student will not be able to withdraw books until the obligation is cleared. However, he/she may continue to use the library facilities during school hours. In some instances, report cards will be held until all library indebtedness is satisfied.

**Red Raider Parent Club**

The Red Raider Parent Club is very active in promoting a spirit of cooperation and understanding between home and school and has done a great deal for the enrichment of our educational and extracurricular programs. All parents are urged to become members and to actively participate.

**Highly Qualified Teachers**

Parents have the right to ask about highly qualified teachers in the Keyport School District. If you want more information, please go to the NJ Department of Education website at <http://www.state.nj.us/education>.

KEYPORT HIGH SCHOOL  
2017-2018

**Personal Belongings**

Backpacks, hats and coats must be stored in lockers. Other items such as electronic devices are to be stored in lockers and are prohibited during instruction.

**Loitering**

Students are encouraged to seek out a teacher for extra assistance; but need to make arrangements in advance. Students are not permitted in the building unsupervised outside of school hours.

**Physical Education**

All students are required to wear sneakers as a safety precaution. To be excused from Physical Education class, students must have a note from a doctor as to their physical limitations.

**School Visitations**

Parents are welcome to visit school. Visitors may only enter through the Broad Street door during the school day. All visitors must report to the office to obtain a pass before going to any other area of the building.

**Special Education**

The Keyport School District provides a free, appropriate public education program and related services for handicapped pupils (ages 3-21) in a least restrictive environment. Free programs and services are offered to all those in need, including migrant and homeless students. Students are referred to the Child Study Team (CST) through several means. If your child is performing poorly in school and his/her teacher is concerned about this performance, the teacher may seek assistance from the Intervention and Referral Services (I&RS) team. In addition, a parent can refer a child to the CST for an evaluation to determine eligibility for special education and related services by submitting a written request to the CST. An adult pupil can also initiate a request for an evaluation on himself or herself as well. Questions regarding Special Education can be answered by calling the office of the Director of Special Services at (732) 212-6100 ext. 3152.

KEYPORT HIGH SCHOOL  
2017-2018

Policies for Parent/Student Handbook are available at [www.kpsdschools.org](http://www.kpsdschools.org).

Number	Title
2110 M	Philosophy
2260 M	Affirmative Action for Classroom Practices
2361 M	Acceptable Use of Computers
2415.20 M	No Child Left Behind Complaints
2464 M	Gifted & Talented Program
<b>5000</b>	<b>Pupils</b>
5111 M	Eligibility of Resident/Nonresident Pupils
5200 M	Attendance
5310 M	Health Services
5330 M	Administration of Medication
5331 M	Management of Life - Threatening Allergies
5332 M	Do Not Resuscitate Orders
5335 M	Treatment of Asthma
5410 M	Promotion and Retention
5420 M	Reporting Pupil Progress
5460 M	High School Graduation
5465 M	Early Graduation
5500 M	Expectations for Pupil Conduct
5512 M	Harassment, Intimidation, and Bullying
5513 M	Care of School Property
5516 M	Remotely Activating Communication Devices - Pagers & Cellular Telephones
5600 M	Pupil Discipline/Code of Conduct
5611 M	Removal of Pupils From The General Education Program for Weapons/Firearms Offenses
5612 M	Assault by Pupils on Board Members or Employees
5750 M	Equal Educational Opportunity
5751 M	Sexual Harassment
5752 M	Marital Status and Pregnancy
5755 M	Equity in Educational Programs and Services
<b>8000</b>	<b>Operations</b>
8505 M	School Nutrition
8506 M	School Lunch Program Biosecurity Plan
<b>9000</b>	<b>Community</b>
9120 M	Public Information Program

Revised 9/2016

KEYPORT HIGH SCHOOL  
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**High School Clubs**

- Art Club
- Book Club
- Class Advisors
- Dance Club
- Debate Club
- Drama Club
- Future Business Leaders of America
- Environmental Club
- Gay Straight Alliance
- Key Club
- Life Line
- Literary Magazine
- Math Club
- National Honor Society
- Spanish Club
- Student Council
- TV Club

**High School Athletics**

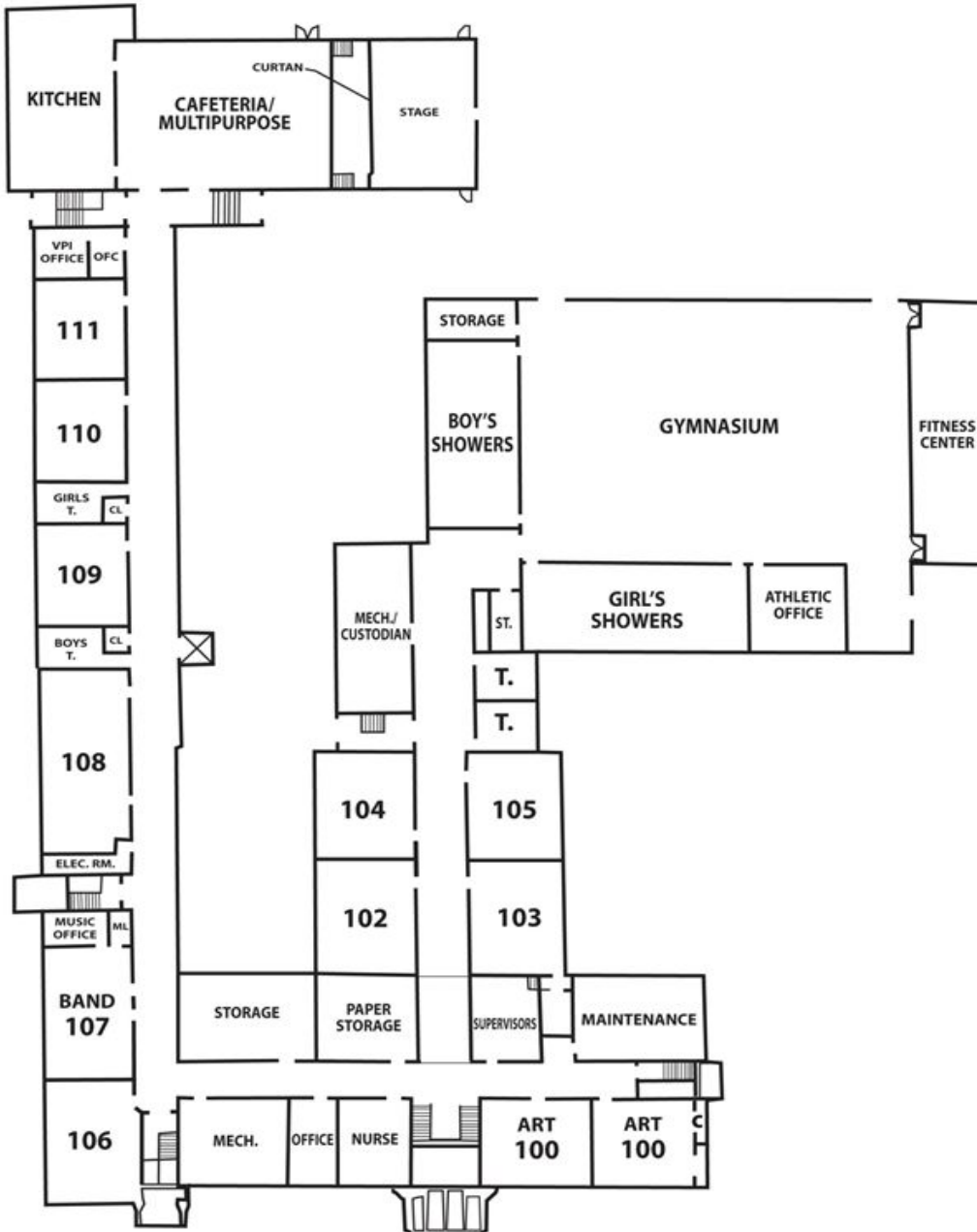
<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Field Hockey	Basketball	Baseball
Football	Bowling	Softball
Soccer	Cheerleading	Track
Volleyball	Wrestling	Volleyball
Cross Country (Hudson)	Indoor Track (Hudson)	Tennis (Hudson)
Cheerleading		

# KEYPORT HIGH SCHOOL

2017-2018

School Map

Keyport High School Teacher Handbook



**First Floor Plan**

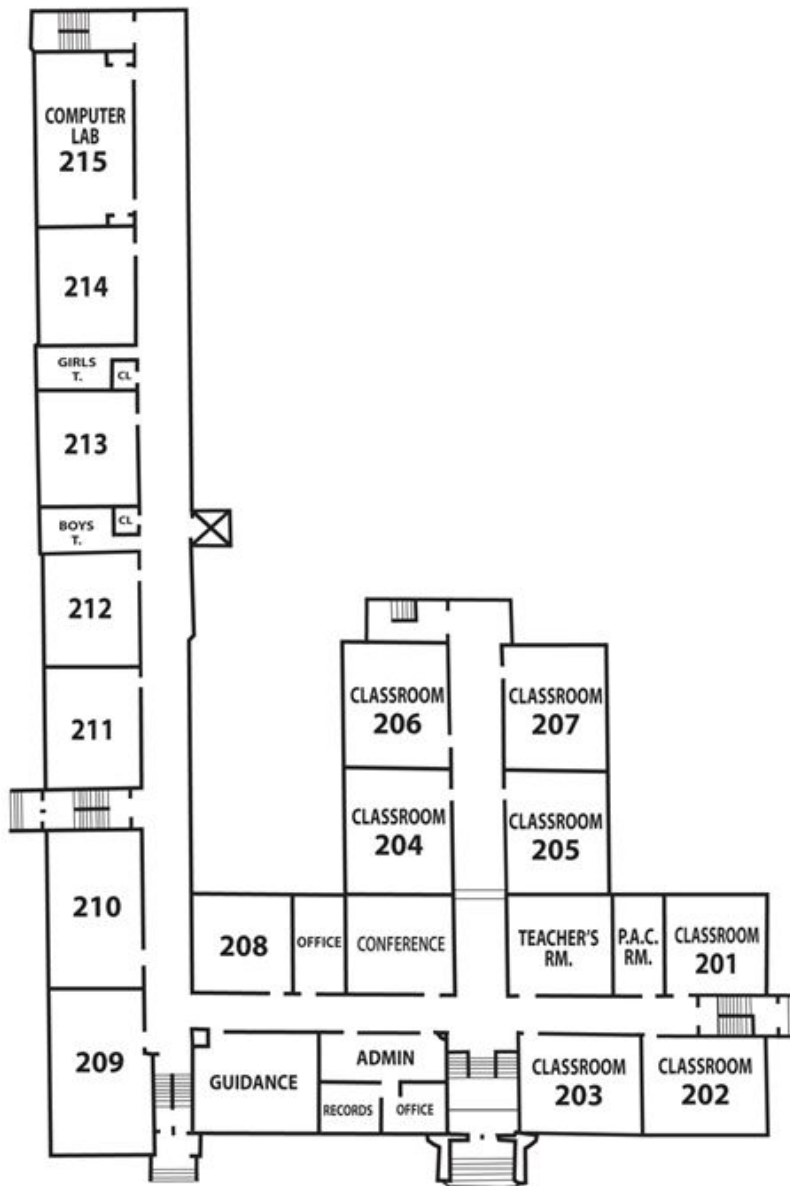
Not To Scale

# KEYPORT HIGH SCHOOL

2017-2018

School Map

Keyport High School Teacher Handbook



**Second Floor Plan**  
Not To Scale

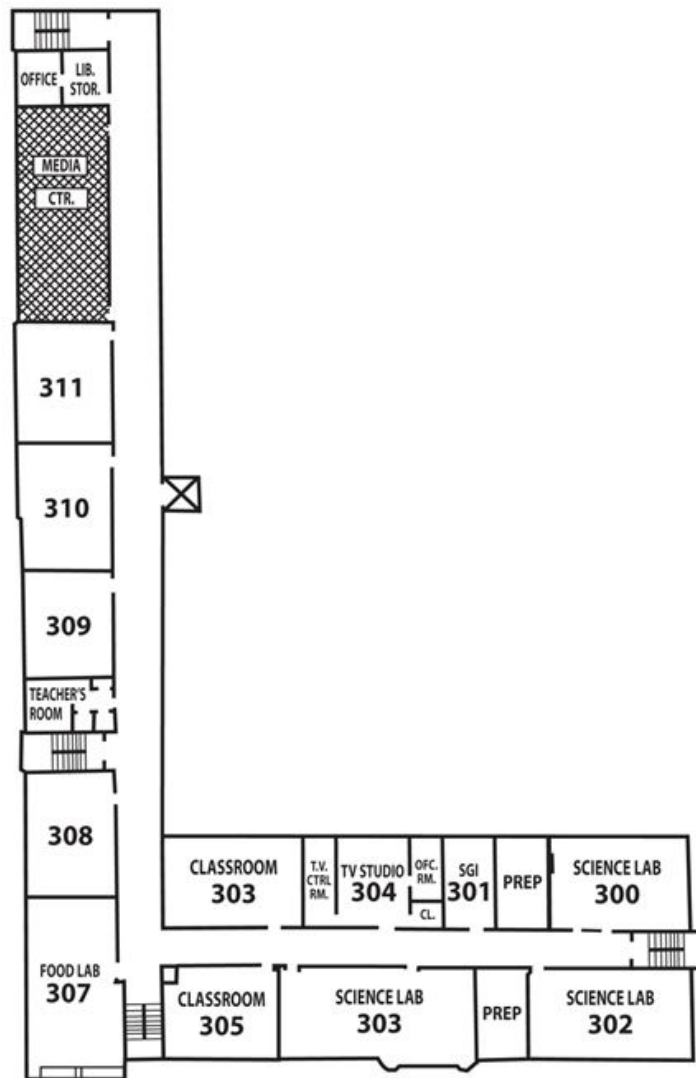


# KEYPORT HIGH SCHOOL

2017-2018

School Map

Keyport High School Teacher Handbook



**Third Floor Plan**

Not To Scale

# KEYPORT HIGH SCHOOL

2017-2018

## Important Dates

### **Progress Reports**

<b>Distributed to Student</b>
October 11, 2017
December 20, 2017
March 6, 2018
May 16, 2018

### **Back-To-School Night**

September 8, 2017

### **Report Cards**

Report cards are issued approximately every 10 weeks. Please continue to monitor student progress through our parent portal system. To access the parent portal system, you must obtain a username and password. You can easily receive this information by visiting [www.kpsdschools.org](http://www.kpsdschools.org) to download the form from our website, or simply visit our office for the proper paperwork.

<b>Periods</b>	<b>Marking Period Dates</b>	<b>Report Card Distribution</b>
1	September 6, 2017 - November 13, 2017	November 20-21, 2017
2	November 14, 2017 - January 29, 2018	February 7, 2018
3	January 30, 2018 - April 11, 2018	April 18-19, 2018
4	April 12, 2018 - June 19, 2018	June 19, 2018

KEYPORT HIGH SCHOOL  
2017-2018

**Student Safety**

Review and impress upon your students the importance of crossing the street only at designated locations where crossing guards are on duty. Encourage students to arrive at school at the proper starting time; many students arrive much too early. Students are requested to leave the school grounds as soon as they are dismissed and proceed directly to their bus or homes.

**Crossing guards are located at:**

Highway #36 and Atlantic Street

Maple Place and Broad Streets

Highway #36 and Broad Street

Maple Place and Atlantic Streets

Maple Place and St. Joseph's

Central School and Atlantic Street

Broadway and Maple Place

Broad Street (Front of School)

Atlantic and Hurley Streets

**After School Supervision**

All students who remain after school for the purpose of make-up, detention, extracurricular activities or sports, must be in the presence of a staff member.

# KEYPORT HIGH SCHOOL

2017-2018

Code of Conduct

## 6 Pillars of Character

### **Trustworthiness**

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

### **Respect**

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, use appropriate language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

### **Responsibility**

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

### **Fairness**

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

### **Caring**

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

### **Citizenship**

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer