



**SAY HELLO TO**

**HETTERLINUS**



**PARENT HANDBOOK**



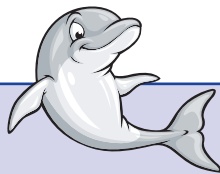


## History of Ketterlinus Elementary School

*Ketterlinus* was named after Elizabeth Warden Ketterlinus, the oldest daughter of William Grey Warden. She lived in Castle Warden, which is now known as Ripley's Museum. In 1923, Mrs. Ketterlinus donated the land on the corner of Mulvey and Orange Streets to the St. Johns County School Board.

In 1925, the school officially opened to students in the surrounding area. In 1928, the school was renamed to *The Elizabeth Ketterlinus High School* with enrollment growing to 188 students. It later became a junior high school before being named *Ketterlinus Elementary School (KES)* in 1991.

After extensive research, a photograph of Elizabeth Ketterlinus was provided to the school by her great-grandnephew. The picture is hanging on the wall behind the front desk in the office. Mrs. Ketterlinus made many contributions to the community with a focus on the arts and education. Our school continues to be highly regarded, child-focused, and community-minded.



### MISSION STATEMENT

**Ketterlinus Elementary School will accomplish the highest academic achievement possible for each of our students within a safe learning environment that is staffed by caring, highly qualified teachers and staff.**

### Ketterlinus Elementary School Value Statement

- We believe that all children can learn and succeed, but not on the same day and in the same way
- We believe that increased student achievement, along with school safety, should be top priorities
- We support the six pillars of character as outlined in the Character Counts! program
- We strive to build a true professional learning community
- We understand the critical connection between home and school
- While supporting high standards and the need for a core academic curriculum, we also believe in the theory there are multiple intelligences in human beings

### Positive Behavior Intervention and Supports (PBIS)

As a part of our PBIS program, Ketterlinus implements Character Counts! a program adopted by the St. Johns County School District to promote great character in our students. Students who exemplify the six pillars of character are recognized monthly during a Character Counts award Ceremony.

In addition, KES promotes positive behavior through our *Dandy Dolphin/Perfect Pods*. Dandy Dolphins/Perfect Pods are given to students/classrooms for demonstrating good citizenship, acts of kindness, or classroom participation. Students are recognized for academic achievements, character, and perfect attendance. Our students "SWIM" with the best.

**S Safe Behavior**  
**W Well-Mannered**  
**I Incredibly Respectful**  
**M Make Wise Decisions**



## Office Hours

The office hours for Ketterlinus Elementary School are Monday-Friday from 7:00 a.m. to 6:00 p.m. The office phone number is (904) 547-8540 and our fax number is (904) 547-8554.

## Bell Schedule

### Monday, Tuesday, Thursday, Friday

First Bell 8:15 a.m.  
Tardy Bell 8:25 a.m.  
Dismissal Bell 2:45 p.m.

### Early Release Day Wednesday

First Bell 8:15 a.m.  
Tardy Bell 8:25 a.m.  
Dismissal Bell 1:45 p.m.

**Note:** Students cannot be dropped off at the school prior to 7:55 a.m. unless enrolled in *The Cove* morning care program. Parents must supervise their child until that time. There will not be a Crossing Guard on duty until 8:00 a.m. Students arriving to school by car are not permitted to cross the street before 8:00 a.m. Walkers cannot arrive to school prior to 8:00 a.m.

## Attendance

Attendance is very important in the success of your child's education. Students are expected to be present every school day unless they are sick. Please keep your child home if they have/had a fever of 100 degrees within the last 24 hours and/or have been vomiting.



## Tardiness and Check-in

School begins at 8:25 a.m. Students are considered tardy if they are not in the classroom by the time the second bell rings at 8:25 a.m. If students arrive after the second bell rings, their parent/guardian must walk inside to the front office to sign them in. If the tardy is "excused" due to a medical appointment, please bring a note signed by the doctor/counselor/dentist, etc.

## Excessive Tardiness

Excessive tardiness will be reported to the school social worker, counselor, and principal. Referrals for truancy will be made once a certain number of documented tardies are reached. Excessive tardies and unexcused absences may result in the loss of privileges (field trips, extracurricular activities/clubs) or require after-school detention.

## Absences

A note explaining your child's absence is required on the day the student returns to school. All notes should include the following:

- Student's first and last name
- Teacher's name clearly printed
- The date the student was absent
- Specific reason for the absence or a doctor's note
- Signature of parent or guardian

## Attendance Awards

Students with 100% attendance (without tardies or early check-outs) will be given an award every nine weeks.

## Check-out Policy

We do not permit early check-out between 2:15-2:24 p.m. due to school-wide prep for dismissal.

All students leaving school before 2:45 p.m. must be checked out by a parent/guardian listed on the Emergency Contact form. A picture identification will be required. If you know that you will be checking your child out early, please send a signed note to his/her teacher indicating what time your child will be leaving the class. Please include who will be picking up the student. We strongly discourage early check-out due to the interruption

this causes in the educational day of your child. Remember, "Minutes Matter" and we want to ensure that students get his/her full day of instruction and information. We urge you to consider the possible loss of academic learning time as a crucial factor in deciding if an absence or early check-out is necessary.

### Emergency Plan

In addition to conducting fire drills and tornado drills, all schools in our district have prepared plans for dealing with a major community emergency. We have developed a plan that will ensure your children are cared for in the event of an emergency. The plan involves constant supervision of all students. In the event of an emergency, we request that parents do not come to the school to pick-up their child until asked to do so. In the event of a lock-down, we will not be able to open the door for parents to enter the building until the lock-down is lifted. It is vital that emergency contact information is kept current. We will communicate with parents via SchoolMessenger, our electronic automated system.



### The Cove

Our Extended Day Program, The Cove, offers hours full of developmental fun and social building activities. Our students are divided into groups by grade level. We offer activities such as homework assistance, playground play, organized sports, arts and crafts, and other daily enrichments that provide social, physical, and character building skills. Each month, we will focus on important character building subjects by playing games, having group talks, and working on puzzles and work sheets to reinforce that month's pillar of character. We welcome all parents to visit us and to view our website to see what's new at the KES Extended Day Program. If you have any questions or concerns, please call **Janet Bryant, Extended Day Coordinator at 547-8971**.

## Ketterlinus' Philosophy of Teaching and Learning

Ketterlinus Elementary follows the philosophy that is based on Carol Dweck's Growth Mindset. Our school's belief aligns with the philosophy that like our bodies, our brains need daily exercise to grow. It will become stronger with rigorous activity/curriculum. A challenge is an opportunity to learn through risks, making mistakes, and discovering options. Students can succeed in following their dreams and fulfilling their aspirations.

At Ketterlinus we believe in the teaching strategies based on the research of Robert Marzano. We focus on the nine instructional strategies that include: goal setting, cooperative learning, homework/practice, similarities & differences, summarizing & note taking, reinforcing effort & recognition, nonlinguistic representation, generating and testing hypotheses, and activating prior knowledge.

Methodology is based on inquiry. We teach students to consider their thinking through questioning, modeling,

### B.E.S.T. Standards

St. Johns County Schools will be implementing the B.E.S.T Standards in English/Language Arts (ELA). Next year, we will implement B.E.S.T standards for Math. Florida's K-12 assessment system measures students' achievement of Florida's education standards, which were developed and implemented to ensure that all students graduate from high school ready for success in college, career, and life.

Assessment supports instruction and student learning, and test results help Florida's educational leadership and stakeholders determine whether the goals of the education system are being met.

For information about assessments, please visit:

<http://www.fldoe.org/accountability/assessments/k-12-student-assessment>.

For more information about B.E.S.T. course descriptions, and standard resources, please visit:

[www.cpalms.org](http://www.cpalms.org).

## Student Progression Plan

To insure that the St. Johns County School District is meeting the needs of students, and in response to legislation, the St. Johns County School Board has established a comprehensive program for student progression which includes the following:

- standards for evaluating each student's performance, including how well he or she masters the performance standards approved by the State Board of Education,
- specific levels of performance in reading, writing, science, and mathematics for each grade level, including the levels of performance on statewide assessments,
- appropriate alternative placement for a student who has been retained two or more years, and
- procedures for informing each student and his or her parents/guardians of the student's academic progress

## Accelerated Reading

Accelerated Reader™ is a guided reading intervention used to supplement regular reading instruction in K–12 classrooms. The goal of the program is to improve students' reading skills through reading practice and quizzes on the books students read. The Accelerated Reader™ program calls for students to select and read a book, then take a computerized quiz based on the book's content and vocabulary. The computer software then provides teachers with information on the students' performance on the quiz, which allows teachers to monitor student progress and identify students who may need more reading assistance. Parents are encouraged to follow their child's progress on Renaissance Home Connect. Login using your child's student number as the user-name and your child's initials (first and last name) for the password.

## Acceptable Use Procedures (AUP)

Each student will receive an Acceptable Use Procedure form at the beginning of each school year for a parent/guardian to sign and return to school. The purpose of the AUP is to ensure the safety, reliability, accountability, data integrity, and security of the digital network, and other district technology resources. It also protects our students, staff, and technology resources. Separate Acceptable Use Procedures (AUP) documents are provided for students/visitors and employees of St. Johns County School District.

## Media Center

Ketterlinus Elementary School Media and Services is designed to support and expand the work in the classroom while providing for individual differences and enrichment needs. It provides an opportunity for students to acquire and strengthen skills in reading, listening, observing, and communicating ideas. It promotes a lifelong love of learning by providing both materials to stimulate growth and instruction to access and evaluate information. In order for students to check books out of the Media Center, a permission form must be completed by the student's parent/guardian prior to a student checking out any material.





## Homework Policy

Ketterlinus Elementary School students are required to read nightly as part of our school-wide reading program. Students in primary grades should be read to by an adult nightly. Students in grades 1-5 participate in the Accelerated Reader™ program. This computer-based reading program is designed to motivate students to read and set reading goals. In addition to reading, homework may be given to students Monday through Thursday. The goal of homework is to provide practice in skills that have been taught and/or to deepen understanding of a skill. Below is a guideline of the allotment of time that should be given to homework per grade level:

Kindergarten	10 minutes
First Grade	10 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes

AVID planners will be distributed to all second through fifth grade students. These folders will be sent home with your child each night with homework and other important information. A parent signature is requested each evening to show that you have reviewed your child's homework with him/her. ALL grade levels will have some form of folder for you to review and sign nightly. Your support is critical in the success of your child in the classroom.



## Homework during an illness

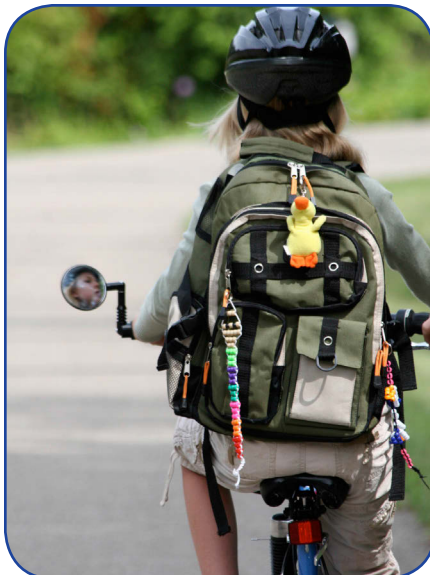
If you wish to request homework for a student who is ill, please contact the front office by 8:25 a.m. This will allow enough time for the teacher to prepare your child's assignment for pick-up after 2:45 p.m.

## Bicycles, Skateboards, and Roller Blades

Students may ride their bikes to school and park them in the designated parking area located in the front of the school. All bike riders must wear a helmet and have a lock. We ask that you leave the roller blades and skateboards at home due to safety concerns.

## Transportation

**Bus Transportation:** It is the responsibility of the bus driver to provide each student with safe transportation to and from school each day. In order to do this, students are expected to follow the rules established by the Transportation Department. If, at any time, the student does not follow the established rules, bus transportation will be suspended for a specific period of time. During this time, the parent is responsible for transporting their child to/from school. If there is a change in the transportation of your child, please call the front office so that documentation can be made. If your child is to get off at a different stop other than their designated stop, you must send a note that includes the date, your child's full name, the bus number, the designated stop, and the stop needed for that particular date. A bus pass will be issued to your child for that date only.



## Parking and Traffic Procedures

**Bus Loop:** The bus loop is reserved for buses ONLY! Do not enter the bus loop unless directed by school personnel.

**Morning Drop-off:** Parents are to drop-off students in the designated area in the parking lot across from the school. DROP-OFF BEGINS AT 7:55 A.M. Please wait in line behind other cars and follow the directions of the parking lot attendant. Do not pass other cars. As cars move forward, please

continue to follow the cars in front of you so that the drop-off procedure can be expeditious. Please have your child ready to exit the car BEFORE you pull up to the designated drop-off area. This includes eating, playing games on electronics, having their backpack zipped and ready, and saying good-byes. If your child is not ready to exit the car, please do not stay in the drop-off line. Pull forward to a parking spot by following the pattern of the drop-off line. DO NOT PASS OTHER CARS.

**Afternoon Pick-up:** Parents will pick-up their children in the same designated area as morning drop-off. Please follow the traffic pattern and demonstrate good character by not "cutting the line". Stay in the line and follow the direction of the parking lot attendant. Display the car tag with your child's name clearly printed so that the attendant can have your child ready to enter your car.

#### **Definite Rule Breakers:**

- Do NOT drop your child off prior to 7:55 a.m.
- Do NOT use your cell phones once you have entered the parking lot.
- Do not go around the car in front of you unless directed by school personnel. Wait for traffic to move forward.
- Do not "cut" the line when entering the parking lot from Cordova Street and/or the school district parking lot.
- Teachers and staff are here to help ensure the safety of your children. Please show the utmost respect when they give you direction. Thank you for helping us to keep our students safe.

#### **Cell Phones**

We strongly discourage students from bringing cell phones to school due to the possibility of loss, theft, or damage. If your child brings a cell phone to school, the phone must be in the "off" position and placed in his/her backpack for the entire day. If the student doesn't follow these rules, the phone will be confiscated and the parent will need to sign for it at the end of the day. We are not responsible for loss or damage.

#### **Telephone Use**

We will take a message from you to leave with your child but we cannot interrupt class for them to speak to you. In an attempt to teach responsibility, students will not be permitted to call home for forgotten items such as homework, TOT basketballs, planners, musical instruments, tennis shoes, or backpacks. Please help them to be accountable for their belongings and help them to learn the value of the pillar of RESPONSIBILITY.

#### **Communication**

Communication between parents and school is vital. We welcome your comments and suggestions, so please feel free to share them with our staff members. Voice messages can be left with your child's teacher by calling the front office. The receptionist will forward your call. Email addresses for all staff members can be found on our school website. Please allow 48 hours for a response. If you do not receive a response within that time, please try again. There are times when technical glitches prevent messages from being received. Also, we ask that you resist from texting our staff members regarding school related topics on nights and weekends. Our staff members work extremely hard and deserve their personal time.



The school uses a variety of communication modes to communicate with our parents. Blackboard, formerly AlertNow, is an automated phone message system used to broadcast information to parents. It is important to keep home phone numbers, email, and emergency contacts current.

- Report Cards/Teacher Conferences
- Newsletters (both individual classrooms and school)
- Monthly PTO /SAC meetings
- PTO events
- School Website
- HAC-Home Access Center

Teachers are required to have a minimum of (2) parent conferences with parents each school year. Conferences are scheduled ahead of time. Communication with teachers is conducted best through email and voicemail.

## Class Placement

Our goal is to achieve academic, behavior, and boy/girl balance in classrooms that are satisfactorily composed and to provide for individual student needs. In addition, we are required to meet the state's class size mandate. On rare occasions, a child may be moved in order to meet this mandate. We do not allow "parent requests", but will accept a letter sharing your child's personality, learning style, and any behavioral concerns you may have.

## Clothing/Dress Code

We recognize that there are many "styles" to choose from when deciding on clothing, but we ask that you use good judgment when selecting your child's school outfit. The following guidelines should be considered:

- Casual, loose clothing that allow children to move and play comfortably must be worn to school.
- Closed-Toe shoes must be worn. Please no crocs.
- Halter tops, spaghetti straps, skirts, dresses, or shorts that are not mid-thigh in length, see-through clothing, and off-the-shoulder blouses are NOT appropriate for school.
- Jewelry should not be worn to school.
- Pants that have holes/slashes cannot be worn.
- Hats and sunglasses cannot be worn in school unless medically necessary or when participating in a designated school spirit day.
- Clothing, hair styles, or accessories that could be distracting to others are not to be worn to school.



## School Access

All adults who plan on entering the school passed the front office must have an approved "School Access" form on file. This ensures that everyone in contact with our students has been cleared through our screening program. School Access is needed for you to attend lunch, special performances, special events, and to chaperone field trips. It is not our intent to inconvenience you but to provide the utmost safety for our students. The link to the "School Access" application can be found on our school website, and the process can take up to 4 weeks to be completed. When you approach the door, have your identification ready so that she can verify the reason for your visit before allowing you to enter the building. This is also in place to provide the safest environment for our students. Front lobby doors function on a security system that is controlled by the front desk receptionist.

## Volunteer Guidelines

We love volunteers and want you to be part of the daily happenings at KES. Here is a list of guidelines that will help make your time at KES enjoyable:

- Volunteers must have a cleared "School Access Form" on file.
- Volunteers must sign in to the computer and receive a yellow volunteer badge. This badge must be worn on the upper left corner of your shirt.
- Turn off your cellphone.
- Adhere to the same dress code that we have in place for our students.
- If you are not able to arrive at the time you are expected, please let the school know as soon as possible.
- Follow the expectations/directions of the supervising teacher.
- Report only to the class where you are scheduled to volunteer.

When volunteers are not expected, it can be an interruption in academic instruction. Have fun! Enjoy your time with our students. There is no doubt that you will leave with a smile on your heart. Always sign-out and discard your yellow badge before leaving the campus.

## Field Trips/Studies

Parents are welcome to chaperone on field trips, but must have approved "School Access". There are no exceptions to this policy. St. Johns County School District policy does not allow younger siblings to attend field trips.

### Expectations of chaperones include:

- An approved School Access form must be on file
- Refrain from using your phone while chaperoning
- Do not take pictures or videos of other students to protect their right to privacy or post pictures of other students on social media



- Assist teachers in monitoring/supervising students at all times
- Ride on the bus to assist with monitoring students
- Display good character and judgment
- Follow the school dress code
- The use of tobacco is strictly prohibited on school grounds and at school functions on/off campus
- If you want your child to wear sunscreen, it must be applied by you

## Selling of Goods

Students are prohibited from selling anything at school that is not school or PTO sponsored. This includes Girl Scout cookies, Cub Scout discount cards, cookie dough, and candy.

## Parties

Parents and students are not allowed to bring party invitations to school for distribution unless the entire class is receiving an invitation. Also, the office cannot provide students' addresses or phone numbers to parents or other students. This rule not only protects feelings of other students not invited to parties, but it also assures that our communication systems are used exclusively for educational purposes.

## Classroom Snacks/Treats

Due to food allergies, please confirm with your child's teacher before sending a snack/birthday treat to the classroom. Do not send balloons, goody bags, presents, or flowers to celebrate a student's special day. All snacks/treats must be pre-packaged. No homemade goods.

## Dogs, Pets, and Furry Friends

As a general rule, only service dogs are allowed in the school building. Please refrain from bringing a pet to school so that we can protect our students who might have a fear of animals, and those that have an allergy to them.

## Cafeteria

Each student is assigned a cafeteria account and Personal Identification number (PIN). This number is confidential and should not be shared with any other student. Over 300 meals are served each day. In order to expedite the line, we ask that lunch accounts be pre-paid via the school website and PayPams. PayPams enables the parent/guardian to monitor the student's spending history. Checks get lost on the way to school, and are not encouraged. PayPams is a simple solution to depositing money in to your child's lunch account. **Visit <https://paypams.com/>**

Fast processing of the **Free and Reduced Lunch Application** is on the SJCS D website; paper forms are available at the school. Please complete the Free and Reduced Lunch application as soon as possible. Processing may take up to three days, therefore, please send lunch money with the student until approved. A letter will be sent informing you of the application status. Information on these forms is confidential. If your child has any food allergies, please provide the school with a physician's note indicating the food allergies with the substitution recommended by the physician. This note must be on file in the SJCS D Food and Nutrition Services office. Contact the KES school nurse to inform of any nutritional/food allergy information pertaining to your child. The phone number for the clinic is 904-547-8552.

Funds that remain on a child's lunch account will be rolled over to their account for the next school year, including any money owed the cafeteria from the previous year. Please contact the school cafeteria manager with any questions about your child's lunch account.

## Breakfast and Lunch times are as follows:

- Breakfast 7:55 am - 8:25am
- Lunch 10:50 a.m. - 1:00 p.m.

We strongly encourage students to begin breakfast between 8:00-8:15 to arrive at class promptly.

## Food Allergies

You might love peanut butter, but unfortunately, that can be fatal to someone who has a nut allergy. We have several students who are allergic to peanuts, tree nuts, dairy products, wheat, and eggs. We have safeguards in



place to protect students, but it is important for our entire KES community to be mindful of foods that can provoke an allergic reaction. Please have conversations with your child so that they can be part of the safety plan for our students with allergies. Here are topics to discuss:

- Don't share their food with other students.
- Wash hands thoroughly.
- If they are aware of an allergy, be mindful of what they might have in their lunch box so that seating arrangements can be made.

## **Illness/Medication**

If your child is sick, we want you to keep them home. Children should not attend school if the student has:

- a fever or have had a fever above 100 degrees within the last 24 hours
- vomiting (2 or more episodes in the past 24 hours)
- diarrhea
- uncontrolled or severe coughing
- upper respiratory complications
- vaccine preventable diseases
- strep throat
- head lice or nits
- Hepatitis A
- Chicken Pox

**In addition to those reasons listed above, please keep your child home if:**

- Your child doesn't feel well enough to participate comfortably in usual activities.
- Your child requires more care than can be given by school personnel.

We are fortunate to have a full-time school nurse on staff. Please direct all medical questions to the nurse by calling 547-8552.

Florida Statute 1006.062 authorizes school personnel to assist students in the administration of prescription medications. This includes over the counter medication prescribed by a doctor. Proper medical forms **MUST** be on file for both. Parents/guardians are encouraged to administer medications at home prior to or after school hours. The schools **DO NOT** keep stock medicine in the clinic.

**If your child needs medication during school hours, please note the following:**

- All medications (prescription and over-the-counter) must have a medication form signed by both the parent/guardian and the physician ordering the medication. These forms are available on the clinic webpage.
- All medications must be received in the original container with current Rx label including the student's name, dosage, and frequency of administration, physician's name, and expiration date of medication. No medication will be given if presented at school in a plastic bag.
- Medications must be brought in by parent/guardian. Medications cannot be brought in with a student.
- Medications should not be transported between home and school on a daily basis.

## **Lice—All Out Comb Out!**

A house louse is a tiny, wingless insect that can attach to a person's hair, where it feeds on tiny amounts of blood drawn from the scalp. Anyone and everyone can get them. They are annoying but with a positive attitude, an effective treatment, and comb out, they aren't really a big deal. Here are a few guidelines to help with prevention:

- Avoid head to head contact with others.
- Do not share combs, brushes, hair ties, hats, etc.
- Do not lie on bedding, pillows, or carpets that have recently been used by someone with lice.
- St. Johns County School District has a **NO NIT POLICY**. After the anti-lice treatment, be sure to comb out all nits. This is very important to ensure that treatment is effective. Combing the nits out can be a time consuming process but it's worth the time spent.

### **Parent Teacher Association (PTO)**

Ketterlinus Elementary School has a wonderful PTO that is actively involved in meeting the needs of our school. Funds raised by PTO are directed to helping our students and staff. PTO welcomes all parents to attend monthly meetings and would love to have helping hands to assist at PTO sponsored events. For more information, contact the front office or go to our school website for meeting dates and times.

### **School Advisory Council (SAC)**

The School Advisory Council (SAC) is a school-based group intended to represent the school, the community, and those persons closest to the students. The group shares responsibility for guiding the school toward continuous improvement. The district school board is responsible, by Florida law, for establishing an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each SAC shall include in its name the words "school advisory council." For further information, please see: Section 1001.452(1)(a), Florida Statutes. For more information, contact the front office or go to our school website for meeting dates and times.

### **Americans with Disabilities Act**

No otherwise qualified individual with a disability shall, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity at school based solely on his/her disability. Qualified disabled students are entitled to a free public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievance. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator.





# CHARACTER COUNTS!



**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

**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

**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, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements









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