

Walnut Street Middle School

Student Handbook



Joseph Mersinger, Superintendent/Principal
Brenda Thomas, School Secretary

411 Walnut Street
Delanco, New Jersey 08073

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EMERGENCY SCHOOL CLOSING NUMBER: 677

WALNUT STREET MIDDLE SCHOOL MISSION STATEMENT

The mission of Walnut Street School is to provide each child with a challenging educational experience serving the unique needs of each student. We provide the optimum learning environment where safety, confidence, and respect are the norm. Our parents and our community work with us to develop independent and self-sufficient contributors to society.

Dear Parents and Students:

Please review this Student Handbook very carefully. In addition to making you aware of important school rules and procedures, it also highlights valuable information regarding the services that our school provides. Please do not hesitate to contact me if you have questions or concerns. We are looking forward to a great year at Walnut Street Middle School!

Sincerely,

Joseph Mersinger – Superintendent/Principal

Admission of Students into the School Building

Unless they are in Band or are having breakfast, students are to report to school no earlier than 8:15 a.m. They will be permitted to enter the building at the sound of the first bell and will report to their lockers, then directly to their homerooms.

Bell Schedule

<u>Full Day</u>		<u>Half Day</u>		<u>Delayed Opening</u>	
*BAND	7:30 – 8:10 a.m.	*BAND	7:30 – 8:10 a.m.	NO BAND	
Breakfast	8:00-8:20 a. m.	Breakfast	8:00-8:20 a. m.	NO BREAKFAST	
Lockers/HR	8:15 – 8:27 a.m.	Lockers/HR	8:15 – 8:27 a.m.	Lockers/HR	9:45-9:57 a. m.
1	8:29 – 9:10 a.m.	1	8:29 – 8:59 a.m.	1	9:59-10:30 a. m.
2	9:12 – 9:53 a.m.	2	9:01 – 9:31 a.m.	2	10:32-11:03 a. m.
3	9:55 – 10:36 a.m.	3	9:33 – 10:03 a.m.	3	11:05-11:36 a. m.
4	10:38 – 11:19 a.m.	4	10:05 – 10:35 a.m.	4	11:38-12:09 p. m.
5/Lunch	11:21 – 12:02 p.m.	5	No Lunch Period	5	12:11-12:42 p. m.
6	12:04 – 12:45 p.m.	6	10:37-11:07 a. m.	6	12:44-1:15 p. m.
7	12:47 – 1:28 p.m.	7	11:09 – 11:39 a.m.	7	1:17-1:48 p. m.
8	1:30 – 2:11 p.m.	8	11:41 – 12:11 p.m.	8	1:50-2:21 p. m.
9	2:13 – 2:54 p.m.	9	12:13 – 12:43 p.m.	9	2:23-2:54 p. m.
HR/Lockers	2:54 – 2:59 p.m.	HR/Lockers	12:43 – 12:49 p.m.	HR/Lockers	2:54-2:59 p. m.

*Jazz Band = 7:30 a.m. – 8:10 a.m. on Mondays and Wednesdays; Concert Band = 7:30 a.m. – 8:10 a.m. on Tuesdays and Thursdays.

District Calendar

The district calendar is available on the website – www.delanco.com – and has been provided as part of the first-day packet for students.

After School Student Arrangements

Parents should see that children come directly home from school before going elsewhere, unless previous arrangements have been made between the parent and the child. If you give your child permission to go anywhere but home after school, please notify the school in writing. There is to be no loitering on school property. Teachers will notify parents of bus students, a day in advance, of any after school tutoring or detentions, or seek same day permission by phone. If a student regularly attends an after school activity, i.e. music lessons, CCD, karate, dance lessons, etc., parents should inform the homeroom teacher by note at the beginning of the school year.

School Lunch

Lunch menus will be posted each month on our website. Students may buy their lunch in the lunchroom or they may bring bagged lunches from home. All students must eat their lunch in the lunchroom. No one is permitted to leave the school grounds during the lunch period. Should lunch money or lunch be forgotten, students may charge their lunch **two times**. Payment must be received in cash before additional charges are added. Snacks will be available on a daily basis. However, only those students buying/ bringing a lunch will be allowed to purchase snacks.

School Behavior

Learning thrives in an atmosphere of mutual respect. As a member of our school community, students are expected to conduct themselves as responsible individuals. In the classroom, students should be respectful of other students and staff. Good behavior goes beyond the classroom. In the halls and other public areas, students are expected to be orderly and courteous. Students must ask permission to leave or enter a classroom and must sign in and out. In the lunchroom, students must sit with their grade unless they receive permission to move. Students must ask permission to use the restroom or leave their seat for any

reason. Students should eat their own lunch and not touch classmates' food. They should clean up their area including the table and the floor. They need to stay in their seats until dismissed. Also, these expectations apply on the way to and from school, during school hours and in all activities and programs supervised by the school, including field trips, clubs, athletic events, dances, and social activities.

Behavior Outside of School

School officials' authority to discipline clearly extends to field trips and to school-sponsored activities both on and off-site. School officials do not generally have authority over, or responsibility for, student misbehavior off school grounds when not attending school-sponsored events or after hours. However, under N.J.S. 18A:25-2, they do have the authority to impose school-based punishments (e.g. detention, suspension, or expulsion) for such conduct when they find it to be detrimental to the safety of students and staff, discipline or property. Board of Education of Palmyra v. Hansen, 56 N.J. Super. 567, 153 A. 2d 393 (1959); R.R. v. Board of Education of Shore Regional High School District. 109 N.J. Super. 337, 263 A.2d 180 (1970); F.G. v. Hamilton Township Board of Education. 1982 S.L.D. 382. Student Codes of Conduct: A Guide to Policy Review and Code Development; New Jersey State Department of Education; PTM 1370.00; fall 1995.

Behaviors and Possible Consequences

BEHAVIOR	POSSIBLE CONSEQUENCE
<ul style="list-style-type: none"> • Violation of a teacher's classroom rules 	Teacher Detention
<ul style="list-style-type: none"> • Bus/walker misconduct • Repeatedly chewing gum in school • Using locker at unscheduled times w/o permission • Using electronic devices (cell phones, iPods, etc.) at any time during the school day 	Office Detention
<ul style="list-style-type: none"> • Repeated misbehaviors without improvement • Removal from classroom for refusal to work or misbehavior • Loitering on school grounds before or after school • Refusing to obey school staff, crossing guard, or safety • Use and/or possession of items that distract from education • Profane or obscene language • Hallway misbehavior - yelling, running, etc. • Misbehavior for substitutes • Violation of cafeteria rules • Bullying, harassing, or threatening another student – (including physical, emotional, or cyberbullying) • Open defiance of a teacher or another person with authority 	Office Detention or Suspension (depending on the behavior)
<ul style="list-style-type: none"> • Deliberately causing physical harm to another student • Deliberately causing physical harm to a staff member • Stealing or deliberately damaging another student's property • Stealing or deliberately damaging property belonging to a staff member or to the district 	Suspension
<ul style="list-style-type: none"> • Possession of drugs, alcohol, or weapons • Making terroristic threats – verbal, written hardcopy, online 	Suspension and Police Involvement

NOTE: This list is meant to serve as an example. It is not intended to be all-inclusive. All other violations not listed will be handled on a case-by-case basis and in accordance with New Jersey statutes and administrative codes.

Harassment, Intimidation and Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. **A copy of Delanco Schools Board Policy 5512.01, Harassment, Intimidation, and Bullying is available on the school's web site.**

Mrs. Susan Kratz is the Anti-Bullying Specialist for Walnut. In addition, the School Safety Team works to develop, foster, and maintain a positive school climate. All of our teachers and staff members have been trained in preventing HIB.

Behavior System

We have a Behavior System at the Walnut Street School. Students can earn or lose points based upon their behavior. This system is in place to make it clear to our students that positive behavior results in achievable rewards.

1. Each student starts with 25 points in September.
2. Points are subtracted for:
 - Suspension – In-School or Out-of-School [per offense] 5 points
 - After school detention - Office [per day] 3 points
 - After school detention – Teacher [per day] 2 points
 - Lunch/Recess detention [per day] 1 point
 - Unexcused lateness to school x 5* = Office Detention 3 points
 - Note: Students will start with a “clean slate” for latenesses each Marking Period.
 - Sent out of classroom by substitute 3 points
 - Sent out of classroom by teacher 2 points
3. **Activity Restriction** – Students are expected to maintain a MINIMUM of 15 points in order to participate in activities such as Fun Friday, school trips, dances, etc. If students do not have the minimum amount of points, they will not be allowed to participate in the activity.
4. **Achievement Incentive** – Students who are unable to participate in activities will be directed to a classroom. There, the students will have an opportunity to earn back **2 points** for completing assignments and behaving well. All assignments will be tied to specific courses. All work completed during this time will be graded, and the scores earned will be factored into the students' final grades in those courses.
5. **Improvement Incentive** – A student can earn back 1 point for going 5 school days without getting points deducted.
6. Other rules
 - If a teacher sends a student to the office and designates that it is for a “time out,” no points will be deducted.

- Records of deducted points will be maintained by the school principal.
- If two or more penalties could be applied to the same act of misbehavior, the higher point deduction will be applied. [Ex. A student is sent out of a class and is then suspended.]

8. Activities to be missed by students on point restriction include (but are not limited to);

- Field trips [students must have required points **one week** before any trip]
- School Dances
- Entertainment assemblies
- Athletic Activities – as determined by the administration and the coach
- Monthly “fun” activities

Lateness

Students are expected to arrive to school on time. Punctuality is a quality that will be important to our students later in their lives when they enter the working world. A student will be considered late when he/she is not in his/her assigned room when the late bell rings. If a child is late, he/she must report to the office for a late pass.

Student Planners

Students are **required** to have their planners with them every day. Students need their teachers to sign their planner in order to leave the classroom for any purpose. Students who do not have their planner will be sent to the main office. At this time, students will have an opportunity to purchase a substitute planner or to receive a pass from the office for the day. In either case, any student who does not have a planner will be subject to administrative consequences.

Lockers

All lockers made available for student use on the school premises, including lockers in the hallway and locker room are the property of the school. There will be periodic locker checks and general cleaning of lockers to ensure that they are being used appropriately (Board Policy 5770). **Students are required to store their books in their lockers.** Individual combination locks will be issued to each student. All lockers are to be kept locked at all times. Students will not be permitted to go to their lockers during and/or in between class unless they have permission from a staff member or the office. Students may go to their lockers at the beginning of the day, before lunch, after lunch, and at the end of the day. At the end of the year, all locks are to be turned in to the homeroom teacher. The serial number on the lock must match the number that was assigned at the start of the school year or a fine will be issued.

Care of Books

Each student is responsible for his/her textbooks and will be required to reimburse the school for damage beyond the normal wear or for loss of books (Board Policy 5513). Book covers must be kept on books at all times. Any payments for fines must be paid in cash according to school policy.

Parent Liability for Damages

The parents or guardians of any student damages school property shall be liable for the amount of damages to be collected by the Board of Education of the district or the owner of the premise in any court of competent jurisdiction, together with the costs of suit (Reference: N.J.S.A. 18A:37-3).

Backpacks and Gym Bags

Along the main hall, wall hooks are provided for the students to hang backpacks and gym bags. Backpacks and gym bags will not be permitted to be placed on top of one’s lockers and/or carried into the classrooms. All books and materials needed for morning classes are to be hand-carried to each class. The same procedure will be followed during the afternoon session. We believe that the above procedure will help

eliminate the increasing problem of students and teachers tripping and will help maintain order in the classroom and hallways.

Computer Usage

Internet access is available to students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or school hallway. Access is a privilege, not a right. Inappropriate use will result in disciplinary action. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

Cell Phones and Other Electronic Devices (iPods, MP3 players, electronic games, etc.)

Cell phones must be **turned off** between the hours of 8:15 am and 2:59 pm. Students may use their cell phones prior to the start of the school day and after dismissal. During the school day, students are required to keep their cell phones in their lockers, which should be locked. Any students using a cell phone or any other electronic device will have it taken away for the duration of the school day, and the student's name will be added to the Cell Phone Warning List. The cell phone will be returned at the end of the day. Any student on the Cell Phone Warning List who is using a cell phone or other electronic device again will be issued a detention. Students issued a detention in this manner will continue to receive detentions for each further infraction of this rule.

Bikes, Scooters, Skateboards

Students may ride bikes to school. Students are **not permitted** to ride skateboards and scooters to or from school. NJ STATE LAW REQUIRES CHILDREN 14 AND UNDER TO WEAR BICYCLE HELMETS WHEN RIDING. THEREFORE, ANY STUDENT RIDING A BIKE TO SCHOOL **MUST WEAR A HELMET.**

Dress Code

The Dress Code is designed to establish guidelines that assist students in making responsible decisions as they select attire that is appropriate for school. It is important for both parents/guardians and students to understand that the attire one selects has a direct effect on their attitude and behavior. Although the school recognizes the prerogative of students and parents in determining appropriate dress and grooming, certain styles of dress and grooming are not considered appropriate for the public school. In making the determination of appropriate school attire, the administration has considered three important areas of **modesty, cleanliness, and safety.**

Examples of inappropriate school attire include, but are not limited to the following:

- Clothing with phrases, drawings, photos, etc. which either directly or indirectly promote or condone the use of alcohol, tobacco, or other drugs.
- Clothing with phrases, drawings, photos, etc. which may be considered lewd (i.e. crude and offensive in a sexual manner), vulgar, or profane.
- Clothing that promotes violence, gang behavior, lawlessness, and/or includes hate speech.
- Shirts, blouses, dresses, pants, etc. that display underwear, bare-back, or midriffs, or that have "cut out" and/or torn sections.
- Exposed undergarments of any kind.
- Inappropriately short dresses, skirts, or shorts (must be mid-thigh).
- Tube tops, halter tops, thin strapped or strapless tops, or tank tops.
- Excessively tight, excessively short, or excessively baggy clothing.
- Underwear worn as outerwear and/or baggy pants exposing underwear.
- Hats, bandanas, headscarves, or sunglasses.
- Outdoor jackets are not to be worn in the school building.
- Chain, link, or metal belts.

- Pajamas, slippers, or lounging pants.
- Flip flops, slides, and high heels.
- Any clothing that has been identified as gang-related attire.

Purses, Handbags, Pocket Books – In order to maintain safety for all students, purses, handbags, and pocketbooks must be no larger than the length and width of a textbook. Students are not permitted to carry large bags around the building during the school day.

Final determination regarding whether attire is acceptable and unacceptable will be made by administration. Students dressed inappropriately for school will be asked to call their parents for other clothing. If students are inappropriately dressed more than once, they may face disciplinary action.

Authority of School Officials

Students in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them (Reference: N.J.S.A. 18A: 37-1).

The school district certainly acknowledges that parents have authority over their children. However, it is important to note that, with regard to school rules, district policies, procedures, etc., the parent must yield to the needs of the school district. When the child violates the rules of the district, the investigation and imposition of sanctions is not subject to parental veto. School officials' source of authority is the constitutional mandate to educate the child, which carries with it the authority to do all reasonable things to maintain safety, order, and discipline in school. This authority, known as constitutional empowerment, is the authority set forth in *New Jersey v. T.L.O. (1985) 105 S Ct 733* and *Veronia v. Acton (1995) S Ct 2386* and does not depend on parental cooperation and overrides parental fiat.

Student Attendance Regulations

NJ revised Statutes **require** all children between the ages of six and sixteen to attend school **all the days and hours that school is in session**. Absences from school disrupt the instructional process, thereby jeopardizing a student's chances for success. If an absence is for five (5) consecutive days or more, a note of explanation from the child's doctor stating that the child is fully recovered and capable of participating in the school program must be brought to the main office.

Early dismissal is permitted only in the event of an emergency. The child must present a note to the office stating the reason (Board Policies 5200 & 5210). We encourage all parents to schedule doctor and dental appointments at a time other than during regular school hours.

Punctuality is of the utmost importance. A child who is tardy starts the day with a definite handicap. He/she must also present a note of explanation from his/her parent to the main office.

An accumulation of unexcused absences will be dealt with according to NJ State Statutes regarding truancy (Board Policy 5200). Prolonged or repeated absences, excused or unexcused from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level. A warning notice shall be given to any student who has excessive absences. We encourage you to plan vacations to coincide with school holidays. Thank you for your support and cooperation in this area.

Absences

We expect students to be in school, except in the event of illness. When children will be absent, the parent is to call the school at 856-461-0874 and press #1 to report the absence. Identify yourself, state the name of the child, and the child's teacher, and give the reason for the absence. These calls should be made either the evening before the absence or **before 8:45 a.m.** on the morning of the absence. At the request of the

parent, a student who is absent for illness may receive make-up work on the days of the absence. The make-up work can be picked up at the main office. If make-up work is not picked up by the parent, when the student returns to school, it is his or her responsibility to make up any missed assignments. For unexcused absences – including vacations – make-up work will not be provided. Students will be expected to complete missed assignments when he or she returns to school.

School Telephone

Students will not be permitted to use the office phone to call home for items they have forgotten, including homework. One of our goals is to teach our students responsibility. Please encourage your children to come to school prepared for lunch, gym, and other activities that apply. Also, encourage your children to remember their homework.

Inclement Weather School Closing Information

In the event of a severe storm or other emergency, causing the closing of school, special announcements will be made over the local radio and TV stations. The school will notify Philadelphia Emergency Headquarters and the information will be sent to all Philadelphia broadcasters. **Our school closing number is 677.** Parents will receive a Global Connect phone call with pertinent information regarding a delayed opening or an emergency closing. Please make sure we have updated contact numbers.

Visitors

Visitors are welcome at the Walnut Street Middle School. When you visit school for any reason, please stop and sign in at the main office. We will be glad to assist you in any way possible. Our building is locked at all times. Please ring the bell at the main entrance (on Walnut Street) to enter.

Affirmative Action Assurance

The Delanco Township School District, in accordance with Title IX of the Educational Amendments of 1972 and the New Jersey Administrative Code 6:4 and U.S. Section 504 Rehabilitation Act of 1973, guarantees each student equal education opportunity regardless of race, physical or mental impairment, color, creed, religion, sex, ancestry, national origin, or social or economic status (Board Policies 1510, 1530, & 1550). In addition, all persons shall have equal access to all categories of employment in the public education system of New Jersey. If you have any questions or concerns, please contact the Superintendent, who is also the Affirmative Action Officer for the school district.

Medication Policy

The dispensing of medication in school is discouraged except when the student's health may be jeopardized without it. The following rules (Board Policy 5530) must apply:

1. Any medication, prescribed or over the counter, must be accompanied by a doctor's note with dosage—and the medicine must be in the original container.
2. If it is a prescription, the container must include:
 - The patient's name**
 - The name of the medication**
 - Dosage**
 - Time to be administered**
3. If any of the above conditions cannot be met, the medicine will not be administered.
4. All parental notes and related records will be maintained by the nurse or the building administrator.
5. No student is to carry any medication in school or have any medication on school property, such as aspirin, cough drops, etc., with the exception of life threatening illnesses when self-medication has been approved.

Injury or Illness at School

If a student becomes ill or sustains an injury after his or her arrival at school, he/she should report to the school nurse. Under no circumstances is a student to leave the classroom or school premises without proper permission. Parents will be informed by the school nurse whether outside medical attention is needed.

Health Services

As part of our health services to our students, the district provides vision, auditory, and scoliosis screening. Any questions that parents may have regarding our health services should be directed to our school nurses, Mrs. Wenner or Mrs. Rafanello, or to the building administrator (Board Policy 5310).

Crossing Guards and Safety Patrol

The safety of your children is the highest priority. Walnut Street students are **only permitted to cross Burlington Avenue at the corner of Walnut Street and Burlington Avenue**. At this corner, we have a crossing guard who can ensure that our students are able to cross the street safely. Crossing guards are provided by the township for those children who must cross Burlington Avenue, Coopertown Road, or Willow Street. All children who cross these streets to get to the school must do so at these intersections and under the direction of the crossing guard. In addition, a school safety patrol, made up of students and directed by a teacher, is on duty daily while school is in session. Since this is a student organization, it needs the full support of all parents if it is to effectively safeguard children (Board Policy 5860). Parents are requested to encourage their children to give the Safeties their full cooperation.

Fire Drills and Security Drills

By law, schools are required to conduct fire drills and security drills. During a fire drill, everyone will hear a continuous pulsating ring of the alarm bell. All students and staff are to walk silently to their designated areas outside the building on Chestnut Street. All staff members are required to bring their roll books with them and report any missing students. Everyone will remain in line awaiting the signal to reenter the building. Students must maintain quiet during the drill. (Board Policy 1401). During a lockdown drill, an announcement will be made over the PA, and students and staff are expected to follow the appropriate procedures for the drill. During an evacuation drill, an announcement will be made over the PA, and students and staff will follow appropriate procedures to exit the building safely.

Student Grades

Report cards will be issued four times a year, approximately every nine weeks. We use a numerical system in reporting most grades. Students are also marked “O” for outstanding, “S” for satisfactory, “N” for needs improvement and “U” for unsatisfactory, where applicable. Students are retained at Walnut Street if they fail three or more of our core courses (Language Arts, Science, Math, Social Studies, and Physical Education) in any particular year.

Grading Scale (Board Policy 2624)

A	93-100	C	75-84	F	0-68
B	85-92	D	69-74		

Honor Roll

To achieve honor roll status at Walnut Street Middle School, students must earn A’s, B’s, O’s, or S’s in all subject areas.

Academic Honesty Policy

All students need to be responsible for completing their own assignments in order to learn the material which is being taught. Copying of homework, cheating on tests, and plagiarizing reports will not be

tolerated. Teachers may give a warning the first time a student is caught, but the penalty for cheating will be a zero on the assignment and disciplinary consequences determined by the building administrator.

Extra-curricular Activities

Students are encouraged to participate in extra-curricular activities sponsored by the school. Some of our activities include: Field Hockey, Baseball, Basketball, Safety Patrol, Student Government, Impact Club, and Drama Club. To participate in any extra-curricular activity, the student must be present in school on the day of the activity. If detained after school for a disciplinary detention for which advance parental notification was provided or suspended from school, a student may not participate in the activity that day. A second suspension will result in a two-week ineligibility period (Board Policy 2430).

Inter-Scholastic and Intramural Activities Eligibility

Following are the eligibility requirements for each type of extra-curricular activity (Board Policy 2430):

1. **Inter-scholastic Activities:** In order to be considered for participation, a student must possess a current average of “C” in all subject areas. During the course of activity, the “C” average must be maintained in all major subject areas except that one “D” in any subject will be permitted at the time the activity begins.
2. **Attendance:** To participate in any extra-curricular activity, the student must be present in school on the day of the activity.
3. Any student suspended for disciplinary reasons will be excluded from participation in any extra-curricular activity during the course of the suspension. A second suspension will result in a two-week ineligibility period for any extra-curricular activity.
4. Students who serve disciplinary detention for which advance parental notification was provided shall be ineligible to participate in extra-curricular activities on that day.

Child Study Team

Special services are provided to children experiencing serious difficulties in school through the Child Study Team (Board Policy 2460). The team investigates referrals from teachers and makes recommendations for programs for students.

Intervention & Referral Services (I&RS)

The Intervention & Referral Services (I&RS) is a school-based group selected to assist staff members with intervention strategies for meeting the learning needs of our students. The committee seeks creative ways to maximize the use of available school/district resources and offers staff members a means of drawing on these resources.

Standardized Testing Program

The PARCC (Partnership for the Assessment of Readiness for College and Careers) test will be administered to all Walnut Street Middle School students in the spring. In addition, the NJ ASK (New Jersey Assessment of Skills and Knowledge) for Science will be administered to students in Grade 8.

Students – If you have questions about the Student Handbook, please ask your homeroom teacher or the building principal. We are here to help you be successful!

Parents - If you have any questions about this Student Handbook, please contact Brenda Thomas at the Walnut Street Middle School main office— 856-461-0874—and she will be happy to help you.