



**PARENT/STUDENT HAND BOOK
2021-2022**

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Dear Harkness Families,

Welcome back to the 2021-2022 school year. It is our goal at Harkness Elementary School to provide a learning environment for all our students that is academically rigorous, safe, and orderly. This endeavor requires that the entire school community (students, parents, and staff) work together as a team. The education of all the students is everyone's responsibility.

Students are expected to demonstrate a commitment to their education. They need to demonstrate their responsibility towards their academics. Students are also expected to behave in a manner that preserves the rights and well-being of others. We know that with everyone's efforts, an environment that is safe and enjoyed by students can be provided and maintained.

We are expecting to have another wonderful school year with many new opportunities. We encourage all parents to get involved. We have many opportunities for you to lend a hand. We have many school functions as well as PTO committee, and School Site Council. In order to maintain these activities and committees, we will need the extra help. Please look for those important dates and we look forward to seeing you there.

We know this last year and half was not your typical school year. We are excited to get back to a normal routine. We have missed seeing many of our students and are excited to see familiar faces. Remember to review the school rules and expectations with your child. If there are any questions or concerns, please speak with your child's teacher or school administration.

Thank you for your vital role in helping keep our students engaged and safe.

Sincerely,

Isabel Govea, Ed.D, Principal
Roxanne H. Wolfe, Ed.D, Assistant Principal

**H.W. Harkness Elementary
2021-2022 Daily Schedule**

**Office Hours
8:00AM – 3:30PM**

Early Kindergarten (EK)

8:30-8:55AM	Breakfast
9:00 -11:15AM	Instructional Time
11:15-11:40AM	Lunch
11:45- 12:45PM	Instructional Time
12:45 pm	Dismissal

Kindergarten

8:30-8:55AM	Breakfast
9:00-11:15AM	Instructional Time
11:15-11:45AM	Lunch
11:45-12:50PM	Instructional Time
12:50PM	Dismissal

Primary 1st-3rd MTWF

8:30-8:55AM	Breakfast
9:00-10:40AM	Instructional Time
10:40-10:55AM	Recess
10:55-11:45PM	Instructional Time
11:45-12:25PM	Lunch
12:25-1:20PM	Instructional Time
1:20-1:35PM	Recess
1:35-3:07PM	Instructional Time
3:07PM	Dismissal

Intermediate 4th-6th MTWF

8:30-8:55AM	Breakfast
9:00-10:25AM	Instructional Time
10:25-10:35AM	Recess
10:35-12:35PM	Instructional Time
12:35-1:15PM	Lunch
1:15-3:07PM	Instructional Time
3:07pm	Dismissal

Primary 1st-3rd Thursdays

2:07PM Dismissal

Intermediate 4th-6th Thursdays

2:07PM Dismissal

Lunch Period Schedule

Regular Schedule

11:45-12:25PM	1 st – 3 rd
12:35-1:15PM	4 th – 6 th

Rainy Day Schedule

11:45-12:15PM	1 st – 3 rd
12:35-1:05PM	4 th – 6 th

Recess and Dismissal Times on Shortened Days

10:40-10:55	1 st -3 rd Recess	10:25-10:35	4 th -6 th Recess
1:50PM	1 st -3 rd Dismissal	1:59PM	4 th -6 th Dismissal

There is no adult supervision for students arriving on campus before 8:30AM. Students must exit campus at 3:07 unless enrolled in MASTERS after school program. Students are not allowed on campus without adult supervision before 8:30AM and after 3:17PM.

ARRIVAL AND DISMISSAL

1. Students will report to cafeteria in the morning and will not be allowed to hang-out around classrooms or on black top.
2. Students in grades 1-6 should arrive *no earlier* than **8:30 am** and *no later* than **8:45 am**
3. Students are to leave campus promptly at dismissal, *as there is limited supervision*.

- a. Parents must stay with students until 8:30am.
 - Grades 1-6 are dismissed at **3:07 pm** on M, T, W, F and **2:07 pm on Thursdays**
4. All Kindergarten students are to be supervised by a parent/adult until class starts.
- Kindergarten times: 9:00 am – 12:50 pm Monday - Friday

**There is no supervision for any student after 3:17 (M, T, W, & F)
and 2:17 on Thursdays.**

FYI...

Periodically the school day schedule will be changed to allow for parent conferences, field trips, teacher workshops, and so forth. Advanced notice will be sent home with students outlining these changes when they occur. It is very important that you read thoroughly the monthly parent newsletter as well as other notices.

Parking and Crosswalk Safety

It is with safety in mind that we have established safety rules regarding student arrival and dismissal. We want to avoid any possible injuries to students. Therefore, we need your assistance.

In the Morning: Parents who drop off children in front of the school, please do not block the crosswalks, block fire lanes, and do not make illegal u-turns in front of the school. You may only use Handicap parking spaces, if you can present the proper parking placard. Students who walk to school must stay on the sidewalks and use the crosswalks. Crossing the street in front of the school is *only permitted* in the crosswalk.

After School: Parents may pick up their students in front of the school, at back fence on the east side, or by teacher parking lot on the Westside. Please model safety by always using the crosswalk.

NO PARKING AT ANY TIME IN THE RED FIRE ZONE

Bicyclists: Bicyclists must use the gate between the cafeteria and Room #21 to get to the bike. It is the owner's responsibility for locking bikes in the racks. **The school is not responsible for lost or stolen bikes.**

Bikes left overnight tend to be stolen. All riders are to walk bikes when arriving in the front of the school and when leaving. Walkers have the right-of-way. Walk bicycles on the sidewalks and not on the grass area.

Skateboards, scooters, and inline skates are not allowed to be ridden on school grounds.

MEDICATION

School personnel may administer medication to pupils only when the school has received an “**Authorization for Administration of Medication by School Personnel Form**”. If your child will be receiving medication during school hours please come to the school office for a form. *No medication, including over-the-counter medications, shall be allowed on a school site or administered to any pupil without this form being completed by a licensed physician and the parent/guardian of the pupil.*

All medication to be administered by school personnel **must** be in the original prescription or over-the-counter container. The parent/guardian of a pupil must bring the medication to the school office. All medication will be kept in a locked cabinet in the nurse's room, except those medications that a physician and parent/guardian request in writing that the pupil be allowed to carry (i.e. inhalants for asthma or Epi-Pens for severe allergies) (Check with the nurse). We recommend that students keep their asthma inhalers in the school office, as the classrooms are locked during recess and lunch times.

SCHOOL OFFICE

1. Students must have a pass or emergency reasons to be in the office.
2. Please exhibit good manners when in the office: appropriate tone, waiting for your turn, and sitting in designated areas.
3. **No phone calls for personal reasons are allowed in the office during school hours.** All transportation, childcare arrangements and play dates must be arranged prior to your child arriving to school.

CLASSROOM

Students are expected to:

1. Listen and follow directions.
2. Respect all teachers, classmates, and himself/herself.
3. Do his/her part in making the classroom a good place for learning.
4. Follow the classroom rules that are posted in the classroom.

BATHROOM

Students are expected to:

1. Keep all bathrooms clean and usable.
2. Do not play or hang out in the bathrooms.
3. Use paper products properly and do not be wasteful.

CAFETERIA

Students are expected to:

1. Walk quietly and stay in line quietly without pushing or shoving.
2. Be polite and respect all duty supervisors, workers in the cafeteria, other students, as well as himself/herself.
3. Exercise good eating manners while in the cafeteria.
4. Use a soft voice and talk quietly while inside the cafeteria and remove all hats and hoodies.

Outside Food Policy

Not allowed:

1. Candy, seeds, nuts, gum, Hot Cheetos, Takis, Hot Fries, etc. These items will be taken away from student and not returned.
2. Fast food is **discouraged**
3. Soda and any sport drinks (Gatorade/Powerade) are **not** allowed.
4. **Intermediate** students are not allowed to bring snacks.

Allowed: (low sodium and sugar)

1. Primary students may bring a “healthy snack”, but must eat in the classroom before first recess.

For Example: nuts, fruits, and vegetables (dried and raw), cottage cheese, yogurt, bagel and cream cheese, crackers, raisins, cheese, etc.

Cell Phone Policy

1. While on campus and during school hours, students are **not** allowed to use their cell phones. Any emergency calls will be made in the office during school hours.
2. All cell phones are to be turned off and given to their classroom teacher to store in a safe place.
3. Any phone out/visible/in use will be confiscated and returned to student at the end of the school day. **The school is not responsible for lost, damaged, or stolen property.**

PLAYGROUND: Breaking these rules will result in a consequence and/or referral to the office.

Students are expected to:

1. Games that involve body contact such as karate, kung fu, play fighting, chase games, etc. are **prohibited**. Hands, feet, and other items are to be kept to oneself at **all** times.
3. Interrupting/disturbing other people’s games will not be tolerated.
4. Play in appropriate areas and be visible to the yard supervisors during all recesses. Students should not play on Room #21 ramps or behind the building, never behind intermediate wing, and stay out of hallways.
6. Students are to remain on school grounds unless adult permission has been given. Jumping over fences for any reason is **prohibited**.
9. Vulgar language/profanity will not be tolerated: student will lose privileges and risk suspension.
10. All students shall **freeze and squat** when recess bell rings. Students will walk to line up once supervision has blown a whistle. **NO BATHROOM OR DRINK BREAKS AFTER BELL.**

HOMEWORK: Students, with support from parents, have the responsibility for completion, review, and prompt return of homework assignments. Homework should be regarded as an opportunity to provide independent practice of skills learned during class time, enrichment activities, and application of specific skills, knowledge, and facts.

Assignments can serve as a means of providing a bond of common effort among parents, students, and teachers. The school staff shall notify parents and students of homework requirements, as well as inform parents about methods of support in the homework process.

Purposes of Homework

1. Strengthening subject matter knowledge
2. Applying mastered skills and knowledge



3. Building responsibility for learning
4. Promoting organizational skills and independent practices
5. Promoting communication between students, home and school
6. Transferring information to other situations
7. Enriching student knowledge

Types of Homework

1. Unfinished class work to be completed at home
2. Special projects that students will work on at home
3. Regular, daily assignments and weekly homework assignments
4. Independent practice of skills taught earlier in class
5. Gathering data: information, resources, observations
6. Reading for understanding and fluency

Teacher's Role in Assigning Homework

1. Plan homework that provides practice and preparation, extension, or application, and is a direct outgrowth of skills taught in the classroom.
2. Correct homework in a timely manner and return to the student.
3. Check on progress of long-term assignments.
4. Recognize and reward students who successfully and consistently complete and turn in their homework assignments.
5. Reinforce good study habits and responsibility by informing parents when a student fails to complete homework assignments through phone calls, progress reports, or notes home.
6. Teach students how to apply effective study skills and organize their time.

Student Responsibilities with Homework

1. Write down assignments and due dates before leaving class. Make sure assignments are clear by getting further teacher assistance before going home.
2. Display good study habits by taking the necessary time to complete the assignment.
3. Show pride in their homework by doing their best work.
4. Complete and return all assignments daily and per the teacher's expectation.

Parent Responsibilities with Homework

1. Assist students by providing a quiet place, appropriate materials, and a regular time daily to complete assignments.
2. Encourage independent work by providing support without doing the assignment for the student.
3. Expect homework daily and help ensure that assignments are completed on time.
4. Sign folders and/or work when required.
5. Monitor, review, and reinforce homework assignments.
6. Develop a routine for the regular return of homework.
7. Develop a line of communication with teacher to support student academically and behaviorally.

Consequences for not Completing Homework

Some students have difficulty taking responsibility for completing homework and turning it in on time. To establish good study habits, we have identified consequences for students who fail to complete or turn in homework assignments.

Logical consequences for not meeting homework expectations may include one or more of the following experiences for students:

2. Loss of recesses until work is completed and turned in.
3. Receive lower grade.
4. Receive unfavorable progress reports.
5. Completion of missing assignments as required.
6. Restriction from participation in extra-curricular activities.
7. Failure of the subject, if incomplete work is continuous.



Tips for Helping Your Child Succeed in School

1. Parents can help by establishing rewards at home as an incentive for their child to complete their homework assignments. Reasonable short-term consequences/rewards consistently enforced at home will help your child develop good study habits and responsibility for his own work.
2. Homework is usually assigned nightly. Each teacher will discuss homework procedures on Back to School Night, as well as provide written procedures. Some teachers do assign homework over the holiday season. Please check with your child's teacher regarding their individual policy.
3. The average time spent on homework is dependent upon a student's individual capabilities and work habits. Special projects may require additional time. If you feel that too much homework is required, please contact the teacher to find a solution. Perhaps the teacher is not aware of how much time your child is spending on assignments each night.
4. Required assignments missed due to absences are to be made up. Teachers will provide students with assignments and a reasonable time limit for completion. Parents should arrange to pick up student's assignments if an absence is expected to be lengthy. When calling in your child's absence on the attendance line, you may request to pick up homework after 3:15 on the day of the absence in the front office.

GENERAL

1. All students and adults are expected to respect each other and be courteous. **No adult will be allowed to confront any child while on campus.** If there is a concern with another child, please see administration for assistance.
2. Fighting will not be tolerated. Students will behave respectfully and appropriately at school.
3. Private property such as iPods, electronic games, various toys (fidgets), etc. need to be kept at home. Items for sharing may be brought only with the permission of the teacher. Items will be confiscated and student is responsible for retrieving the item after school.
4. Students will keep backpacks in classrooms: No student will bring backpacks or purses out to recess, lunch, or PE for any reason.
5. Weapons are strictly prohibited on the campus; including toy guns or knives.

6. Tobacco, alcohol and or drugs are **strictly prohibited**.
7. Conduct, which may constitute sexual harassment, is **strictly prohibited & will not be tolerated**. This may include, but is not limited to:
 1. Sexual advances, verbal or physical
 2. Sexual slurs, derogatory comments, jokes, and rumors

MANDATORY DRESS CODE:

Bottoms-Must fit properly (Bagginess (more than 1 size larger), sagging, or over-sized pants are not allowed. Shorts and/or skirts must be at least fingertip length (mid-length). Leggings are not acceptable as pants, but may be worn under shorts or skirts. Overalls must have both sides hooked properly. No tight pants that are revealing.

Tops- no see-through material. Tops must cover entire midriff when arms are raised above head. **Spaghetti straps are not permitted**. Large- arm-openings must be accompanied by another undershirt to cover body. No plunging necklines or any inappropriate sayings or pictures. For girls, shirts should cover the entire bra including bra straps.

Shoes- must have low heels; no higher than one inch. Flip flops or other shoes without a back strap are not permitted for safety reasons, and only close-toed shoes may be worn to school.

Head Attire- all religious, culturally significant, and medically verified head attire is permitted.

Inappropriate Dress

Students are expected to dress appropriately for school every day. The following is considered inappropriate dress:

- Baggies (baggy pants or shirts with inappropriate pictures, slogans, or logos depicting or advocating violence, hate, obscenity, or gang-related material)
- Bicycle shorts, cut-offs, excessive holes baring too much skin, and untailed shorts
- Bare midriff or see-through shirts/blouses or spaghetti straps
- Flip flop style sandals, any shoe without heel straps, backs, or open toes, high heels (1 inch or higher), stilts, clogs, cleats or spikes, wheelies, and sandals.
- No bandanas of any kind shall be worn on campus (inside or outside)

In addition to the above, any gang-related clothing can be cause for suspension from school.

If students are habitually out of compliance, we will call parents to bring different clothes. We respect that parents do not want to be called away from work, so please try to check your child's attire before they leave in the morning.

Dress Code Procedures

The purpose of a dress code for our site is to:

1. Focus on school as a place for learning
2. Prevent the wearing of inappropriate types of clothing
3. Develop a sense of school pride and unity



BEHAVIOR AND DISCIPLINE POLICY:

The H.W. Harkness Student Behavior Plan has been developed in conjunction with the mandates of the Assembly Bill 1649, District Rules and Regulations, and the Student Behavior Procedure Handbook. These regulations specify that the definitions of and reasons for suspension and expulsion be included in the local school policy. Those definitions and reasons follow.

A major goal of the staff at Harkness is to provide a school climate that is favorable to learning. Students and their parents, along with staff, rightfully expect school to be a safe, pleasant, and positive place. In striving to achieve our goal, a behavior policy has been developed. We believe this policy will help both students and parents to understand our expectations and will guide them through the school year.

Students are asked to complete an incident report to document their side of any situation prior to the situation being handled by their teacher or the office. We want students to learn and practice the behaviors that are appropriate to creating and maintaining a positive climate for learning. We also want them to become responsible for their own behavior and to understand how their behavior affects the safety and learning opportunities for others. Therefore, teachers in each classroom review and discuss school rules on an ongoing basis with students.

Behavior Consequences

Students are expected to behave in accordance with the above general rules. They should be aware that there are consequences for failure to observe the rules. These consequences will be logical and consistent. Generally, a set of consequences ranging from least severe to most severe and, based upon the seriousness of the violation, will be imposed upon anyone whose behavior is unacceptable per the standards outlined above. The steps for handling most offenses are as follows:

1. Warning
2. Teacher counseling/interventions
 - Benching the student during recess
 - Loss of other privileges; including field trips
3. Behavior referral citation (three citations could be cause for suspension)
4. Parent notification (telephone/conference/written message)
5. Teacher, parent, and administrative conferences
6. Parent sitting in the class with the students
7. In-house suspension
8. Formal suspension (off-campus)
9. Behavior contract with conferences scheduled every 2-4 weeks
10. Behavior hearing at the District office
11. Request for expulsion from school
12. Adjustment transfer to another school
13. Permit rescission and return to one's home school

Sometimes the steps outlined may be altered to address more severe disciplinary issues such as cases of cheating or forgery. Other times the act of misbehavior may be so blatant, violent, or dangerous that steps may be skipped and alternate action will be taken. In those cases, a member of the school staff will attempt to contact parents and will take appropriate action.

Anti-Bullying Policy

It is the goal of the staff of Harkness to provide a safe learning environment for all students where students are free from bullying, including cyber-bullying. With that, the school is in alignment with the Sacramento City Unified School District's Anti-Bullying Policy. For reference, please visit: http://www.scusd.edu/sites/main/files/file-attachments/anti-bullying_policy.pdf

Anti-Bullying Policy

Harkness Anti-Bullying Policy

Harkness is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Acts of bullying of students at Harkness is strictly prohibited. The school administration will promptly and fully investigate all acts of bullying. Students have the right to attend a bully-free school, and Harkness will work diligently and collaboratively with all stakeholders in the community to prevent all types of bullying of Harkness students.

Harkness Student Bill of Rights:

Each student at Harkness has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and has an imbalance of power. Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; exclusion; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

BULLYING IS:

- Intent to do harm
- Repeated over time
- Imbalance of power

SCOPE

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on or off school property (if there is a substantial disruption at school), at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists.

PREVENTITIVE MEASURES

1. Student Instruction/Awareness

Bullying will not be tolerated and all acts of bullying are prohibited. Students will do the following to ensure that all acts of bullying never occur at Harkness:

Student Rules about Bullying

- We will not bully others

- We will try to help others who are bullied
- We will include students who are left out
- If we know someone that is being bullied, we will promptly tell an adult at school and at home

2. Staff Awareness/Action

Staff at Harkness will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise children in all areas of the school and playground
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Additionally, the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying. Harkness will raise bullying awareness and create opportunities for response training to bullying for staff.

3. Student/Parent Action

Harkness encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Students who retaliate against those who report bullying may also be subject to investigation and disciplinary action.

4. Reporting Requirements

- Staff, students, parents and others are required to report bullying
- The Report of Suspected Bullying Form (located online or in the office) will be completed to document bullying behavior when bullying is observed or reported by students, parents or others
- The completed form is immediately given to the designated site administrator
- The designated site administrator investigates the allegations

ANONYMOUS REPORTING

- The district is utilizing the WeTip Bullying Report Hotline (1-855-86-BULLY)
- WeTip should be publically posted and all staff, parents, and students should be notified annually
- WeTip will contact the district's bullying prevention specialist, who will send it to the site administrator

RESPONSE PROCEDURES

- Designated site administrator will investigate all reports of bullying and determine if bullying occurred
- If the report meets the SCUSD's definition for bullying, the administrator will:
 - Create a written student safety plan for the targeted student
 - Create a written student action plan for the student who engaged in bullying behavior
 - Contact the parents/ guardians of the students involved
- The safety and action plan are placed in the student's cum and a copy of all the paperwork gets sent to the bullying prevention specialist.

INTERVENTIONS/CONSEQUENCES:

Acts of bullying will be investigated by the site administration at Harkness in an efficient and timely manner. Consequences may include but are not limited to the following:

- Loss of privilege
- Parent conference
- Counseling
- Suspension
- Expulsion
- Referral to local law enforcement agency.

LOST OR DAMAGED SCHOOL PROPERTY:

Students and their families are responsible for the proper care of school property assigned to the student, including textbooks, library books, planners, and other materials. Students and families are also responsible for the student's proper use of school property, including technology, furniture, playground equipment, and buildings. Any damage to school property may result in financial responsibility assessed against the student and/or their family, as well as other consequences as set forth below.

COMPUTER/INTERNET USE POLICY:

School computers and access to Internet is a privilege and will be used for school-related education and research. Computers will not be used for any unlawful applications such as: copyright infringement, accessing or distributing private, obscene, or pornographic material, threatening others, using inappropriate language or material that can cause congestion or damage to the systems.

When students use school computers and/or access the Internet while on campus, they agree to:

1. Follow the directions of teachers and school staff
2. Abide by the rules of the school and school district
3. Obey the rules of any computer network you access
4. Be considerate and respectful of other users
5. Use school computers for school-related education and research only
6. Not to use school computers and networks for personal or commercial activities
7. Not change any software or documents (except documents the student creates)



Use of school computers and access to the Internet is a privilege. If the student does not follow the rules, he/she may be disciplined and lose his/her computer privileges.

Do not produce, distribute, access, use, or store information, which is:

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems

SCHOOL PERSONNEL PROCEDURE FOR PROBLEM SITUATION

1. Most behavior problems will be solved by the classroom teacher, yard duty personnel or school personnel.
2. The administration will assist other school personnel in dealing with student behavior.
3. In the event a problem occurs that cannot be solved by available personnel the following steps will be taken:
 - a. The parent or guardian will be called by the school.
 - b. The parent/guardian will be asked to accompany the child to school the next day.
 - c. The child must come to school with parent/guardian to resolve the problem.

Please sign and return “Know the Rules” page to your child’s teacher.



PLEASE SIGN AND RETURN TO THE TEACHER

I have read and understand the School Rules, policies and procedures and have discussed them with my child. I will support and follow all the rules policies and procedures within this Parent/Student Handbook.

_____	_____	
<i>(Print) Student First Name</i>	<i>(Print) Student Last Name</i>	
_____	_____	_____
<i>Student Signature</i>	<i>Room</i>	<i>Date</i>
_____	_____	_____
<i>Parent's Signature</i>	<i>Phone Number</i>	<i>Date</i>
_____	_____	_____
<i>Parent's Signature</i>	<i>Phone Number</i>	<i>Date</i>