Monroe Primary
…the future begins here!

Student Handbook
2014-2015

Monroe Primary
225 Macready Avenue
Monroe, Ohio 45050
Phone (513) 360-0700
Fax (513) 360-0720

Monroe Local Schools Vision/Mission
Monroe Local Schools-Motivating, Leading & Succeeding

Motivating by fostering self-worth and mutual respect in a secure and caring environment.

Leading by providing innovative and challenging learning opportunities in partnership with families and community.

Succeeding by empowering students to become responsible, contributing members of society.

School Hours
AM Preschool 9:20-11:50
PM Preschool 1:00-3:30
Kindergarten and Grade 1 9:20-3:30
Many of you remember your first day of school! It brings back memories of joy, anticipation and unknowns. We consider it a privilege to have your child at Monroe Primary. Our hope is that we will meet you expectations for a wonderful school experience!

The intent of this parent/student handbook is to assist you in understanding the expectations we have for parents and students. Please take time to read the contents and discuss with your child. We believe it will help in your child’s adjustment to school and provide you with the needed information to have a smooth and successful school year

Monroe Primary Staff

The guidelines in this handbook have been clearly stated and designed with the compliance of the Monroe Local Schools District Policy, the students, staff, and the administration of Monroe Primary. The students and their parents are expected to read the information and be knowledgeable of the contents, as well as follow the expectations. Additions and revisions may occur when necessary.
Monroe Primary School
...the future begins here!

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#### Staff Roster 2014-2015

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<tr>
<th>Staff</th>
<th>Position</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Jody Long</td>
<td>Principal</td>
<td>Office</td>
</tr>
<tr>
<td>Mrs. Kathy Gall</td>
<td>Asst. Principal</td>
<td>Office</td>
</tr>
<tr>
<td>Mrs. Jill Griffis</td>
<td>Secretary</td>
<td>Office</td>
</tr>
<tr>
<td>Mrs. Jill Hettersimer</td>
<td>Psychologist</td>
<td></td>
</tr>
<tr>
<td>Mrs. Julie Shrock</td>
<td>Psychologist</td>
<td></td>
</tr>
<tr>
<td>Mrs. Jeannie Dittrich</td>
<td>Speech</td>
<td>100</td>
</tr>
<tr>
<td>Mrs. Amanda Adkins</td>
<td>OT</td>
<td>Mod1A</td>
</tr>
<tr>
<td>Mrs. Lori Enginger</td>
<td>OT</td>
<td>Mod 1A</td>
</tr>
<tr>
<td>Mrs. Sherri Collier</td>
<td>PT</td>
<td>Mod 1A</td>
</tr>
<tr>
<td>Mrs. Jennifer Chancey</td>
<td>ESL</td>
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</tr>
<tr>
<td>Mrs. Shannon Johnson</td>
<td>Clinic Aide</td>
<td>Clinic</td>
</tr>
<tr>
<td>Mrs. Nikki Beattie</td>
<td>Intervention S</td>
<td></td>
</tr>
<tr>
<td>Mrs. Maggie Gattermeyer</td>
<td>Intervention Specialist</td>
<td>109</td>
</tr>
<tr>
<td>Mrs. Bethlela Pieratt</td>
<td>Title I Teacher</td>
<td>Office</td>
</tr>
<tr>
<td>Lori Badgett</td>
<td>Music</td>
<td>10</td>
</tr>
<tr>
<td>Mrs. Jill Baker</td>
<td>Paraprofessional</td>
<td></td>
</tr>
<tr>
<td>Mrs. Cindy Berberich</td>
<td>Paraprofessional</td>
<td></td>
</tr>
<tr>
<td>Mrs. Kevin Brenner</td>
<td>Paraprofessional</td>
<td></td>
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<tr>
<td>Mrs. Marie Duley</td>
<td>Paraprofessional</td>
<td></td>
</tr>
<tr>
<td>Mrs. Kim Somerfield</td>
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<td></td>
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<tr>
<td>Mrs. Holly Stevens</td>
<td>Paraprofessional</td>
<td>Media Center</td>
</tr>
<tr>
<td>Mrs. Traci Glick</td>
<td>Paraprofessional</td>
<td>102</td>
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<table>
<thead>
<tr>
<th>Staff</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ms. Danielle Brown</td>
<td>Preschool</td>
<td>102</td>
</tr>
<tr>
<td>Miss Danielle Klan</td>
<td>Preschool</td>
<td>101</td>
</tr>
<tr>
<td>Mrs. Charlotte Austin</td>
<td>Kindergarten</td>
<td>105</td>
</tr>
<tr>
<td>Miss Britney Beck</td>
<td>Kindergarten</td>
<td>111</td>
</tr>
<tr>
<td>Miss Ashley Gehm</td>
<td>Kindergarten</td>
<td>107</td>
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<tr>
<td>Miss Emily Gorman</td>
<td>Kindergarten</td>
<td>112</td>
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<tr>
<td>Mrs. Janice Harris</td>
<td>Kindergarten</td>
<td>104</td>
</tr>
<tr>
<td>Miss Abby McIver</td>
<td>Kindergarten</td>
<td>110</td>
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<tr>
<td>Miss Rachael Siewny</td>
<td>Kindergarten</td>
<td>103</td>
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<tr>
<td>Mrs. Melanie Stanley</td>
<td>Kindergarten</td>
<td>11</td>
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<tr>
<td>Miss Allison Stupp</td>
<td>Kindergarten</td>
<td>106</td>
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<tr>
<td>Mrs. Karlena Boyle</td>
<td>First Grade</td>
<td>115</td>
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<tr>
<td>Mrs. Molli Carter</td>
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<tr>
<td>Mrs. Jennifer DeBord</td>
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<tr>
<td>Miss Erin Graber</td>
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<td>Mrs. Nikki Gwinn</td>
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<tr>
<td>Mrs. Stephanie Jenkins</td>
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<tr>
<td>Miss Sarah Martin</td>
<td>First Grade</td>
<td>16</td>
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<tr>
<td>Mrs. Kate O’Hara</td>
<td>First Grade</td>
<td>14</td>
</tr>
<tr>
<td>Mrs. Kelly Strickland</td>
<td>First Grade</td>
<td>12</td>
</tr>
</tbody>
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Staff members may be reached by email from the main page of our district website under parent resources and staff email search.

www.monroelocalsschools.com
Monroe Primary Information

Allergies
Monroe Primary has children who have been diagnosed with severe allergies. Parents of those children need to contact the school nurse with information regarding the specific needs of their child. Monroe Primary continually strives to keep all of our students safe and healthy. Therefore, peanuts, peanut products, and latex are discouraged at school.

Animals
For the health and safety of all students, animals are not to be brought to school unless permission is granted by the administration. Special requests to show a pet at school must have prior approval from the building principal. Pets are not to be brought into the school building during the school day due to the number of students experiencing allergies and the risk of injury to the students. Exceptions are service animals. Special requests to show a pet at school must have prior approval from the teacher and building principal. The student and his/her family assume all responsibility for the pet, as Monroe Primary will not be responsible for the animal and its actions.

Assemblies
Assembly Programs will be conducted throughout the year. It is the expectation for all students to enter the gymnasium orderly and respectfully. Parent compliance of the student expectations is greatly appreciated so that all students receive the recognition they deserve. Students will treat all guests, speakers, and peers with respect.

Awards Assemblies
Award Assemblies will be conducted at the end of each semester to recognize the achievements of the students.

Behavioral Expectations
Students will know, understand, and practice expectations . . . Be Respectful, Be Responsible, Be Prepared, Be a Problem Solver.

Birthdays
Personal birthday invitations are not to be distributed at school. This presents issues for the class, student, and teacher. Students wishing to share a treat are encouraged to bring healthy birthday treats. Birthday treats will be distributed in the cafeteria. Please let the teacher know if you plan to send in a treat for your child.

Breakfast
Students may participate in the breakfast program at Monroe Primary. Students will enter the school at 9:10 A.M., proceed directly to the cafeteria, select their food items, pay the cashier, and return to the classroom to eat the breakfast. All students are responsible for cleaning their eating area following breakfast.

Bullying
The Board of Education and Monroe Primary does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school.

Bus Safety
All students are to review the bus/transportation expectations and follow the safety guidelines as outlined. Failure to comply with the safety expectations will result in immediate disciplinary action to the student. Kindergarten students must have an adult at the bus stop or they will not be allowed to exit the bus.
Cafeteria

Cafeteria rules and appropriate lunchroom manners and behavior should be followed each day. Students are to bring only their lunch or money to the cafeteria. Books and toys are not to be brought to the cafeteria. Playground equipment is to be placed in a container with the teacher’s name. No student is permitted to skip lunch without a note from home. Students may not purchase a snack in the place of their lunch. Money may be applied to the Point of Sale Debit System on the mornings of the first day of the week. When the students fail to bring a lunch or money, the student may charge one lunch through the Point of Sale System. It is the responsibility of the student to repay the food service provider. Any balance on the student’s account is the responsibility of the student. Breakfast costs $1.25, Daily lunch cost is $2.40 for students. Your child may qualify for free meals or reduced price meals. Reduced price is .40 for lunch. Milk is .60. **FAST FOOD AND SODAS ARE NOT PERMITTED IN THE CAFETERIA.**

Calamity Days

A parent notification message will be sent to parents when school is not in session, delayed or dismissed early. Information will continue to be advertised on-line at www.monroelocalschools.com and sent to TV and radio stations.

Cell Phones

Students are not permitted to use cellular phones in any school building while the school is in session. Cell phones are not to be used on school buses. The school assumes no responsibility for the personal cell phones when students bring them to school. Cell phones interrupting the classroom instruction will be sent to the office and parents will be contacted to pick up phone from the office.

Cleanliness of the Building

All students are to take great pride in the appearance of our building. Classrooms, halls, cafeteria, and playgrounds are to be kept free from litter. It is the responsibility of the students to display an attitude of pride and respect for the property at Monroe Local Schools.

Climate of the School

Students are to maintain a positive attitude and respect toward staff, the school, fellow students, and self at all times.

Code of Student Conduct/Discipline

It is the responsibility of every student to read and understand the Code of Student Conduct and follow these expectations daily. No student will disrupt the instructional process by violating the articles of the Code of Student Conduct. Classroom Discipline plans are to be followed. Parents will be notified of the violation of these articles. The Code of Conduct can be found online at www.monroelocalschools.com.

Computers

All students will adhere to the guidelines for computer usage as developed by the Monroe Local School District. Any student in violation of these guidelines will be referred to the administration. Proper care of all computer equipment is expected by all users.

Dress

Students must follow the adopted Student Dress Code as included in the Code of Student Conduct. Students found to be in violation of the dress code will call a parent for assistance. Reoccurrences may result in disciplinary action.

Drugs

No student shall possess, use, transmit, or be under the influence of any narcotic drug. Students are prohibited from possessing or distributing to others any form of prescription or non-prescription medication.

Fast Food

Fast food and sodas are not permitted in the cafeteria.

Field Trips

Information regarding the grade level field trips for the year will be discussed with the students. It is the responsibility of the student to complete the requirements and expectations in order to participate in the field trip. Following the directions of the chaperone/leader and showing respect to the adults in charge is the expectation for all students representing Monroe Primary while on a field trip. Parents chaperoning assume supervisory responsibilities and are not permitted to ride on a school bus or bring siblings on the field trip.

Homework and Report Cards

Homework assignments are assigned at the discretion of the individual teachers. Assignments should be completed neatly per the teacher directives and expectations. All homework is to be completed and turned in to the teacher per the time frame and stated by the teachers. All homework completion and return is the responsibility of the student. Report Cards will be given to parents at the end of each grading period.
Illness
Students who are ill are to remain at home until they feel strong enough to return to school and complete work. Any missed work is the responsibility of the student to complete and return to the teacher. Students who are too ill to remain in the classroom will be sent to the clinic and the decision will be made by the school nurse as to whether the child will be sent home.

Money
Students are NOT to bring large sums of money to school. Parents will be called when this occurs as the school cannot be responsible for the cash. If students bring money to school for any reason please be sure it is in a baggie or envelope and it is labeled with student name, homeroom and what it is for.

OLWEUS Anti-Bullying Program
All teachers and students participate in the weekly program by following the instructional guide. Discussions, role playing, and anti-bullying strategies for students will be topics for practice. The goal of the OLWEUS Program is to demonstrate respect for all people.

Performances
Performances by the students will occur throughout the year. Students who have been selected for the performance are expected to attend the concert, activity, or event unless the teacher is notified by the parent.

Recess
Students are expected to follow the guidelines as written for the playground. Safety is practiced when using equipment or playing on the playground. Students are to dress appropriately for action and play, and when their dress is in question, students may be required to have an alternative activity. “Inside Recess” will be scheduled as dictated by cold, wet, muddy, or snowy conditions. Students are to be respectful of the classes who are not participating in a recess activity at the same time that their class is.

Safety
Students are to follow the information and procedures as described by the administration or their teacher for emergencies which may include fire, bomb threat, tornado, or any other crisis situation. Students are to remain calm and listen to the adults for further instructions. ALL VISITORS MUST CHECK IN AT THE OFFICE TO GET A VISITOR'S BADGE.

Staff
It is the responsibility of every student in the school to treat all staff (teachers, paraprofessionals, secretaries, cooks, custodians, bus drivers, administration) with respect and dignity and follow the requests from them made to the students regarding behavioral and academic expectations. Failure to comply will not be tolerated!

Staff Workrooms
Students are not permitted to enter the Teacher Work Rooms unless permission has been granted by the teacher.

Students Entering the Building Late or Leaving the Building During the School Day
Students who are tardy must be checked in at the office. DO NOT DROP YOUR STUDENT OFF AT THE FRONT DOOR OR BACK DOOR. Parents must check in at the school office and sign out their child in order for the student to leave school prior to the dismissal time. Students who are to be dismissed early will be called to the office for dismissal when the parent arrives to school. Any adult other than the child’s parent or guardian desiring to sign out the child should have a note from said parent or guardian stating the permission for release. Children may be released to the names indicated on the emergency form. Teachers may not allow nor grant permission for students to leave the school site. Permission is granted only through the office.

Telephones
Students may not use phones during school hours without special permission from a school staff member. Students are to make arrangements and communicate with their parents so that phone calls will not be necessary during the school day.

Transportation
No student is permitted to travel in a teacher’s car, except when the teacher is a family member. All transportation guidelines (see attached) are to be followed daily and respectfully.
**Vacations**

In the event a family vacation is scheduled during school hours, a request must be submitted to the administration and teacher at least two weeks prior to the trip. Administration will consider the request and approve or deny the request based on the students grades, attendance pattern, and behavior. Parents will be notified of the decision within a reasonable amount of time. All work must be completed within three school days of returning to school. Please try to refrain from Vacations during testing weeks.

**Visitors**

Visitors to Monroe Primary are required to register their attendance in the office and wear a Visitor’s Badge at all time during the visit. This practice is to ensure a safe environment for all staff and students. Students are expected to welcome our guests. In the event a visitor is not wearing a badge, it is appropriate for the student to report the visitor to the teacher. Any visitor may be required to show ID to school personnel.

**Volunteers**

Students will be working with parent/community volunteers who have completed a background check performed at Administrative offices located at 500 Yankee Road, prior to volunteering in the schools. Students will treat them with the same respect that is shown to the Monroe Primary Staff.
Dear Parents/Guardians,

Regular attendance is required by Ohio Revised Code and is necessary for success in school. Excessive absences and tardies from school disrupt the continuity of the learning process. In most situations, assignments can be made up; however, vital classroom instruction and learning experiences are not able to be repeated. Students who have good attendance usually achieve higher grades, enjoy school and are more successful later in life.

Please call or email the Monroe Primary Office to report your student’s absence from school by 10:00 A.M. on the day of absence. To access the email, visit www.monroelocalschools.com and go to the Monroe Primary page, there is an online absence note link on the Primary page. A written excuse signed by a parent or guardian is always required when a student has an absence and/or tardy. The excuse must be submitted to the school upon the student’s return and within 24 hours of the absence. A note from the parent or guardian does not automatically excuse a student from school. Medical documentation for excessive absences will be required in some cases.

When a student accumulates an unexcused absence during any given quarter, a phone call will be made or a postcard will be mailed home with the date of absence. If the absence remains unexcused, letters with consequences for future unexcused absences and information regarding the state guidelines that our district must follow (Senate Bill 181) will be mailed. If your student were to meet either of the following conditions, five consecutive unexcused absences or seven unexcused absences in a twenty day period, the school would be required by law to file charges with the Butler County Juvenile Court on both the parent and the student.

Listed below is Monroe Primary School attendance policies and consequences thereof.

All Unexcused Absences – Phone call or postcard to parent/guardian
3rd Unexcused Absence – Letter to parent/guardian
7th Unexcused Absence – Conference with parent/guardian or referral to district Truancy Officer
10th Unexcused Absence Referral to Truancy Officer

Excessive tardies may result in disciplinary action and/or count against perfect attendance if deemed necessary by administration.

Please keep this attendance information sheet for your school records at home. If you have any questions or concerns, please feel free to call Monroe Primary School, 360-0700.

Thank You,

Monroe Primary Office
Monroe Primary School

2013-2014

Dear Parents and Guardians,

In order to provide the safest transportation possible for our students, we will follow the guidelines listed below for the 2013-2014 school year. According to the Department of Education, “School transportation is a form of public transportation that is designed to be safe and efficient while serving as many students as possible. It is not an individualized transportation service.”

The bus transportation guidelines are as follows:

1. Parents are encouraged to establish **one drop-off** bus assignment and location throughout the school year. (Due to childcare needs, the pick-up location may be different from the drop-off location.)
2. Please notify the office of **temporary** changes from bus to private car transportation by sending a written note to school or calling the Primary office **prior to 2:45 on the requested day.**
3. If **permanent** changes in bus transportation are needed during the 2013-2014 school year, please fill out the appropriate Transportation Form and return to Petermann or the school office. The form is available on Monroe Local Schools website, from the school office or Petermann. **It is possible that it could take up to 3 business days for transportation changes to be made. Please plan accordingly.**
4. It is the responsibility of the parent, not the school, to solve temporary scheduling issues.

We strongly encourage parents to consider a consistent dismissal method for their children’s safety. If you have questions, please contact the Monroe Elementary Office or Petermann Transportation at 539-0324.

Sincerely,

Monroe Primary
Dear Parents,

Transporting your child safely to school and back home each day is an important goal of the Monroe Local Schools Transportation Department. Your child’s safety is our priority. In order to transport your child safely, students must closely follow all of the rules as set forth by the Monroe Board of Education. The bus driver is the adult in charge while transporting children to and from school. Students will listen to, and follow all directions given by the bus driver. **Riding the bus is a privilege granted by the Monroe Local School District, not a right.** If a student refuses to adhere to the rules or follow given directions, the student will face disciplinary action. The following outlines the disciplinary procedures for transportation at Monroe Local School District:

1st Bus Violation - Warning, conference with student, notice sent home
2nd Bus Violation - Warning, conference with student, phone call & letter to parent
3rd Bus Violation - 3 day bus suspension, conference with student, phone call to parent, notice of suspension letter to parent
4th Bus Violation - 4 day bus suspension, conference with student, phone call to parent, notice of suspension letter to parent
5th Bus Violation - 5 day bus suspension, conference with student, phone call to parent, notice of suspension letter to parent
6th Bus Violation - Bus Expulsion hearing with student, parents, and school representatives

**Dangerous acts or other serious misconduct on the bus may result in immediate suspension from the bus and/or school**

**School administration reserves the right to extend and/or alter consequences as deemed necessary.**

It is the intention of the Monroe Local Schools to provide a safe form of transportation for all students in the district. Please explain to your child the importance of bus safety. If you have any questions or concerns regarding the bus policy, please contact the Monroe Primary School (360-0700).

Sincerely,

Monroe Primary School
Monroe Local School District
Dear Parents,

The Monroe Local Board of Education has authorized that student school fees for 2013-2014 at Monroe Primary. This fee will include the following categories for the expenditure of the monies collected from Kindergarten and First Grade and will be used for materials that are consumable items for the students:

<table>
<thead>
<tr>
<th></th>
<th>Kindergarten</th>
<th>First Grade</th>
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<tbody>
<tr>
<td>Art Fee</td>
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<tr>
<td>Workbooks</td>
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<td>Journals/Writing</td>
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<td>$4.00</td>
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<td>Supplies</td>
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<td>Scholastic News</td>
<td>$5.25</td>
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<td>Technology</td>
<td>$16.00</td>
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<tr>
<td><strong>Total Fees</strong></td>
<td><strong>$26.00</strong></td>
<td><strong>$47.25</strong></td>
</tr>
</tbody>
</table>

Please make checks payable to Monroe Primary and include your child’s name and homeroom teacher’s name on the check for proper identification. Parents may also choose the on-line EZpay system for payment.

All students will be responsible for their daily school supply items. The list of the items was included in the end of the year report card and is published on the monroelocalschools.com website, and is posted on the school window. Your prompt attention to this matter will be appreciated.

Thank you for supporting the education of your child. We anticipate a great year!

Sincerely,

Jody Long
Monroe Local Schools is offering to all parents SPS EZpay.

Parents may pay fees and meals on-line. Parents can go to the district website, [www.monroelocalschools.com](http://www.monroelocalschools.com) or [www.spsezpaymonroe.com](http://www.spsezpaymonroe.com) and set up their account. You will have to have the student’s ID number. Please contact the office for this information. Once you have an account set up, you can look at balances, pay into your child’s meal account or pay fees.

No credit card information is stored and the transaction is completely secure. There is a $2.00 fee for each transaction. Parents still have the option to pay with a check or cash.

The customer service number SPS EZpay is 1-866-942-EZpay (3729).

We hope you take advantage of this convenience! We look forward to a great school year!

For easy reference, write your ID number here when you receive it

ID #________________________________________
Monroe Primary School
INDEX OF HELPFUL NUMBERS

Monroe Primary School Office
phone: (513)360-0700
fax: (513)360-0720

Monroe Elementary School Office
phone: (513)539-8101
fax: (513)539-8151

Monroe Jr.Sr. High
phone: (513)539-8471
fax: (513)539-8474

Athletic Office
phone: (513)539-8111

Board of Education Office
phone: (513)539-2536

Petermann Transportation Office
phone: (513)539-0324

EZ Pay
phone: 1-866-693-3729
(Contact the school office for student ID numbers)

The Safe School Helpline
phone: 1-800-418-6423 (ext. 359)
Your call is confidential 24 hours, 7 days a week. (www.schoolhelpline.com)

Additional Resource List
Monroe Police Department 539-9234 (All Emergencies = 911)
Monroe Fire Department 539-8380
Butler County Sheriff 887-3010
Butler County Mental Health Board 860-9240
Domestic Violence 1-800-325-2685
The intent of the student handbook is to inform the students and parents of the behavioral, academic, and procedural guidelines at Monroe Primary School. The guidelines have been clearly stated and designed with the compliance of the Monroe Local Schools District Policy, the students, staff, and the administration of Monroe Primary. The students and their parents are expected to read the information and be knowledgeable of the content.

After reviewing the Student Handbook and Code of Conduct, both located on Monroe Primary Webpage at www.monroelocalschools.com, please fill out below and return to your child's teacher.

I/We, __________________________________________, the parents of
___________________________________ have read and understand the Monroe Primary Student Handbook/Code of Student Conduct and the expectations set forth. We confirm that our child’s intentions are to abide by the terms and conditions in the Student Handbook and Code of Conduct.

_____________________________________
Parent’s/Guardian’s Printed Name

_____________________________________
Parent’s/Guardian’s Signature

_____________________________________
Student’s Printed Name

_____________________________________
Student’s Signature

Date

Date