

NESA CAMPUS Student-Parent Handbook 2023-2024

Klinger Casquete Principal

"...where EXCELLENCE is the norm!"

Melinda Bonner Elementary 8100 Elrod St. Houston, Texas 77017

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BONNER ELEMENTARY SCHOOL

"High Expectations for ALL"

Klinger Casquete

Principal

Linda Chen

Assistant Principal

Sonia Guevara

Assistant Principal

Shon Brown

Assistant Principal

Maria Garcia

Nurse

Raizza Perez

Office Manager













PLEASE READ AND REVIEW THE PROCEDURES, EXPECTATIONS AND RESPONSIBILITIES FOR PARENTS AND STUDENTS WITH YOUR CHILD.

This handbook is intended to serve as a guide to our school. It should be used in conjunction with the HISD Code of Student Conduct and the policies of the Houston Independent School District Board of Education and the Texas Education Agency.

PLEASE SIGN THE ACKNOWLEDGEMENT FORM REGARDING THE HANDBOOK AND RETURN IT TO YOUR CHILD'S HOMEROOM TEACHER by September 9th, 2023

Students and parents should be aware that the Houston Independent School District does not discriminate on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, or sexual orientation. This policy includes a prohibition on racial harassment and a hostile environment, as this type of harassment denies students the right to an education free of discrimination on the basis of race, color, or national origin. Students may utilize the district's complaint procedures (see p. 18 of the Code of Student Conduct) to address any issues related to these areas without fear of retaliation. In addition, HISD will not tolerate sexual harassment at any level. Any complaint of discrimination of any type will be fully investigated, and the district will take appropriate action.

THANK YOU FOR YOUR PROMPT RESPONSE.

Monday - Friday Daily Schedule

6:30 a.m. Students may enter the building and report to their assigned waiting areas.

7:15 a.m. First Bell – Students enter classrooms.

8:00 a.m. Second Bell – TARDY BELL

8:00 a.m. Instruction begins

10:00 a.m. Attendance Bell

3:00 p.m. PK-1st grade Dismissal

3:30 p.m. 2nd grade Dismissal

4:00 p.m. 3rd-5th grade Dismissal

5:00 p.m. Door Close

Arrival and Dismissal - Safety above all else.

Please help us ensure the safety of all Bonner students by adhering to our arrival and dismissal procedures:

- Please do not use the faculty parking areas to drop off or pick up your child(ren).
- Car Riders should be dropped off and/or picked up using either the front or side circle driveways only.
- Walkers may enter the facility through the back entrance between 7:00 a.m. and 7:30 a.m. The gates will be closed at the 7:30 arrival bell.
- Tardy Pass for students will be given after 8:00 am.
- **Sign-in** your child(ren) when arriving after 8:00 am.

^{*} For students' safety, parents must make arrangements to pick up their children promptly at dismissal *

GOALS AND EXPECTATIONS

Each student will:



- Demonstrate proficiency in reading, mathematics, and oral/written communication.
- Demonstrate an understanding of and skills in science, social studies, technology, health and physical education, art, music and have an appreciation for different cultures.
- Develop skills necessary for life-long learning.

Each student is expected to:

- Demonstrate consistent and punctual attendance.
- Exhibit positive social behavior.
- Demonstrate responsibility for completion of homework/class work and participate in classroom lessons/activities.
- Demonstrate good citizenship, necessary for functioning in a multi-cultural society.
- Treat each other with respect and dignity.

Students not adhering to these expectations may receive an office referral and the Code of Student Conduct will be used to determine appropriate consequences.

HISD PROMOTION STANDARDS

This document will be sent home when the 2023-2024 promotion standards have been released.

DISCIPLINE CODE



The discipline management plan at Bonner Elementary School promotes student responsibility, rewards appropriate behavior, and implements consequences for inappropriate behavior as detailed in the 2023-2024 HISD Code of Student Conduct. Parents and students will receive a copy of the Code of Student Conduct: Your Rights and Responsibilities. The administrative staff is responsible for maintaining discipline in the school. Teachers are expected to assume responsibility for the discipline of their students in individual classrooms with assistance from administration as needed. Recurrent misconduct will not be tolerated. Parents will be advised promptly if any problem arises which might lead to further disciplinary action, which could include detention, suspension, or expulsion. Children will not be permitted to participate in extracurricular or enrichment activities (field trips, celebrations, assemblies, etc.) if their conduct is poor (P) or unsatisfactory (U) and thus could pose a safety risk to the child or others.

Parents and students will be required to attend one mandatory parental and counseling classes if students for exhibit chronic discipline misconduct.

AGREEMENTS FOR BONNER STUDENTS

- Learning time cannot be disrupted.
- Treat EVERYONE with respect
- No bullying



Students not adhering to these agreements may receive an office referral and the Code of Student Conduct will be used to determine appropriate consequences.

CAMPUS SECURITY PLAN



To ensure the safety of all students and staff members, the following procedures are in effect:

- Students should not arrive at school before 6:30 a.m. The staff is not on duty to supervise until that time.
- All visitors, including parents and district personnel, must report to the main office to sign in before visiting any area of the school. Please use the main entrance to enter and exit the building. Visitors are required to have a picture ID to receive a pass/permit.
- Only individuals who are designated on the enrollment card of the student are allowed to pick up that student, with no exceptions.
- Children are not permitted to leave the school once they have arrived unless checked out by a parent, guardian, or other authorized person.
- Fire alarms have been installed throughout the campus and are located at a level that children and anyone can easily reach in case of emergency. **However, students have been informed that fire alarms are to be used only in case of an emergency.** If a student pulls the fire alarm at any other time for whatever reason, the student will face disciplinary action, including possible suspension and/or a fine.

INCLEMENT WEATHER AND OTHER EMERGENCIES

In the event the weather conditions become inclement or other emergencies arise and there is a possibility the schools may be closed, please stay tuned to your radio and TV stations for information. You are asked NOT to telephone school personnel, schools, law enforcement agencies, radio stations, or television stations because this ties up needed communication lines.

If inclement weather conditions arise during the school day that may cause a delay or advancement of dismissal time, students will remain in the school building until it is safe for them to be dismissed.

Should an emergency arise, and phone service is still available, the school will use the Phone Call-Out System to notify parents of the school's action plan. Please know that in the event of any emergency, school personnel will remain at the school or a designated evacuation site until EVERY child is picked up safely.

WEEKLY REPORTS

This is a communication link between you and the teacher and should be sent with your child every week. Please review the contents of the reports for information about student's academics, behavior, and attendance. Sign any needed documents and return each Friday. If you do not receive your child's report, after conferencing with the teacher, please see an administrator.

The following information may help guide you in ways to help your child.

- Be a positive listener when your child talks about school activities.
- Provide a well-lit and specific area to study.
- Turn off the TV, radio, computer, laptop, cell phones or anything else that may distract your child, if he/she needs a quiet environment to work best.
- Sign and return the Thursday report, which contains notes from the teacher, graded assignments, and/or behavior charts.
- Spend time listening to your child read. Ask the teacher or the school librarian to suggest reading materials for home use.
- Help your child work out a good study schedule/routine.
- Go over homework with your child to see that it is carefully done.
- If your child is having a difficult time with homework, ask the teacher how you can help.
- Praise your child for a job well done and comment about improvements that have been made.

ATTENDANCE POLICY

Students are expected to be <u>on time and present in school every day</u>. Our goal this year is to have 100% attendance. Written excuses for tardiness and absences must be submitted in writing and signed by the parent/guardian of the student. The written excuse must be received by the school within three days after the absence or tardy. Only FIVE hand-written excuse notes are allowed per semester. The note from the parent must include the following:

- 1. Reason for absence
- 2. Date of absence(s)
- 3. Signature of parent/guardian
- 4. Date of the note

Any absence may be investigated by the attendance officer assigned to the school. A student who misrepresents the validity of an excuse or permit is subject to disciplinary action. The only acceptable excuses for absences and tardiness are for personal illness, sickness or death in the immediate family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of principal, suspensions, observance of religious holy days, emergencies or unusual circumstances recognized by principal or person designated, and medical, dental, or psychological appointments (with a written note from the doctor's office).

IMPORTANT NOTE: Campus Policy as of 2008: All students are subject to random address verification home visits to ensure that registered students do live in our school zone. Failure to verify residency after three attempts will lead to a student withdrawal.

UNEXCUSED ABSENCES

A student is considered to have an unexcused absence if he/she fails to present a written excuse within three days for an acceptable reason as stated under the attendance policy section or is away from school participating in an activity not approved by the district as excusable. Vacations or out of town trips for family members who are ill – other than a child's parent or legal guardian – are considered unexcused. Absences due to extenuating circumstances not listed previously can only be excused by the school principal. Failure to request a conference to discuss the unexcused absence within the 6-week reporting period of the absence will result in it remaining unexcused.

Student attendance is a promotion standard at each grade level. If a student has more than 10 unexcused absences during the school year, district policy dictates an automatic retention. The retention may be appealed to the School Attendance Committee which convenes at the end of each school year.

PERFECT ATTENDANCE GUIDELINES

Students who arrive at school late and/or leave school early are missing instruction from the teacher that is critical to student success. The following is required for perfect attendance:



- 1. Perfect attendance at Bonner Elementary for the entire school year.
- 2. Arrive at school on time.
- 3. Remain in school the entire day.

Students with a combination of 5 late arrivals and/or early releases during a grading cycle will lose the opportunity to be considered for perfect attendance for the grading cycle. At the end of the school year, students who have perfect attendance for the year will be a part of an elite group of students at Bonner. Please stress the importance of being on time and attending school to your children.

TARDY POLICY

Students are considered tardy after 8:00 a.m. and must report to the main office to obtain a tardy pass. School administration understands that occasional traffic, weather, or oversleeping may cause a student to be late. One or two incidences in a year are understandable, but please note that tardiness is a Level I Act of Misconduct. Excessive tardiness is a Level II Act of Misconduct as outlined in the HISD Code of Student Conduct Handbook. Please help your child avoid this issue. Parental support is the key to getting students to school on time each day. In order to receive a perfect attendance award for a grading cycle, students cannot have a combination of more than five (5) tardies and/or early releases. Students with a combination of more than fifteen (15) tardies and/or early dismissals accrued during the school year will not be considered for the end of year perfect attendance award.

DRESS CODE

Bonner Elementary is charged with the responsibility of maintaining an atmosphere conductive to learning. Meeting this responsibility entails providing not only a secure educational environment, but also standards of acceptable behavior and appearance among students (Board Policy Section 740.20). Newly enrolled students will have a **two-week grace period** to get into school uniform from the time of enrollment. Uniforms are required for field trips.

- Shirts shall be a "polo-style" or collared "oxford style" (button or non-buttoned collar) long or short sleeved, free of designs or logos, and appropriately sized.
 May also be a Bonner T-shirt with school logo. (see main office for info)
- Each grade level has an assigned shirt color this year and may only wear the assigned color.

PK/KN: Yellow/Gold 1st/2nd: Navy Blue 3rd/4th: Hunter Green

5th: Maroon

- Uniform-style slacks worn shall be either solid navy or solid khaki, appropriately sized, free of designs or logos.
- Shorts/skorts/skirts and/or jumpers-shall be either a solid navy or solid khaki uniform style, free of designs or logos, appropriately sized and the length must be no higher than two inches above the kneecap. Elementary

- students will participate in physical education activities in the clothes they wear to school. No denim will be allowed. Pants may not be worn underneath skirts/jumpers. White or blue tights may be worn with skirts, jumpers, or skorts.
- Special Group/Event T-shirts may be worn with either navy or khaki apparel on days designated by the campus principal.
- No ripped jeans
- Shoes: Students must wear shoes appropriate for school. Slip-on shoes (backless shoes) can be dangerous and are not allowed. Students participating in physical education activities must have appropriate shoes. Skate (wheeled) shoes are not permitted. Shoes with laces must be tied at all times. No Crocs shoes, high heel or platform shoes will be allowed. No
- Bonner recommends that all students wear tennis shoes when possible.
- Sweaters, sweat shirts, or light jackets may be worn over the "polo style" or "oxford style" standardized dress shirts. The collar of the standardized shirt must be visible at all times. Sweaters/sweat shirts/light jackets shall be solid colors, logo free, and appropriately sized and may be worn throughout the day if needed. Coats worn by elementary students will be placed in an area designated by the teacher upon arrival and may only be worn to and from school or during outdoor travel to restrooms, cafeteria, or other approved locations and may be any type.

College Mondays - This year, to promote the importance of higher education, we are encouraging students to wear an official university/college t-shirt on the first Monday of every month. A monthly calendar will be provided. These shirts may be worn with the usual uniform bottom, i.e. shorts, pants, skorts, skirts or jeans.

Free Dress Friday will only be for students who have had perfect attendance, earned an E in conduct, and have turned in all of their homework assignments during the week. This is a time when students will be allowed to wear a special outfit, or something different to school. Students who were not given permission to participate in Free Dress Friday but who do so anyway will face disciplinary action. Parents will be asked to bring the school uniform.

Hair:

- Students' hair must be clean, neatly cut, and must not interfere with vision.
- Fad hair cuts and hair styles that distract from the learning environment are NOT permitted (tails, mohawks, spiked hair, or designs etched on the scalp)
- No hats/caps of any kind are allowed except for religious and medical reasons, this includes hoods attached to sweaters.
- Girls may not wear wigs.

Items not acceptable at any time:

- Caps and head coverings except for specific medical or religious reasons
- Oversized or baggy clothing
- T-shirts with foul or vulgar language, suggestive pictures, or advertisements of products inappropriate for school-age children, inappropriate TV shows, or TV celebrity icons
- Jewelry: No distracting or valuable jewelry should be worn. Studs and loops no longer than ½ inch are allowed for girls only. Loss/damage to any item worn to

school is a parent/student risk. Students will be asked to wear necklaces under clothing should it cause distraction or disruption to the learning environment.

- Tattoos
- Halter-tops, spaghetti-straps, muscle shirts, low-cut or backless blouses or dresses

All other rules and regulations as defined in the HISD Code of Student Conduct regarding dress and grooming shall apply.

Administrators shall take disciplinary action for any fashion, fad, hair, jewelry or article of clothing deemed inappropriate for school wear or disruptive to the education process.

NOTICE OF PROGRESS

Progress reports to parents will be sent home at the end of each third week of the six-week grading period, or at any time a student's grade falls below 70 or drops dramatically over a short period of time. The parent must sign and return the form to indicate to the teacher that the parent has seen the report. Parents are then encouraged to contact the teacher to set up a conference to discuss strategies that will help the student improve academically.

GRADING

Student grades will be determined by the teacher's evaluation of growth attained during the learning activities conducted in each reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade/course level objectives. Success with assignments, test scores, and classroom participation will be used in making judgments. This information will be documented in teachers' grade books and student work samples/portfolio and will be available to parents upon request.

REPORT CARDS – Grades K-1-5

A report card is issued to the parent or guardian at the close of each six-week grading period. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grades. When a student transfers from one or more schools within the grading period, grades on the check-out sheet or the latest report card are considered as the basis for report card grades. Pre-K students will receive a report card every six weeks. Kindergarten students will receive a report card every six weeks.

FIELD TRIPS



For any field trip, parent approval forms will be sent home by the teacher to be signed and returned. No student will be permitted to go on a trip without written permission. This signed permission slip and all monies due must be returned to the teacher no later than three days prior to the scheduled trip. It is very important that all money and permission slips are turned in on time. Not following these procedures will result in your child missing the field lesson. Telephone confirmation cannot be accepted. We reserve the right to deny a child's participation in a field trip or co-curricular activities if his/her conduct at school could pose a risk to the safety of the child or any other individual. Children represent the school and your home while on field trips. Their appearance and conduct should be exemplary. School uniforms are required.

CHAPERONES FOR FIELD TRIPS

Assisting teachers with field trips is an important part of our volunteer program. Plenty of adult supervision makes for a pleasant learning experience for all our students. Only students, staff, and approved chaperones may ride the school bus during the field trip. Small children or siblings will not be permitted to attend. All chaperones must complete a volunteer application form online and complete a criminal background check screening before they are approved to chaperone. This screening process takes 1-2 weeks. Chaperones who have not completed this process will not be allowed to participate in the field trip in any way.

REGULATIONS CONCERNING CARE OF ILLNESS, MEDICAL INFORMATION, AND MEDICAL EMERGENCIES

All information regarding medical information and student health records is handled by the school nurse. The school nurse is required to implement several required health screenings during the school year. Depending on the grade level of your child, the nurse will examine your child for vision, hearing, scoliosis, current vaccinations, and head lice. Should any unusual health conditions be found during these routine screenings, you will be notified immediately. Authorized District employees may administer prescription medication to students as outlined in Board policy and District procedures with proper documentation from their physician. Students are not allowed to bring prescription or non-prescription medicine to school. Students who are on long-term medications, which must be taken during the regular school hours, may take medication at school with a written physician's statement and a properly completed medication form. All medication will be maintained in the clinic and administered by the school nurse or a designee who will be trained by the school nurse in case nurse is off campus.

You will be contacted immediately should a medical emergency arise regarding your child. It is important that the school has a way of contacting you or your designated emergency contact person. Please make sure all phone numbers (home/work/cellular) are correct and up-to-date. Head lice, pink eye, fever (100+ F), diarrhea, vomiting and/or any other infectious disease require immediate medical attention. If your child has any of these conditions, the school nurse will contact you. You must pick up your child immediately and begin treating the problem. Your child will not be allowed to return to school without a doctor's note in case of pink eye and infectious disease, and in the case of head lice, without an examination from the school nurse. Call your pediatrician or the school nurse if you have any questions.

USE OF SCHOOL TELEPHONES

School phones are to be used for official school business only.



CELLULAR PHONES



Students are \underline{NOT} permitted to use cell phones during school hours. Cell phones may be brought to school, but they must be turned off, secured in backpacks, and used after school to contact parents only. **The school is not responsible for loss or damaged devices**. If you need to contact your child, please call the school. Someone will be available to answer all phone calls from 6:30 a.m. – 5:00 p.m. Per the student code of conduct, a **\$15 fee will be collected** if a student cell phone is confiscated due to a violation of cell phone policy.

TEXTBOOKS/LIBRARY BOOKS

All students are issued the appropriate textbooks for their grade level. Students are held responsible for a particular book issued to them. Textbooks are to be always covered and students are not to deface or write in them. All textbooks are owned by the state and must be paid for when lost, stolen, or intentionally damaged. Another book cannot be issued until payment or payment arrangements have been made for the lost book. If books are found after they have been paid for, a refund will be issued.

LOST AND FOUND AND OTHER VALUABLES

Bonner students are asked to bring items to school only at the teacher's request for special activities. Such items should be labeled and returned home at the end of the activities. Jewelry, clothing, and other personal items such as cameras, Switch, tablets, etc. **may not** be loaned, sold, traded, given away, or brought to school. **The school is not responsible for any lost or stolen items.** All removable articles of clothing, as well as other belongings, should be clearly labeled with the child's name to prevent loss. The lost and found box is in the nurse's office and in the lunch room. Parents may check for lost items before or after school only. Unclaimed items are given to charity at the end of each semester.

MONEY



Large sums of money should not be sent with children to school. Money for school pictures or activities should be sent in a sealed and labeled envelope and turned in to the classroom teacher. **The school is not responsible for lost or stolen money**.

CAFETERIA



Each classroom will be assigned specific tables and times for lunch. Students are expected to practice appropriate table manners. Only one trip will be allowed through the lunch line, so ensure your child understands that he/she must make all additional purchases (i.e. chips, extra servings, etc.) at that time. Once seated, no one will be allowed out of their seats without permission. Students will raise their hands if they need any assistance. Lunch is a time for students to enjoy each other's company by speaking softly. Staff will be provided to supervise lunch time for all grade levels. Parents are welcome to come have lunch with their child on grade level assigned days, make sure to sign in at the front office first. In some cases, we do not allow ANY visitors on campus, please be sure to contact main office before your visit. For safety reasons, please make sure that any small children or siblings are always supervised by you.

BIRTHDAY CELEBRATIONS



Student birthdays may be celebrated or observed only right before dismissal depending on the grade level: 2:55pm PK-1st; 3:25pm 2nd; 3:55pm 3rd, 4th, and 5th. Parents must coordinate with the teacher no less than 3 days in advance so that instruction is not interrupted. Items brought in must be store-bought to adhere to required guidelines. Such items allowed are cupcakes or mini cupcakes only. Food items purchased off campus may not be brought into the cafeteria.

CHANGE OF ADDRESS AND TELEPHONE INFORMATION

Current home, work, cell phone, and emergency phone numbers must be provided and updated with the main office and teacher as necessary in case of an emergency.

CONFERENCES WITH TEACHER/PRINCIPAL

Parents are encouraged to visit the school. Conferences must be scheduled with individual teachers by phone or letter. Teachers can be contacted at 713-943-5740 and will return calls within 24 hours. Please allow at least a 24-hour advance notice for your conference. It is important that we retain the integrity of our educational program by maximizing quality instructional time. During the time students are in the classroom, the teacher is not available for conferencing. Please remember that conferences must be held during the teacher's planning/conference time and must be restricted to the class in which your child is a student.

SALE OF ITEMS BY STUDENTS, PARENTS, AND TEACHERS

Students, parents, and staff members cannot sell items on school property (candy, pencils, etc.) for personal gain. This policy does not apply to fundraisers organized by the school.

ARRIVAL AND DISMISSAL

*For student safety, teacher parking lots are not to be used as student drop off or pick up locations before or after school.

Arrival

In order to expedite morning arrival, there will be two (2) monitors located in the front of the building each morning beginning at 6:30 a.m. The monitors will be responsible for welcoming the students at the school doors as they arrive for school, and ensuring that all students enter the building and reach their designated wait locations safely. Students that are dropped off at school by car should enter the building either through the front circular drive or the side drop-off by the PK/KN classes. Students that are walking should enter the building through the back cafeteria service entrance.

<u>DISMISSAL PROCEDURE</u> (Please see information and map below)

There will be three categories for student dismissal:

- ❖ Car Riders Students whose parent/guardian drives and will pick students up in the front of the school in the circular drive or in the PK/KN/1st circular drive.
- ❖ Walker Pick-up Students who will be picked up by parent/guardian walking (no vehicles) and escorted from the campus.
- Unescorted Walkers Students who will walk either by themselves or with a group to their home.

Car Rider Dismissal:

- PK, KN, and 1st students identified as car riders will continue to be picked up at the half circle drive on Elrod St. by the PK/KN classrooms. Older siblings of PK/KN students will join their brothers/sisters in the PK/KN hall to be picked up together. Parents will be issued a tag to be displayed in their windshield so students' names can be called by staff.
- 2nd 5th grade students identified as car riders will be dismissed from the **front office**. Parents will be issued a tag to be displayed in their windshield so students' names can be called by staff.
- It is critical that you have your window tag available at all times to expedite the dismissal process. Parents without a window tag will be asked to get out of line and see main office to confirm identity.

Walker Pick-up Dismissal:

- All students identified as Walker Pick-up will be assigned pick-up passes (green) and will be picked up by their parent/guardian in one of two locations.
 - Parents/guardians of PK/KN walker pick-ups may assemble (line-up) along the sidewalk on Elrod, enter the building through the side entrance on Elrod to pick up their children, and exit through the opposite door at the rear of the building.
 - Parents/guardians of $1^{st} 5^{th}$ grade walker pick-ups may assemble (line-up) along the covered sidewalk at the back cafeteria entrance, enter through the rear entrance by the cafeteria to pick up their children, and exit through the rear door of the 600 hallway.
- It is critical that you have your pass available at all times to expedite the dismissal process.

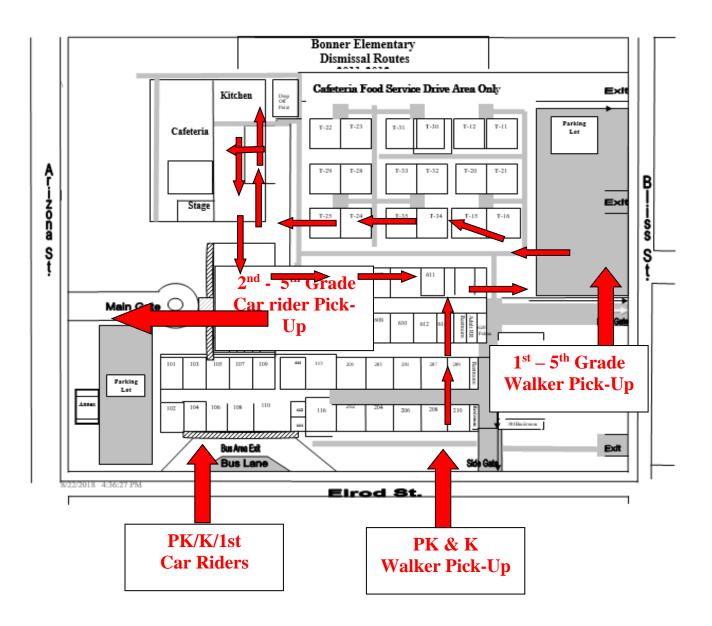
Unescorted Walkers: For the safety of our students, walkers (2nd-5th only) going home without adult supervision will be dismissed at 4:00 p.m., escorted by staff out of the building, through the back door, and to the crossing guard.

Bus Riders PK-5th:

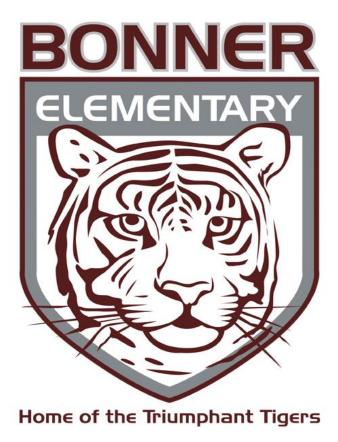
Bus riders will be picked up from their classrooms by an assigned staff member and escorted to the designated bus rider loading area and dismissed first.

Thank you for your cooperation and patience. With your help, we will continue to provide a safe environment for all of our students.

DISMISSAL MAP



PARENT AND STUDENT ACKNOWLEDGEMENT FORM



Melinda Bonner Elementary 8100 Elrod St. Houston, Texas 77017 713-943-5740 713-943-5741 fax

"...where EXCELLENCE is the norm"

I acknowledge that I have received a copy of the 2023-2024 BONNER STUDENT HANDBOOK.	
Student Signature	Date
Parent Signature	Date

Please return this signed form to your child's teacher no later than September 9, 2023.