

**Kensington Hilltop
Elementary School
2007-2008**



**Parent/Student Handbook
Judith Sanders
Principal**

Welcome to Kensington Hilltop School

Principal's Message

Dear Parents and Students,

Over the years, Kensington Hilltop has established a reputation for exemplary educational achievements as well as positive school spirit and strong morale. The cooperative partnership among school, home, and the community is what has made this possible.

The rules and procedures outlined in this handbook have been developed to allow the school to operate in a safe and orderly manner. Your cooperation in abiding by them allows staff to concentrate on providing the best possible educational experience for your child.

The spirit and enthusiasm of all students, parents, and staff has made Kensington a school of great merit. Teamwork is the key. Our hope is that you will become a willing and active member of the Kensington School community. Working together, we will ensure the best possible educational experience for all children at Kensington Elementary School.

Sincerely,

Judy Sanders, Principal

Table of Contents

Cover	1
Principal’s Message	2
Table of contents	3
Kensington Hilltop School Vision	5
Kensington Hilltop School Educational Commitment	5
Expectations of Students	6
Expectations of Parents and Volunteers	6
Staff List	7
Bell Schedule	8
Communications	9
Office	9
Parent-Teacher Communications	9
Teacher-Parent Communications	9
Visitors.....	9
Visiting the Classroom	9
Custody	10
Emergency Information	10
School Communications with Parents.....	10
Important Monthly Parent Meetings	10
Calendar of School Events	11
Testing Calendar	12
Parent Responsibilities	13
Disruptive Conduct	13
Traffic: Dropping Off and Picking Up.....	13
--Traffic Flow Patterns.....	13
--Parking	14
--Dismissal	14
-- After-School Waiting	14
--Emergency Evacuation	14
--Study Trips (Field Trips)	14
Procedures and Policies	15
Beginning the Day.....	15
Classroom Interruptions	15
Volunteers	14
Emergencies.....	15
Classroom Parties	15
Substitute Teachers	15
Homework	15
Textbooks.....	15
Report Cards.....	16
Lost And Found.....	16
Assemblies.....	16
Lunch Program.....	16

Table of Contents, cont.

School Rules.....	17
General.....	17
Selling on School Grounds.....	17
Skateboards and Bicycles	17
Lunch Rules	17
Playground Rules	17
Play Structure Rules.....	18
Balls.....	18
Playground Violations.....	18
Discipline Consequences	18
District Uniform Dress Code and Kensington School Dress Code.....	19
--District Uniform Dress Code.....	19
--Kensington School Dress Code	21
Disciplinary Policy.....	22
Attendance Policy	24
Absences.....	24
Tardiness	24
Leaving School Early	24
Truancy.....	24
Illness	25
Returning After Absence	25
Health Care Policies.....	26
When Illness Becomes Serious	26
Head lice	26
Immunizations	26
Medication	26
Accidents.....	27
School Nurse Testing	27
Additional Information	28
After-School Care	28
Parent Involvement.....	28
How to Get Involved.....	28
Telephone Numbers	29
Technology Policy	30
Student Technology Agreement.....	32
Parent Signature Page	33

KENSINGTON HILLTOP SCHOOL VISION

Kensington Elementary School is a cooperative partnership of teachers, principal, staff, parents, students, and the community, working together to create, improve, and maintain a strong learning environment.

Our School Vision is to use that partnership to better meet the academic needs of all students.

Our vision of what students need to learn through our K-6 curriculum is drawn from the State Standards. Our goal is to provide an integrated, active, student-centered experiential curriculum for every student. We also provide supplemental services to meet each student's special needs. In addition, our program provides teachers with an opportunity to systematically improve their instructional program through cooperative planning at staff development days, release time, and collaborative sharing of the faculty's expertise in meeting specific grade level standards that strengthen our overall school program.

Kensington Hilltop School Educational Commitment

Kensington Hilltop School is part of the West Contra Costa Unified School District. Teachers, students, and parents are dedicated to creating a learning environment in which children can acquire an excellent, comprehensive education from kindergarten through grade six. Our ethnic make-up is 6% African-American, 8% Hispanic, 13% Asian, and 59% White. Our students speak approximately eight primary languages in addition to English. This rich and complex mix of backgrounds encourages interaction and mutual respect. We are united in a common goal: a distinguished education for all students.

We, as a professional staff, believe that all students should progress as far and as fast as their effort and ability allow. We ask all students to demonstrate their mastery of Reading, Language Arts, Mathematics, Science, History, Social Science and Computer Science. We also expose our students to the visual and performing arts. All students have equal access to both core curriculum and supplemental programs. This is achieved through a commitment to excellence between the school and community. Working together, we use District, State, PTA, Dad's Club, and Kensington Education Foundation (KEF) funds to meet the program goals set by the professional staff and approved by the School Site Council each year.

Finally, we care deeply for our students and use proven methods to provide a consistent, school wide environment where they can grow and learn each day. We encourage the early attainment of problem-solving skills, conflict-management skills, and healthy and happy attitudes as these young children learn to meet the challenges of daily living in a school that has high expectations for behavior and academic excellence.

Expectations of Students

Students are expected to:

- Read and review the Student/Parent handbook.
- Learn and be successful both academically and socially.
- Obey all rules, both written and oral.
- Be respectful and polite to others.
- Attend school regularly and arrive on time.
- Be prepared for class.
- Keep the school clean.
- Stay in class during instructional time.

Expectations of Parents and Volunteers

Parents and Volunteers are expected to:

- Set a good example for students.
- Read and review the Student/Parent handbook.
- Follow all rules and procedures, both written and oral.
- Be respectful and polite to others.
- Be problem solvers.
- Be involved.
- Communicate concerns positively.
- Be responsible for their actions.
- Help keep the school safe.
- Keep school spirit high.

Kensington Elementary School Staff 2007-2008

Principal:	Mrs. Judy Sanders
Secretary:	Mrs. Pamela Porter
Clerk:	Mrs. Janet Pedersen
Head Custodian:	Mr. Anthony Brewer
Night Custodian:	Mrs. Carolina Melgoza

Teachers:	Grade:	Room:
Mrs. Jeanette Dey	K	1
Mrs. Molly Mentzer	K	2
Ms. Susan McReynolds	K	3
Mrs. Laurel Gillespie	K (p.m.)	3
Mrs. Sadhana Shastri	K / 1	4
Mrs. Holly Ruff	1 / 2	5
Mrs. Bea Lieberman	1	6
Mr. Rob John	1	7
Ms. Kristen Cason	1	12
Mrs. Toni Link	2	8
Mrs. Janet McKnight	2	9
Mrs. Susan Billings	2	10
Ms. Carla Hilton	2	11
Mrs. Bonnie Bergerud	3	13
Mrs. Linda Bekes	3	14
Mrs. Susan Revier	3	15
Mrs. Jayne Nichols	3	16
Miss Emma Goldbeck	4	17
Mr. Mark Gill	4	18
Ms. Jessica Bennett	4 / 5	19
Mr. Jim Aiken	5	23
Ms. Libby Henry	5	22
Mr. Ralph Baum	6	21
Ms. Janet Tobin	6	20

Additional Staff:

Ms. Debbie Armstrong – Science enrichment
 Ms. Mary Campbell – Psychologist (Tuesdays only)
 Ms. Karla Clement – Art enrichment
 Ms. Peg Cornwall - Speech
 Mrs. Anne Forrest – Intervention Teacher
 Mrs. Susan Gonzalez – Computer prep (Tuesdays only)
 Mr. Jim Hachiya – RSP/Learning Center Teacher
 Mrs. Maria Alcantar – Aide
 Ms. Denise Hattam – Health Aide (Schedule Varies)
 Mr. Paul Haxo – Library Aide (Monday – Thursday)
 Ms. Jan Jones – Primary Music
 Mr. Chris Kiteas – Aide
 Ms. Janis Lieberman – Instrumental Music
 Ms. Jan Lovell – Science enrichment
 Ms. Minerva Meese – Speech
 Ms. Gabriela Rodriguez – Aide
 Ms. Karen Stanton – Occupational Therapist
 Ms. Cathy Travlos – Computer enrichment
 Ms. Julie Yamashita – RSP Aide

BELL SCHEDULE

Every Wednesday is a modified day.
(Kindergarten is not affected)

School hours:

Kindergarten - A.M.	8:15 – 11:35 NO MINIMUM DAYS
Kindergarten - P.M.	11:45 – 3:05 NO MINIMUM DAYS
Grades 1, 2, 3	8:30 – 2:20 1:45 – Modified/Minimum Days
Grades 4, 5, 6	8:30 – 2:40 2:05 – Modified/Minimum Days

Daily schedule:

Grades 1, 2, 3	8:30 -	10:00	Instruction
	10:00 -	10:20	Recess
	10:20 -	11:30	Instruction
	11:30 -	12:10	Lunch
	12:10 -	2:20	Instruction
	-	2:20	Regular Day Dismissal
Grades 4, 5, 6	-	1:45	Modified Wednesday Dismissal
	-		Minimum Day Dismissal
	8:30 -	10:30	Instruction
	10:30 -	10:50	Recess
	10:50 -	12:10	Instruction
	12:10 -	12:50	Lunch
12:50 -	2:40	Instruction	
-	2:40	Regular Day Dismissal	
-	2:05	Modified Wednesday] Dismissal	
-		Minimum Day Dismissal	

Communications

Office

It is important that parents ask questions and make their concerns known. Most inquiries should go through the school office, where many questions can be answered and messages left. There is always someone in the office between 8:00 a.m. and 3:30 p.m. each school day.

The office is also the place for leaving lunches and other items that were forgotten at home, or for making an appointment with the principal.

Parent—Teacher Communications

The following procedure should be followed when addressing the needs of the student:

Parents are to contact their child's teacher about educational programs and other educational concerns. These meetings, with outcomes and objectives, should be documented.

Parents can contact the principal for school wide educational program issues or if mediation is needed to resolve issues between parents and teachers.

For issues that cannot be resolved by speaking with the principal, parents may contact the regional superintendent.

Teacher—Parent Communications

The staff will follow the following procedure when addressing the needs of the student:

Teachers will contact parents about any concerns they have, with suggestions for cooperative efforts to better meet the needs of the student. This will be done prior to any changes made with respect to the student.

The principal or office staff will contact parents when necessary to ensure that the educational needs of all students are being met.

To contact your child's teacher you may:

Send a note with your child.

Call the office at 510-231-1415 to leave a message.

Stop by the classroom after school is dismissed to make an appointment.

To contact any other staff member, please telephone or drop a note by the office.

To contact the principal, please telephone or complete a 48-Hour Communigram (available in the school office).

Visitors

All visitors must report to the office. If you are on campus to volunteer, visit, assist, or observe, you **must** get a visitor badge and sign in at the office. We need to know exactly who is on campus at all times. Parent volunteers must get a badge from the district if they will be volunteering in the classroom on a regular basis (once a week or month). Volunteer packets are available in the office.

Visiting the Classroom

Parents and volunteers must stop in the front office to sign in and pick up a visitor badge. Unauthorized adults and student visitors are not allowed on campus or in classrooms. If you wish to observe or volunteer, please contact the teacher 24 hours in advance and make arrangements. Parents who are visiting or volunteering in classrooms are requested not to bring preschool-age

children with them. Young children, no matter how well-behaved, are a distraction from the educational program.

Custody

In most cases, divorced parents continue to have equal rights, such as access to information. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. **Unless your court order is on file with us, we must provide equal rights and access to both parents.**

Emergency Information

Kensington School **must** be able to contact you or your designee if special circumstances arise. Fill out your child's emergency card promptly. If it needs to be updated, come to the school office to make changes. **Keep the Emergency Card up-to-date throughout the year.**

School Communications with Parents

Thursday is reserved as the day all school notices are sent home with students; you should always expect some communication on Thursday. All school-related communications to be included in the **Thursday Packet** must be delivered to the office by **Monday, 9:30 a.m.**, for review by the principal prior to reproduction and inclusion.

The monthly PTA school newsletter, The **Kenvue**, includes classroom news, parent activities, and information of general interest. The principal also distributes a monthly calendar of school events, deadlines, and special dates. To add items to this calendar, contact Pam Porter in the school office.

The **Outlook**, a community-wide monthly publication, carries news of the school, the Kensington area, and announcements of groups or activities in which your family may be interested.

Check our school and parent websites for up-to-date information. The school website is <http://www.wccusd.k12.ca.us/kensington/>. Our parent created website is Kensingtonhilltop.org. An e-mail tree has also been created for sending out up-to-date school and community information. If you would like to be added to the School E-mail Tree, please send an e-mail to: Kensingtonedit@hotmail.com.

Important Monthly Parent Meetings

The **PTA** meets every other month (beginning in September) on the first Thursday of the month at 7 p.m. in the school library (unless otherwise posted).

The **Dads' Club** meets every month in the multipurpose room on the second Tuesday of the month at 7 p.m.

The **KEF** meets every month in the staff room on the second Tuesday of the month at 8 p.m.

The **School Site Council** meets every month in the staff room on the first Wednesday of the month at 6:30 p.m.

We need the support of all parents to help with important decisions concerning the education of all children at Kensington. We hope to see you at these meetings.

Calendar of School Events 2007-2008

First Day of School (Minimum Day, all schools)	Aug. 28
Labor Day (District holiday)	Sep. 3
Back To School Night - Elementary (Minimum Day, elementary schools)	Sep. 20
Classified Training Day* (School holiday)	Oct. 12
Minimum Day, all schools (Halloween – Free Dress Day)	Oct. 31
Elementary Conference Day** (No school, elementary students only)	Nov. 6
Elementary Parent/Teacher Conferences (Minimum Days, elementary schools)	Nov. 2, 5, 7, 8, 9
Veterans' Day Holiday (District holiday)	Nov. 12
Garden Party	Nov. 10
Minimum Day, all schools	Nov. 21
Thanksgiving Holidays (District holidays)	Nov. 22-23
Minimum Day, all schools	Dec. 20
Winter Recess (No school)	Dec. 21 – Jan. 4
Classes reconvene after Winter Recess	Jan. 7
Kindergarten Registration Begins	Jan. 7
Martin Luther King, Jr. Day (District holiday)	Jan. 21
Presidents' Week Recess (District holidays)	Feb. 18 - 22
Spring Recess (No school)	March. 24-28
Open House - Elementary (Minimum Day, elementary schools)	May 15
Spring Carnival	May 3
Memorial Day Observed (District holiday)	May 26
Last Day of School (Noon dismissal)	June 13
Report Cards to Students at the End of School	June 13
Every Friday is a Free Dress Day.	

Testing Calendar

CELDT:

Annual Assessments (all current EL students)
Testing Window 7/1-10/31

California Modified Assessment Pilot Test (NEW)

Maximum 2% of students.

Alternate assessment based on modified achievement standards, must be in IEP.

Test Window TBA (first week of November, CDE has not yet identified districts to participate).

Physical Fitness:

Fifth Grade students.

Testing Window 2/1 – 4/17.

STAR/ Writing:

Fourth Grade students.

Testing 3/6, with 3/7 makeup date for all schools.

STAR/ Multiple Choice California Standards Tests (CSTs) and CAT6:

All students in second through sixth grades.

Testing Window: 4/20 – 5/18 (may change due to proposed legislation).

Please have your student at school and on time during all testing windows.

Parent Responsibilities

Warning: Disruptive Conduct

Penal Code Section 626.7(a) \$500 fine and / or 6 months in jail.

Pursuant to Penal Code Section 626.7(a), this directive addresses disruptive conduct and / or potential for disruptive conduct (by adults). The individuals in question are prohibited from coming onto the school campus without prior approval from the principal. If any individual violates this directive, police will be called and individuals will be subject to a \$500 fine and / or up to six months in jail.

Traffic—Dropping Off and Picking Up

Safe and courteous driving is the **key** to the **success** of the traffic plan.

Walking to school whenever possible will help the school ensure traffic control and safety. There is **no parking or waiting** in unauthorized areas during the hours of: 8:00 to 8:45 a.m., 11:20 to 11:50 a.m., 2:20 to 2:45 p.m. (minimum days: 1:35 to 2:05 p.m.). The police, under the direction of the principal, will cite drivers who are parked or waiting in unauthorized (staff parking) areas. There are three ways to access Kensington Elementary School:

South side entrance (front of school on Highland Blvd.).

Kensington Public Library parking lot on Arlington Ave.: walk up the hill on paved fire road.

North side entrance (back of school on Highland Blvd.). **This entrance is for pedestrians only – no vehicles other than staff vehicles are allowed in staff parking lot.**

Traffic Flow Patterns

Important: Please adhere to the following TRAFFIC FLOW PATTERNS when dropping off or picking up students.

South side entrance (front of school)

Follow the **one-way traffic pattern** to ensure safety and respect for our neighbors.

From Arlington Ave., turn **east** onto Westminster, then turn **right** on Kenyon Ave., **left** on Willamette Ave., and **left** on Highland Blvd. Drop off in front of school, leave lot, then turn **right** on Kenyon Ave., and **right** (west) on Westminster to Arlington Ave. The parking lot is clearly marked with arrows and appropriate signage. One lane is provided for through traffic, and a drop-off area is provided at the front of campus. Cars may not be left unattended in drop-off areas. Staff members are on duty before school to assist with drop-off and student safety.

****Note****

Parking and waiting is NOT allowed in unauthorized areas when picking up students. If your student has not arrived when you arrive, please continue circling the school parking lot. Please follow the traffic pattern specified above.

Library parking lot

Dropping off & picking up - From Arlington Ave., turn into the Library/Church Parking lot and drop off students there. Students can walk up the hill to school from there. (Parking is allowed at the library during the drop-off and pick-up times stated above).

North side entrance (back of school)

The parking lot on the **north side** of campus (back of school) **is for staff use only!** *Please do not drive into that area to drop off or pick up students, before or after school.*

From Arlington Ave., turn onto Highland Blvd. Continue until you reach the corner of Highland and Arlmont. Stop your vehicle. This is the drop off area. (Please do NOT park on Highland.)

Students should walk to school using the right hand side of the street and crosswalk. After dropping off your child, continue down Arlmont taking a right on Arlington Ave. Do NOT enter staff parking lot to drop off or pick up from school. **Do NOT drive up Arlmont from Arlington.**

Parking

Parents may not park in staff parking spaces. The best place to find parking is at the Kensington Public Library parking lot on Arlington Ave.

Dismissal

Kindergarten: **A.M. kindergartners must be picked up at the front of the school.** Teachers will escort the kindergartners to the front of the school at dismissal time. **BE ON TIME.** If you or a caretaker know you will be delayed, please phone the office to reassure both child and staff. No students are to remain on the school playground. **PM kindergartners must be picked up outside Room 3.**

Grades 1—6

Students are **NOT allowed** on the schoolyard after school is dismissed. The playground must be available for 4-6 grade P.E. after 1-3 grade dismissal. Students must go directly home.

After-School Waiting

Primary students waiting for older siblings may remain on the patio outside the MPR or on the benches around the playground. The campus is open for public use only after 3:30 p.m. Please instruct your children to go immediately to the office and ask for help if they miss their ride.

Emergency Evacuation

In the event of an emergency, the area of safe refuge will be on the upper school playground on the west side of the school. On-site evacuation and fire drills will be held periodically to ensure that all children understand what to do in the event of an emergency.

Study Trips (Field Trips)

Dropping off and Picking Up

Parents are allowed to enter the staff parking (back of school) on the north side of campus only when driving on a study trip. When driving on a study trip, please obey the following guidelines: Set a good example. Remember students will be present.

Drive cautiously in the parking area. Obey the speed limit of 5 mph.

Park along the blue fence, next to the first / second grade building. (This is the loading / unloading area).

Ensure safety by using the buddy system when moving cars around in the staff parking lot. (One adult in the car, the other adult outside the car.)

PROCEDURES AND POLICIES

Beginning the Day

The playground is not supervised before 8:15 a.m. "Walking and talking" only is the rule each morning. No playground games are permitted.

Classroom Interruptions

To create and maintain the best learning environment, interruptions during instructional times should be avoided. **Please make all necessary arrangements with your child concerning homework assignments, permission slips, books, and after-school arrangements before school begins.** Students must be in the classroom during instruction time.

Volunteers

To volunteer, join Dads' Club, KEF, and/or PTA, or contact your student's classroom teacher.

Emergencies

Food, water, and supplies are stored in a container on campus. In the event of an evacuation due to fire or a major earthquake, children will remain with their teachers until each child is claimed. A major disaster triggers a strict child release policy; **all parents will be asked for a photo ID** to sign out their child and any others for whom they designated as emergency contacts.

Classroom Parties

Room parents coordinate the classroom parties. Notices will be sent home outlining the specific help needed. Parents need to check with the classroom teachers prior to sending in treats for the class. There are children who are allergic to certain foods. Please do not have flowers, balloon bouquets, etc. delivered to the school office. We are not able to accept such deliveries for students.

Substitute Teachers

When a substitute teacher is conducting a class, students must be even more courteous than usual. Such efforts reflect good citizenship. Substitute teachers are our guests while they are at Kensington School. All of our substitutes are qualified teachers whose job is to continue the educational program planned by the regular teacher.

Homework (Refer to the District Basic Commitment Booklet)

Provide a place and time for your children to do homework, and supervise them to see that this time is used wisely. Completion of homework is an important aspect of a student's education both now and for the rest of his or her academic career. Homework is assigned to teach the student responsibility and self-discipline as well as to reinforce subject matter.

Homework guidelines:

Homework will have a real purpose and will be related to the classroom program.

Teachers will make every effort to ensure that students understand the assignment.

The length of assignments will vary according to grade level and the ability of the individual student.

Textbooks

There is no charge for books or supplies at Kensington Hilltop School. However, in the event that

a textbook or library book issued to a student is lost, damaged or destroyed, the student will be responsible for its repair or replacement.

Report Cards

WCCUSD uses standards-based report cards. Report card conferences will be scheduled during the school year. However, parents are asked to contact their child's teacher at any time if there is a question or concern. Report cards are sent home three times a year. If your child is not performing satisfactorily or is in danger of not meeting standards, a mid-term progress report will be sent home 15 days before the end of each trimester.

Lost And Found

If your child loses something and it is not in the classroom or on the playground, look for it in the **Multipurpose Room**. The contents of the lost and found container will be given to charity several times during the year. All belongings and outer clothing should have your child's name written on it in permanent ink. If you find a lost item on the school grounds, please turn it in to the office.

Assemblies

Assemblies provide an excellent forum for developing dramatic talent, promoting speaking and musical ability, conveying information, and building school spirit. In addition, the PTA provides a number of cultural and educational assemblies throughout the year for all students (music, storytelling, dance, theater, science, etc.). Courtesy and good conduct is essential at every assembly so that the programs may be enjoyed by all.

Lunch Program

Lunch and/or milk are available at school. Applications for reduced and free lunches are available in the office. Prices of Tickets:

Milk	-	\$0.45
5 milks	-	\$2.25
20 milks	-	\$9.00
Lunch	-	\$2.00
5 Lunches	-	\$10.00
10 Lunches	-	\$20.00
20 Lunches	-	\$40.00

(Milk is included in lunches)

We prefer to collect lunch money on **Tuesdays**, but money is accepted any day.

No more than **twenty** lunches or milks may be purchased at one time.

Checks are preferred, made out to: West Contra Costa Unified School District (WCCUSD), for the exact amount of purchase. Checks in different amounts will not be accepted.

No change can be made. If **cash** is used, send the exact amount.

Lunch credits are **not transferable** to another person.

No refunds. Credits may be used anytime during the school year. Keep a record of credits to avoid a balance at the end of the year (although credits will carry over to the following year).

Payment must be enclosed in an **envelope** with the child's name, room number, and order indicated on the front. Example: James Smith, Room 5, 5 lunches - \$10.00.

Please purchase a minimum of 5 lunches or milks at one time.

Only 3 lunches will be given "**on credit**" during the school year and must be paid promptly.

SCHOOL RULES

General

It is our goal that every student participates actively in learning and takes pride in schoolwork. We also believe that every student has the right to a safe and positive learning environment. To ensure this right, each student must behave in a safe and positive manner. The following rules were developed to this end. Students must:

Respect and obey all school personnel.

Respect one another's right to an education.

Arrive on time.

Act safely and courteously at all times.

Resolve differences peacefully through compromise.

Use recess for going the bathroom, getting drinks of water, and socializing.

Do not bring gum, sunflower seeds, or toys to school. Candy is discouraged.

Use the office phone for emergencies only.

Unless there is an injury, go to the office only after receiving a note from the teacher or yard duty supervisor.

Selling on School Grounds

No one, including students, parents and school personnel, is authorized to sell items for personal gain on school property. Parent organizations may sponsor sales on school grounds.

Skateboards and Bicycles

Skateboards, rollerblades, and scooters are not allowed on school grounds.

Bicycles should be ridden on the street according to the usual traffic rules. Bicycles are not allowed on school grounds and should be locked in the bike racks in front of the school.

Lunch Rules

1. Sit in assigned areas.

2. Remain seated while eating. Throw lunch garbage out when your table is excused.

Lunch/noon supervisors will make sure each class cleans its area before leaving.

Stay seated quietly until you are dismissed to the playground.

Playground Rules

Students are expected to demonstrate **good sportsmanship** and **respect for one another** and school personnel at all times. Don't exclude others from play. Be gracious about losing games.

If **difficulties or arguments arise** on the playground and students are unable to resolve them, students should talk with the yard duty supervisor, teacher or principal.

Before school, students may engage in **controlled activities (walking and talking)** as long as they are in their designated area. Students are not to be at school before 8:15 a.m.

All equipment is to be used **safely and appropriately** (do not sit or swing on the tetherballs; jump ropes are for jumping; no running in the play structure area, etc.). When using playground equipment, common sense will be the deciding factor with respect to student safety.

Climbing is restricted to the playground climbing equipment. Climbing or playing on the hill between upper and lower yards is not allowed.

Rough games are not allowed.

The school provides play equipment. Students **may not bring other equipment** from home. (This is an issue of insurance. If an accident occurs with equipment brought from home, we may not be covered by insurance.)

Students **may retrieve balls** that leave the playground under yard duty supervision.

Students are **not to eat or drink** on the playground. If snacks are allowed, students must eat them in the classroom.

P.E. rules apply to tetherball, four square, and kickball.

At recess, students must stop playing immediately and **“freeze” when the bell rings**, then **walk to line up** when directed by yard duty staff. If students have playground balls, they must **carry the balls** to the line.

Chasing games and **tag** are **not allowed** at school.

Run in permitted areas **ONLY—not** between classrooms.

Students must obtain a **library pass** from the teacher before lunch if they wish to go to the library during lunch or noon recess.

Play Structure Rules

Slides are DOWN only; slide only on your bottom, one person at a time. Wait until the person before you gets off the slide before sliding. Nothing may be thrown down the slides (balls, ropes, play equipment, etc.).

No jumping from the play structure.

No climbing on play structure roof areas or on the outside of the fence on the bridge.

No hanging by the knees on the monkey bars; they are for climbing only.

All **stairs and ladders** go **UP** and all **slides** go **DOWN**.

No running in the play-structure area.

Travel in a clockwise direction on monkey bars and chain bridge.

No play equipment (balls, jump ropes, etc.) in the play-structure area.

When **hanging by the knees on the turning bar** you must also hold on with your hands.

Balls

1. Students may play **hit ball** (using the fist with a rubber ball) on the lower and upper playgrounds.

Kickball must be played in **designated areas** according to P.E. rules.

Basketball must be played on **basketball courts only**. All students must share basketball courts. Basketball must be played according to basketball rules.

Soccer is **not allowed** on school grounds unless a teacher is involved in the game during organized P.E. or recess activities.

Students **may not bring personal balls** or other play equipment from home.

Playground Violations

Students who violate playground rules (i.e., not freezing, running to line up, etc.) may miss a portion of the next recess.

Discipline Consequences

Warning from yard duty staff or teacher.

Benched. If a student is benched more than twice in one week, his/her parent will be contacted for a conference with yard duty staff or teacher.

If the infraction continues, the student will be **sent to the principal** and the parent will be

contacted for a conference.

There is NO SCHOOLYARD SUPERVISION after dismissal.

District Uniform Dress Code and School Dress Code (Refer to the District Basic Commitment Booklet)

District Uniform Dress Code

Students attending Kensington Elementary School are required to wear official school uniforms or dress according to the dress code.

Uniforms shall be the same for all grade levels, as follows:

TOPS:

Uniform shirts for boys and girls consist of the following options:

White, khaki, gray, green or blue long- or short-sleeved button-front collared dress shirt.

White, khaki, gray, green, or blue long- or short-sleeved collared polo shirt.

White, khaki, gray, green, or blue mock or regular turtleneck shirt.

T-shirts must be worn under white dress shirts and may be white only.

Kensington school logo spirit shirts may be worn on designated School Spirit Days.

BOTTOMS:

Uniform pants for boys and girls shall consist of:

Blue, khaki, white, green, or gray dress or all-season pants.

No cargo-style or patch pockets will be allowed.

Pants must be well fitting; no baggy pants will be allowed.

A plaid combination of the colors may also be worn.

Uniform shorts for boys and girls shall consist of:

Blue, khaki, green, white or gray all-season shorts.

No cargo-style or patch pockets will be allowed.

Shorts must be well fitting.

Shorts must be modest in length (mid-thigh)..

A plaid combination of the colors may also be worn.

Uniform skorts for girls shall consist of:

Blue, khaki, green, white or gray skorts (a skirt with sewn-in shorts).

Skorts must be modest in length (mid-thigh)..

A plaid combination of the colors may also be worn.

Uniform jumpers for girls shall consist of:

Blue, khaki, green, white or gray jumpers.

Must be worn with either the uniform short or white tights underneath.

Jumpers must be modest in length (mid-thigh).

A plaid combination of the colors may also be worn.

Uniform Capri pants for girls shall consist of:

Blue, khaki, green, white or gray all-season Capri pants.

No spandex or leggings will be allowed.

A plaid combination of the colors may also be worn.

No emblems, logos, or decorations will be allowed.
No denim, corduroy, sweatpants, jogging pants, spandex or knit leggings will be allowed.
No low-rise, hip-huggers, carpenter-style, or bell-bottoms will be allowed.

SHOES:

Appropriate shoes must be worn. Shoes with laces must be laced at all times. No open-toed shoes, sandals, or thongs (flip-flops) will be allowed.

OUTERWEAR:

Acceptable outerwear for the classroom is limited to blue, green, or gray sweaters, cardigans or sweatshirts. Hooded sweatshirts are acceptable. No emblems, logos, decorations, or decorative trim will be allowed. A uniform shirt must be worn underneath outerwear.

Heavy coats and jackets worn to and from school and/or during outdoor activities are not restricted, but may not contain any vulgar decoration or wording.

ACCESSORIES:

No hats, caps, or beanies shall be worn in the classroom or in the MPR.

The Principal may occasionally designate a School Spirit Day, Modified Dress Day, or Free Dress Day at his/her discretion.

School Spirit Day: includes regular uniform dress along with a Kensington School Logo T-shirt and/or sweatshirt.

Modified Dress Day (events): includes regular uniform dress along with any specified event wear. A notice will be sent home prior to any Modified Dress Day with appropriate modifications listed.

Free Dress Day: includes any appropriate clothing as outlined in the school dress code.

DISCIPLINE GUIDELINES FOR UNIFORMS:

Any student who does not wish to participate in the Uniform Dress Code Policy may apply for an Opt-Out Waiver.

Students shall not be considered in violation of the Uniform Dress Policy in the following instances:

During the first (5) school days after transferring from another school.

While an appeal for an Opt-Out Waiver is pending.

When a parent has secured an Opt-Out Waiver from the district.

When authorized by the Principal.

Parents may submit a waiver from the Uniform Dress Policy through the school office.

Kensington School Dress Code

Students who are neat, clean, and appropriately dressed contribute to a positive learning environment. Any attire that causes a distraction or a safety concern is inappropriate for school. It is parents' responsibility to make sure their children are dressed according to the following Kensington School standards.

Clothing must be **neat and clean**.

Clothing **must not be distracting** or **compromise safety**.

Pants may not sag. No spandex or pajama bottoms allowed.

Shoes must be closed-toed and appropriate for P.E. activities. Rubber-soled shoes are suggested.

Head coverings may be worn to and from school but not indoors except for religious or medical reasons.

Hair coloring must not be distracting.

Shorts and skirts must be of modest length (mid-thigh). Short shorts may be worn under dresses; short shorts or skirts may be worn over leggings or tights.

Shirts must be modest. Students **may not** wear cropped shirts, see-through blouses or shirts, or spaghetti straps.

Only **school-appropriate emblems**, logos, or decorations will be allowed. Clothing or buttons with obscene or inappropriate words or pictures are not allowed.

Gang-affiliated or related clothing and paraphernalia are not allowed.

Sunglasses may not be worn in class unless prescribed by a physician for medical reasons.

Any student not adhering to the Uniform or Dress Code Policies will receive:

1st infraction: Written notice sent home.

2nd infraction: Phone call to parents or guardians.

3rd infraction: Conference with parents or guardians.

Disciplinary Policy

(Refer to the District Basic Commitment Booklet)

WCCUSD has NO tolerance for guns (including toy, pellet, BB, stun guns, etc.), knives (large or small), or dangerous objects (including ninja sticks, explosives, razors, mace, fist loads, pipes, self-made weapons, etc.).

Violators face expulsion from the WCCUSD.

Administrator and teachers may use the following disciplinary actions:

DETENTION: A period of non-instructional time when the student is detained because of an infraction of school rules (e.g. being benched with the principal during lunch recess).

IN-SCHOOL SUSPENSION: Student is temporarily removed from class. The student remains on campus during this time and is given an alternative assignment for the day.

SUSPENSION: Student is temporarily removed from school. A suspension may last from one (1) to five (5) days and is the result of one of the following student actions:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold or furnished a firearm, knife, explosive, or other dangerous object, including mace, pepper spray, or animal repellent.
- c. Unlawfully offered, arranged or negotiated to sell a substance represented to be a controlled substance, alcoholic beverage, or intoxicant of any kind and then either sold, delivered or attempted to commit or furnish to any person another liquid, substance, or material and represented the liquid, substance, or material to be a controlled substance, alcoholic beverage, or intoxicant.
- d. Committed or attempted to commit robbery or extortion.
- e. Caused or attempted to cause damage to school or private property.
- f. Stole or attempted to steal school or private property.
- g. Possessed or used tobacco or a product containing tobacco or nicotine products, including cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, or betel (this section does not prohibit use or possession by a student of his or her own prescription products).
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
- i. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell drug paraphernalia of any kind.
- j. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- k. Knowingly received stolen school or private property.

- l. Committed sexual harassment sufficiently severe or pervasive to have a negative impact on the harassed individual's academic performance or to create an intimidating, hostile, or offensive educational environment. **(gr. 4-12)**

- m. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- n. Possessed an imitation firearm (replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
- o. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence **(gr. 4-12)**.
- p. Intentionally engaged in harassment, threats, or intimidation directed against a student or group of students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment **(gr. 4-12)**.

A student may be suspended or expelled for acts related to school activity or attendance occurring at any time, including, but not limited to, any of the following:

While on school grounds.

While going to or coming from school. (Once student(s) have reached their pre-arranged destination, the school is no longer responsible.)

During or while going to or coming from a school-sponsored activity.

Attendance Policy

(Refer to the District Basic Commitment Booklet)

Full-time school attendance is required by the state for children between the ages of 6 and 16. Help your child avoid attendance problems. Make sure your child arrives at school **between 8:15 and 8:30 a.m.** every school day. Send a note with your child whenever there will be an absence, or call the school office (510-231-1415). If you know of a scheduled absence, notify the school 10 days in advance to allow for the preparation of **Independent Work Study** material. A student must be absent **5 days or more** in order for the teacher to complete an Independent Study Contract.

*Average Daily Attendance (ADA) funding is based on the number of students present each day. **The school loses approximately \$40.00** if a student is absent for the entire day. If a student will be absent from school **five or more days**, families are encouraged to contact the school **10 days in advance** to arrange for short-term **independent study**. Independent study allows the student to keep up with his/her class work, and allows the district to recover much-needed funds that would otherwise be lost.*

Absences

Although excused absences no longer qualify for State funding, when your child is ill or absent for any other reason, please call the school office at **510-231-1415 – ext. 0**. If no one answers the phone, leave a message. You may also send a note to the teacher explaining the reason for the absence. Remember that the Education Code still requires parents to communicate with the school by phone or note as to the reason for a student's absence.

Tardiness

Children are encouraged to establish a habit of punctuality. Youngsters are at a disadvantage when they enter the classroom late, as they frequently miss directions given by the teacher. Students are to go directly to class. **However, after 8:45 a.m., students MUST get a pass from the Office before entering their classroom. TRUANCY BEGINS AT 9:00 A.M., with mandated reporting.** After excessive tardiness, the student will be referred to the principal for further action. Meetings will be set up between the principal and the parent. Please help your child develop responsibility for being on time.

Leaving School Early

Parents picking up children for an appointment must come into the office and sign their child out in the office notebook. **No child will be allowed to leave early without a parent or individual designated as an emergency contact signing him/her out in the book. Both the teacher and the school secretary must know if someone is leaving early.**

Truancy

Any student who has had 3 or more unexcused absences, or is tardy (unexcused) by more than 30 minutes on 3 days in one year, is considered truant. Chronic truants will be reported to the district School Attendance Review Team (SART). If unexcused absences continue, the student will be reported to the district Operation Stay in School (OSIS) program.

Illness

If your child has a fever, please keep him/her home for at least 24 hours after the fever has returned to normal. There is a bed in the office for a child to wait for pick-up if he/she becomes very sick at school. **Make sure your emergency card is up-to-date, since this is the information we use to help your child.**

Keep ill children at home.

Be certain the school has current, reachable numbers on your emergency card.

Have a family plan for illness.

No medication can be given at school without a Medication Form (available in the office) filled out and signed by the child's doctor.

If you believe your child might be using illness to avoid school, please talk to your child's teacher or the principal.

Any ongoing special health problems should be discussed with the teacher, principal and school secretary.

Returning after Absence

If your child has had a communicable condition **such as measles, chicken pox, or head lice**, **please check with the school secretary** to see if your child has passed the required recovery period and may return to school. If the student has had a communicable disease requiring clearance by a medical provider before returning to school, a note of explanation signed by the parent is required on the day a student returns. The note should be given to the classroom teacher and contain:

The student's name and grade level.

Days and dates of absence.

Reason for absence.

Date the note is written.

Parent signature and phone number.

Relationship to child (mother, father, guardian, etc.).

SAMPLE ABSENCE NOTE

Dear Teacher,

June 1, 2007

John Smith, Room 10, was absent on Friday,
May 28, 2007. He had the flu and a bad cough.

Jane Smith, Mother
555-5555

Health Care Policies

(Refer to the District Basic Commitment Booklet)

When Illness Becomes Serious

When children complain of stomachache, headache, cough, or congestion without an obvious fever, it is difficult to know the severity of an illness. For both your child and those he/she comes into contact with during the day, please be conservative about sending a child with a communicable (contagious) illness to school. If you decide the symptoms are not serious, assure your child that he/she can finish the full day. **Do not send your child to school if he/she is sick.**

Head Lice

At some point your child may bring home a letter reporting that someone in his/her class has head lice. Although at that point the student in question is already treated, you will be advised to check your own child for this highly communicable infestation. Even without special notice, you should check for head lice periodically, since these insects are communicated through casual contact and are found in most concentrations of children.

The most common symptom of head lice is intense itching of the scalp. Although the tiny gray lice themselves are seldom visible, the tiny, grayish-white tear-shaped eggs (nits) can be seen firmly attached to the hair shaft (unlike dandruff) near the scalp. They are commonly found at the nape of the neck and above the ears, and do not lie directly on the scalp.

Medicated lice shampoos are available at drugstores. More effective treatment is available by consulting your pediatrician or using the services of a professional lice-treater. Once a child's head is medicated, combed, and picked free of **all** nits, the child may safely return to school. However, students should come to the office to have their hair checked by the school secretary before going to class. The follow-up shampoo must still be given. If your child is chemically sensitive, consult your doctor. Washing or bagging all clothing and bedding as well as frequent vacuuming and bathing can limit the spread of the lice in your home. Medicated shampoo and nit-picking is the only sure way to get rid of the lice.

If you find head lice on your child, please **notify the school immediately** and treat this condition as a communicable disease; keep your child's head away from others until your child has been medicated and picked free of nits. The school needs to know as a consideration to other class members. A cautionary letter will be sent out, with no names. **Students found to have head lice at school will be sent home** until they are treated and the condition no longer exists.

Immunizations

Most children complete the required immunizations for kindergarten entry. If you have any questions regarding immunizations, please see the school secretary.

Medication

Any child who is required to take medication prescribed by a doctor can be helped to do so by the school secretary or other designated school personnel if the school receives a written statement from the doctor detailing the method, and a written statement from the parent stating his or her wish that the school assist with administration of the doctor's orders. If a student regularly requires medication, please see the school secretary. The medication will be kept in the office and

dispensed to the student there. Students may not carry medication around school. A district medication form must be completed and signed by the doctor. This form will be kept in the school office. Medication

Must be in a prescription bottle with student name, type of medication, and dosage on the label. Required forms for inhalers can be picked up in the office. The school **must** receive written permission by the student's personal physician.

Accidents

Students must report all accidents and injuries to their teacher, yard duty supervisor, or another school employee. The school office and/or teacher will give emergency first aid. Parents will be notified if the injury is serious or requires medical attention. If parents cannot be reached, the physician named on the Emergency Card will be called for instructions. An ambulance will be called by the principal or a staff member if a student cannot or should not be moved, or if the situation is an emergency.

School Nurse Testing

Each student shall be given a vision and hearing-screening test in kindergarten, second, and fifth grades. The school shall provide the parents or guardians of children who fail the hearing test with written notification of the test results and recommend that a medical and audio logical evaluation be obtained.

Additional Information

After-School Care

Neighborhood School will provide on-site daycare for grades K-6. Neighborhood School will be provided with three mobile classrooms for daycare. Additional space for daycare programs may be provided contingent on the number of students enrolled.

KASEP will provide after school programs at the Kensington Recreation Center and the Kensington Community Center. Students in grades 1-6 enrolled in KASEP are able to walk to these centers.

Parent Involvement

Kensington is able to offer enrichment programs because our parents are willing to provide their time, energy and financial assistance to help make this an excellent school. There are four parent organizations: the Parent Teachers Association (PTA), the Dads' Club, the Kensington Education Foundation (KEF), and the School Site Council (SSC).

The PTA, Dads' Club and KEF are open to all parents and can be joined at any time during the year. The **PTA** is the main service group, staffing many school activities such as Room Parents, Emergency Preparedness, Library, teachers' luncheons, assemblies, Science Fair, Carnival and graduation activities. **KEF** focuses on fundraisers to support academic enrichment that is no longer provided by the State of California or the School District. The **Dads' Club** provides physical and technical support for evening and weekend events, such as the Kensington Carnival and Kids' Nights, and school work parties.

The **School Site Council** (SSC) is a state-mandated organization made up of an equal number of community members (parents) and staff members elected to service for a two-year term. The SSC studies achievement and enrollment data and suggests changes in the education program accordingly, directing the expenditure of state funds by forming an academic plan for the year ahead. Being familiar with academic needs, they also assemble a budget for School Improvement Funds, state grants and donated funds. To join the SSC, indicate your interest to the principal, who will put your name on the ballot. Elections are held in the spring for two-year terms beginning in the fall.

How to Get Involved

The best way to get involved in your child's educational surroundings is to attend the parent groups' (PTA, Dads' Club, KEF) monthly meetings. They are the heartbeat of families' efforts to serve and improve our school.

If you do not wish to be a planner of events, your efforts will be welcome at Kensington in other ways. In addition to helping with special events, parents are asked to assist in a number of ways. Each room needs at least two room parents; the Library needs volunteers; parents are needed as yard monitors on the playgrounds; and parents are encouraged to assist with Science/Computer labs or in the office. Whenever or wherever you decide to volunteer, please call us.

Additional information may be found in the West Contra Costa Unified School District's Basic Commitment Program information booklet or by visiting the website at

<http://www.wccusd.k12.ca.us>.

Telephone Numbers

Kensington Hilltop School231-1415

Neighborhood School.....526-0771

..... or 526-5871

Kensington After School Enrichment Program (KASEP)525-0292

Note: All telephone numbers are under the 510 area code.

Technology Policy

Students are authorized to use the school's computers and on-line services as specified below once the Student Technology Agreement has been signed by both the student and his/her parent or guardian and returned to the school. This Use Policy must be renewed each school year.

1. Students shall not post any personal or private information, including addresses and phone numbers, on any school or district computer system, network, or Internet web page.
2. The system shall be used only for purposes directly related to education. Personal use of the district's system is strictly prohibited. Students and users understand that any work stored on district computer systems and servers is not private and may be monitored to ensure responsible use at any time.
3. Users shall not use the system to encourage the use or sale of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
4. Users shall not create or transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, gender, appearance, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Copyrighted material shall not be distributed or duplicated without the author's written permission.
6. Vandalism or blatant misuse will result in the cancellation of user privileges. This includes any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files without permission; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail or files.
9. Students and other users shall not participate in any act related to credit card fraud, online transactions, electronic forgery, or other forms of illegal and unacceptable behavior. The school and district will not be responsible for unauthorized costs incurred by students or users, nor will the school or district vouch for the accuracy of information obtained through the Internet, nor will the school or district be responsible for students' or users' negligence, violations of the acceptable use policy, or mistakes.
10. Users are expected to keep all networks and e-mail messages brief and to use appropriate language and decorum.

Violations of these policies may result in the loss of computer usage. Parents may be held financially responsible for costs incurred as a result of their student's act of intentional vandalism or damage to software, computers, or related hardware.

Student Technology Agreement

Please return this signature page to the school

Student Name (please print): _____

Grade _____ Room _____

___ NO, I do not give permission for my child to participate in the school district's electronic communications or computer systems.

___ YES, I hereby give permission for my child to participate in the school district's electronic communications or computer systems. I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use, or inability to use, the system, including, without limitation, the types of damage identified in the school and district acceptable use policy(s) and administrative regulations.

This form must be completed and returned to the school before students will be permitted to use any computers or the Internet at the school site. This form will be kept in the student permanent cumulative record folder. This agreement must be renewed every school year.

We have read the district's acceptable use policy and, by signing below, both the parent and student agree to the terms of this policy.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

The school or district may wish to publish examples of student projects and other work on an Internet-accessible World Wide Web server. No student names will be published with such work. Please check one of the options below, understanding that this information is accessible by anyone who can access the Internet.

_____ My child's work with his/her initials can be published on the Internet.

_____ I would prefer that my child's work not be published on the Internet.

Parent Name (print): _____ Date: _____

Parent Signature: _____

KENSINGTON SCHOOL PARENT/STUDENT HANDBOOK

Parent Signature Form

PLEASE PRINT:

NAME _____ GRADE _____
 LAST FIRST

TO: Parent or Guardian:

The school is requiring that all parents/guardians return this sheet acknowledging that this document has been received and read.

This handbook is designed to guide our students and parents through a successful school experience by giving them a basic understanding of school rules and procedures, attendance, discipline, and dress policies, report cards, etc.

Please take advantage of the handbook and read it thoroughly. The handbook will tell you what is expected of Kensington students and parents. This handbook will also provide answers to many of the questions you may have and explain the benefits you might expect from our school.

Please feel free to share your thoughts with us. To make sharing your thoughts easier, a 48-hour Communigram has been provided with this packet.

Judy Sanders
Principal

Please sign and return this form to the classroom teacher.

I have received and read a copy of the Kensington Hilltop School Student/Parent Handbook, and I understand that if I have any questions I may consult the principal.

Signed: _____

Date: _____

THIS FORM WILL BE KEPT ON FILE

