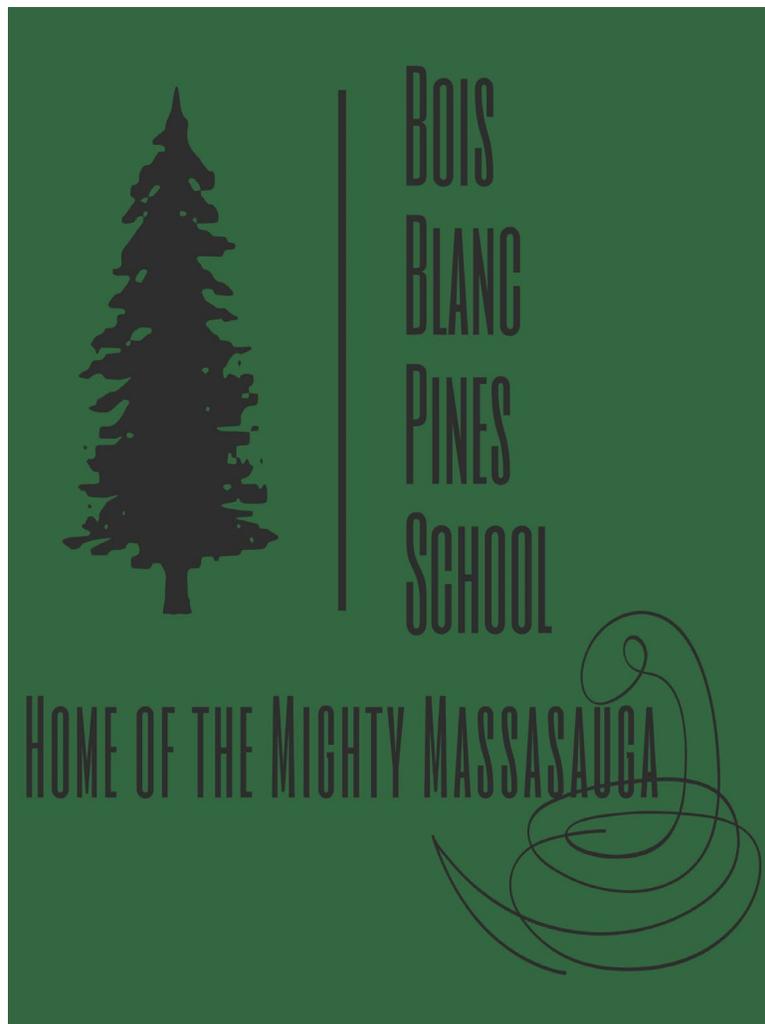


BOIS BLANC PINES SCHOOL DISTRICT

2021-2022 Student/Parent Handbook



**BOIS BLANC PINES SCHOOL DISTRICT
WELCOME TO THE 2021-2022 SCHOOL YEAR!**

The faculty and staff of Bois Blanc Pines School District welcome you to what promises to be an exciting school year. Our educators strive for excellence in all they do, and we guarantee a solid, well- rounded education for your children.

This handbook is prepared as a guide for students, parents and staff. It is prepared with as much information as possible to help students have a successful education while attending Bois Blanc Pines School. Careful consideration has been given to all areas when compiling this guide. However, it remains only a condensed guide and is ever-changing. We will make every attempt to keep it up-to-date. This handbook contains important information you should know. Become familiar with it and keep it available for reference. Questions may still arise from time to time about policy or other such guidelines. If they do, we encourage students and parents to contact the teacher or a school board member.

To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the Bylaws and School Policy guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subject.

Please check out our website at <https://boisblanc.eupschools.org/> for a link to our Bylaws and Policies.

The Bois Blanc Pines School Board

General Information:

Bois Blanc Pines School is located at 100 Sioux Avenue, Bois Blanc Island, Michigan. The mailing address is P. O. Box 876, Pointe aux Pins, MI 49775. The telephone number is 231-634-7225. The teacher's telephone number is 517-643-4325.

The School Board governs the School District and is elected by the registered voters of the community.

Current School Board members are:

Suzette Cooley-Sanborn, President	(Term Ends 2022)
Chris Hasbrouck, Vice President	(Term Ends 2022)
Cindy Riker, Secretary/Treasurer	(Term Ends 2024)
Linda Gekle, Trustee	(Term Ends 2024)
Jim Gilligan, Trustee	(Term Ends 2024)

The Bois Blanc Pines School Staff includes:

Superintendent of EUPISD – Ms. Angie McArthur
Administrator/Principal – Mr. Thomas McKee
K-8 Teacher – Ms. Sherry Corbett
Custodian – Ms. Michelle Satchell

The School Day:

The school day begins at 8:15 a.m. Students should not be dropped off any earlier than 8:00 a.m. The school day concludes at 3:30 p.m. At the present time, masking is recommended for all. However, it is at the discretion of the parent or guardian, whether or not they want their student to mask.

Mission Statement:

In cooperation with parents and the community, we at Bois Blanc Pines School District, are committed to providing all students with a safe and positive learning environment. We will strive to provide an opportunity to nurture intellectual, physical, emotional and social development in children. We will accomplish this through participation in a comprehensive curriculum presented in a positive atmosphere, which will prepare them for roles as productive, responsible citizens. We will work to enhance our children's natural curiosity and instill in them a love of learning that will serve them for a lifetime.

ADMISSION STANDARDS:Kindergarten Enrollment

Pupils who are residents of the school district are eligible to enroll in kindergarten in the Bois Blanc Pines School District if they reach their fifth birthday on or before September 1. If the child is not 5 years of age on or before September 1, but will be 5 years of age not later than December 1 of a school year, the parent or legal guardian may enroll the child in kindergarten for that school year if the parent or legal guardian notifies the public school in writing that he or she intends to enroll the child in kindergarten for that school year. A public school that receives this written notification may make a recommendation to the parent or legal guardian of the child that the child is not ready to enroll in kindergarten due to the child's age or other factors. However, regardless of this recommendation, the parent or legal guardian retains the sole discretion to determine whether or not to enroll the child in kindergarten. All children entering the Bois Blanc Pines School District for the first time must submit a certified birth certificate, proof of immunization and proof of residence.

Transfer Students

New students to the Bois Blanc Pines School District are asked to register before formal classes begin in the fall in order to prepare the proper scheduling. If your child is transferring from another school, you will need to provide the name and address of your former school. Written permission is required to secure student records. Please bring to the school office any pertinent information such as special problems, health records, etc. Please provide notice or a copy, if your child has an existing Individual Education Plan (IEP) indicating special education resource room services, and/or speech, occupational, and physical therapies. This will help facilitate our staff in working with your child.

Scheduling and Assignment

The teacher will assign each student to the appropriate grade level and program. Any questions or concerns about the assignment should be discussed with the teacher.

Withdrawal/Transfer Out from School

Parents must notify the school whenever a student is being permanently withdrawn from school. This will allow us to make sure academic records are up to date, books and classroom materials returned, and information correctly prepared for forwarding to the school to which the student is transferring. Student records are mailed to the new school. Parents are NOT given these records to transport. Parents must sign a request form for records to be mailed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

Recess Program:

Outdoor play is an important part of the school day because free air and exercise are necessary in the development and stimulation of children. All students are to take part in recess activities, unless a written statement from a physician is received excluding a child from participation due to medical reasons. We believe that when a child is well enough to be in school, he/she should spend some time in the fresh air. Play periods are held indoors on extremely cold or rainy days. Recess time is at the discretion of the teacher.

Visitors:

Visiting students are not allowed. Any other visitors must have prior permission from the teacher and must undergo screening. Masking is recommended. The Bois Blanc Pines School District will abide by any mandates issued.

Emergency School Closings:

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents via Bloomz, text and/or telephone call. Parents....please make certain your contact information is up to date.

Accommodating Persons with Disabilities:

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to students, but to all individuals who have access to the District's facilities and programs. All individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Parents of students or persons with disabilities having questions about accessibility or needing accommodations should contact the teacher.

Notification of the need for accommodation should occur as far in advance as possible in order to ensure the accommodation can be met.

Equal Opportunity/Nondiscrimination Statement:

Bois Blanc Pines School District does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Board designates the following individual to serve as the District's Compliance Officer (also known as Civil Rights Coordinator).

EUPISD Director of Finance and Human Resources
315 Armory, Sault Ste Marie, MI 49783
906-632-3373 ext. 5126
E-mail: titleix@eupschools.org

Animals on School property:

No pets will be allowed on school property without the prior consent of the teacher and/or the Board of Education.

Attendance:

School attendance is required by Michigan law. It requires that whoever has custody or guardianship of any child between ages 6 and 18 shall assure that the child attends public school during the entire school year. It also requires that the student's attendance be continuous and consecutive for the school year.

Student Absences:

There are two types of absences:

1. Excused - Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, or other reasons as approved by the teacher or administrator.
2. Unexcused - All other absences are considered unexcused.

The teacher or administrator must approve pre-arranged excused absences.

In the event of any absence, the student's parent or guardian is required to contact the teacher by the start of school to explain the reason for the absence. Failure to do so shall result in an unexcused absence.

Students who have more than 10 absences during the semester, regardless of the reason, will be considered "frequently absent" and truancy officers may be informed.

Tardy:

Students reporting to school late will be marked tardy. Students reporting more than 30 minutes late will be marked absent for the first half of the day, unless prior notification is given.

Release Time for Religious Instruction/Observance:

Upon the signed request of a student's parent or guardian, a student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Homebound and Hospital Instruction:

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact the teacher or administrator.

Immunizations:

Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on the appropriate form.
2. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the local health department.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Medication Policy:

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit his/her educational program.

Before any prescribed medication or treatment may be administered to any student during school hours, it is required the written prescription from the child's physician is presented to the school and accompanied by the written authorization of the parent.

Before any non-prescribed medication or treatment may be administered, it is required the prior written consent of the parent is received and who must also authorize any self-medication by his/her child.

Only medication in its original container, and; if a prescription labeled with the date; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

All medication shall be kept in a locked storage case in the school.

Refer to Policy 5330 Use of Medications.

Safety Drill Procedures and Conduct:

Throughout the school year, we are required by State Law to have five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills. The purpose of these drills is to teach children how to be safe in the event of an actual emergency. These procedures have been developed in collaboration with the local and state law enforcement officials.

SMOKE, DRUG AND ALCOHOL-FREE SCHOOLS:

The Bois Blanc Pines School District Board of Education has a policy making all school buildings and properties smoke, drug and alcohol-free. This policy includes all school related activities, such as field trips on and off the island, school picnics, etc.

SCHOOL BOARD POLICY ON SMOKE, DRUG AND ALCOHOL-FREE SCHOOLS:

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include smoking items, any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by the State, the District will also notify law enforcement officials.

LOCKERS:

Lockers are the property of the Bois Blanc Pines School District. Students will be issued a locker at the beginning of the school year for their use and are expected to keep it neat and clean. Student's lockers and their contents may be searched when school officials believe it is necessary to maintain order and discipline in the school. THE SCHOOL

IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS.

STUDENT PICTURES:

The school board sanctions the practice of contracting with commercial photographers to take pictures and make them available to parents as part of the total school program. No parent shall be pressured to purchase the photographs.

Communicable Diseases:

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice:

If a child is suspected of having head lice, he or she will be sent home following notification to the parent or guardian. Head Lice can spread rapidly. To treat lice, use a medicated shampoo from the pharmacy or obtain a prescription from your physician. *Follow the manufacturer's directions.* Head lice are usually transmitted through: close personal contact with another person who is infested with lice or through the use of shared combs, brushes, and other grooming aids, sharing caps, hats, or coats or co-mingling of such items at the homes of friends, at school, etc. If your child comes into contact with head lice and is sent home from school, he/she is allowed to return after the medicated shampoo is used *AND* all nits are removed, and concurrent disinfection is done in the home. Your child *MUST* see school staff before he/she may return to school. Staff will re-check your child as often as needed.

Student Injury and Illness:

The student's parent or guardian should complete the school district's emergency medical treatment authorization form at the beginning of the school year.

Due Process Rights:

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 must be observed. The administrator shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension is (short-term: ten days or less, long-term: more than ten days but less than permanent expulsion) removal of a student from a regular District program. The administrator may suspend a student for a period not to exceed 10 school days.

When a student is suspended, he/she may do make-up work while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Discipline of Students with Disabilities:

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws regarding suspension and expulsion.

Bullying, Intimidation, Harassment and Threatening:

Bois Blanc Pines School District seeks to maintain a safe and orderly environment for all students and staff where individuals respect themselves and others. Bullying, intimidation, harassment and threats are a violation of Bois Blanc Pines School District board policy and may also be a violation of civil or criminal law. Such action will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting any of these incidents and will take disciplinary action against any student who participates in such conduct.

Sexual Harassment:

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment within its academic program, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the school district who commit, or are party to, sexual harassment are subject to the full range of disciplinary sanctions.

Code of Conduct for Students:

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in this District.

Field Trips:

Occasionally, the class may take an education field trip in conjunction with an area of study in the classroom. Parents will be notified in advance of field trips to be taken outside the school property or off the island. Permission slips, whenever possible, will be sent home for the parent's or guardian's prior approval for participation in the field trip. Due to the spontaneity of the island, it may occasionally be necessary to get verbal, text or email approval for off the school property visits. For clarification, a walk is not considered a field trip. Students and parents are expected to exhibit proper and acceptable behavior during each field trip. No student may participate in any school-sponsored trip without consent. Attendance rules apply to all field trips.

Chaperones may not bring younger siblings or friends on field trips. As a chaperone, your help is needed in supervising students. The use of tobacco products or alcohol, or its display is prohibited. All rules covered in the District's Bylaws and Policies are still in effect during field trips.

Dress Code:

Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the student. Students are expected to come to school dressed for outdoor recess during the day. We ask parents to pay close attention to how their child is dressed, particularly during the winter months (boots, gloves, hats, etc.). Slippers must always be worn in the classroom (unless directed by the classroom teacher). Open toed shoes, including flip flops, are not recommended at school for health and safety reasons. Gym shoes are required for Physical Education class. Immodest clothing of such types that distracts from the school's mission shall not be worn. Clothing bearing printing, slogans, mottos, and advertisements that violate the school's mission shall not be worn. The teacher will determine if the dress code is not being followed.

Student Fees and Charges:

There is no fee for textbooks, workbooks or other supplies provided by the school. All parents should understand that their students are responsible for the care and safekeeping of all school materials provided for their use. If any school property is lost, stolen or seriously damaged (pages ripped, pages missing, permanent marks, ruined), the student may be charged the full replacement price.

Computer, Network and Internet Access Agreement:

All students and parent/guardians will be required to sign and submit a computer, network and internet access agreement. Any student who does not submit an agreement form will not be allowed access to any computer that belongs to the Bois Blanc Pines School District. Any student violating the conditions of the agreement will be subject to discipline as stated in the agreement.

Education of Students with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. Further information is available within the Bois Blanc Pines School District School Bylaw and Policy manual.

Student Privacy Protections:

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sexual orientation, behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Board shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Student Records:

In compliance with Federal regulations, the Bois Blanc Pines School District has established guidelines concerning student records. It shall be the policy of the District to comply fully with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the regulations implemented in this Act. Students' records are to be confidential in nature. Access to those records are governed by the School Bylaw and Policy Guidelines.

Parents' Right to Know:

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:

1. information on the level of achievement of their child(ren) on the required State academic assessments;
2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Standardized Testing

A variety of tests are administered to our K-8 students. Parents should note that the results of these tests are intended primarily for use by teachers in determining students' strengths and shortcomings. Results of local and state assessments are available to the parents/guardians following testing and will be sent home with students or given to parents/guardians during conferences.

Communications:

At Bois Blanc Pines School, communication will occur in the following ways:

I. District to Parents

School/staff may contact parents through a variety of means

- Bloomz: direct messaging, event share
- Facebook for public relations - include Facebook messenger (not through school)
- Texting
- Zoom
- Direct distribution to parents at pick-up time

II. Parents to District

Parents may contact the school through email, phone, teacher initiated classroom apps, student planners, or handwritten notes. Please make the classroom **teacher the FIRST contact** regarding the following (direct contact is encouraged):

ANY concern, including the following:

- A conference
- Student issues
- Questions about student grades or behavior
- Questions about specific activities related to the classroom
- Curriculum specific to the classroom
- Classroom policies and procedures
- School-wide events
- Attendance
- Calendar
- Illuminate access

Please allow 24 hours for teachers/administrators to respond.

Please contact the **ADMINISTRATOR** for information and assistance regarding the following:

- School programs, policies, and procedures
- Unresolved issues **after** teacher contact
- Security or safety related to school or student
- Feedback and/or suggestions about school-wide issues

Please allow 24 hours for teachers/administrators to respond.

Please contact the **SCHOOL BOARD** for information regarding...

- District-wide programs, policies, and procedures
- Illuminate access
- Facilities

Board responses will be made as soon as possible, within a 24 hour period.

Student Abuse and Neglect:

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for immediately reporting every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

Parent Involvement in the School:

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

Grading:

Parents will receive report cards every nine weeks. Regularly scheduled Parent-Teacher conferences are held each fall and spring. Participation at conferences is encouraged. Conferences provide both the teacher and parent with a greater insight into the development of the child. In addition to the regularly scheduled conferences, either parent or teacher may initiate a conference at any time.

STUDENT PROMOTION/RETENTION:

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other data.

A student will be recommended for retention if, in the opinion of the teacher, retention would offer the student the best educational opportunity. Before an elementary student is retained, the following will be done:

1. The parent will be made aware of the child's lack of progress.
2. The teacher will keep a file of the child's work exhibiting the child's difficulties and share this information with the parent.
3. If retention is recommended by the teacher, a meeting with the parents will be held prior to the end of the school year.

Homework:

Homework is used as a way to improve the learning process, aid in the mastery of skills, create and stimulate interest on the part of the student and develop student self-discipline. The time requirements and the frequency of homework will vary depending on ability and grade level. Homework is at the discretion of the teacher.

Search and Seizure:

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

Return to Ms. Corbett within the first week of school.

Parent/Guardian Name & Student Name: _____

- We have received the Bois Blanc Pines School District 2021-2022 Student/Parent Handbook.
- We understand that it is our responsibility to familiarize ourselves with this handbook.
- We understand that we will clarify our understanding of the handbook through discussion with the teacher or a member of the Board of Education if needed.
- We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.
- We understand that this handbook supersedes all prior handbooks and other written material on the same subjects.
- We understand the School Bylaws and Policy manual is the final document over this handbook.

OUR SCHOOL RULES:

- **Always do your best.**
- **Share with others.**
- **Use kind words.**
- **Listen when others talk.**
- **Clean up and help out.**
- **Say please and thank you.**
- **Respect each other.**
- **Follow directions.**

Parent/Guardian Signature

Student Signature

Date

Please return this signature page to Ms. Corbett. Thank you.