

# PARENT & STUDENT HANDBOOK



## POPLAR AVENUE ELEMENTARY SCHOOL

*WE FLY, WE SOAR, WE ACHIEVE!*

**2075 POPLAR AVENUE  
OROVILLE, CA 95965  
(530) 538-2910**



Dear Poplar Families,

Welcome to Poplar Avenue Elementary School and to Thermalito Union School District. The Parent & Student Handbook is designed to provide helpful information about our school and to improve communication between home and school. Information about school programs, staffing, and upcoming events may change during the year, so I encourage you to read our monthly newsletter as well. You can also access our school web-site at [www.thermalito.org](http://www.thermalito.org), as well as follow us on facebook.

The faculty and staff are looking forward to working with your child to make this year an amazing adventure in student centered learning! Our staff is a group of talented professionals that truly strive to create a family atmosphere on our campus. Many live here in the Thermalito area and all want to establish a safe and enriching environment that fosters each student's love of education. You are always welcome to visit our school and volunteer or observe in classrooms.

A goal of our school community is to foster a joint effort of parents and staff to establish and maintain high expectations for all areas of student growth and development. We ask that both parents and students read the handbook so that there is a clear understanding of the school's expectations. The policies and procedures within this handbook have been developed over the years and provide our students with a safe, structured school environment. These procedures have been written to coordinate with the policies of the Thermalito School Board and integrate with the mandates from our state and federal governments.

Student learning is maximized within a safe, caring, and orderly school environment. We are continually striving to improve our character education so that our students can be active participants in a community that emphasizes kindness towards others. When student discipline concerns arise, we are committed to working alongside parents in helping our students make positive choices.

Back to School Night is Thursday, August 29<sup>th</sup> from 5:30 – 7:00 p.m. Please attend the Title I Meeting at 5:30 p.m. in the cafeteria to learn about our students' progress and what rights and opportunities you have as parents. You will also have an opportunity to meet all Poplar teachers. Classrooms open at 6:00 p.m. We look forward to seeing you here.

If you have any questions, concerns, or suggestions, please feel free to come by the school office. You can also reach me via e-mail at [bharrington@thermalito.org](mailto:bharrington@thermalito.org).

*Bill Harrington*

Principal, Poplar Avenue Elementary School

<b>SCHOOL HOURS</b>	<b>5</b>
<b>DIRECTORY</b>	<b>5</b>
<b>AFTER-SCHOOL PROGRAM</b>	<b>6</b>
<b>ARRIVAL / DISMISSAL TIMES</b>	<b>6</b>
<b>ATTENDANCE</b>	<b>6</b>
<b>COFFEE BEVERAGES / SODAS / SNACKS</b>	<b>7</b>
<b>BICYCLES / SKATEBOARDS</b>	<b>7</b>
<b>BREAKFAST and LUNCH PROGRAM</b>	<b>7</b>
<b>BEHAVIOR &amp; DISCIPLINE</b>	<b>7</b>
<b>BULLYING</b>	<b>10</b>
<b>CANINE DETECTION</b>	<b>11</b>
<b>DRESS CODE</b>	<b>11</b>
<b>EMERGENCIES</b>	<b>12</b>
<b>HEALTH OFFICE</b>	<b>12</b>
<b>INAPPROPRIATE ITEMS</b>	<b>12</b>
<b>LOST AND FOUND</b>	<b>12</b>
<b>MENTAL HEALTH</b>	<b>13</b>
<b>MINIMUM DAY SCHEDULE</b>	<b>13</b>
<b>PARENT INVOLVEMENT</b>	<b>13</b>
<b>PHONE MESSAGES</b>	<b>14</b>
<b>REPORTING PUPIL PROGRESS / PARENT CONFERENCES</b>	<b>14</b>
<b>SCHOOL RULES</b>	<b>14</b>
<b>VISITORS</b>	<b>15</b>
<b>SARC</b>	<b>16</b>
<b>TEXTBOOKS</b>	<b>16</b>
<b>TOYS / PHONES / OTHER PERSONAL ITEMS</b>	<b>16</b>
<b>VOLUNTEERS</b>	<b>16</b>
<b>WRITTEN PERMISSION</b>	<b>16</b>

## SCHOOL HOURS

School Office Hours 8:00 a.m.-4:00 p.m.

Regular School Days

<b>K-3<sup>rd</sup> grade</b>	8:35-2:58
<b>4<sup>th</sup> &amp; 5<sup>th</sup> Grade</b>	8:35-3:02

Minimum Days

<b>K-3<sup>rd</sup> grade</b>	8:35-1:43
<b>4<sup>th</sup> &amp; 5<sup>th</sup> Grade</b>	8:35-1:47

Students allowed on campus 8:05 a.m.

Breakfast served in the classroom 8:35 a.m. – 9:00 a.m.

## DIRECTORY

School Phone Number: 538-2910

Student Absence Hot Line: 538-2910 ext. 200

Principal: Bill Harrington, Ext. 202

NAME	GRADE	ROOM #	EXT
Tiana Grap	TK/K	4	104
Erika Lee	K	2	102
Tabatha Hennessy	K	1	101
Kelly Anderson	1	11	111
Jennifer Edwards	1	10	110
Jillian Giordano	1	14	114
Katie Wallace	2	8	108
Jenny McCutcheon	2	9	109
Greg Branch	3	15	115
Michaela Gonzales	3	16	116
Willow Defranco	4	6	106
Rebecca Stevens	4	12	112
Lisa Sherman	5	5	105
Damon Crandall	5	3	103
Kristy Flower	SDC/RSP	13	113
Corinna Brown	Intervention/ELD	28	128
Jodi Iuli	Admin. Secretary	Office	200
Ashley Walburn	Counselor	27	127
Vicki Caporale / Christina Scholl	Health Office	Health Office	203

## AFTER-SCHOOL PROGRAM

The Butte County Office of Education coordinates a daily K-5 after-school program at Poplar Avenue Elementary. Students enrolled in the program receive homework assistance and participate in a variety of enrichment activities. Enrollment applications are available in the school office. If you have specific questions regarding the after-school program, please call 538-2910 x129.

## ARRIVAL / DISMISSAL TIMES

**Students should not arrive on campus until 8:05 a.m.** For parents who have to drop off their child due to employment, we do offer limited supervision from **7:35- 8:05**. Parents assume responsibility for children dropped off before 7:35. Poplar Avenue's school day begins at 8:35 a.m. and concludes at 2:58 p.m. for Kindergarten through 3<sup>rd</sup>, and at 3:02 p.m. for 4<sup>th</sup> and 5<sup>th</sup> grades. On minimum days dismissal time is 1:43 p.m. for grades K-3 and 1:47 p.m. for grades 4 and 5. If it is raining before school, students will wait in the cafeteria until their teacher arrives. Students who do not ride the bus home, or are not enrolled in the after school program, are asked to go directly home. Please pick up your child promptly.

In order to maximize instructional time and maintain an orderly school environment, **no student may be checked out of the school office between 2:30 and 3:02 unless it is an emergency or extremely urgent.** Also, please wait for your student in the front lawn area instead of outside the classroom door in order to minimize distractions to our students' learning.

## ATTENDANCE

When your child is absent from school for **any reason**, it is your responsibility to call the school and clear the absence. We have a voice mail system to receive calls before or after school hours. If you have not called in, you will receive an automated call in the morning on the day of your child's absence, as a reminder to contact the school office.

Our school stresses the importance of coming to school on time, each and every day. If your child has a dentist or doctor appointment, please have them attend school before or after the appointment. We do know that situations arise which warrant your child's absence from school. STATE LAW permits the excuse of an absence for the following reasons:

- ✓ Illness
- ✓ Quarantine, as directed by the Health Department
- ✓ Medical, dental, or eye services rendered
- ✓ Attendance at funeral of immediate family member to the extent of only one day in California, and no more than three days outside of California
- ✓ Religious purposes

**Unexcused absence:** Examples of unexcused absences include but are not limited to: missing the bus, getting up late, family concerns, car trouble, out-of-town trips, etc.

**Tardy:** Student arrives to school up to thirty minutes late.

**Truant Tardy:** Student arrives to school thirty or more minutes late.

When a student accrues three unexcused absences and/or truant tardies, the parent will receive an **Initial Notification of Truancy Letter**, which describes the parent's responsibilities in ensuring his/her child attends school regularly. If the truancy pattern continues, the parent will receive additional notification and will need to meet with the school principal to design and sign a school attendance contract. If a student violates the school attendance contract, both the student and the parent will be referred to the school district's School Attendance Review Board (SARB) to enlist the assistance of Oroville area agencies to assist the family in remedying the student's truancy.

### **COFFEE BEVERAGES / SODAS / SNACKS**

Children who learn to live healthier live longer. By establishing healthy habits early in life, children can dramatically reduce their health risks and increase their chances for longer, more productive lives. In accordance with state nutritional guidelines, students are **not allowed** to bring energy drinks, coffee drinks, or soda to school. In addition, we ask that parents send students to school with healthy snack choices like granola bars, crackers, string cheese, fruit juice, pretzels or any fruits or vegetables. During most snack recesses, students are provided with healthy fruit and vegetable snack options from our fruit and vegetable cart. **Please DO NOT send snacks such as spicy Cheetos, Takis, donuts, and candy and save those treats for home. We have had many issues with sharing unhealthy treats with others, which has caused a lot of sharing of germs as well. In order to keep kids healthy and to avoid allergy risks, students are prohibited from sharing food from home, outside of structured events organized by their teacher.**

### **BICYCLES / SKATEBOARDS**

Students who ride their bicycles to school must wear a helmet and follow all traffic laws and safety rules. Bicycle riders must walk their bikes from the street to the bike rack. All bikes should be locked to ensure safety of student property. Skateboards, scooters, roller skates and shoes with wheels are not allowed on campus at any time.

### **BREAKFAST and LUNCH PROGRAM**

Our schools offer a nutritious breakfast and lunch program for all students; this year we will continue providing breakfast in the classroom at the start of the school day. This initiative is designed to provide more students with a nutritious breakfast so they are prepared for a strong morning of learning. Current lunch menus are available monthly.

### **BEHAVIOR & DISCIPLINE**

At Poplar Avenue we will create a safe environment where students can enhance their self-esteem, discover the joy of learning, and take important steps toward learning responsible decision-making. Our goal is to help students learn to make appropriate

choices through personal accountability and guided problem solving. Each student is held accountable for any behavior that disrupts or inhibits teaching/learning.

The general expectations for all students are as :

1. Children are in school to learn and to allow others to learn.
2. Children are expected to be respectful, courteous, and helpful to other people.
3. Children will respect school property and the property of others.
4. Children will strive to do their best.
5. Children are responsible for their own behavior.

In short, our students should always:

**Be Respectful!      Be Responsible!      Be Resilient!**

We recognize students for making appropriate choices via:

- Specific verbal and/or written praise
- Monthly school-wide celebrations
- Positive principal and teacher phone calls
- Classroom rewards
- Announcements in class/school newsletters
- Classroom Attendance Awards
- Pizza with the Principal
- Individual Attendance Awards

**Should a student choose to break a rule and not follow the behavior expectations, one or more of the following consequences will be administered based on the severity and frequency of the student's actions:**

- Warning/reminder of school rules
- Behavior Citation (parent signature required)
  - a. Any 3 minor citations in one trimester may result in-school suspension for the remainder of the day
  - b. More than 3 citations of the same type of incident may result out-of-school suspension for one or more days (at the principal's discretion)
- Time out in another classroom (reset room)
- Recess restriction/ stand on the line
- School based beautification/community service
- Detention during or after school
- Referral to principal for counseling/a plan to make amends
- Parent conference with teacher
- Develop a behavior intervention plan between student, parent, and teacher
- In-school suspension
- Out-of-school suspension
- Referral to community day school or home studies
- Expulsion

***\* Any behavior that intentionally causes injury/damage to another person or property is cause for immediate citation, suspension and/or expulsion from school.***

## **BULLYING**

The Thermalito Union School District and the Poplar Avenue Elementary School community recognize the harmful effects of bullying on student learning and school attendance and desire to provide safe school environments that protect students from physical and emotional harm. Student safety is a high priority and Poplar Avenue staff shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

*Cyberbullying* includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident.

Students may submit to any teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying will be investigated and resolved in a timely manner.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitutes cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the internet site or service to have the material removed.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

## **CANINE DETECTION**

In an effort to enhance our safe learning environment for students, staff, and other stakeholders, Thermalito Union Elementary School District will be using canine detection on its campuses and facilities. The goal of this intervention is to maintain a safe and supportive learning environment for everyone. Trained dogs and their handlers may randomly visit school sites to search for illegal drugs, medication, alcohol, gunpowder, and fireworks. The dogs will primarily sniff playgrounds and fields and may also sniff lockers, classrooms, and other common areas such as bathrooms, gyms, libraries, etc. Students may be asked to leave their belongings before they exit a classroom that will be searched. If the dog finds the odor of contraband, an inspection will take place in the presence of the student and an administrator. All contraband will be turned over to school officials. The principal, or designee, will determine any disciplinary action in accordance with existing school policy.

## **DRESS CODE**

The District Governing Board encourages students to dress appropriately for school. When students are neatly attired and take pride in their appearance, there is often less misbehavior and a better learning atmosphere is created. The following guidelines shall apply to all school activities:

1. Clothes should be sufficient to conceal undergarments at all times. Tank top straps should be at least two fingers in width and adequately cover undergarment. Tops with spaghetti straps or tops with enlarged armholes are prohibited unless a T-shirt with sleeves is worn underneath.
2. Shorts and skirts must be at least mid-thigh length (fingertip length where the arms fall naturally to the side). This is true even if leggings, tights or sweatpants are worn underneath the shorts and skirts.
3. Pants must not fall below the waist or a belt will be required.
4. Shoes must be worn at all times. Sandals must have heel straps. Flip flops, backless shoes, beach shoes, metal heels, platform shoes, high heels and shoes with wheels are unacceptable.
5. Hats, caps and other head coverings are not allowed to be worn indoors. Hats must be worn appropriately outside. Exceptions can be made for school wide spirit dress up days.
6. Clothing, jewelry and personal items shall be free of writing, pictures or any insignia which is crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
7. Pajamas are not permitted as school attire except on "Pajama Day".
8. Any hairstyle, clothing, jewelry or make-up that distracts from learning is inappropriate.
9. In questionable cases, the final decision regarding appropriateness will be made by the principal.

## EMERGENCIES

In an event of an emergency, Poplar Avenue will use the district-adopted Crisis Response Plan to ensure that our students remain safe during an incident. Parents will be notified of an emergency via the *Aeries Communications* automated phone service. If you would like to review the Crisis Response Plan, please contact the school office.

## HEALTH OFFICE

In cases of illness or accidents involving a student, every attempt is made to contact parents. **It is important that we have current work phone numbers for parents as well as numbers for other emergency contacts.** A school nurse is available and will screen health problems and make phone calls to parents when concerns arise. A health aide is available for our students daily as well. You can reach the health office by calling 538-2910 x 203.

**Medications:** No child may take medication during school hours without an authorization form signed by the doctor and parent. Forms are available in the office. **NO** medications of any kind (cough drops, inhalers, etc.) can be kept by the child during the school day.

## INAPPROPRIATE ITEMS

Students should keep valuables, expensive items, dangerous materials or illegal articles off the school campus. The following items are not allowed at school:

aerosol cans	drugs/drug paraphernalia	electronic games
fireworks	flammable fluids	gum
lighters	matches	personal toys
pocket knives	radios/i-pods	rollerblades
shoes w/retractable wheels	scooters	skateboards
sunflower seeds	weapons	fidget spinners
<b>takis</b>	soda	

## LOST AND FOUND

To prevent loss, please print your child's name on all coats, sweaters, backpacks, binders, lunch boxes, and other personal items that he/she brings to school. Please come by the cafeteria and check the lost and found in the cafeteria for items waiting to be claimed. All unclaimed clothing will be donated to a local charity during winter and summer breaks.

## MENTAL HEALTH

Pursuant to Education Code Section 49428 as amended by [AB-2022](#) in September, 2018, schools are required to notify pupils and parents or guardians of pupils no less than twice during the school year on how to initiate access to available pupil mental health services on campus or in the community. At Thermalito Union Elementary School District, any pupil or parent or guardian of a pupil may refer a student for mental health services by contacting the school counselor and/or the District School Psychologist, Katie Todd, at (530) 538-2900. The school counselor and/or district school psychologist can also provide information about other options to access mental health services within the community. To access mental health services within the community, please contact the Butte County Department of Behavioral Health at (530) 538-7705.

## MINIMUM DAY SCHEDULE

Minimum days are scheduled throughout the school year to provide time for school staff to receive professional development, monitor/revise the instructional program, review site policy, and plan for school-wide events. Most minimum days are on Wednesdays and a schedule is available in the school office.

## PARENT INVOLVEMENT

Active parent involvement is a key ingredient in the recipe for student success. At Poplar Avenue School, we provide various opportunities for meaningful parental participation including but not limited to:

1. **School Site Council (SSC)** - All schools receiving supplemental federal or state funding are required to form a SSC. The SSC is composed of parents and school personnel. The SSC is responsible for developing, implementing, and evaluating the Single Plan for Student Achievement programs. The council also assists in developing the *Parent Involvement Policy* and the *Parent/School Compact*. Members serve for two years and are elected by their peers. Elections for new members are held annually at the beginning of the school year.

2. **English Learner Advisory Committee (ELAC)** - All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff, and SSC regarding services for English Learners. Members serve for two years. Parent-members are elected by participating parents. The ELAC is formed in the fall.

3. **Annual Title I Meeting** - All schools receiving Title I funds are required to hold an annual Title I Meeting in which all parents of participating students are invited. The purpose of the meeting is to explain the Title I program and services and to provide parents with an opportunity to have input in the planning and implementation of the Title I Program. The Title I Annual Meeting is held at Back to School Night.

4. **Volunteer Opportunities** - We welcome parent participation in our school family. Parent volunteers are needed to assist teachers and students in the classroom, chaperone students during field trips, and assist and help organize school-wide activities. Depending upon the level of involvement, prospective volunteers may need tuberculosis and fingerprint clearance. If you have any questions on any of the activities, please contact the school principal.

5. **Poplar Avenue PTO** —The Poplar Avenue PTO proudly serves and supports the students and teachers of Poplar Ave. School. They work behind the scenes...hosting student and parent events, supporting student events, and raising funds to make our school more attractive and fun for students and parents alike.

### PHONE MESSAGES

We know that sometimes situations arise that require a change in how your child will be picked up from school. Please contact the school office as soon as you know of the change. Your message will be forwarded to the voicemail of your child's teacher. ***Calls will not be transferred to the classroom.*** If your child is riding the bus home with a friend, and not getting off at their assigned stop, a note from the parent is required and must be presented to the office ***first*** thing in the morning so the bus driver can be notified. As much as possible, please make pick-up arrangements before school. This helps minimize classroom disruptions and honors academic instructional time.

### REPORTING PUPIL PROGRESS / PARENT CONFERENCES

Each child receives a report card three times during the school year, which indicates his/her progress in meeting or exceeding grade level content area standards. Early in the school year, Back to School Night is held to give you an opportunity to meet your child's teacher and to acquaint parents with classroom procedures and expectations. Individual parent conferences are scheduled during the first trimester. We encourage parents to contact their child's teacher to schedule a conference at any other time.

### SCHOOL RULES

#### **MORNING PROCEDURES**

- Students should not arrive before 8:05 a.m.
- Drop backpacks and lunches off at classrooms first, and then proceed to the playground.
- On rainy days students are to go directly to the cafeteria with their belongings and wait for their teacher to come and pick them up.
- Breakfast will be served to all students in their classroom.

#### **PLAYGROUND**

- Play safely, no fighting, play-fighting, pushing, shoving, wrestling, kicking, hitting, karate, bullying, tripping, or harassing another student into a fight.

- Never throw rocks or other objects.
- Bathrooms are not for playing.
- Keep your hands, feet, and objects to yourself.
- When the bell rings, ALL students will **FREEZE**. Wait for the whistle to line up.
- Hold playground balls after the bell rings.
- Students are to line up quietly in their assigned area to wait for their teacher.
- Students must have a pass to leave the playground area during recess.
- Students are not to leave the playground to retrieve balls from the street or neighboring property without adult permission.
- Use only appropriate and respectful language.
- Everyone gets a turn, and all games and play equipment are open.

### **THE DETENTION “LINE” DURING RECESS**

- Stay away from students on the line.
- Students serving time on the line must NOT TALK to other students.
- Students serving time on the line must not leave until excused by the yard supervisor.

### **BIKES**

- Walk bikes on school grounds (blacktop, hallways, lawn area.)
- All bike riders must wear a helmet to and from school.

### **EQUIPMENT**

- With the exception of the basketball courts, 4-square courts, and the dodge ball circles, there is no throwing, hitting, or kicking of balls on the blacktop areas during recess.
- Footballs and soccer balls are to be used in grassy areas only.
- No standing on top of playground structure.
- Students need to hold on with both hands while on the bars.
- No jumping off play equipment at any time.
- Safely exit swings by slowing to a stop.

### **RECESSES/ BELLS**

- Freeze when the bell rings, and wait for the whistle to line up.
- Remind students to use restrooms and get drinks before beginning to play at recess. No one will get a drink or use the restroom once the bell rings.
- Students will WALK, not run, to their lines once the whistle to line-up is blown.

### **VISITORS**

Parents are encouraged to visit Poplar Avenue and their child’s classroom. Visits during the school day should first be arranged with your child’s teacher. If you wish to

have a conference with your child's teacher, please make an appointment for before or after the school day. **All visitors need to check in at the school office and receive a visitor badge before going to a classroom or any other location on school grounds.**

### SARC

The Poplar Avenue School Accountability Report Card, or SARC, is published annually. The current version, reported using data from the 2017-18 school year and published during the 2018-19 school year, is available on our school website. A hard copy is also available in our office by request.

### TEXTBOOKS

Textbooks are provided, free of charge, on a loan basis. Students are held responsible for their care. If a book is lost or damaged, the students must pay for the replacement of the book. Library books are available for check-out from our school library, if you have signed the Library Permission form found in the Back to School packet your child brought home. Forms are renewed annually.

### TOYS / PHONES / OTHER PERSONAL ITEMS

Toys, CD players, MP3 players, and other electronic instruments from home do not belong in the classroom learning environment and can be disappointing to students if they are lost or stolen. Toys may NOT be brought to school unless the teacher has given specific permission. Students may carry cell phones for after school communication with their families, as long as they are kept in their backpack during school hours. *Cell phones must remain **off** during the school day.* The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation or theft.

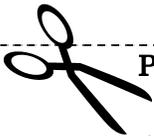
### VOLUNTEERS

Parents and other interested adults are encouraged to take part in the learning process by volunteering at Poplar Avenue. Volunteers assist the school by working with individual children or with small groups, or assisting with school-wide projects. Contact your child's teacher or the school office if you are interested in volunteering at Poplar Avenue. Forms are available from your classroom teacher or in the school office. Depending on the level of involvement, prospective volunteers may need tuberculosis and fingerprint clearance.

### WRITTEN PERMISSION

For a student to have permission to go home with another student and/or adult, or go home in a mode of transportation that is different from the usual, he/she must bring a written request from home that is signed by a parent or guardian. **The note needs to be submitted to the school office first thing in the morning** so appropriate parties

can be notified of the change. Students are encouraged to make all of their social and sports arrangements before they come to school. Students are **not** permitted to use the office telephone for social arrangements.



Please sign, detach and return to school with your child.

**ACKNOWLEDGEMENT OF RECEIPT OF PARENT & STUDENT HANDBOOK**

I, \_\_\_\_\_, acknowledge that I have received a  
(print name of parent)

copy of the Poplar Avenue School Parent & Student Handbook and that I have reviewed the contents with my child. **This signed form must be returned to the school.**

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Parent Signature

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Student Name

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Date

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Teacher