

A NOTE FROM THE PRINCIPAL

September 2024

Dear Parents/Guardians and Students,

My name is Martín Alvarado and I am so excited to introduce myself as the Principal of Community School 134 George F. Bristow. I am honored to work in District 12 in the Bronx for the last 6 years. Over the past 20 years, I have worked as a teacher and school leader in New York City. Your children and I will be spending a lot of time together at school and we will get to know each other better. We will all be celebrating their successes. They will be inspired, educated, and empowered each day in our school community.

As a classroom teacher and as a school administrator, I believe that all children must be challenged to achieve their highest potential. My vision for a school is one where students are respected, challenged, and nurtured to be the best that they can be. I want every student to have the opportunities that I had, having been taught in the NYC Public School system, where I was a newcomer and an English Language Learner at the age of 8. Building a community of learners will ensure success in our students.

In my school, I remind my staff to “Treat students as if they were your own.” We will strive to always treat our students with respect and love.

This is a different start to the year! We assure you that the safety and well-being of our students is our top priority, especially now.

Once again, it is with great pride and excitement to be part of the CS 134 community. I know that we will get to know each other well. I very much look forward to getting to know you and your children.

I look forward to meeting you soon.

Warm Regards,

Martín Alvarado

Principal
2024-25 Parent & Student Handbook

OUR SCHOOL MISSION

Our mission is to consciously establish a safe environment where everyone feels valued and respected. Being culturally responsive, we will create and strive to provide adaptive and diversified resources such as technology, standards-based curriculum, social and academic interventions and explicit, specially designed instruction. These experiences will

increase our students' intellectual capacity. We, as a school will collaborate with our diverse population of students, parents and community leaders thus establishing an environment of equitable opportunities to prepare our students to successfully navigate in an ever-changing world.

OUR SCHOOL VISION

Our vision, at CS 134 is that all children must be challenged to achieve their highest potential by being given opportunities to think critically, build upon social awareness, and provide a growth mindset to succeed. We as a school aim to create an environment where learners are respected, challenged, and nurtured to be active and resilient members of our communities. Building a community of global learners will ensure success in our students.

C.S.134's 2024 – 2025 Instructional Focus

We need actionable, reliable and common information about how our students are doing in order to help every school with the support needed. The screeners will provide information that will support teachers in making informed instructional decisions on the standards and

skills needed to accelerate learning. Coupled with “knowing students well,” decisions by teachers will be more informed to support instructional growth.

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CEP Goals

Rigorous Instruction

By June of 2025, we will increase reading and math proficiency across all grade levels as evidenced by a 5% increase in the percentage of students scoring at or above grade level 3 from 24% to 29% (ELA) and from 17% to 22% (Math) as measured by the ELA and Math State Test Scores.

Supportive Environment

By June 2025, 50% of staff will fully implement and execute our school wide PBIS/Restorative Circles resulting in a decrease in serious incidents by 10% as measured by OORS data.

Collaborative Teachers

By June 2025, 100% of teachers will participate in 2 inquiry cycles to collaboratively analyze student performance tasks using the Data inquiry approach to improve the average ELA and Math proficiency by 5% as evidenced in the ELA and Math State Exams.

Effective School Leadership

By June 2025, school leaders will create and implement a professional development plan that builds teachers' capacity to use assessment techniques for all students, resulting in a 10% increase in teachers improving one performance level reflected in component 3d Using Assessment in Instruction in Advance.

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Strong Family and Community Ties

By June 2025, the school will develop a more collaborative partnership with families and community organizations, as measured by a 10% increase in parents who agree or strongly agree on the School Culture section of the NYC School Survey.

Theory of Action

If we prepare teachers to collaborate within and across grades in the use and coordination of grade-level assessments and include them in data cycles, then students' achievement levels will steadily increase across subject areas, closing the achievement gap.

DAILY SCHEDULE

Monday 8:00a.m. – 2:20 p.m.

Tuesday 8:00 a.m. – 2:20 p.m.

Wednesday 8:00a.m. – 2:20 p.m.

Thursday 8:00 a.m. – 2:20 p.m.

Friday 8:00 a.m. – 2:20 p.m.

*****Remember that every Tuesday from 2:25 p.m. through 3:00 p.m. is parent-teacher time. Please arrange the appointment with the teacher for a virtual or in-person meeting. Visitor protocols must be followed.**

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ARRIVAL/DISMISSAL

It is important that you drop off and pick up your child(ren) on time. Late pick-up became a problem last year and the safety of all students remains a priority. If a daycare is picking up your child, you must inform the office and Parent Coordinator, Jackie Cartagena, at JCartagena6@schools.nyc.gov. Daycare Centers should be here at least 5 minutes prior to dismissal to ensure that children are safely picked up.

If you want your child to walk home alone, please provide your child's classroom teacher with written permission or fill out a form at the main office.

3K and Pre K students will enter and dismiss through the 3K/ Pre K doors in the 3K/ Pre K yard. (Enter on Jennings Street at 8:00am)

Kindergarten through Grade 5 will dismiss into the school yard. These classes will stand on line with their teacher and be released to their legal guardian, day care

provider or person designated by the parent in writing.

During inclement weather (Rain or Snow), we will have indoor

dismissal. Grades K through Grades 2 will be picked up in the gym.

Grades 3 through 5 will be picked up in the auditorium.

AFTERSCHOOL PROGRAMS

1. Extended School Day (Academic) To be announced based on Funding
 2. NYEDGE (Site Director: Kathy Correa)
- 2024-25 Parent & Student Handbook

BASIC CONDUCT

Students represent the school and are expected to conduct themselves in an exemplary manner. The following rules will aid in maintaining an orderly, safe, learning environment.

1. Students in Grades K-5 are expected to enter the building each morning wearing their uniform through Exit 1, at the South end of our school, into the breakfast program. After eating, students will be directed to their appropriate line up area.
2. Students must wear the school uniform as part of the Mandated Uniform Policy. (Navy blue T-Shirt with logo and sweat suit. You may still wear the polos. You no longer need to wear the uniform dress pants) *Wearing a uniform allows us to quickly identify your child as a student of CS 134, in case of emergency, and allows your child to understand that this special attire for school has certain expectations for learning and behavior attached to it.
3. Students are allowed to use bathrooms between the hours of 10:00 am and 2:00 pm and before or after, if they have an emergency.
4. Students must ask permission and obtain a pass to exit their classrooms.
5. Students are to refrain from eating in the classroom.
6. Students are to hang up all outerwear when in the classroom. No hats or hoods are to be worn upon entry to the school.

7. Upon being dismissed, students are to go directly home.
8. Students are to walk through the hallways in a silent, orderly manner.
9. Students are to remain in their seats at all times in the lunchroom and wait for direction from the staff member in charge of their class.
10. The school will not be responsible for lost or stolen electronics or toys. Please keep them home.
11. Students will use proper language at all times and behave in a respectful manner to all school community members.
12. A detailed description of infractions will be included in the Citywide Standards Discipline Code that can be obtained on the NYCDOE website.

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RULES WE FOLLOW

Our school tries hard to help each child to do his/her best. To accomplish this, we must all work together to make a safe and secure environment for learning. We believe that discipline is a process in which children learn to conduct themselves within their environment. We will do our best to help each child develop self-discipline. Students who are able to follow the rules set forth will be the most successful.

The following rules are part of our broad discipline code developed by the Chancellor's Office and have been selected because of their relevance to our school:

1. Always be on time. Your learning day begins at 8:15am sharp!
2. Always walk in hallways, on the stairs and throughout the building. No running.
3. Have a pass when you are out of the room, so that we know you have permission to be out.
4. Respect school and other people's property and yours will be respected.
5. Listen and follow directions.
6. Be courteous to classmates, teachers, staff and visitors. They will in turn be courteous to you.
7. Demonstrate good school behavior throughout school areas such as the library, bus stops, busses, and restaurants. We want to continue a good relationship with our neighbors.
8. Solve all disagreements by talking them out or by seeking the help of an adult. Never Resort to Physical Violence!!! It Will Not Be Tolerated!!!
9. Always use proper language and people will want to hear what you have to say. Use please and thank you!
10. Respect each other at all times in and out of the classroom.
11. The bathrooms should be used for appropriate purposes.

12. Be prepared. Always bring your books, pens, and pencils; they are your learning tools.
13. Work hard and study every day.
14. Respect all people, we have more similarities than differences.
15. We want to feel safe and secure. (1) Bringing any weapon to school is strictly prohibited. (2) Pulling the fire alarm and creating a false alarm is dangerous and strictly prohibited. (3) Assaulting people can seriously injure them and is also prohibited.

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16. Students must respect each other's "body space." Students are not allowed to touch one another in a way that may be considered inappropriate.
17. Fighting will not be tolerated. Students involved in an altercation will receive:
 1. WARNING/GUIDANCE INTERVENTION
 2. LETTER SENT HOME/ PARENT CALLED
 3. MEETING WITH TEACHER
 4. MEETING WITH AP OR PRINCIPAL
 5. SUSPENSION
18. You may NOT leave the school without permission.

BREAKFAST & LUNCH

The school cafeteria plays a vital part in the nutritional program in our school. Our Kitchen Staff works hard to ensure that your children have healthy nutritious meals daily. Parents must fill out lunch applications each year to determine lunch eligibility. They will receive breakfast and lunch free of charge or at a reduced rate depending on their eligibility. Parents are not allowed to accompany children to the lunchroom. Lunch forms can be completed online at applyforlunch.com.

For this year, breakfast starts at 7:45am when the children enter the school building, and it is a hot breakfast.

CAFETERIA RULES

1. Lineup in an orderly manner lunch.
2. Stay in your seat at all times. Do not get up unless you are directed to do so.
3. Monitors will come around to collect trash. When they do, make sure you carefully place your garbage in the pail.

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DISCHARGES

There are several policies regarding discharges to another state or another country. If a student needs to be discharged, the parent must see Audrey Soto, the Pupil Personnel Secretary, and present documentation that will justify the need for a discharge.

ATTENDANCE AND PUNCTUALITY

Regular attendance and being on time for school is essential to a child's academic progress as well as acquiring good job skills in the later years. Attendance and punctuality are part of the Department of Education's Promotional Standards. Poor attendance can lead to grade retention.

Elementary schools are required to maintain a 95% attendance rate.

EXCUSED ABSENCES

Verified illness or other justifiable reasons for absences must be given to the classroom teacher or Ms. Felicier, our attendance teacher, in writing (Doctor's notes, Parent Notes, etc.). However, please be aware that an absence is an absence.

LATENESS

Students who arrive after 8:15am are considered late. Excessive absence/lateness will result in parents being called in for a conference with the attendance teacher, guidance counselor or principal. When children arrive late, they lose valuable instructional time.

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STUDENT SUPPLIES/WORK TOOLS

Every student is expected to attend school prepared and ready to work. You received a supply list during summer which will be reissued on the first day of school. In September, on the first day of school, each child will be given a list of supplies they will need throughout the school year. Please see to it that your child/ren has/have the materials needed to ensure a productive day.

NOTEBOOKS

Each child is expected to keep classwork in a notebook/s. This is his/her record of work

in school. It should include class work as well as homework. It is also your way of checking your child's performance and communicating with his/her teacher.

EXAMS, Performance Tasks, Classwork and Homework

- Teacher exams and quizzes will be announced to the class.
- Students in grades 3 – 5 will be administered New Generation Standards State tests in the areas of Literacy and Mathematics.

NYS Exam Schedule: We highly encourage all students to participate in testing in grades 3-5.

2024 ELA: April 19-20

2024 Math: May 2-3

- All students' reading skills and levels are assessed a minimum of three times a year using TC Running records
- Performance Tasks and Progress Monitoring will be used to assess students throughout the school year on a monthly basis.
- Students are expected to complete all classwork and homework on a daily

basis. All the above will be used in determining promotion to the next grade.

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Homework is to be completed at home. If a student is in NYEdge Afterschool Program, it is not the responsibility of the counselor to make sure homework is completed. The estimated time for written homework is as follows:

- K-1st: 20 minutes
- 2nd: 30 minutes

- 3rd: 40 minutes
- 4th: 50 minutes
- 5th: 60 minutes

Students are expected to read at least 20 minutes every night. A daily reading log will be sent home with your child. Please make sure your child is reading and your child's log is signed each night and returned to school. Homework should be a review or reinforcement of skills already covered in the classroom. It should not be new information for the student.

Teacher Responsibilities:

- To provide meaningful tasks that enrich and supplement work introduced in class.
- Consider available resources, materials and home situations when assigning a task.
- Check and review homework when returned to school.

Parent Responsibilities:

- Establish a specific time and place for homework to be completed
- Provide necessary supplies and materials for completing homework
- Monitor as needed, but do not do homework for student
- Promote 20 minutes of reading each night and sign reading log
- Communicate with your child's teacher with any concerns

Student Responsibilities:

- Complete assigned work on time and return to the teacher
- Communicate with the teacher when you are having difficulty
- Read 20 minutes per night

REPORT CARDS

Report Cards are distributed three (3) times during the school year. Parent-Teacher Conferences will be held on September 12, 2024 and May 4, 2023. A final report card will be given to the students on June 27, 2023. It is a valuable student record that aids in keeping track of your child's progress. Report Card grades reflect a combination of tests/assessments, class work, projects, homework, class participation and behavior. Progress reports will be given out on the following dates: October 11, 2022, February 6, 2023, and May 15, 2023.

It is important that you read, sign and return the Report Card/Progress Report in a punctual manner to your child's teacher. Please keep in mind that the new report cards designed by the Department of Education last year are hand generated and may take up to 24 hours to replace a lost report card.

C.S. 134 GRADING POLICY

2024 – 2025

Marking periods 1, 2, 3

Grade	Performance Levels
4	Excels in Standards
3	Proficient
2	Below Standards
1	Well Below Standards

Schoolwide Grading Policy for Marking Periods 1, 2, and 3

Grade	Levels 4	Level 3	Level 2	Level 1
<u>3K, Pre-K</u> K	<i>PreK does not receive report cards or grades</i>	<i>PreK does not receive report cards or grades</i>	<i>PreK does not receive report cards or grades</i>	<i>PreK does not receive report cards or grades</i>
K	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 92%+ <u>Fundations: 92%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 80%+ <u>Fundations: 80%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%+ <u>Fundations: 65%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%- <u>Fundations: 65%-</u>
1	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 92%+ <u>Fundations: 92%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 80%+ <u>Fundations: 80%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%+ <u>Fundations: 65%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%- <u>Fundations: 65%-</u>
2	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 92%+ <u>Fundations: 92%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 80%+ <u>Fundations: 80%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%+ <u>Fundations: 65%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%- <u>Fundations: 65%-</u>
3	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 92%+ <u>Fundations: 92%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 80%+ <u>Fundations: 80%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%+ <u>Fundations: 65%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%- <u>Fundations: 65%-</u>
4	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 92%+ <u>Fundations: 92%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 80%+ <u>Fundations: 80%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%+ <u>Fundations: 65%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%- <u>Fundations: 65%-</u>
5	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 92%+ <u>Fundations: 92%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 80%+ <u>Fundations: 80%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%+ <u>Fundations: 65%+</u>	Benchmark IRL ELA, Math, SS, Sci. Assignments and Projects: 65%- <u>Fundations: 65%-</u>

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FIRE DRILLS/EMERGENCIES

Fire drill procedures are the most efficient way of practicing the evacuation of students safely from the school under a crisis condition. The Department of Education mandates fire drills

once a month to ensure sufficient practice using safe and speedy evacuation procedures.

Teachers will train your child/ren in these procedures to ensure their safety. Students are not allowed to speak with each other during fire drills. This ensures that students will be able to hear their teacher and staff instructions in the event of an emergency.

All persons must exit the building rapidly and orderly. No one is to re-enter the building without being instructed to do so.

In the event of a real emergency evacuation, parents and guardians will be contacted through the phone messaging system and informed of what other school/location your child has been taken.

If the school is on lockdown, please be assured your children are safe with our staff. You will not be able to enter or remove your child/ren, during an active lockdown, from the school building, until clearance is received from the NYPD.

EMERGENCY SCHOOL CLOSINGS

In case of snow storms or other city emergencies, tune in to local cable news and radio stations for updated reports on school closings. In the event of early dismissals, students will be dismissed once parents are contacted. It is essential that parents keep blue card emergency card information current. Please update information and phone numbers in case notices have to go home or you need to receive messages on school messenger.

In case of a positive case in classroom, students will quarantine for 10 calendar days and learn remotely.

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FACE TO FACE LETTERS

(Letters for Housing, Public Assistance, etc.) If you need a letter regarding your child's enrollment in our school, you must first fill out a request form in the main office. Please allow for up to (1) business day to receive your letter.

IMPORTANT NOTICES

Your child will bring home many important notices throughout the school year. Some may require a response from you. Please make sure to respond quickly. Ask your child daily if he/she has received any notices from the school. Check your child's book bag every day! Please also join the class dojo page.

PARENT ASSOCIATION/PARENT VOLUNTEERS

Parents make the difference! The Parent Association meets regularly. Open meetings are held once a month. Join us and be an active member of our school. Our PTA President is Jennifer Rivera. If you have any questions about upcoming meetings, please see her in Room 115 or visit our Parent Coordinator, Jackie Cartagena in the main office.

All visitors are required to sign in with the security guard before going to the main office. You must present a picture ID. A member of the office staff will assist you when you enter the office. They will give you a pass and direct you to the proper place if they cannot help you.

Parents/Guardians may not go upstairs to the classrooms without authorization from the main office.

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For this 2024-25 school year:

Visitor Policy

Protocol for Visitors

Upon entry to a Department of Education building, a visitor must sign in and show photo identification.

Photo Identification

Remind the visitor of the types of identification accepted, including the IDNYC.

Guardians who do not have acceptable photo identification shall not be denied access to their student's school. Where acceptable photo identification cannot otherwise be made available and there is no other reason to deny access, the principal or designee (e.g., the parent coordinator), must be contacted. The principal/designee must then escort the

parent to the office they are visiting and, following the meeting, escort the parent out of the building.

Picture Day- TBA

Book Fair Dates-TBA

Parent General Meeting Schedule-Open to all parents.
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PTA Calendar For the Year 2024-

2025 1. September 27, 2024 PTA Meeting 10 a.m.

2. October 4, 2024 PTA Meeting 10 a.m. 3. November 1, 2024 PTA

Meeting 10 a.m. 4. December 6, 2024 PTA Meeting 10 a.m. 5. January

3, 2025 PTA Meeting 10 a.m. 6. February 7, 2025 PTA Meeting 10 a.m.

7. March 7, 2025 PTA Meeting 10 a.m.

8. April 4, 2025 PTA Meeting 10 a.m. 9. May 2, 2025 PTA Meeting 10

a.m. 10. June 6, 2025 PTA Meeting 10 a.m.

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MOVING UP CEREMONIES FOR PRE-KINDERGARTEN, KINDERGARTEN & 5TH GRADE

Pre-Kindergarten and Kindergarten students can wear formal attire for the ceremony in a specific color designated by the teacher. There is no uniform requirement for this occasion and no cap and gowns are worn.

5th Grade students **only** will use the traditional cap & gown for the moving up ceremony.

3K Pre-K Ceremony – TBA

Kindergarten Ceremony- TBA

5th Grade Graduation- TBA

SPECIAL TIPS

1. You must contact the Pupil Personnel Secretary, Ms. Audrey Soto and the classroom teacher if there is a change of address, telephone number, and/or if you decide to add/remove someone to/from the list of people allowed to pick up your child.
2. The person that you list as alternates to pick up your child from school, must be responsible adults, aware of the fact that you have listed them as alternates, and more importantly, must be willing to pick up your child in case of an emergency.
3. If, for any reason, there is a parent or guardian that should not be allowed to pick up your child due to a court order, etc, you must inform the Pupil Personnel Secretary and provide a copy of the Court Order.
4. If a child becomes ill, has an accident or has been involved in an altercation, a parent or designated adult will be telephoned. **NO CHILD WILL BE PERMITTED TO LEAVE THE BUILDING UNESCORTED UNDER ANY CIRCUMSTANCES.**
5. Please note – if a child becomes very ill and no one from the family can be contacted, the school will send the child to the emergency room accompanied by a school health aide and will stay with your child until you arrive.

Trip Policy

All trips must be approved by the grade supervisor. Schools may plan to take local fieldtrips to settings where students would not be likely to come into contact with people outside of the school's student and staff population. Schools should follow the rules and procedures outlined in [Chancellor's Regulation A-670\(Open external link\)](#) in conjunction with the guidance below.

Permitted trips include walks around the neighborhood, visits to local parks, and visits to local cultural institutions under the condition that students and staff remain in stable groups and every effort is made to keep students from interacting with the general public at trip sites.

For trips requiring transportation, schools are discouraged from using public transportation as physical distancing requirement may be difficult to maintain. Schools may use charter coach buses for travel as yellow busing for school fieldtrips is not currently available.

At this time, out-of-town school trips and overnight trips(local/domestic/international) are not permitted. Future trip guidance is subject to COVID-19 positivity rates, variants, and continued CDC guidelines.

KEY STAFF MEMBERS

Martín Alvarado	Principal	Ext. 1161
Marie Almonor	Asst. Principal	Ext. 2150
Shamecca Kirk	Asst. Principal	Ext. 2431
Jacek Polubiec	Asst. Principal	Ext. 3230

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Audrey Soto	Pupil Accounting Secretary	Ext. 1181
Aurora Felicier	Community Associate	Ext. 1185
Jackie Cartagena	Parent Coordinator	Ext. 1183
	School Safety	Ext. 1500
Marta Espinal	Family Assistant Special Education	Ext. 3241
School Nurse	Ms. Ayuba	Ext. 1200
PTA President	Jennifer Rivera	Ext. 1150

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Community School 134

George F. Bristow Elementary School Parent & Student



Martín Alvarado, Principal

Canchetta Temple- Hall, Principal Marie Almonor, Assistant Principal

Shamecca Kirk, Assistant Principal

Jackie

Cartagena, Parent Coordinator

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September 2024

Dear Parent/Guardian,

Please sign and return to your child's classroom teacher.

I am acknowledging that I am in receipt of the parent handbook and that I have gone over each section with my child. I understand that my child should be in the designated uniform on a daily basis for school.

My most current up to date information for my child

_____ is: (Print Name of Child)

Parent/Guardian Name (Print) _____

Parent/Guardian Name (Signature)

_____ Date _____

Address _____ Phone _____

Number(s) _____ - _____

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