



Student & Parent Handbook 2023-2024

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Welcome to Global!
Inclusive, empowered, and globally minded.

Hours of Operation

School Day- 8:13 A.M. – 3:20 P.M. Office Hours- 7:45 A.M. – 3:45 P.M.

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Dear Global Families,

We would like to welcome you to the 2023-2024 school year at Global Leadership Academy.

The contents of this handbook will provide guidance and support for a safe learning environment. Students and their parents/guardians are encouraged to read the contents of this handbook and discuss them to promote understanding and a positive experience for all.

We have the highest academic expectations for the students who attend school with us. All staff members are dedicated, caring, and skilled professionals. They help all students achieve by bringing engaging, standards-based learning into the classroom every day. Through our focus on inquiry-based learning, we are creating the next generation of strong, internationally minded leaders in our community.

Global families are encouraged and expected to be a part of their children's schooling. We offer a variety of opportunities for school involvement. Quarterly, we connect with families to share student progress in specific skill areas and offer engaging strategies that can be used at home to strengthen those skill areas. Our parent volunteer group meets weekly to discuss school related issues and to build a partnership among all Global stakeholders. We want you to feel comfortable at school and to help us support your child to learn, grow, and gain a global perspective that teaches him/her to interact and learn effectively throughout life. We need your full support and cooperation to maximize your child's overall learning. This includes supporting your child with homework, ensuring he/she gets a good night sleep, and helping him/her arrive at school on time each day ready to learn. Educating your child is a very important job and we all need to work together to accomplish this goal.

If you ever have any questions, concerns, or suggestions please do not hesitate to contact us. We look forward to our time together this year!

Global Leadership Academy Staff

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Staff Directory

9-12 Teaching Staff

English 9-12	Bailey Humphrey	humphreyb@mapleton.us
English 9-12	Geoffrey Hardin	harding@mapleton.us
English 9-12	Sara Collins	collinss@mapleton.us
Math 9-12	Bill Haan	haanb@mapleton.us
Math 9-12	Brandi Thorman	thormanb@mapleton.us
Math 9-12	Kyle Senger	sengerk@mapleton.us
Sciences 9-12	June Abergos	abergosj@mapleton.us
Sciences 9-12	Peter Regitschnig	regitschnigp@mapleton.us
Sciences 9-12	Maxim Kaspı	kaspim@mapleton.us
Social Studies 9-12	Deb Engle	engled@mapleton.us
Social Studies 9-12	Kim Lewis	lewisk@mapleton.us
Social Studies 9-12	Joseph Key	keyj@mapleton.us

Elective Staff

PE & Health Ed. 9-12	Gary Stecklein	steckleing@mapleton.us
Arts 9-12	Ivonne Vera Vazquez	vazquezi@mapleton.us
Language Acquisition 9-12	Ariel Zach	zacha@mapleton.us
Business	David LeNoble	lenobled@mapleton.us
Technology	Taylor Alcantar-Campbell	alcantart@mapleton.us

4-12 Support Staff

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Academic Support	Fabian Duran	duranf@mapleton.us
ELL Interventionist/Coach	Veronica Wilder	wilderv@mapleton.us
ELL Support	Brenda Lara	larab@mapleton.us
Post-Secondary Coach	Carolyn Quayle	quaylec@mapleton.us
CYC Coordinator	Nelly Grosso	grosson@mapleton.us
Speech Therapist	Felisa Schwadron	schwadronf@mapleton.us
Counselor	Noelle Roni	ronin@mapleton.us
School Psychologist	Angel Medina	medinaa@mapleton.us
School-Based Therapist	Whitney Florea	w.florea@communityreachcenter.org
Instructional Coach	Jessica Sullivan	sullivanj@mapleton.us

GLOBAL

Our Mission

The mission of Global, an inclusive, empowered community of globally minded learners, is to inspire innovative thinkers and cultivate action-oriented leaders who contribute positively to the world, through an educational experience distinguished by:

Global Leadership Academy (9-12)

- A community that is based in relationships, communication, and respect.
- An academic approach that is rigorous, inquiry-based, and culturally relevant.
- A student body that is hardworking, persevering, and willing to seek self-development.

All of these encompass an experience that guides students toward a successful post-secondary pathway.

Academic Expectations

- Be an active participant in your learning
- At no time may you disrupt the learning environment
- Turn in all homework
- Bring required materials to class
- Ask relevant questions
- Ask for help when you do not understand a concept
- Demonstrate your learning via Presentations of Learning
- Mentor and help all members of the community

Academic-Make-up Work and Tests

It is the student's responsibility to make-up all work missed during an absence. The student will check in with the teacher when he/she returns from the absence.

1. For an excused absence:
 - Students shall be allowed to make up work missed during excused absences for full credit.
 - Students will be given the same number of days they were absent PLUS ONE ADDITIONAL DAY to make up the assignments that were assigned on the day of the absence. The make-up period begins on the next school day following an

- absence.
- Individual teachers may grant extra time for make-up in hardship cases.
 - Projects that are assigned prior to a student's absence are to be turned-in on the due date or upon the student's return date to school.
2. For an unexcused absence:
- Students with unexcused absences will be held responsible for the content and the completion of class work covered during their unexcused absence.

Honor Roll

Global students in grades 9-12 participate in honor roll acknowledgements quarterly. We honor three different grade point average levels:

- 4.0 – Director's Honor Roll Award
- 3.5-3.9 – Green Honor Roll Award
- 3.0-3.49 – Silver Honor Roll Award

Global Assessment Policy

Assessment Philosophy

Assessment is an integral part of the teaching and learning process at Global. To provide students with opportunities to achieve at the highest level, students will be given multiple opportunities to show learning in a subject. Teachers develop rigorous tasks that embrace a variety of assessment strategies.

Purpose of Assessment

The purpose of assessments at Global is to:

- provide data on student progress and performance related to the Colorado Academic Standards
- enable teachers to monitor student progress toward achievement of learning targets
- shape instructional practices through data analysis
- facilitate differentiation of instruction
- identify areas of growth and provide feedback for learning

Assessments at Global Leadership Academy will include:

State Mandated Assessments

The state of Colorado requires all freshmen to take the Preliminary Scholastic Aptitude Test 8/9 (PSAT 8/9) and all sophomores to take the Preliminary Scholastic Aptitude Test (PSAT). All juniors take the Scholastic Aptitude Test (SAT) or comparable assessment as well as the Colorado Measures of Academic Success (CMAS) science test.

W-APT (WIDA-ACCESS Placement Test) is the screener to assist in the identification of students that qualify for English Language Development (ELD) programming. Federal

guidelines indicate that at the beginning of the school year districts have 30 days to screen and place students new to the district with a primary or home language other than English. Throughout the remainder of the school year, this screening and placement determination must happen within two weeks of the student's enrollment. Determination of ELD program placement is determined at the district level.

- The annual test that measures a student's progress in acquiring academic English is ACCESS for ELLs®. This assessment is administered to all students identified as an English Learner (NEP and LEP) through the W-APT in grades K-12.

District Mandated Assessments

Mapleton Public School District requires that all students in grades nine and ten take the Measure of Academic Progress (MAP) two times per year. The assessment measures growth in areas of reading and mathematics. The assessment is primarily used to guide instruction but is also used as a part of a body of evidence at the end of the year to measure each student's attainment of standards and overall school performance.

Additionally, the district will require students grades 9-11 to take quarterly Interim Assessments in Math and English. The assessments will measure student progress towards grade level standards.

Classroom/Subject Assessments

A variety of assessments are used to inform instruction throughout the learning cycle.

Formative assessment

Formative assessments will be used throughout the learning process to assess specific skills or concepts, to check for student understanding, and inform instruction. Formative assessment should provide teachers with data/information to aid in planning the next stage in the learning process. Examples of formative assessments include pre-assessment, homework, journals, classroom work, exit tickets, and projects.

Student self-assessment

Students will assess their own learning and progress throughout instructional units. Student self-assessment will be integrated into the teaching and learning process.

Summative assessment

Summative assessments will be designed to show students' understanding and abilities at the culmination of a unit. The assessment allows students to apply their knowledge and skills rather than a mere recall of facts. Assessments are aligned to Colorado State Standards and designed to show student mastery. Students will be made aware of the expectations of the summative assessment at the beginning of teaching a unit or concept.

Global Grading Policy

At Global Leadership Academy we believe that the purpose of grading is to:

- Reflect achievement of intended learning outcomes, not behaviors or work habits.
- Provide students and their families with useful, timely, and actionable information.
- Support student motivation to learn by providing points of feedback for continuous improvement.

To ensure consistency and fairness in the assessment of learning across all our classrooms and to align with our mission of empowering students, GLA uses the 4-point grading scale below when assessing learning:

Score	Grade/Score Descriptors
4.0	Exceeds expectations for the target understandings, skills, and processes. Makes <i>successful</i> in-depth inferences and applications beyond what is expected.
3.5	Exceeds expectations for the target understandings, skills, and processes. Makes in-depth inferences and applications with <i>partial success</i> .
3.0	Meets expectations for both the simple and complex target understandings, skills, and processes with no significant errors.
2.5	Meets expectations for the <i>simpler</i> target understandings, skills, and processes with no significant errors. <i>Partially meets</i> expectations for the more <i>complex</i> target understandings, skills, and processes.
2.0	Meets expectations for the <i>simpler</i> target understandings, skills, and processes with no significant errors. Makes <i>significant</i> errors or omissions with the more <i>complex</i> ideas, skills, and processes.
1.5	<i>Partially meets</i> expectations for the target understandings, skills, and processes. Makes <i>some</i> errors or omissions with the <i>simpler</i> ideas, skills, and processes, and has <i>significant</i> difficulty with some of the more <i>complex</i> ideas, skills, and processes.
1.0	<i>Does not yet meet</i> expectations for the target understandings, skills, and processes. Makes <i>significant</i> errors or omissions with both simple and complex ideas, skills, and processes. Student needs help to perform the skills and processes.
0	Did not attempt the learning tasks associated with the target understandings, skills, and processes therefore no judgment can be made about the student regarding the expectations.

4-Point Scale Conversion to Letter Grades in IC:

A	4.0 - 3.0
B	2.5 - 2.99
C	1.5 - 2.49
F	0 - 1.49

If a student earns **below** a 1.5 or C for an academic course grade, they will need to retake the course or an alternate course that addresses the same content and skills.

Teachers document grades weekly online within Infinite Campus (IC) and families can view their student's learning progress at any time through the IC Parent Portal. Additionally, learning progress is shared with parents through progress reports/conferences at mid-quarter and report cards at the end of each quarter.

If you need access to the Parent Portal, please contact the front office for support.

Global Academic Honesty Policy

Global students are to uphold the highest standards of academic and personal integrity. The staff is determined to help students avoid unintentional plagiarism and academic misconduct and understand the expectations of responsible scholarship.

Students and staff will use reflective conversations to guide all interactions concerning academic dishonesty, and all instances of academic misconduct will be referred to the school director for consequences and documentation.

Academic misconduct includes:

- Incorrect/inadequate acknowledgement of others' intellectual property which includes: inventions, literary and artistic works, designs, and symbols, names and images used in commerce that were created by someone else. Including...
 - Failing to utilize MLA format to give proper credit to sources used
 - Material paraphrased or summarized without appropriate citations
- Verbatim copying
 - Material copied word for word without any acknowledgement of the source by using proper in-text citation that follows MLA format
- Duplication
 - The presentation of the same work for different assessment components without teacher approval
- Collusion
 - Material copied from another student's work *with* his/her knowledge as opposed to legitimate collaboration which requires students to work together to create products
- Stealing
 - Material copied from another student's work *without* his/her knowledge
- Ghostwriting
 - Assignment written by or purchased from a third party (including AI websites) and presented by a student as his/her own work.

- Other forms of academic misconduct
 - Any behavior that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating fake reflections).

Global students will:

- receive a copy of the academic honesty policy each school year
- understand the difference between group and individual assignments
- cite all sources using MLA format
- know what actions constitute cheating and abide by these policies
- report incidences of academic dishonesty to a teacher or administrator

Global staff will:

- work with students to ensure understanding about academic misconduct and assist students in the use of library, internet, and technology resources
- teach and expect MLA format for works cited pages and in-text citations

Behavior Expectations

At Global all students are expected to follow three simple principles:

- Respect for others
- Respect for the learning environment
- Respect for the facility

In addition to the principles mentioned above, students at Global are also encouraged to develop world citizenship.

Global Leadership Academy is committed to providing a safe learning environment for all students which is free of bullying behaviors. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Mapleton Public Schools has adopted the Olweus program to help support a safe learning environment and, at GLA specifically, we have adopted the following Anti-Bullying norms:

- We will not bully others.
- We will try to help students who are being bullied.
- We will try to include students who are left out.
- If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Students in 9-12th grade participate in restorative practices when conflict arises. Restorative practices provide students a chance to repair the damage to people, relationships, and the community when a negative choice has been made.

School Hours

The official school day begins at 8:13 am and ends at 3:20 pm. Breakfast will be offered for free to all students from 7:45 am to 8:05 am. After-school tutoring opportunities may be offered. Once on the school grounds, students may not leave the building or yard.

Arrival Policy

Students may start arriving on campus at 7:45 am. School doors open, and student supervision begins at 7:45 am. Students must enter through the cafeteria entrance and go directly to the cafeteria. All students are expected to be inside their classroom ready to learn by 8:13 am.

Dismissal Policy

Students will be dismissed at 3:20 pm daily. **The bus lane in the north parking lot is strictly for school bus use only. Please pull into the east lot in front of Global Primary if you are waiting to pick up your child.** Contact information regarding the person or persons permitted to pick up your child daily must be provided to the school office in case of emergency. Photo identification of the person picking up your child is mandated and must be presented before the school may release the child to that person. Parents or guardians are expected to inform the school office of any changes in status as to who may be permitted to pick up your child. If, for any reason, your child is to be detained after school, you will receive advance notification from the school. No child may remain in the building after 3:20 pm unless they are involved in approved after school programs. Students involved in these programs are expected to be picked up on time.

Attendance Procedures

One of the most important factors to a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and develop habits that lead to success in the workplace.

Attendance will be in accordance with School Board Policy. According to District/Board policy, a student is expected to have fewer than **10 absences in one school year or 4 absences in one school month.**

Parents/Guardians must call the school on the same day of their student's absence or on the first day of a multiple day absence. The Global attendance line is open 24 hours a

day. Parental explanation of absences must be provided to the school no later than 48 hours from the time of the absence. The school has the authority to determine whether an absence be recorded as excused or unexcused. If no explanation is given, the absence will be unexcused. Please notify the office if someone other than a parent or guardian has the authority to excuse your child from school.

In Colorado, students are required by law to attend school until the age of 17. Unexcused absences involve a student's failure to attend school for all or any part of the day without a legal excuse. Suspension and expulsion shall be considered an excused absence for the purpose of the district's attendance policy. Academic penalties may be imposed for classes missed by a student without excuse. Students with excessive absences will be referred to district truancy team.

Excused Absences

Parents/Guardians and students should give careful consideration before deciding to participate in any activity which necessitates the student being absent from school.

Legal excuses as defined by state law and board policy are: (1) illness, (2) death of an immediate family member, (3) danger to health from exposure, (4) time required for medical and dental appointments, or (5) an absence as approved by the administration of the school. The school office may require a doctor's note.

Tardiness

Students arriving to class after the start of class are considered tardy.

Consequences for excessive tardies and/or absences are as follows:

1. Parent/guardian contact (teacher)
2. Letter home
3. Attendance contract (parent and administrator meet with student)
4. Referral to district truancy team
5. Possible referral to truancy court

School Visitors

Visitors are welcome in the building. Please check in at the main office when visiting. If you need to pick-up your child for early dismissal, please call the office (303-853-1930) and the office staff will help you.

School Dress Code Policy

To provide an environment conducive to optimal and safe learning absent of unnecessary distraction, Global Leadership Academy follows the **Mapleton** dress code. Please refer to the district Dress Code Policy for specific details. [Link to Dress Code page](#)

Students must be always identifiable and recognizable by school staff.

***Any clothing this policy does not address is up to the discretion of the school administration.*

Dress Code Violations

If a student violates the dress code, he/she will be asked to comply, and parents/guardians will be expected to bring a change of clothes if needed. Repeated violations will result in a conference with parents and potential disciplinary action. Appeals may be made to the Superintendent/Designee of Mapleton Public Schools.

School IDs

All students who attend a Mapleton Public School in grades 9-12 will be issued a school ID. The ID must be available at all times and is required to be worn on any Mapleton school campus.

Electronic Devices

Bringing electronics (including, but not limited to cell phones, AirPods, videogames, etc...) is not encouraged at Global. **Global schools are not liable for any lost, stolen, or damaged electronic devices. We encourage students not to bring them to school.** Electronic devices will be confiscated any time they are a disruption to the learning environment. In some cases, parents may be asked to pick up confiscated electronic devices from the office.

To fully engage in their learning, students are expected to bring their district issued computer and charger to school each day.

Fire, Lockdown, Secure and Shelter Drills

These drills must be taken seriously, and all instructions carefully followed. If dangerous weather ever causes us to have to take cover, we request the cooperation of all parents/guardians. Any parent/guardian stopping at the school during that time must come to the main office and we will make every effort to locate his/her student. We may be forced, however, to keep students for a period of time in order to maintain order and verify the whereabouts of all students.

1. Each room is equipped with instructions for evacuation during a fire drill. The teacher is responsible for giving complete directions to be followed during the drill. Fire drills are held monthly.
2. Shelter drills will be held in the fall and spring of each year. Each room is equipped with a map and instructions.
3. Lockdown/Secure drills will be held at least two times a year. Students are asked to take these drills seriously and to follow all instructions from their teachers. The safety of students and staff is foremost and can only be accomplished with everyone's full cooperation.
 - **Lockdown** means that classroom doors are locked, and all school

- community members are out of sight and silent.
- **Secure** means all exterior doors are locked and school continues as normal, with the exception of outside activities. **Note: If the school is on a district mandated lockdown no one will be allowed in or out of the building (no exceptions).**

School Closing & Emergency Contact Information

In rare instances, the Superintendent and/or Director will need to close Broadway Campus on an emergency basis for a variety of reasons, such as inclement weather and power failure. If an emergency occurs while school is in session, students are to remain with the teacher in the classroom until official dismissal has been given by the school administrator. No student will be allowed to go home without permission of both the parent/guardian and school administrator. In the event of an early dismissal due to inclement weather, the parent and/or designated emergency contact person will be notified and is expected to come and pick-up the student immediately upon notification.

In the event of an emergency or inclement weather, when students may have to be dismissed early from school, it is imperative the school office have the most current emergency contact information for every student. This information must be kept up to-date. Whenever there is a change of address or telephone number, the parent or guardian must notify the school office when the change occurs.

Whenever normal schedules need to be adjusted due to weather or emergency conditions, this information will be given as early as possible to the television and radio stations listed below for announcement:

Television Channels: 2-KWGN, 4-KCNC, 7-KMGH, 9-KUSA, FOX 31

FM Radio: KBCO-97.3, KBPI-106.7, KJMN-92.1, KOSI-101.1, KXKL-105.1, KYGO 98.5

AM Radio: KDKO-1510, KHOW-630, KOA-850, KTLK-760

Parents are encouraged to check for District and school status updates on Mapleton Public Schools' webpage, www.mapleton.us

School Health Paraprofessional

All students are required to be fully immunized in accordance with the requirements of the State of Colorado Department of Education. A school health paraprofessional is on staff five days a week. She is responsible for checking the vision, height, weight, and hearing of children and making necessary referrals to parents when problems are found. She also teaches safety and good health skills. The health paraprofessional maintains health and medical records for every student. If your child has a specific medical problem, it should be made known to the teacher and health paraprofessional. Global complies with all regulations concerning the dispensation of medicines and requires that all parents do the same. Students may not possess any prescription or non-prescription

medication. All prescription and non-prescription medication must be turned over to the health paraprofessional with appropriate paperwork for dissemination.

Dispensing Medication

Medications should be dispensed at home, although we realize that sometimes this is not possible. For your child to receive a prescription or an over-the-counter medication at school, a Medical & Parental Consent Form must be completed. The form is available in the main office and must be signed by the parent and by the student's physician. Medication must be provided in the original container with accurate content and dosage information on the label. All medication must be checked into the office.

School Meals

Global serves free breakfast and lunch to all students in the cafeteria daily. Healthy choices of main entrees are served, as well as fruit, vegetables, bread, and milk. Menus and nutrition information can be found on the Mapleton Public Schools Nutrition website <https://www.mapleton.us/Page/1110>. Families are asked to submit a meal benefits application to help Mapleton receive full access to federal funding for the free meals provided.

Off-Campus Privileges

Students in grades 11 and 12 have the privilege to leave campus for lunch after filling out an off-campus contract. This privilege may be revoked for a period of time if student fails to honor the off-campus lunch contract. All students in grades 9 and 10 must remain on school property during the lunch period. Students may order from food delivery services during the lunch period only. Any food that arrives after the lunch period will be held until the end of the day.

Assemblies

Students are expected to behave respectfully and responsibly at assemblies. Each student should do his/her best to ensure that positive comments about our students are made by all performers and visitors.

Extracurricular Activities

Mapleton Public Schools proudly supports a variety of extracurricular activities for students. Be sure to check the school website often to learn about activities being offered throughout the year.

Athletics

For information regarding athletics in Mapleton, please refer to the athletics page on the Mapleton website. <https://www.mapleton.us/Domain/43> To be eligible, student athletes must be in good academic and behavioral standing, defined by a 2.0 GPA and/or the

passing of 5 Carnegie Units. Eligibility for the upcoming week will be determined the Thursday of the previous week (via progress report).

Students are expected to behave respectfully and responsibly while exemplifying the learner profile attributes at athletic events. Each student should do his/her best to ensure that their comments about all participants and visitors are positive.

Performing Arts

For more information about performing arts, please refer to the Performing Arts page on the Mapleton website. <https://www.mapleton.us/Domain/44> Mapleton students in grades 5-12 are invited to participate in District band, orchestra, or choir. Instrument rental is available.

Library Media Center Services

Students are allowed to have a reasonable number of books checked out from the campus library at any given time. Materials may be renewed once. Students with overdue books will not be allowed to check out materials. Students will be required to pay the replacement cost of any lost items.

Additional information can also be found in the GLA Welcome Back letter and on the GLA school website. <https://www.mapleton.us/site/Default.aspx?PageID=23>

Global Leadership Academy

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

My teacher has reviewed the Parent & Student Handbook with me. I had the opportunity to ask questions. I understand that I will be held responsible for being familiar with and following the guidelines outlined in this Student Handbook.

<https://forms.office.com/r/8h4iMJQfXQ>

By clicking and completing the form in this link, you are digitally signing that you have reviewed the Parent & Student Handbook with your teacher.