

John Hope Franklin Elementary

Student and Parent Handbook

2025-2026



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[Home - John Hope Franklin Elementary](#)

Welcome to John Hope Franklin Elementary! This handbook is designed to be your guide to a successful and fulfilling school year. It contains important information about school policies, expectations, and resources. Please take the time to familiarize yourself with its contents. We encourage you to use it as a reference throughout the year. Remember that your teachers, counselors, and the entire school staff are here to support you. We wish you a memorable and successful year!"

JOHN HOPE FRANKLIN ELEMENTARY

VISION

WE ARE RESILIENT. WE ARE EMPOWERED. WE RISE

MISSION

WE ARE A PROUD COMMUNITY WHO BELIEVES IN
EDUCATING THE WHOLE-CHILD BY PROVIDING AN
EQUITABLE, JOYFUL, TOP-NOTCH LEARNING
EXPERIENCE; WHERE ACADEMIC EXCELLENCE IS WHAT WE
DO."

“I am a World Changer!”

I am a World Changer

I am a World Changer

I never stop, I never quit,

‘Cause I am a World Changer

Keep learning, keep learning,

Be safe, upright, and caring,

‘Cause I am,

‘Cause I am,

A W-O-R-L-D CHANGER!!!

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Namesake

John Hope Franklin Elementary

John Hope Franklin Elementary opened in August 2019, named after John Hope Franklin, activist, and author

Mascot:

8-point star with world globe

School Colors:

Navy Blue and White

Uniform Colors:

Pant/Skirts-Khaki, Black Shirts-Burgundy, Navy, White, and Black

5G Behavior:

Every day, I am *growing*, I am *graceful*, I have *girt*, I show *gratitude*, I *grind*

Learning Our greatest challenges and our greatest successes are found in igniting students' curiosity and fueling their passion for creativity. Learning is the priority of our school, and students' learning and well-being are the primary focus for all decisions implemented by the school.

Being the Change We are the difference-makers in the lives of children and families, and the change agents of their world and ours. We are the dream-builders who bridge children's dreams and their present and future realities. We are role models who teach children, parents, and community members more by our choices and actions than by any other means.

Relationships

We all need to feel respected, appreciated, loved, and cared for. Our connections with one another, in no small part, make us who we are. We will foster and nurture them.

A Positive Environment

Children thrive in environments that are active and engaging, safe and fair, with clear and consistent expectations. We all do.

High Expectations with Abundant Support

Individual potential is best developed when expectations for high levels of achievement are combined with targeted, scaffolded support. We set the mark high for each individual, we help each reach it, and we celebrate his or her success.

The Potential and Possibility of Each Child

It is our duty and joy to find and enhance how each one can shine. We cannot give up on any child.

Individual Diversity

Each of us can learn and does learn, though not in the same way or at the same pace. The unique physical, emotional, intellectual, and social qualities of each individual are valuable assets to our school. We facilitate a learning environment of continuous improvement and thus use feedback and support as the fabric of our school.

Strength of Character

The quality of our relationships, our relationships to each other and even our relationship to self, depends on the quality of our character. Trust and respect are diminished in its absence. Knowledge and achievement are hollow without it.

Accountability

Because we are equal in our importance and our value, we are each accountable to one another, no matter who we are, how big or small. We all make mistakes; we will be honest about them, will learn what we can from them, and will move past them together.

The Collaboration of Team and of Community

We support one another in helping each individual reach her or his full potential. When we have exhausted our educational or emotional resources, our team is here to assist and encourage us. We find in our team and in the community what we need to take the next step. We move in accordance with our school staff charter and our class charters. We ALL Teach!

When you're at John Hope Franklin Elementary, in the parking lot, on the grounds, at a performance or a meeting, speaking with other parents, remember that children's eyes are watching and their ears are hearing. We all teach at John Hope Franklin Elementary, first by example. Children need to see each of us modeling safety, dealing with emotions in healthy and constructive ways, working together to solve problems, and treating others with courtesy and consideration.

Attendance and Timeliness

Being at school and being on time are essential for students' success in school.

Plan on dropping students off and entering the building at 7:30 am each morning. Arriving in the U-drive or parking lot after 7:15 makes it more likely that students will be late starting class on time. Late arrivals make the student's day more hectic, cause him to miss opening class-building activities and information (the warm welcome, morning meeting, and breakfast), and disrupt the teacher's work with the class.

School board policy and state law require that students attend school more than 90% of the days it's in session. Absences include days and parts of days (anything more than one hour). Students who miss school in excess of 10% of the time may be retained on that basis. Their learning is likely to have gaps due to their lack of participation in class. They often exhibit more problems with behavior because they have missed instructions and routines and are lost or overwhelmed.

Each month, students who have no late arrivals, no early departures, and perfect attendance are rewarded with an attendance party or similar celebration. The celebrations are short and include an activity and/or snack to recognize students for their determination to be at school.

Early pick-up impacts student learning and the structure of the day; however, we realize in this day that unforeseen occurrences and emergencies happen. To that end, our site policy is that if you need to pick up early, you should do so before 2 pm. Please ensure you always bring your valid identification to the main office. If it is beyond 2 pm, you will be asked to wait in your vehicle for dismissal. This helps our teachers and students end the day with a closing

circle, clean up, and smoothly dismiss for the day. Emergencies will be handled on a case-by-case basis by the principal or principal designee.

Cell Phones and Electronic Devices

In Tulsa Public Schools, cell phone and personal electronic device use is restricted to protect instructional time and minimize distractions. Elementary and middle school students are expected to turn off and put away devices from the time they arrive on campus until school is dismissed.

<https://www.tulsaschools.org/about/board-of-education/policysearch/viewpolicy/~board/policies/post/policy-2620-r-student-use-of-wireless-telecommunication-devices>

Use of School Phone

Any time a student is ill, he must visit the school health assistant, who will determine if a phone call home is needed. Students may use the phone in the front office for emergencies. If the staff finds that the same student is frequently calling home for forgotten lunches, materials, or assignments, that student's use of the phone may be curtailed.

One of the most frightening experiences for adults is when a child is missing after school. Often, it's because plans changed for the child's ride home, there was a miscommunication or lack of communication among all those involved, or the child decided to visit a friend's house without letting anyone know.

Students need to know when the school day begins, with whom they are going home or who is picking them up. If an emergency necessitates a change, please call the office and make sure all adults who may be planning to pick up the child also know about the change. We'll let the student know.

If students are visiting friends after school, those plans should be made in advance, not by the students during the school day.

Testing

As a result of the TPS assessment task force, 3rd grade will no longer take the Measure of Academic Progress in language arts. Pre- and post-tests that the district has provided with each unit for grades 3-6 are also no longer required, although best teaching practice requires teachers to collect data from before, during, and at the end of a unit to monitor students' mastery of content.

Kindergarten – 5th Grade (ELQA for PreK)

Measure of Academic Progress for Primary Grades (MPG), MAP Fluency

- ☐ For: Reading and Math
- ☐ When: Beginning, Middle, and End of Year

Oklahoma School Testing Program (OSTP)

- ☐ For: Reading and Math
- ☐ When: April

Academic Support

John Hope Franklin Elementary supports students with significant gaps in their learning in several ways. Students who are on Individualized Education Plans are served by special education teachers and paraprofessionals, and by other teachers and staff.

Students in kindergarten through 3rd grade who are significantly behind in reading will receive additional time on reading each school day with targeted support from an interventionist or a certified teacher during Walk to Read.

Students in 3rd through 5th grade who are significantly behind in reading will be in a small group during Walk to Read daily. Interventions include small group work with the classroom teacher, daily individualized computer work, and daily reading practice.

Class DoJo

John Hope Franklin Elementary teachers will supervise and provide support for identified students. Dr. Porter, Ms. Roode, and Mr. Brown coordinate the Culture/Climate and Wellness teams that work towards ensuring all students feel a sense of belonging, connectedness, and acceptance. Our goal is to ensure that all students feel welcome at John Hope Franklin and grow/develop into WorldChangers!

Nothing ensures a student's future academic success as much as proficiency in reading. Even competency in math and on math tests requires that students are strong readers. Students in all grades should be reading at home at least 20 minutes a day, at least 5 days a week. All teachers in kindergarten through 5th grade verify that students are reading independently by tracking books read or minutes read. Students' progress is also tracked on Imagine Learning and Amira.

Reading may include the student reading independently, reading to someone, or following along as someone reads with the student.

Make it a priority to discuss your child's reading progress during every meeting with their teacher. Ask about their current reading level and what being on grade level looks like. If your child is behind, work with the teacher to plan interventions that can help get them back on track. Remember, your child is receiving daily reading support during Walk to Read to help boost their progress.

Strong Readers Act

The Oklahoma Strong Readers Act (SRA) is a state law designed to ensure that all students are reading on grade level by the 3rd grade. It requires that all students in Kindergarten through 3rd grade take screening assessments 3 times each year. In Tulsa Public Schools,

that screener is the Measure of Academic Progress (MAP). Students who score below the 40th percentile (meaning 60% of students taking the test nationally score higher), are required to be put on a reading plan. Reading plans are presented to parents at fall conferences and are updated at spring conferences. Students on reading plans should receive interventions at school and outside of school to bring their reading up to grade level.

PTA

A healthy PTA supported by involved parents and teachers is an important component of a thriving school. As always, we appreciate our volunteers greatly. Classroom incentives couldn't exist without the generous help and efforts put in by our partners & parents. Volunteering is a great way to get involved and make every child's educational experience the best it can be.

If you wish to be a part of the leadership of the PTA and/or member of a school PTA, please let the school leadership know of your interest. The school's partnership with parents is invaluable to the success of our students.

Volunteers

We love our volunteers at John Hope Franklin Elementary! They do more to help our students and staff than you can imagine. ALL volunteers, including field trip chaperones, must complete an application so they may be screened. Volunteers should also know the expectations set out in the Tulsa Public Schools Volunteer Handbook, available at the [Tulsa Public Schools Volunteer Profile and Background Check Questionnaire](#)

Space for volunteers on field trips is sometimes limited. Whether volunteers are allowed to ride the bus with students will be determined on a trip-by-trip basis by the teachers and administration. Volunteer chaperones are usually welcome to drive themselves to the destination to help supervise children, unless we've been advised that space at the venue is extremely limited.

Visiting our School

John Hope Franklin Elementary families are welcome in our building. In order to promote and safe and stable learning environment, we have the following policies:

- ☐ All visitors and volunteers must sign in and sign out with the office and wear a visitor sticker while in the building.
- ☐ Parent requests to observe a classroom should be made with 24 hours' notice per negotiated TPS / TCTA agreements. When making this request, please let the teacher and principal know the purpose of the visit so that the best accommodations can be made. In general, classroom visits are for observation only.

If a specific behavior needs to be addressed, the teacher, parent, and principal will make a plan in advance.

Communication

Stay informed to keep on top of students' busy lives at school. John Hope Franklin Elementary will send information over School Connects, a voice message system that reaches you by phone; Talking Points, a text message system; through school emails, Peachjar emails, and the school Facebook page

(<https://www.facebook.com/JHFranklinElementaryTulsa/>).

The calendar, staff listing, schedules, and other information on the John Hope Franklin Elementary webpage is another resource, <https://jhfranklin.tulsaschools.org/>.

Teachers should be providing regular newsletters via e-mail or hard copy.

Parents should also provide John Hope Franklin Elementary with an email for communication. This will be the most important tool for the school and to keep families up-to-date with information.

Supply lists for each grade are on the John Hope Franklin Elementary website <https://jhfranklin.tulsaschools.org/>. In the spring and early summer.

Uniforms

Students should come to school in uniform every day. See the John Hope Franklin Elementary uniform policy on the JHF website, [franklin.tulsaschools.org](https://jhfranklin.tulsaschools.org/); click on "uniform policy."

On Fridays, students may wear uniform tops, spirit shirts, or college shirts with uniform bottoms or jeans. Jeans should be hemmed at the bottom and have no rips, tears, or holes. Jeggings/spandex are not permitted. Occasionally, students will enjoy a Free Dress Day. School picture day will be a Free Dress Day. Others will be announced when scheduled. Even on Free Dress Days, students must wear close-toed shoes, no flip-flops; clothes that fit properly, not baggy or skin-tight; clothes that cover enough of your body (modest neckline, covered mid-section, skirts or shorts that are longer than your fingertips when arms are extended down your side). On Free Dress Days, students may wear their John Hope Franklin Elementary school uniform, or a JHF t-shirt or uniform top with jeans, leggings if they are under skirts or shorts. Tops must have sleeves, or should remain under a sweater or cover-up all day. No hoodies.

Child Nutrition

Our school participates in the breakfast in the classroom programming. Be sure that your student arrives on time to get breakfast. Breakfast is served from 7:00-8:00 am in the cafeteria.

Lunch is the best time for students to rehydrate. Students may not bring soda for lunch, but should drink water, milk, or beverages that are designed to replace water and electrolytes. Milk is available.

Birthday Celebrations

At John Hope Franklin Elementary, we honor student birthdays in our spirit assemblies and daily announcements; however, student parties are not allowed. Parents are welcome to drop off treats for the teacher to disperse during lunchtime. There are no birthday parties.

AfterSchool Clubs

We encourage health and fitness for students, staff, and families at John Hope Franklin Elementary. Mondays through Thursdays, students may apply for TDC (Tulsa Dream Center), I Am A Promise (Antioch Baptist Church) or Gaining Ground Tutoring. Ms. Browne is the Extended Opportunity Liaison and Mr. Arrellano is the Expanded Learning Coordinator for John Hope Franklin Elementary.

To participate, students need their parents to complete the application for the selected programming and wait for registration confirmation. If students have inappropriate behavior at school (referral or suspension), they will be suspended or dismissed from after-school programming.

Behavior Expectations/Behavior Supports

Students are expected to follow school and class rules/expectations. They are provided up to 7 get back in the game

opportunities. They receive notification with a “narration” when they are following the rules/expectations.

When they

Choose otherwise, you will be notified on Class Dojo, Talking Points, or by a telephone call. Parents should sign up for notifications to:

TALKING Point, Class Do and parent access in POWERSCHOOL to check grades weekly.

John Hope Franklin Elementary School Wide Discipline Matrix for Student Success

1. Warning: redirect the student & conference with the student

2. Behavior intervention: Change of seat/desk next to the teacher/time out/reset in the classroom

3. Calm corner in classroom: student reflection with/ think sheet, SEL exercise



4 . Buddy teacher (with a pass, no more than 20 minutes)

5.Call/text parent/guardian. *Note: limit negative calls home-offset with positive calls when the student is not in trouble*

6. Calm Center with counselor/social worker (note home required if in the calm room)

7. Office Referral

Every student will be provided with a copy of our school-wide expectations. Families are being asked to review the expectations for uniforms, cafeteria, library, classroom, hallways, bus, arrival and dismissal.

A	B	C	D	E	F	G
John Hope Franklin Elementary School						
	Help	Organize	Produce	Excel		
Uniforms	-Come to school in uniform pants and shirt every day.	- wear closed toe shoes to protect your feet. -wear tennis shoes for PE class.	Stay in uniform all day.	-Leave jackets, coats, sweatshirt (no hoodies) in your locker. -Ask teacher permission to wear jacket coat, sweatshirt (no hoodie) if feeling cold.		
Cafeteria	-Keep the eating area clean. - Respect self and others. - Use Walking Feet. -RAISE HAND BEFORE YOU GET UP	-Sit at assigned tables. -Keep personal space and leave no trace.	-Good table manners. - Use 1-2 voice levels. - Stay seated and raise your hand. - No food sharing.	-Leave the space cleaner than when you came in. - Throw away all trash.		
Hallway	-Keep a peaceful and focused learning environment.	-3'S Lines -Straight -Silent -Still	- Facing forward - Walk with quiet feet. - Voice Level 0	- Keep personal space. - Walk with space from the person in front of you. - Hands and Feet to Self.		
Assemblies	- Sit on pockets, and respect personal space. -VOICES OFF - Hands and Feet to Self.	- Stay in the assigned area. - Walking feet at all times.	- Use 0-1 voice level. - Eyes on the speaker. - Applaud when appropriate.	- Conduct yourself as a World Changer. - Respect self and others.		
Restroom	-Respect the privacy of others.	-Use supplies (TP, soap paper towels) appropriately	-Go, flush, wash, toss, return. -Shut off water after washing hands -Throw paper towels in the trash	- Keep it clean.Keep it dry. Keep it moving.		
Playground	-Play safe and fair. NO CELL PHONES - Hands and Feet to Self. - Walk to line up.	-Use and return equipment properly	-Be a problem solver. - Show good sportsmanship. - Respect self and others.	-Use kind words and actions.		
Arrival	Enter the building quietly and walk to your classroom.	-Greet your teacher. -Put items in the locker. - Enter the classroom for breakfast.	-Participate in morning meetings. -Put items in the locker.	-Being prepared and ready to learn. - Respect Self and Others.		
Dismissal	Follow directions - Hands and Feet to self. - Sit on pockets. - Voice Level 1. - Listen for name to be called. - Use Walking Feet.	-Stay in the assigned area. -Keep personal items with you at all times.	-Use voice level 1. - Listen for your name to be called. -Wait for adults for bus or walkers.	-Be prepared and ready to exit. - Have all of your belongings together and ready to go.		
Bus	- Stay seated at all times. - Use voice level 0-1 while on the bus. -Be respectful of others' space and property.	- Keep personal items with you at all times.	- Safety First. -Keep your whole body and objects inside the bus.	- Leave the space cleaner than when you came in. - Throw away all the trash. - Respect Bus Driver at all times.		
<p>I have reviewed the JHF procedures with my student.</p> <p>I will help my student follow the procedures by discussing the expectations at home.</p> <p>I understand that by my student following the procedures he/she will be invited to participate in behavior events throughout the school year and if not followed he/she will not be invited to attend.</p> <p>I understand that repeated and severe incidents of not following the JHF procedures will be given a consequence under the guidance of the district's Behavior Response Plan (BRP)</p> <p>(Tear off and return to your student's teacher)</p>						
	<p>My student _____ (name) and I have reviewed the JHF procedures and expectations.</p> <p>Student signature _____ Parent/Guardian signature _____</p>					

Health & Safety

School health guidelines can be found in the TPS Family Guide for Student Success. If your child's temperature is 100 degrees or higher, the Centers for Disease Control recommends you keep your child at home until 24 hours after the fever is gone (without the use of medications). We follow all TPS Covid-19 guidelines. For details see: <https://www.tulsaschools.org/student-and-family-support/school-safety>

A child with a bad or persistent cough should stay at home and possibly see a doctor. When your child is feeling better and the cough is manageable, it's time to get back to school! If your child has diarrhea or is vomiting, keep him or her at home until 24 hours after the last episode (without medication).

If medication is needed during the day, it must be left in the school clinic. Forms must be filled out by the parent (and possibly the doctor), and medication must be in its original packaging. Students may not transport medicine to and from school. "Health forms for parents" can be found at <http://tulsaschools.org>. Select the parent tab and then select health services.

School Transitions


In Tulsa Public Schools, students matriculating to 6th or 7th grade have many options available. 5th graders may apply to attend 6th- 7th grade based on approval/application or your child's home school. High school choices are an additional consideration for planning and are often an extension of students' middle school choices.

John Hope Franklin's Administration team will meet with families of students in 4th – 5th grades to discuss middle school and high school choices in October, and will consult with families about school choices by appointment.

Parent Requests for Teachers

Students are assigned to teachers in late April or early May. If parents have a compelling reason for requesting a specific teacher for their child, they need to complete a request form in the main office. Parent requests are not always an option but will always be considered. If there is an issue, please first meet with your child's teacher

Important Dates 2025-2026



**TULSA PUBLIC
SCHOOLS**

2025–2026

STUDENT CALENDAR

FIRST DAY OF CLASSES: AUGUST 20
LAST DAY OF CLASSES: MAY 28**

» **First Day of Quarter**

Last Day of Quarter «

Parent Conference Days

Oct. 14, Jan. 20

Holiday/Break – No Classes

CLASSES NOT IN SESSION

Labor Day September 1
Indigenous Peoples' Day October 13
Fall Parent/Teacher Conferences* **October 14**
Fall Break October 15–17
Thanksgiving November 24–28
Winter Break December 22–January 2
Teacher PD day **January 5**
Martin L. King Jr. January 19
Spring Parent/Teacher Conferences* **January 20**
President's Day February 16
Teacher PD day **February 17**
Spring Break March 16–20
April Holiday April 24
Memorial Day May 25

* Please check with your school for exact dates and times

** Any additional calendar days beyond May, naturally occurring or other, will result in an extension of the calendar.

Other notable Celebratory Occasions throughout the school year are as follows:

- ☐ Support Staff Appreciation Week
- ☐ Grandparents Day
- ☐ Valentine's Parties
- ☐ Presidents' Day (No School)
- ☐ Spring Conferences
- ☐ Spring Break (No School)
- ☐ Fall/Spring Pictures – Free Dress Day
- ☐ Back to School Night
- ☐ Volunteer Appreciation
- ☐ Teacher Appreciation Week
- ☐ Field Day
- ☐ Women's Month
- ☐ Hispanic Heritage
- ☐ Black History Month
- ☐ Indigenous Peoples' Month
- ☐ Winter Dance
- ☐ Success Week

John Hope Franklin Elementary Parking Lot Procedures

ALWAYS

1. Watch for children.
2. Go slow.
3. Be courteous. Use words to help and horns only for emergencies.

BEFORE SCHOOL

1. Remain in your car, drop off at the sidewalk using the curbside doors to release your student
2. If you wish to visit the school, please park in the parent parking lot, not at the curb. Unattended cars at the curb block traffic and slow down drop-off.
3. Get here early. By 7:15, the drop-off zone will be crowded. By 7:25, your child will be late for class.

AFTER SCHOOL

1. Do not park in the bus loading zone at the far south end of the building. It is marked.
2. Place your blue student ID card in your window. Please remain in your car
3. Pick up at the CURB.
4. If you need to visit the school, park in the parent parking lot, not at the curb. Unattended cars at the curb block traffic and slow down pick-up.

5. Walking parents may pick up at the sidewalk [Please stand in one line to provide ID info to the school attendant]. Requesting a student to walk across the street is discouraged and prohibited for student safety

Notices

Asbestos

ALL TULSA PUBLIC SCHOOL BUILDINGS have been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors. Results of inspections, samples, and subsequent analysis are available for your review in the ASBESTOS MANAGEMENT PLAN is on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77th E. Avenue, Tulsa, Oklahoma. 74115

Contact person:

Jason Coan
Maintenance Center
1555 N. 77th E. AVE Tulsa, OK 74115
Phone: (918) 833-8000

Federal Child Find Statement

Every child with special needs has a right, by law (Individuals with Disabilities Education Act), to a free and appropriate education. This includes children and adults (0-21) with physical, mental, emotional, or learning handicaps. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you know of a child with a disability living in the Tulsa Public School District in need of services, please contact:

Tulsa Public Schools Education Service Center
3027 S. New Haven
Tulsa, OK. 74147-0208
Phone: (918) 746-6390.

The Search is On Child Find for Gifted and Talented Services

Every child in Tulsa Public Schools who shows evidence of high performance ability in areas such as intellectual capacity, creative thinking, artistic ability, or leadership capacity, or in specific academic areas, and who requires extended learning opportunities or experiences in order to, fully develop such capabilities is eligible for nomination and referral for participation in the Gifted and Talented program at school name. This notice is an attempt to locate students for assessment and qualifying procedures for the service to which they are entitled. If you are aware of a gifted and talented child in need of differentiated instruction, please contact the student's teacher, the school principal, the school counselor, or the Site Gifted and Talented Chairperson to initiate the identification process.

Title I

Hard copies of the Parent Involvement Plan and Parents' Right to Know are posted on the bulletin board outside of the main office, and are available online at grissom.tulsaschools.org. Hard copies of the School Improvement Plan and Annual Review are available in the front office. Parents and community members are welcome to view them during office hours.

Thank you for reviewing the John Hope Franklin Student Handbook. This document provides important information about school policies and procedures. Refer to it as needed.

Commitment to responsible behavior contributes to a positive and productive environment for all. Let's work together to make this a place where everyone can thrive.

Embrace new challenges, explore passions, and keep growing. The incredible achievements that are to come are exciting!"

Please reach out to us at **918-746-9020** if you have any questions.

Please return this section:

By signing below, you acknowledge receipt of the 2025-2026 Student Handbook. You have had the opportunity to read and understand its contents and agree to abide by the school's rules and expectations. Keep this handbook as a valuable reference.

Student Name:_____

Grade:_____

Parent/Guardian Name:_____