



Roger León
Superintendent

Hawthorne Avenue School

H. Grady James IV, Principal



Hawthorne Avenue School "Education for Liberation"

H. Grady James IV-Principal

Tijuana Y. Porter-Vice Principal

**428 Hawthorne Avenue
Newark, New Jersey**

**973-705-3960
Fax: 705-3962**



Student-Parent Handbook HAWK PRIDE!

Facebook: Hawthorne Avenue School

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Peace and Love Hawthorne Avenue School Family:

It is my honor and pleasure to welcome you into the academic school year! Each year that we have the opportunity to educate and serve children fills my heart with excitement. Together, we have a chance to change the narrative of this community and disrupt predictable outcomes. With that, the school staff accepts and embraces the responsibility of serving your child and providing them with a safe, structured, and culturally relevant learning environment, as well as a high-quality education. As you know, the first day of school can be filled with anxiety for both parents and students. However, if you are aware of the first day of school procedures we will achieve a smooth transition. Please take a moment to read this letter and the entire Student-Parent Handbook, so that you can prepare your child to get off to a great start and maintain success throughout the school year. Please be sure to read the Student-Parent Handbook, discuss it with your child, and return all documents that require your signature to school on September 4th (these will serve as the first homework assignments of the school year).

There are a few important points for you to know as we begin the year. Students are expected to attend school every day and should be dressed in uniform. It is imperative that staff and students treat each other respectfully. This begins with staff preparing to deliver our best to students, and students coming to school with a mindset to learn. Lunch applications must be completed for every student (procedures for lunch applications can be found on page two). I want to impress upon you that student academic outcomes come first. **Teaching and learning is at the top of the school's priorities. All extra-curricular and co-curricular activities, as well as special events must be earned by students. Students will participate in non-academic experiences at the discretion of the school staff.**

We are looking to have a school year replete with significant student growth and achievement. I am certain that we can accomplish success academically and socially. However, we need your help! With you working as our partner, we can maximize our impact in your child's life. Again, please make sure your child comes to school daily, with a respectful attitude for success, and prepared with tools for learning. We expect all students to demonstrate manners and to adhere to the expectations that the school has set forth. As a school, we hold fast to the notion that, "A parent is the child's first teacher." In order for us to help your child reach their full potential, we will need your support throughout the school year. Encourage your child to be dutiful in school every day. Together, we can improve our lives, our community, and our world. We are looking forward to a great school year and are ecstatic about continuing our journey towards "Education for Liberation!" For more information, visit our school website at: www.nps.k12.nj.us/hwt

Educationally Yours,

H. Grady James IV-Principal



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Lunch Applications

We need all lunch applications to be completed before or during the first week of school. Students will receive a Chromebook/iPad after the lunch application has been completed. To complete a lunch application for students in your household, go to:

1. family.titank12.com
2. Select Newark Public Schools
3. Complete the application

*If you do not know your child's ID number, simply email our parent liaison Ms. Wallace, at r1wallace@nps.k12.nj.us with your child's first and last name.

Registration

In an effort to get our students and families quickly acquainted with our school community, the school registration and additional documents necessary to start the year with us can be obtained using the following link to our SchoolMint at: <https://newarkenrolls.schoolmint.net/welcomeback>. Registering your child with all of the necessary documents will save you valuable time. Please be patient and kind as we work with you to get your child started.

The first day of school for students is Tuesday, September 3rd. The research on student attendance is clear. When students attend school daily they have greater academic success. We expect all students to be present in school for the first day and each day of the school year. Our goal is for every student to have perfect attendance each marking period. Please visit the district's website to learn more about the procedures that have been put in place to keep all staff and students safe.

Breakfast

The school will open at 8:05 A.M. for students who would like to eat breakfast. Pre-kindergarten students will enter the main entrance and eat breakfast in their classroom. Students in kindergarten, and 6th-8th grades will eat breakfast in the gymnasium (kindergarteners will enter through Demarest Street; 6th-8th grade students eating breakfast will enter using the playground). 1st-5th grade students will eat breakfast in the cafeteria (entering from the playground). We expect students present to be respectful to the breakfast staff and dining area by throwing their trash in the proper containers.

Arrival/Dismissal Plan

Students who are not eating breakfast will report to school no earlier than 8:20 A.M. and no later than 8:35 A.M. Upon arrival, the following ingress points will be used to enter the building:

- ✓ Pre-K and students with special needs will use the main entrance.
- ✓ Kindergarten students will use the Demarest Street door.
- ✓ Grades 1-3, enter/exit through the TCU (playground).
- ✓ 2nd floor homerooms will enter/exit through the Clinton Place door (near the corner of Hawthorne Ave.)
- ✓ 3rd floor homerooms will enter/exit through the Clinton Place door (near the playground.)

*All students will be dismissed at 3:05 P.M. using the same points through which they entered. **Parents must arrange to make sure their child is picked up on time each day.**

Parent Meetings, Visitation, and Early Student Pick-up



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- For safety, parents must show identification, sign in the security book, and wait for their child to be brought to the front door of the school.
- Parents desiring to speak with a teacher must have an appointment (scheduled by the teacher during their preparation period). We will not allow teachers to leave their classroom to have unscheduled meetings. This is unfair to the students in the classroom who are ever-deserving to receive daily instructions.
- We expect the staff and parents to employ respectful interactions. We must demonstrate the behaviors that we want to see in our students and children.
- For scheduled meetings, only the parent/guardian on record will be allowed to enter the building to meet with staff.
- Parents/visitors who demonstrate anti-social behaviors on the school premises will be banned from entering the building for the remainder of the school year.
- As often as possible, we would like parents to schedule non-school appointments (doctor, dentist, etc.) for after school. We ask that you avoid picking students up early from school. Picking students up before dismissal disrupts the learning environment as well as causes your child to miss out on significant instructions.

School Uniforms

We expect students to be in school uniform every day. The school uniform represents self-pride and confidence. Parents/Guardians, please help us by making sure your child wears the uniform to school daily. Students can wear any form of closed-toe footwear. We will always notify parents by phone or by flyers of special events when uniforms are optional.

Young Ladies' Uniform: Khaki jumpers, skirts, pants or shorts; navy blue polo-style shirt (soft color) and sweatshirts.

Young Men's Uniform: Khaki pants or shorts; navy blue polo-style shirt (soft color) and sweatshirts.

*On physical education days, students may wear the school uniform or opt to wear navy blue sweat pants and white/navy blue t-shirt.

Back to School Night

Back to School Night will take place on Wednesday, September 11th, at 6:00 P.M. in the school gymnasium.



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Vision Statement

The vision of Hawthorne Avenue School is that a culturally engaged student is a successful student who goes out in the world to learn, lead and achieve, but comes back to his/her roots to give back, lead and empower his/her people.

Mission Statement

Hawthorne Avenue School will provide its students with a culturally relevant context from which to develop 21st century skills. The successes and struggles of our ancestors will provide an ongoing source of inspiration, pride, strength, self-identity, and empowerment for their current and future academic, political and social achievement.



Core Values

HIGH ACHIEVEMENT FOR ALL
ATTITUDE FOR SUCCESS
WORK TOWARDS EXCELLENCE
KNOWLEDGE THAT WE WILL SOAR
SUPPORT FOR ONE ANOTHER

Statement of Core Values

We will always strive for **HIGH ACHIEVEMENT** with an **ATTITUDE** for success, as we **WORK** towards excellence with the **KNOWLEDGE** that we will soar when we **SUPPORT** one another.

We are the HAWKS!



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Three NPS Campaigns

1. 100% Attendance! - Every Day Matters!
2. Every student aims for a NJSLA score above 750! We only strive for levels 4's and 5's!
3. We are #1, and second to none!

Hawthorne Avenue School Goals

I. Improve Student Academic Achievement

- ❖ With the consistent effort and support of parents and staff, students will strive to achieve the Principal's List of high achievement, and accomplish their personal academic and social goals set forth by staff.
- ❖ Students will show on-going evidence of academic and social growth. The delivery of culturally relevant, data-enhanced instruction in all content areas will maximize student success. The goal is for students to use the mastery of skills and standards in school to transform and improve our neighborhood, community, and our people.

II. School and Classroom Cultures of Safety & High Achievement

- ❖ With the consistent support of parents, staff will help students reach their full potential by creating and maintaining a school and classroom culture where students are physically comfortable, mentally motivated, and emotionally supported. Staff and students embrace high academic achievement, and believe that when we collectively work hard to improve academically and socially, we will be successful.
- ❖ Staff will teach and provide students with culturally-relevant, meaningful and rigorous instruction and will provide multiple pathways to mastery.

III. Support the Social and Technological Needs of Families

- ❖ The school staff will communicate the successes and challenges of students to parents and provide solutions to barriers that may impede student progress. Communication will be employed via Class Dojo, Google Classroom, the school website, Blackboard Connected phone messages, and home visits (when applicable).
- ❖ The school will provide resources to support student success and parental involvement through teacher/parent relationship building opportunities and monthly workshops.



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School-Wide Behavioral Expectations

We believe that all students can behave appropriately in school. This positive behavior must also be carried through on buses, the playground, throughout the building and outside the building. We will not tolerate behaviors from any student that interferes with the teaching, learning and peace of the school.

Students will:

- Be prepared for class everyday by having homework, textbook(s), supplies, and an attitude for success.
- Follow directions in and out of class.
- Raise their hands for permission to leave their seat, speak, leave the classroom and/or ask a question.
- Refrain from any physical contact with others (including horse-play), teasing, throwing objects and/or verbal/cyber bullying students.
- Refrain from using profanity and/or disrespectful tones or words with staff and students.
- Not be permitted to bring toys, cards, games, cell phones (w/o cell phone permission slip filled out by a parent. Cell phones, hand-held computer games, or music players of any kind must remain off at all times during the school day and out of sight, otherwise they will be confiscated). The school is not responsible for any electronic device that is lost, stolen, or damaged; Again, these devices will be confiscated if brought to school and will not be returned until the last day of school unless a parent comes in.
- Be held accountable for the care and condition of their textbooks, workbooks, Chromebooks, iPads, and charging devices. In the event any of the aforementioned is lost or badly damaged, fines will be assessed in accordance with and established district-wide book fine schedule (text fines not satisfied will result in the holding of report cards and promotional certificates).

Consequences for School-Wide Behavioral Expectations Not Met

The discipline of students is essentially the responsibility of the classroom teacher. Students should be referred to the office only after the classroom teacher has exhausted all avenues of correction:



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*a. Reprimand using developmentally appropriate practices; b. Seek cooperation of parent (documented written communication or telephone); c. Refer student to the appropriate administrator with an incident report. *In an emergency, send justification later (Corporal punishment is prohibited)*

While the school believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive and defiant behavior. Disruptive and defiant behavior includes but is not limited to:

1. Continued and willful disobedience (including non-compliance to cell phone policy).
2. Open defiance of the authority of a teacher or person having authority over a pupil (any staff member).
3. Actions that constitute a danger to the physical well-being of other pupils
4. Any pupil who commits an assault, as defined by NJSA2C: 12-1, upon a board member or any employee of the board of education.
5. Physical assault on another student.
6. Taking or attempting to take personal property or money from another pupil whether by force or fear.
7. Willful causing or attempting to cause substantial damage to school property.
8. Leaving school property without permission.
9. Use of profanity and abusive language.
10. Turning on or triggering a false alarm.
11. Tampering with or damaging property of other pupils or staff members.
12. Sexual harassment.
13. Refusal to follow directions that may affect the child's learning and safety, or the learning and safety of other students.
14. Walking out of class without permission from the teacher (this is considered to be cutting class).
15. Bullying and/or taunting students.
16. Failure to wear the proper school uniform.

Pupils who engage in disruptive behavior will meet with administration and/or Student Justice Counsel.

Consequences for inappropriate conduct include:

1. Exclusion from special activities (i.e. trips, assemblies, non-mandated ceremonies, parties, tag and/or spirit days, etc.)
2. Lunch or After-school detention
3. Mandatory Return with Parent Meeting
4. Work Study/Separation from Classroom
5. Suspension

2. LUNCH and AFTER SCHOOL DETENTION PROCEDURES

The responsibility of the public school is to promote social development as well as academic achievement. At Hawthorne, we understand the work constraints of parents who are frequently contacted about their child's



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behavior. After careful thought, we have developed an alternative strategy for *suspensions from school*, when possible.

Starting the first week of school, teachers will begin their lunch and/or after-school detention program. If a teacher requires a student for lunch detention, it is for one of the aforementioned *Disruptive Behaviors*. The lunch-detention will run as follows:

- Teachers will escort their class to the cafeteria and wait for the lunch detention student(s) to receive their lunch
- Teacher and lunch detention student(s) will return to the classroom for detention
- Teacher will determine what student is required to do/not do during detention
- When that lunch period has concluded, the student's lunch detention is over
- Teacher will notify the parent of the student's misbehavior (in writing or by phone and maintain documentation).

If a teacher requires a student for after-school detention it is for one of the aforementioned *Disruptive Behaviors*. The after-school detention will run as follows:

- Parents will be notified by telephone at least a day prior to the pupil's detention. No detention will be assigned the same day of the incident without ample time to speak directly with a parent/guardian (maintain documentation)
- Teachers will escort their class out of the building at 3:05 P.M. and bring the student(s) who must remain for detention back to the classroom
- Detention will begin at 3:10 P.M. and will conclude at or before 4:00 P.M.
- No student who has been requested for detention may leave the building at all until dismissal from detention (otherwise, school-wide behavioral consequences will be executed)
- Teacher will determine what student is required to do/not do during detention
- If a student misbehaves during detention or does not report to detention, a *Mandatory Return with Parent* is the next alternative
- If a student has the responsibility of a younger sibling, the parent must make arrangements for that child's supervision and trip home. Or, siblings of the student-offender must sit in detention with his/her brother/sister until the student is dismissed.

3. MANDATORY RETURN WITH PARENT

Students who have consistent, habitual behavior problems, exhibit frequent antisocial behaviors, and have already received lunch and/or after-school detention will receive a *Mandatory Return with Parent Notice*. The Mandatory Return with Parent Notice requires the student's parent to come in and meet with the teacher and/or administration to discuss the student's behavior. The student will not be able to return until the meeting takes place. The Mandatory Return with Parent is the final alternative before suspension occurs.

4. WORK STUDY

Students who are assigned work study as a consequence of their behavior will engage in activities that support the effort to keep the building clean. These activities include but are not limited to:

- Cafeteria duty



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-
- Removal of graffiti
 - Trash removal

5. IN-SCHOOL and SUSPENSION FROM SCHOOL

Suspension is a last resort and we want to avoid it as best we can. However, students who commit offenses at levels III and IV of the NPS Discipline Policy will be *subject* to suspension. The Principal/Vice Principal will exercise judgment depending upon the events surrounding the offense as to whether or not the child will receive a suspension, and the term of suspension. Students who are suspended are responsible for the assignments given in all content areas during his/her term of suspension. It is the responsibility of the student to collect the assignments from his/her teachers in each content area (including special subject teachers) to be made up. *The student must be accompanied by a parent on the day he/she returns from suspension. If the student is not accompanied by a parent, he/she will report to the Parent Liaison, Mr. Singleton, so that he may contact the parent.

Daily Student Pick-up/Drop-off Policy



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The safety of our students is extremely important. Therefore, it is imperative that all parents honor the school and district policy on dropping students off in the morning before school and picking them up after school. Hawthorne Avenue School does not have a morning and after school care program. Contractually, teachers are not on duty until 8:10 A.M. with their day ending at 3:10 P.M. Please take note of the following:

- **For safety, parents must show identification, sign in the security book, and wait for their child to be brought to the front door of the school.**
- Parents are expected to be present for student dismissal daily, at 3:05 P.M. Pre-K students will sign their students in and out daily.
- **If a student arrives prior to 8:20 A.M. and/or is not picked up from school by 3:10 P.M., the school will execute the school safety protocols outlined within the district and state policies (which may result notifying the *Newark Police Department* and *Division of Child Protection and Permanency [DCP&P]*).**

Attendance Policy

The first of the district's three campaigns is that all students have 100% attendance. It is the expectation that all students in grades PreK-8 will attend school every day. In the event a student is ill or a family emergency arises, the parent must call the school, submit a doctor's note or a note explaining their child's absence. Students who are absent and/or tardy 10 or more days are considered chronically absent/tardy and will receive a warning from the school. Parents of these chronically absent/tardy students can potentially be summoned to court due to their child's chronic absenteeism and/or tardiness. Students who are absent 18 or more days without documentation can be retained.

**We ask that you avoid picking students up early from school. Picking students up before dismissal disrupts the learning environment as well as causes your child to miss out on significant instruction.*

PARENT CONFERENCES



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Teacher must be prepared to provide each parent with the following pieces of information:

1. How students are graded.
2. Daily homework expectations (how much homework parents can expect from classes).
3. How can parents assist their child academically?
4. The purpose of the assessments that students take and how often they will take them.
5. The district's curricular program (New Jersey Student Learning Standards), school goals, and expectations for children.
6. Explain and describe student strengths and weaknesses using Student Individual Profiles (explain how these strengths/weaknesses were recognized and what specifically you will be doing to correct these identified weaknesses).
7. Report Card schedule, progress reports, and whether or not the child is in danger of being retained.

NOTICE TO ALL PARENTS OF 8TH GRADE STUDENTS



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Every school year, the administration and staff plan experiences and activities for our “seniors.” These experiences range from college tours, the 8th grade social, a ring ceremony, and other engaging events. While we are all excited about the opportunity to have the students participate in these memorable endeavors, we acknowledge that some students may eliminate themselves from participating. Throughout the year, all staff (administrators, homeroom and special subject teachers, security guards, coaches, cafeteria workers, etc.) will be monitoring the academic and social behavior of our eighth graders. When necessary, we will be reaching out to you to keep you informed about any of the anti-social and/or disruptive behaviors that your child demonstrates that may impede the learning of others.

Student achievement is our first priority. Without surprise, we have always been able to accomplish a great degree of success with those students whose parents are proactive to make sure that their child comes to school and behaves in a manner that best represents education as a high value. However, there have been students who struggle to maintain the school’s behavioral and academic expectations for the sake of their own education. Therefore, we want to remind you that students who are unable to adhere to the school-wide behavioral expectations, demonstrate our core values, and/or exhibit the following behaviors will be excluded from co-curricular activities. The negative behaviors include, but are not limited to:

- *Poor attendance (we expect 100% attendance)*
- *Daily uniform non-compliance*
- *Fighting*
- *Defiant behavior*
- *Disrespect to school staff*
- *Disruptions to the learning environment*
- *Lack of effort on classwork and homework*
- *Cutting and/or walking out of class*
- *Non-compliance to cell phone usage policy*

The entire Student-Parent handbook explains in further detail what the school expects from all students.

One of the goals of education is to prepare students for the real-life tasks/tests that they will face in their future. In the working world, people who make decisions that support achieving their goals are often successful. Help us support your child academically and socially by supporting the efforts we make here in school. If you have any questions, feel free to contact an administrator, or eighth grade staff (including special subject teachers). I thank you for your cooperation, support, and partnership as we build our students to be competitive and successful in the social and working world!



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The Newark Public Schools
765 Broad Street, Newark, NJ 07102

PARENTAL CONSENT FORM

This form is for media interviews with students for publications and programs. Parent's permission must be obtained prior to television, film, video or print publication interviews. This also applies to photographs of students taken for the various media.

I, _____ the parent of _____
(Parent's/guardian's name) (Student's name)

at _____ School, do grant my permission for my son/daughter
(Name of school)

to appear in an article/photograph/televised news program produced by

(Name of individual or company)

(Street address, city and state)

Date of Taping: _____ Time: _____

I understand that this interview is designed to showcase my son/daughter's participation in an academic setting and is not for a profit venture. Therefore, said organization, individual or company will not pay any fees to my child or me.

(Date)

(Parent's/guardian's signature)

(Street address, city and state)

Please return this form to your child's school.



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File Code: 5142

STUDENT ACCESS TO PERSONAL CELL PHONES

Safety is the primary concern for the Newark Public Schools (the “District”) and the ability of parents and guardians to communicate with their children in an emergency situation is essential. Further, the District understands that students may need access to their cell phones when walking home from school or for after school activities that they may attend immediately upon leaving the school premises.

As such, the District allows students to carry non-camera or non-videos cell phones on their persons or carrying bags under the condition that the cell phones remain off (not on a silent ring or “vibrates” setting) at all times during the school day, on school premises, or at school functions. In the event of an emergency, the school administration (or the classroom teacher upon the direction of the school administration) will direct the students when they may safely turn on a cell phone.

Camera phones or video – phones or any type of paging device are prohibited from usage during the school day.

User Agreement

Homeroom teachers will collect cell phones as students enter the classroom. Student cell phones will be secured in a locked bin. If the student desires to carry a cell phone during the school day, the parent/guardian and student must execute a User Agreement specifically identifying the cell phone and acknowledging that the District assumes no responsibility for any loss or damage to the cell phone. The form must be on file in the school office before the device is brought to school. If a student does use the cell phone security bin, and takes his/her cell phone out during the day, it will be confiscated.

Violations

Violation of this policy is punishable as a Level III offense under the District’s Discipline Plan and Policy. Further, the student’s cell phone will be confiscated, the student’s parent/guardian will be contacted to retrieve the phone, and cell phone carrying privileges may be suspended or revoked. Additionally, in the event that a student uses a cell phone (or any component thereof) to facilitate the commission of a crime or the infliction of injury or harm to persons or property, the violation shall be deemed a Level IV offense and the student will be reported to law enforcement.

Please check each of the appropriate boxes below regarding student dismissal and activities:

- ☐ **My child will not bring his/her cell phone to school daily.**
- ☐ **My child will bring his/her cell phone to school daily.**
- ☐ **I have read the Student Access to Cell Phone Policy with my child and understand my role and responsibilities as a parent.**

Student’s Name

Parent’s Signature

Homeroom

Date



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**Your child must return this form to school and turn it in to his/her homeroom teacher.*

Hawthorne Avenue School “Education for Liberation” Acknowledgment of Student-Parent Handbook Expectations

H. Grady James IV – Principal

Tijuana Y. Porter - Vice Principal



Please check each of the appropriate boxes below regarding student dismissal and activities:

- ☐ My child is a walking student and will walk home upon dismissal each day.
- ☐ I will pick my child up each day from school at 3:05 P.M.
- ☐ However, if I cannot pick up my child, I give him/her permission to walk home at 3:05 P.M.
- ☐ I give my child permission to participate in all school and classroom co-curricular and extra-curricular activities, and to attend all field trips unless otherwise notified.
- ☐ I have read the student/parent handbook with my child and understand my role and responsibilities as parent. I understand that if I am habitually late for pick-up, the school may contact DCP&P. I will support the school in accomplishing its goals.

Print Student Name

Print Parent Name

Student Signature

Parent Signature

Home Telephone

Cell Phone

Emergency Contact

Homeroom

Date

**Your child must return this form to school and turn it in to his/her homeroom teacher.*