



Pittsburgh Weil K-5

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“Soaring to New Heights”

2023-24 Family & Student
Handbook

Welcome from the Principal

Dear Pittsburgh Weil Families:

This year marks year 8 for me as the proud principal of Pittsburgh Weil. In these 8 years we have grown a lot! We want to continue to educate and engage all students at high levels. We will continue to support and empower our families so that they have what they need to support their children.

Pittsburgh Weil's mascot is the eagle. We use the acronym S.O.A.R.S to communicate our expectations for learning, behavior, and real-world interactions. An eagle SOARS everywhere and every day. As a reminder S.O.A.R.S stands for:

Scholarly-prepared and ready to learn

On Task-engaged and focused

Appropriate- acceptable language, behavior, and clothing

Respectful- showing respect to peers and adults with words and actions **S**upportive- helping peers, teachers, staff, visitors, & our communities

I am looking forward to a fabulous year of learning, fun, and our continued partnership to ensure that our scholars "Soar to New Heights!"

Sincerely,
Dr. Henderson



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Staff Directory

Please visit <https://www.pghschools.org/weil>

Office Hours

Doors open for breakfast at 8:05 each morning. If you would like to meet with a staff member or the principal, please call 412-529-5327 and make an appointment. We want to ensure that your questions and/or concerns are addressed.

Visiting the School

All visitors must report to the security desk and go through the metal detector. Visitors will scan the visitor's log to sign in and then report to the main office. The visitor will leave a valid form of ID with the office staff during their visit. After their visit, visitors should retrieve their ID from the office and exit the building using the playground doors.

Visitor Procedures

All visitors to our school are required to follow the district's visitor procedures. Please share these procedures with anyone you have listed as an emergency contact for your child.

- If you plan to visit a classroom or other area of the school building during the school day, call the building office and pre-register for an appointment before the visit date. Absent an emergency, requests to meet with a classroom teacher or other staff member should be made at least 48 hours in advance to allow the school sufficient time to plan for coverage.
- Upon arrival at the school building, all visitors must enter the main entrance and check in with security to sign in. Security will then send the visitor to the main office to receive a visitor's badge and leave their identification. Car or house keys may be accepted in lieu of a driver's license or photo ID at the discretion of the building office.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must always be displayed while the visitor remains in the school building or on school premises.
- Visitors must always remain in approved areas only and act in a manner appropriate to the safe functioning of the school environment. Anyone engaged in uncooperative or disruptive behavior must leave the premises.
- Upon conclusion of the visit, the visitor must return to the main office, sign out on the Visitor Register and return the visitor badge. Once the visitor has checked out, staff in the main office will return the visitor's driver's license, ID or keys, as applicable.

The district reserves the right to deny an individual entry to any school building, when there is reason to believe that such an individual's presence would be detrimental to the operation of the school and the learning environment.

Scheduled Visits

If a family member was called to the school for a visit, the family member should follow the above protocol, and then a staff member will escort them to the classroom.

Unscheduled Visits

If a family member shows up unannounced, if possible, a staff member will escort the parent to the classroom. If no one is available to escort the family member, they will need to schedule an appointment. This can be done by calling (412)529-5327. We will try to schedule the meeting within 24-48 hours of the request.

Non-discrimination Policy 102

Policy 102 – Non-Discrimination in School and Classroom Practices Board Policy 102 states in part: The Board declares that it is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

Title IX

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

Attendance Policy

Attendance is crucial to learning. We ask that families schedule dentist and doctor appointments on non-school days if possible. Students must arrive at school every day by 8:20. Students who are absent must present a note from a doctor, dentist, court, or a parent/guardian to have absence marked as excused. Families should also limit early dismissals as they hinder learning. Excused absence notes must be turned in within 3 days of the absence. If an excuse is not received 3 days after the absence, it will become an unexcused absence. ***Research has shown that students that miss school fall behind in school.***

Tardy Policy

Students that come to school after 8:20 are considered tardy.

8 tardy days=1 day of absence

Please speak with the office if you need assistance with childcare or other services to prevent your child from being tardy to school.

Early Dismissals

Early dismissals are not permitted after 2:30 for safety reasons. Early dismissals will not be granted after this time unless it is deemed an emergency by the principal or other lead staff.

Change of Dismissal

Any change of dismissal ***must be made in writing in advance*** to ensure student safety. If you need to change how your child will be dismissed or who will pick up your child you must put it in writing by either: sending a text message to the teacher, using Talking Points, or using the Change of Dismissal forms located at the main entrance or in the main office.

Dismissal Locations

Kindergarten and 1st grade students will be dismissed from the **playground doors**. Students **in grades 2-5** will be dismissed on the **Soho Street side** of the building along with **bus and van riders**.

Emergency Care Sheet

Please make sure to **update your address** and **phone numbers** regularly. Pittsburgh Weil uses a ½ sheet colored paper to update phone numbers and addresses. All students must have an emergency contact in case we are unable to reach the parent or guardian.

Health Services

Our full-time nurse is Nurse Sciulli (Nurse S). The nurse cannot give a child medication without the parent, guardian, and/or doctor completing necessary paperwork. If you have questions for the nurse, feel free to contact her at 412-529-5317.

Food Services

Breakfast and lunch are provided for all students. Breakfast runs from 8:05-8:20. Students can get a late breakfast until 8:45. Pittsburgh Weil's lunch menu is a café-style menu that has 3 optional entrees, as well as fresh fruits and vegetable selections. If students have any special dietary needs, families must submit the required paperwork and may need a doctor's note.

Food/Gum/Snacks

Students are not permitted to chew gum while in school for health and sanitary reasons. ***Students are permitted to bring 1 snack and 1 drink with a lunch.*** Nutritional snacks are strongly recommended. Please do not send servings that are for more than one person (shareable) as other students may have medical conditions and/or allergies to shareable items.

23-24 Weil Bell Schedule

Breakfast	805-820
Homeroom	820-840
1st Period	840-923
2nd Period	923-1006
3rd Period	1006-1049
Intervention	1050-1120
4th Period	1120- 1205 (Lunch Grades K, 3, 5)
5th Period	1205-1250 (Lunch Grades 1, 2, 4)
6th Period	1250-133
7th Period	133-216
8th Period	216-259
Dismissal	300-305

Two Hour Delay/Inclement Weather

Please watch your local news station or follow Pittsburgh Public Schools on Facebook to be alerted as to when PPS will be on a two-hour delay. In the event of a 2-hour delay, school doors will not open until 9:55 for breakfast. Students should not report to school before 9:55.

Discipline Policy

Pittsburgh Weil will implement the Restorative Practice model to support school discipline. The administration will try at all costs to prevent students from missing out on learning opportunities. Some forms of disciplinary action may include but are not limited to:

- In-Class Calm Down Corner
- Team time outs
- Community Service/Restitution
- Privilege Loss
- Reflection
- Mediation
- Reteach Center
- Guardian & Teacher/Administration
- Suspension
- Expulsion

More information can be found on the PPS website under Student Code of Conduct.

Academics at Pittsburgh Weil

- Core Subjects (reading, math, spelling, grammar, and social studies)
- Related Arts (science, physical education, music, art, library)
- Rotational Grouping
- Project Based Learning
- Departmentalized Teaching Staff for content expertise
- Cross-Curricular Planning & Teaming
- Focus on Writing & Vocabulary Across Grade and Content
- Culturally Relevant Instruction

Homework Policy

Students will receive homework Monday-Thursday. Some students will receive daily homework while others will receive weekly homework.

Homework is an extension of the school day, enforces what is being taught in the classroom, and encourages working independently. Students should complete homework nightly and return on the assigned due date. Homework is 10% of a student's overall grade. Parents/guardians requesting make-up work/homework for extended absences and/or approved vacations should allow at least 24-hour advanced notice for the teacher to prepare assignments for pick-up.

Academic Progress

Progress Reports are sent home four times per year. Report cards are distributed at the end of each 9-week period. Please make sure to review your child's progress reports and report card to ensure that they are Promise Ready and prepared for the next school year.

Family & Teacher Conferences

Family teacher conferences are scheduled during the first grading period. This is an opportunity to meet with the school staff and learn about your child's academic progress. Parents/guardians are welcome to schedule conferences with teachers at any time throughout the year but are reminded to call (412)529-5327 in advance to arrange a conference time.

Support Services Guidance

SAP

MTSS

Peer Mediation & Mentoring

Family Links Individual Counseling

Macedonia FACE

FOCUS Pittsburgh

Weil's Closet

Weil's Food Pantry

Lost & Found Bulletin Board

Any lost items are hung in the cafeteria on the Lost and Found Bulletin Board. Items such as clothing and backpacks are hung up on the wall for students to easily identify and collect. Money, jewelry, keys, phones, and other small articles of value are turned into the office. Students may claim these items after proper identification.

Valuables/Toys/Personal Items

School personnel will not be responsible for valuables, toys, or personal items that students bring to school. *It is recommended that students leave all valuables at home.* If circumstances make it necessary for a student to bring money (field trip, nacho day, etc.) or other important possessions to school, students are responsible for these items.

Cell Phone Policy

Students with phones are expected to turn their phone in each morning during arrival. All phones are secured in a locked closet in the main office. Students are not permitted to have their cell phones out and/or in use during the school day. If a student is caught using a cell phone it will be taken and a parent will need to pick it up. If you need to contact your child, please contact the main office at (412)529-5327.

School Safety

To ensure the safety of all students, staff and visitors, Pittsburgh Weil follows the district's visitor procedures outlined below and has a comprehensive school safety plan. The safety plan outlines the roles and responsibilities of staff in the event of a school-based or external issue/emergency. In addition, students participate in safety drills to ensure students and staff are prepared in an emergency. Safety drills may include fire, lockdown, bus, and severe weather.

In the event of an emergency, the School Police or Pittsburgh City Police, may recommend Pittsburgh Weil be placed in a modified lockdown, full lockdown or evacuate to an alternative site. The procedures for these actions are listed below.

Modified Lockdown: A modified lockdown means that normal instructional activities continue as much as possible; however, no outside events, field trips or outside activities occur unless explicitly cleared by School Police. While in modified lockdown, entry and exit to the school will be restricted, and only individuals with a pre-existing appointment can enter the school facility. A modified lockdown may be called when there is a community issue that is external to the school and not directed at the school.

Full Lockdown: In the event of a lockdown, all exterior doors and windows will be locked and no one aside from emergency/ administrative crisis team personnel will be permitted to enter or exit the school facility. During full lockdown, students will be kept safe in individual secured classrooms during the event and are not permitted to go outside or attend outside activities or field trips. School Police or school leadership will place a school on full lockdown to minimize student/staff exposure to a potential threat. For example, this procedure may be used when City of Pittsburgh Police or School Police warn the school of a fugitive in the neighborhood or when a threat has been received by the school.

Evacuation: Evacuations may occur in the case of a threat, fire or other event making the school building unsafe. Students and staff will be evacuated to a designated evacuation site when leaving the building is the safest alternative. Pittsburgh Weil's evacuation site is The Carnegie Library and Thelma Lovette YMCA. In an evacuation, attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. The following standard reunification plan will be implemented to ensure all students are safely returned to their families. During a reunification, families are directed to:

- Bring a valid form of Identification (ID)
- Follow signage and parking directions of reunification location.
- Complete the provided reunification form.
- Choose the check-in line that corresponds to your student's grade.
- Provide school personnel at the check-in table with a valid photo ID and the completed reunification form.
- Wait patiently as a District staff member retrieves and escorts your student to you.

Only approved adults with valid photo identification will be allowed to pick up students from the evacuation location.

Communication with families during an emergency

If Pittsburgh Weil is placed on a modified lockdown, full lockdown or is required to evacuate to an alternative site, an attempt will be made by personnel at Pittsburgh Weil or the District to contact families as quickly as possible through the phone messaging

system. This communication will occur when the school emergency occurs and again when the emergency is resolved, or information has changed. For this reason, it is important to complete all paperwork at the beginning of each school year and contact the school anytime primary or emergency contact information changes.

- While it is important for us to quickly update parents, it is also important that the information we send is accurate. Please be aware that emergency situations are fluid and always changing, and that information received from non-District sources such as the news media and social media may be inaccurate. Depending on the type of emergency, the district may also utilize its website, Facebook, and Twitter accounts to provide timely information to families.
- In addition to a phone call, an additional notice may be sent home with students or emailed to families. The notice may include other information as appropriate such as lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.
- When receiving a phone call that Pittsburgh Weil has been directed to be placed on a modified lockdown, full lockdown or has been evacuated, please remain calm and do not attempt to come to the school. We understand that the first reaction of many families is to come to the school, however, families should wait until they are advised that it is safe to pick up their child. Families arriving unadvised to the school may hinder the emergency response and could jeopardize their safety. In extreme cases, law enforcement can arrest anyone who they determine is compromising their efforts.
- If your child calls or texts you during a school emergency, please encourage him or her to remain calm and follow the directions of the teachers and staff. Also encourage your child not to post information to social media sites as it can lead to misinformation and confusion.

The district has strong partnerships with local law enforcement and will work collaboratively with City of Pittsburgh Police to respond quickly to potential threats and always ensure student and staff safety. Please contact the main office if you have any questions regarding these procedures.

Keeping Primary/Emergency Contact Information Up to Date

Please remember to ensure your primary and emergency contact information is up to always up to date. Having working telephone numbers is important for staff at Pittsburgh Weil to reach you or your designated family or friends if there is an emergency with your child or at the school. Please share our visitor procedures and school safety information

with all individuals you designate as emergency contact. A child's emergency contact is responsible for picking up their child if you or your child's additional guardian is unavailable. As a school, we take the releasing of any child to an unknown adult very seriously. Therefore, it is important to make sure each of your child's emergency contacts know the following when visiting our school.

- **Must show proof of identification.** A child will not be released to an individual that does not show proper identification or if the identification does not match the information in the District's student information system.
- **Must understand the District's visitor procedures.** All visitors must use the main entrance of the school building and sign-in with security. No visitors can visit classrooms or walk in the hallways or other areas of the school without signing in.
- **Must understand District's Reunification procedures and know child's school reunification location.** Each school has an alternative location for pickup in the event of a school-based emergency. Any individual wishing to pick up a child from an alternative location must be listed as parent/guardian or emergency contact and must show proof of identification.

Emergency & Fire Drills

To ensure the safety of all students, staff and visitors, Pittsburgh Weil follows the district's comprehensive school safety plan. The safety plan outlines the roles and responsibilities of staff in the event of a school-based or external issue/emergency. In addition, throughout the year, students participate in safety drills to ensure students and staff are prepared in an emergency. Safety drills may include fire, lockdown, bus, and severe weather.

Fire drills are conducted once each month in compliance with Pennsylvania School Law. Escape plans are posted in each classroom. Each class has an escape route to an outside area. Children are directed to these designated areas as soon as possible in a safe, quiet, and orderly manner.

Dress Code

It is the recommendation that all scholars at Pittsburgh Weil follow the dress code policy.

Tops:

Tops should be any color long or short sleeved collared, polo style shirts and Oxford style shirts. Hoodies are not permitted.

Bottoms:

Students can wear blue, black, or tan pants, skirts, jumpers, shorts, and dresses. Shorts, skirts, and dresses should be no shorter than 2 inches above the knee. Bottoms with holes, cuts, or tears will not be permitted.

Shoes:

Shoe types and style can vary. We encourage sneakers, shoes with rubber soles, and flats. Crocs, *slides*, Yeezy (or like), flip-flops, slippers, and open toed shoes are not permitted.

Pittsburgh Weil will have occasional dress down and spirit days. On such occurrences notifications will be sent home with details. Proper school attire is a component of our SOARS system.

Communication

The administration and staff at Pittsburgh Weil are committed to creating and maintaining positive relationships with our families. We welcome and encourage open communication. If you have any questions or concerns, please make your child's teacher the first point of contact. If you have contacted the teacher and still need more assistance, please contact the principal.

Classroom Parties

Classroom parties will be at the discretion of the school staff and classroom teachers. Parties may be organized for holidays and incentives. If you want to bring in treats for your child's birthday, please arrange them with the classroom teacher.

Volunteers

Prior to volunteering in a school or on a school trip, a volunteer must complete and submit the following to Weil's school main office.

- In-Take Form for volunteers
- **PA State Criminal History Report** (obtained online; cost: FREE) o
<https://epatch.state.pa.us/Home.jsp>
- **Child Abuse Certification** (obtained online; cost: FREE) o
<https://www.compass.state.pa.us/CWIS>
- The **FBI Criminal History Report** (fingerprinting required - apply online FBI report access code will be provided; cost: \$27.50)
 - o https://www.pa.cogentid.com/index_pdeNew.htm
 - o In lieu of completing the FBI Criminal History Report, volunteers who have been a resident of PA for ten consecutive years may choose to complete a signed PA Resident Form and Waiver Request
- All forms can be found on the PPS website under Our Schools, Get Involved, Volunteering. If you need further assistance, please contact the main office.

Foster Grandparent Program

Each year Weil partners with AmeriCorps Seniors volunteers (Foster Grandparents Program) to provide the kind of comfort and love that sets a child on a path to a successful future. This year Weil will host four Foster Grandparents. Our foster grandparents will be assigned to a grade level or classroom to be a support to teachers and scholars.

Parent Resources

At Pittsburgh Weil we know that teamwork makes the dream work. Our parent resource room has information and resources that families may need. All families are encouraged to attend our monthly PSCC meetings. This will help you stay up to date on what is happening at our school and share your thoughts with us. The Parent Resource room is in room 110.

Family & Community Involvement

We encourage our families and community members to stay involved with the school and all its happenings. There are multiple opportunities for family, community, and student

voice and we value hearing from you. Some of the opportunities include but are not limited to:

- Monthly PSCC Meetings (2nd Monday of each month @ 5 PM)
- Back to School Night
- Student Family Conferences
- Awards & Celebrations
- School Improvement Planning
- Academic Nights with Community Partners
- Trunk or Treat
- Family Fest
- Fun Day

Pittsburgh Weil Student Norms Handbook



Student Name/Homeroom _____

Teacher/Grade- _____

Pittsburgh Weil Student Workbook

Welcome to Pittsburgh Weil, Pre-K-5. This peer workbook will help you learn about your school and the norms (rules) that we use here.

S.O.A.R.S.

We use the word S.O.A.R.S. to show how we should learn and act at our school. Remember an Eagle S.O.A.R.S.!

S= Scholarly

O= On Task

A= Appropriate

R= Respectful

S= Supportive

Student Responsibility

If you have a problem, you must tell an adult first.

Weil Bucks and Live School

This year we will use LIVE School to reward students for following the norms using SOARS points that will equal Weil Bucks. Each SOARS point = 1 Weil Buck. Students will use Weil Buck for recess and other PBIS incentives throughout the school year. This will also teach scholars to budget and use their money wisely.

Pittsburgh Weil Student Norms Workbook

Pittsburgh Weil Pre-K-5 uses norms to ensure a safe and welcoming learning environment. A norm is an expected behavior for a student or a group. Make sure you know the norms so you can be a top earner!

Classroom & Offices

In classrooms and offices...

- We will keep our hands, feet, and unkind words to ourselves.
- We will sanitize our hands when we enter and exit.
- We will say “please”, “thank you”, and “excuse me.”
- We will listen when others are speaking.
- We will give our best effort when working and learning.
- We will ask questions when we do not understand.
- We will use the correct voice level.
- We will follow adult directions.
- We will be ready to learn each day.
- We will put student and staff safety first.
- We will wear our masks when needed, except when eating or taking a mask break.

Bathrooms

In the bathroom ...

- We will keep our hands, feet, and unkind words to ourselves.
- We will have a pass to use the bathroom.
- We will get in and out of the bathroom as quickly as possible.
- We will flush the toilet and wash our hands.
- We will leave the bathroom better than we found it.
- We will report any problems or broken items to an adult.
- We will put student and staff safety first.

Cafeteria

In the cafeteria...

- We will keep our hands, feet, and unkind words to ourselves.
- We will sanitize our hands before we eat.
- We will say “please”, “thank you”, and “excuse me.”
- We will follow adult direction.
- We will sit with our feet under the table and talk with Level 1 voices.
- We will leave the cafeteria better than we found it.
- We will wait for the garbage can to come to us.
- We will put student and staff safety first.

Recess

During recess...

- We will keep our hands, feet, and unkind words to ourselves.
- We will say “please”, “thank you”, and “excuse me.”
- We will follow adult direction.
- We will stay in our recess area.
- We will line up as soon as we hear the 3-whistle signal.
- We will respect recess materials and return them to the correct location.
- We will put student and staff safety first.

Hallways

In the hallway...

- We will keep our hands, feet, and unkind words to ourselves.
- We will have a pass from an adult to be in the hallway.
- We will go to our location quickly and quietly.
- We will walk in a line on 3rd street, face forward, in safety or pocket position.
- We will report any problems to an adult.
- We will put student and staff safety first.

Bus

On the bus...

- We will keep our hands, feet, and unkind words to ourselves.
- We will say “please,” “thank you,” and “excuse me.”
- We stay in our seats and face forward.
- We will quietly enter, ride, and exit the bus.
- We will leave the bus better than we found it.
- We will put student and staff safety first.
- We will wear a mask if needed on the bus.

Assembly

During Assemblies...

- We will sit in every other seat.
- We will keep our eyes on the speaker.
- We will not talk across rows.
- We will always participate.
-

Please learn and use your norms. These are not all the norms that we use at Pittsburgh Weil, but these norms will help you to show that an eagle S.O.A.R.S.

Pittsburgh Weil Norm Song

By Ashanti Jones

Say the norms loud and clear
Walk on 3rd Street in school everywhere
Say the norms loud and clear
Say please and thank you to show that we care
Say the norms loud and clear
Use kind words, be honest, play fair
Say the norms loud and clear
Tell an adult or teacher that's near
Say the norms loud and clear
Feet on the floor, and butt in the chair
Say the norms loud and clear
Hands to myself, and don't touch a peer
Say the norms loud and clear
Say I'm sorry and be sincere
Say the norms loud and clear
Safety for all we must adhere
Say the norms loud and clear
Think before we act, put our brains in gear!
Say the norms loud and clear
Follow the norms and we'll have a great year!
Follow the norms and we'll have a great year! What?
Follow the norms and we'll have a great year!

Pittsburgh Weil School Song

Pittsburgh Weil school and you know we're the eagles
We do it all right and we do it all regal
S is for scholarly, O is on task, A is appropriate, R's respectful
S is supportive cause that's what we do
Don't forget our colors the gold and the blue
Pittsburgh Weil School, soaring to new heights
Get on our level, we're on the next flight-aye!

Pittsburgh Weil Student Workbook

I have read and talked with my child about their responsibility and the norms at Pittsburgh Weil.

Parent/Guardian Signature_____

Date_____

Student Name_____

Grade_____

**PLEASE SIGN THIS SHEET
AND RETURN TO YOUR
CHILD'S HOMEROOM
TEACHER**