



PARK DALE LANE ELEMENTARY SCHOOL
A California Gold Ribbon and Arts Exemplary School
A Community of Readers, Writers and Artists
with 21st Century Skills



2016– 2017
Parent Handbook

The information in this handbook contains our school rules, procedures, and guidelines. Please read all of the sections with your child. We hope it will be a useful resource for you throughout the year. **Please sign and return the behavior contract (pg. 12) to your child's teacher by Monday September 13, 2017.**

PDL Educational Partnership

All programs at PDL are designed to develop each student's potential for intellectual, emotional and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

School Pledge

We understand the importance of the school experience to every student and our roles as educator and models. Therefore, we agree to carry out the following responsibilities:

- Teach grade-level standards
- Strive to address the individual needs of each student
- Communicate with parent/guardian regarding student progress
- Provide a safe, positive, and healthy learning environment for all students
- Correct and return appropriate work in a timely manner

Student Pledge

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to be responsible for:

- Getting to class every day on time
- Returning completed work on time
- Talking to my parents about my school day
- Being accountable for my own behavior
- Being a cooperative learner
- Asking for help when needed
- Producing quality work
- Making sure my lpad is charged and at school everyday

Parent Pledge

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities:

- Encourage my child to complete his/her homework and assignments
- Review all school communications
- Attend parent conferences, Back to School Night, Open House and other school events
- Encourage my child to engage in daily reading activities
- Provide a quiet place and time for my child to do homework
- Make sure my child gets adequate sleep and has a healthy diet
- Support the school, homework, discipline, and attendance policies

Park Dale Lane Tenets

- We believe our school should be a safe and secure environment.
- We believe that children should be happy and engaged in the learning process, and that life-long learning should be a goal for every person.
- We are committed to providing an environment for all children that promotes self-esteem and self-worth.
- We believe that everyone deserves to be recognized for his or her efforts, as well as his or her accomplishments and achievements.
- We are committed to an environment that promotes mutual respect, honesty, integrity, and good citizenship.
- We value collaborative and integrated relationships between our school and the greater community.
- We believe in providing an instructional program that cultivates an understanding and practice of civic responsibility.
- We value a teaching environment that respects each individual's learning styles and developmental needs.
- We are committed to collaboration and teamwork.
- We value a rich, experiential curriculum, which stimulates interests and intellectual curiosity.
- We believe it is our responsibility to prepare our students to become creative problem solvers who can be flexible and adapt to a changing world.
- We strive to create a healthy environment that includes education about the importance of healthy eating, regular exercise, mental stress reduction and positive local and global environmental impact.



PARK DALE LANE ELEMENTARY
2016-2017
RULES, PROCEDURES AND GUIDELINES

ATTENDANCE: Accurate attendance records are necessary for our school. Students who miss school lose valuable classroom instruction. We understand that there may be times when students must be absent due to illness or appointments. We ask that whenever possible these appointments be made before or after school to maintain the integrity of the instructional program. When your child is absent, and each absence of every child must be verified on a daily basis, please call our **attendance line answering machine** at **(760)944-4348**. **Please leave the following information: your student's name, teacher's name, date and reason for absence.** For your convenience, the attendance line answering machine is available twenty-four hours a day, seven days a week.

If your student is absent for several days, arrangements for picking up homework can be made by notifying the school office. Please allow adequate time for teachers to provide these assignments. Homework for shorter absences can be obtained through a classroom buddy or the teacher upon your child's return to school.

If your student is going to be absent for **five days** or longer for a reason other than illness, please obtain an Independent Study Contract from your child's teacher prior to the absence. This request should occur at least five days prior to the absence so that the teacher can plan accordingly. Work must be completed during the absence and **returned to the teacher the first day** of the student's arrival back to campus. Independent Study Contracts, which are completed and returned, will be documented as excused absences for the student.

BACK-TO-SCHOOL NIGHT: Back-to-School Night is an opportunity for you to meet your child's teacher, receive information regarding classroom curriculum and instruction, view classroom materials, and review student standards and expectations. Should you desire to speak with the teacher regarding your child specifically, a conference may be scheduled for another time. Back to School Night is for adults only.

BICYCLES: It is strongly recommended that students in 3rd – 6th grades are encouraged to ride their bikes to school. Parents are also encouraged to ride with their students to/from school. Bicycles are to be ridden to school for transportation only and not on school grounds. Students using bicycle transportation are required to walk them to and from the corner of Glen Arbor and Park Dale Lane, and west of the exit driveway. Bicycles are to be locked in the bike area during school hours. Because safety is of primary concern to all of us, rules of the road are to be followed by bike riders and helmets are required by law. Students who do not follow the rules of the road regarding traffic and bicycle safety, will lose the privilege of riding a bike to school and/or be ticketed by the Sheriff's Department.

BUSSES: Though we no longer have home-to-school bussing in the Encinitas Union School District, the bus zone on Glen Arbor continues to be used for the YMCA and Boys and Girls Club busses. Parents are strongly urged to not meet their students in this area.

CELL PHONES: Students may have cell phones at school. However, they may not be turned on during school hours, including before and after school day care. If students are found with their phones on or out, teachers and other school staff will confiscate the phone. In order to retrieve the phone, parents will have to arrange to meet with the school principal.

COMMUNICATION: We know that parent-school communication is essential for a successful educational experience. **Flyers and notices are sent home on Thursday** and through the use of e-packets. For those families who do not have internet access, hard copies will be provided. Please discuss with your child the importance of bringing all school letters and flyers home. A telephone messaging program will also be used throughout the year to announce special school events. We encourage parents to contact the school with questions or concerns regarding their child's progress. The classroom teacher is the best initial contact. Parents are encouraged to call the office and leave a message or send an email to the teacher. Teachers also have class web pages that provide information about their classroom programs. The teacher will return your call or email to discuss your concern and/or set up an appointment. The principal is also available to you as a part of that process, both during and after a conference with the teacher. The school web page, www.eusd.net/pd, also provides information about the school program.

DISASTER PREPAREDNESS: Park Dale Lane has an emergency disaster plan which is reviewed and modified yearly. Monthly three-in-one drills (lock down, earthquake, fire drill and outside/inside drills) are held to familiarize our students with the process of exiting the building rapidly and reporting to designated areas for accounting purposes. Our site plan is available in the office. Please see the Office Manager if you would like to view it.

PLEASE REVIEW WITH YOUR STUDENT AND SIGN THE BEHAVIOR CONTRACT (pg. 11)

DISCIPLINE POLICY: Park Dale Lane School believes that in order for students to develop and maintain a positive self-image and behave in a productive manner, it is necessary to have a discipline policy which emphasizes the positive, recognizes and rewards responsible actions, and stresses student decision-making. We believe that good behavior will lead to improved learning and academic success for all students. **The following Guiding Principles are designed to guide students toward positive choices in determining their own behavior:**

Punctuality

Students will:

- Arrive at school between 7:45 AM and 7:58 AM.
- Be ready to start class promptly at the beginning of the day (8:00 AM), after recess, and after lunch.

Pride

Students will:

- Take care of and use all property and equipment appropriately.
- Be thoughtful and respectful of our school environment before, during, and after school.
- Be respectful of each other, physically and verbally.

Respect

Students will:

- Keep hands, feet, and objects to themselves.
- Ask before touching someone else's property.
- Follow adult directions the first time they are given.
- Keep cell phones turned off, if they are brought to school.
- Be cooperative with each other.

- Wear clothing sufficient to cover undergarments at all times and free from offensive writing or pictures.
- Wear hats outdoors only.
- Follow classroom rules so students can learn and teachers can teach.

Safety

Students will:

- Leave toys and personal items at home.
- Only wear those types of sandals that have heel straps and closed toes, no flip flops

Students are actively encouraged to learn and develop responsibility for their own behavior. The **consequences** are a direct reflection of the choices made.

A student who chooses to disregard the **Guiding Principles** as outlined will receive the following consequences:

STEP I: Classroom behavior plan is implemented. Classroom consequences may include:

- o time-out
- o discussion
- o written explanation
- o missed recess
- o phone call home
- o *Discipline Notice* sent home to be signed by parent and returned to the teacher
- o parent/teacher conference

STEP II: Student meets with the Principal.* Consequences with the Principal may include:

- o discussion
- o student calls parent
- o principal calls parent
- o parent/teacher/principal meeting
- o parent takes student home for remainder of day
- o in-school suspension for a portion or all of the day
- o home suspension for one or more days
- o recommendation for expulsion

The following **playground rules** are designed to ensure that all students have a fun and safe recess.

All students will:

- Follow adult directions the FIRST time they are given.
- Not use put-downs or rude/inappropriate language or actions.
- Not fight or have bodily contact of any kind.
- Be respectful in all conversations.
- Play games that are safe (as determined by the adults who are supervising).
- Use restrooms as needed, but not as play areas.
- Use equipment the way it is designed to be used, i.e. jump ropes for jumping.
- Bounce balls only on the ball walls, not against the buildings.
- Resolve conflicts by walking, talking, or using paper/rocks/scissors (one time) so others do not have to wait.
- Eat snacks and lunches only while sitting at the lunch tables.
- Bring equipment in when the bell rings and walk to line up.

Consequences for a student who chooses to disregard playground rules may include the following:

- o verbal reminder
- o redirection
- o time-out
- o student stays with staff member for a time during recess
- o *Discipline Notice* given to teacher
- o arranging for the student to meet with the Principal*

- * Students meet with the Principal after habitual behavior problems or for a severe disruption such as defying authority or actions with intent to hurt someone.

If a student receives three or more Discipline Notices within a trimester, the student's parents will be contacted by the principal and possible in-school suspension will occur for part or all day.

Per Education Code 48900, students will be suspended from school for the following:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco.
- (i) Committed an obscene act or engaged in habitual profanity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil.
- (p) Made terrorists threats against school officials and/or school property.
- (q) Committed sexual harassment.
- (r) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

DISMISSAL/LEAVING EARLY: Students are expected to be picked up or begin their walk home promptly after dismissal time. Any student dismissed early from school must be signed out of the office by an adult listed by the parents on the Pupil Information Card before the student is allowed to leave. Please make arrangements for after school plans before your child comes to school. **Please do not call the school office to have a message relayed to your child; we cannot guarantee that your child will get the message before the end of the day.** Determining a rainy-day pick up spot for your child in advance will simplify the situation and reassure your child on rainy days. Remember that many parents will be trying to get into the parking lot, so for older children, a pick up spot just outside of the parking lot would be preferable. **Student safety is seriously jeopardized when students are asked to cross a street at any place other than the crosswalk intersection. Please do not ask your child to cross a street in the middle of the block.**

DRESS CODE: We believe that appropriate clothing for school contributes to the child's total attitude. The appearance of a student is a direct reflection of pride in themselves and in their school. Dress should not be hazardous to the health and safety of anyone, nor can it have a negative effect on or be disruptive to the learning process. Such apparel includes clothing that advertises or displays alcoholic beverages, tobacco products, drugs, inappropriate language or designs.

The following is a list of dress and grooming items that apply to all regular scheduled school activities:

- Shoes must be worn at all times. Appropriate footwear for PE activities are required. No flip flops, backless shoes or sandals. If sandals are worn, they need to have back straps and closed toes and other shoes should be provided for PE activities.
- Clothing, jewelry and personal items shall be free of writing or pictures that are crude, vulgar, and profane or display advertising for tobacco, drugs or alcohol. In addition, any items that display racial, ethnic, religious or English script writing are not allowed.
- Hats, caps, sweatshirt hoods and other head coverings shall not be worn indoors.
- Clothing shall be sufficient to conceal undergarments at all times. Clothing that is too revealing such as bathing suits, tube tops, tops with low cut underarms, tops with spaghetti straps, tops that are

strapless, tops with one shoulder strap, tops that are see through, low cut, or backless are not permitted. Tops that expose the midriff may not be worn, even under jackets. Pants and shorts must fit at the waist, not “sag” and pant cuffs should not scrape on the ground. “Short” shorts are not permitted. Chains of any kind and spiked apparel are not permitted.

- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Makeup and tattoos are not permitted. Earrings that dangle may not be worn.

EMERGENCY INFORMATION: There are emergency situations in which it becomes necessary for us to reach you by phone. It is critical that we have **accurate and current emergency information** on file for your child in the school office. California Education Code requires you maintain a home phone listing and two (2) additional local phone listings should we be unable to reach you. These additional listings should be people who would be able to come to school should the need arise. New Pupil Information Cards are sent home at the beginning of each school year in order for the information to be current. Please note that any changes throughout the year must be made by the parent/guardian, not the office staff. **No child will be released to an adult who is not identified on the child's Pupil Information Card.**

ENGLISH LANGUAGE DEVELOPMENT (ELD): Students identified as English Learners are supported daily by instructional strategies, called English Language Development, that help the students learn English. English Learner students are assessed each year by the California English Language Development Test (CELDT) until they are reclassified as fluent English proficient. Teachers who have English learners must have the appropriate certification (CLAD, CTEL) to assist English learners.

EXTENDED DAY CARE: The Encinitas Union School District provides before and after school care on the Park Dale Lane campus. The program is available from 6:30 AM to the start of school and from the end of school to 6:00 PM. Information regarding fees and other specifics of the ASPIRE program are available by calling the Program Director, Nicole Chatwin at (760)944-4300, ext. 1144.

FIELD TRIPS: Field trips are scheduled in classrooms to support the instructional program. Students participating in these field trips must have a permission slip on file with the teacher. Parent drivers for classroom field trips are required to provide proof of adequate insurance coverage and safe vehicle verification. The classroom teacher or his/her designee will explain the requirements and collect this information prior to each field trip.

GUESTS/VISITORS ON CAMPUS: The school staff welcomes visits to the school from parents and interested citizens. However, all visitors must check in at the office and put on a badge before entering any classroom. This request is made to protect our students from unauthorized visitors and keep our campus safe for everyone. Per district policy, visitors who have not scheduled their visit through the classroom teacher must call and make an appointment to visit the classroom with the principal. Visits are limited to 20-30 minutes to reduce student and teacher distraction.

HEALTH OFFICE: We recognize that at times it is necessary for students to take medication at school. **Only medication prescribed by a physician can be administered at school by office personnel.** All medication should be brought to the school office before school starts in the morning. Medication must be in the original container specifying the physician's name, name of the medication, pharmacy which dispensed the medication, and the amount of medication to be taken at specific times or situations. Additionally, a form must be completed by the physician, signed by the parent, and kept on file in the office before any medication can be administered. Students are not to self-administer medication or carry any medication with them during the day. All medication requests must be renewed each school year if continuation of medication is necessary. Parents will be called to take their child home if the child is sick at school.

HEALTH AND WELLNESS: At Park Dale Lane, along with the EUSD, we strive to create a healthy environment for our students. We see the long-term importance of educating students about making healthy food choices and participating in regular, sustained exercises. We address stress reduction through PE which incorporates yoga and breathing exercise. We teach our students how their positive environmental choices (recycling, composting, reducing toxic chemicals, etc.) affect their health and the environment. **Our goal is to have a classroom setting that is without food rewards, and that maintains the federal guidelines for nutrition for classroom celebrations and holidays.** A list of appropriate foods will be distributed at the beginning of the year for parents to follow regarding celebrations.

HOMEWORK: Homework is a vital part of your child's educational program. Every child/family should plan on setting aside a portion of each evening for this phase of the school program. Generally, homework will not be assigned over the weekend or holiday periods. However, it may be necessary for students to have homework on these occasions if the assignment is long-term or make-up work needs to be completed. Please support your child in completing all homework in a timely manner. The following amount of homework time has been established by the Encinitas Union School District for each grade level:

Grade level	Approximate Time to Be Spent on Daily Homework	Plus Time to Be Spent on Nightly Reading
K	10-15 minutes	10-15 minutes
1	10-20 minutes	10-20 minutes
2	15-25 minutes	15-25 minutes
3	20-30 minutes	20-30 minutes
4	40-60 minutes	20-30 minutes
5	45-60 minutes	30 minutes
6	45-60 minutes	30 minutes

iPADS: Thanks to the passage of the Prop P in the city of Encinitas, EUSD is able to provide a 1 to 1 iPad initiative to students in kindergarten-sixth grade. This allows the school to provide students with an individualized learning program in the core areas while at the same time giving students the means to experience 21st century learning. iPad paperwork that has detailed information will be sent out before iPads are sent home for use.

INSURANCE COVERAGE: Though we would like to predict that no injuries will occur during the coming year, we know that injuries do occur - even in supervised physical education. Therefore, we encourage parents to provide insurance coverage for students as the school does not and cannot provide coverage. A low cost policy is made available through the school district.

LUNCH: Students at Park Dale Lane may purchase milk, a hot lunch (including milk), snack bar items, or bring lunch from home. Lunches may be prepaid at the school office or by giving check or cash to the food service cashier at lunchtime. Families who may qualify for free or reduced lunches are encouraged to get an application from the school office. If a child does not have a lunch, one will be provided at the regular hot lunch cost. We ask that the lunch be repaid as soon as possible to allow us to provide the same courtesy to others. Student lunch balances may be obtained from our Food Services Department (760)943-2042.

MESSAGES TO STUDENTS: Phone messages from parents to students during the school day are strongly discouraged. We understand, however, that there may be a rare situation that requires a parent to contact their child during the day. When this occurs, the office staff will put the message in the teacher's mailbox, but will not interrupt instruction to deliver a message to the student. Teachers retrieve messages at morning recess and at lunch time. **Flowers, balloons or other special deliveries to students are not allowed.**

OPEN HOUSE: In the spring, Park Dale Lane holds an Open House to celebrate student achievements and accomplishments. Students are invited to attend this event with their parents.

PARENT CONFERENCES: Parent/Teacher conferences are scheduled in September (Goal Setting Conferences) and in March (Report Card Conferences). The purpose of these conferences is to identify each child's specific strengths and needs, to develop a plan for academic and behavioral success, and to review report cards and progress. Students are dismissed at 12:45 PM every day during both conference weeks.

PARENT INVOLVEMENT: We strongly believe that parent involvement is critical and necessary for students to be successful. There are many opportunities for interested parents to become involved at Park Dale Lane beyond helping their own child at home with school work.

Parent/Teacher Association (PTA): The Park Dale Lane PTA is an integral part of our school program. It is a very active and welcoming group. Interested parents are encouraged to contact our PTA President or any of our PTA leaders to inquire about ways to get involved. Our annual membership drive begins soon after school starts.

School Site Council (SSC): The SSC is an advisory council which helps to determine the annual school plan and categorical budgets. All parents are invited to attend. The council consists of five staff members (including the principal) and five parents. Parent representatives are elected to fill vacancies each year.

English Learners Advisory Council (ELAC): The ELAC meets several times a year and is open to all parents of students learning English. Topics include how to support students' learning and how to become more involved in our school programs. Notices are sent home before each meeting. Contact information can be found on our school website.

Encinitas Education Foundation (EEF): The purpose of the EEF is to raise extra funding for the school. This occurs at such activities as our Jog a thon and monthly Park Dale Lane Restaurant Nights.

Enrichment Activities: Many clubs and special interest groups and activities exist on campus which benefit from the support of parent volunteers. Information regarding these activities will be sent home throughout the school year.

Classroom and Lunchtime Volunteers: Teachers are always in need of parents to assist them in classroom activities and programs. If you are interested in volunteering in your child's classroom, please let the teacher know. Additionally, anyone interested in serving as a lunchtime volunteer to facilitate student games and activities, especially on rainy days, should contact the principal.

Curriculum Support Volunteers: Each area of the curriculum brings with it new materials and supplies, some of which are consumables to be inventoried and replaced each year. Anyone interested in helping to support our PE, technology, science, art or garden programs in this manner is invited to contact the principal or a PTA leader.

RESPONSIBILITY: We encourage students to be responsible for their own belongings— lunches, homework, projects, etc. **We will not interrupt classes to deliver these items to the classrooms when they are brought to school by parents.** We will, however, keep the items in the office for students to pick up during their recess or lunch break. Students should be reminded to check in at the office at any time they have forgotten something from home.

SKATEBOARDS: Skateboards are allowed on school grounds and students may ride skateboards to and from school. These students must leave their skateboard and equipment in the bike rack, which is locked during the school day. If it is raining, please bring the equipment to your classroom.

SPECIAL RECOGNITION: Special recognition is awarded to students in a variety of ways. Teachers provide classroom incentives to recognize student achievement, behavior, and improvement. Many

classrooms have a weekly “Star of the Week”. In addition, students can earn SMILE postcards, Park Dale Lane Dollars, recognition at community assemblies and redeem their dollars at our PTA Student Store.

SUPPLIES AND MATERIALS: All necessary materials are provided for each student. However, there are times when students are asked to bring to school supplies for a special activity or to pay for field trips. A family who may have difficulty with any of these requests is encouraged to notify the classroom teacher or Principal who will handle the situation in a confidential manner. A list of recommended school supplies is available on our school web page.

TARDIES: Students arriving late to class create a disadvantage for themselves and for other students whose instruction is interrupted. **Parents must walk their child into the office and sign them in.** If the student is arriving late to class, students who are tardy must come to the office to get a pass before going to class. Habitual tardies will result in parent contact so that we may work together to resolve the problem. The process may include a meeting at the district office with the Student Attendance Review Board (SARB).

TEACHER PLANNING DAYS: We believe that teacher training and professional growth are an important part of improving and enhancing instruction for our students. Every Friday, students are dismissed at 12:45 PM so that teachers may work together to plan curriculum, share instructional strategies, and attend in-services. There is no reduction in yearly instructional minutes as Friday’s reduction is applied to the other four days of the week. Teachers also participate in Grade Level Professional Development (GLPD) meetings to focus on essential standards and plan instruction to support all students and differentiate learning.

TOYS: Any articles that distract from the learning environment or create questions of ownership are not to be brought to school. These items include, but are not limited to, toys, trading cards, skateboards, iPods, electronic games, and personal sports equipment.

TRAFFIC SAFETY: Please discuss with your child the importance of traffic and bicycle safety. **Students are to use sidewalks and crosswalks and to cross streets at corners only.** No child may walk into or through the parking lot without an adult during morning and after school traffic times. The curbing along the front of the school is painted green to allow for student drop-off and pick-up. Drivers are strongly encouraged to move cars all the way down the curb to allow as many cars through as possible. **Please be sure to stay patient and off of your cell phone while in the traffic lane. Drop off and pick up traffic is usually cleared within 10 to 15 minutes.**

PLEASE SIGN AND RETURN THE NEXT PAGE

PARK DALE LANE ELEMENTARY SCHOOL
A California Distinguished School
2050 Park Dale Lane
Encinitas, CA 92024
(760)944-4344 FAX(760)632-1692
www.eusd.net



Dear Park Dale Lane Parents and Students,

You may also access the handbook through our website, www.eusd.net/pd , click on Back to School Information.

The goal for our school discipline plan is to ensure the safety of staff and students and to create an environment conducive to learning. The strategies that we have incorporated into Park Dale Lane's *Discipline Plan* seek to achieve this goal by encouraging responsible behavior and discouraging misconduct.

Research shows that orderly schools balance clearly communicated rules with clear and consistent consequences and a climate of concern for students as individuals. It is our goal to incorporate all three components in the implementation of our plan.

PLEASE:

1. Read Park Dale Lane's *Discipline Plan* together (see Student Handbook).
2. Sign the bottom portion of this letter.
3. Return the bottom portion of this letter to your teacher **by Friday September 13, 2016.**

Thank you very much for your time and attention.

Sincerely,

Mrs. Jodi Greenberger
Principal

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Please return this portion to your child's teacher by Friday September 13, 2016.

PLEASE PRINT CLEARLY

We have read and understand the *Discipline Plan* for Park Dale Lane School.

Student signature

Grade

Parent signature

Date

Teacher's name