

## Handbook Acknowledgment

### **PLEASE SIGN AND RETURN THE FOLLOWING FORM TO THE OFFICE on July 31, 2023**

This handbook is designed to acquaint Elgin School parents and students with practices, procedures, policies, and the organization of the school. Please read it carefully and refer to it when needed. If you do not find your answers here, please call the school and you will be directed to someone who will assist you.

#### **PARENT/GUARDIAN ACKNOWLEDGMENT FORM**

Elgin School requires that you acknowledge in writing that you have reviewed a copy of the student handbook, which contains school discipline policies, school computer usage responsibilities and general expectations. Failure to sign or return this form does not affect the student's responsibility to act in accordance with policies outlined in the book. Please complete the form below, and have your son/daughter return this page to his/her teacher. Your cooperation is appreciated. I (we) have reviewed the current Elgin School Handbook containing school discipline policies, computer usage responsibilities and general expectations

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_  
(Signatures)

#### **STUDENT ANCKNOWLEDGMENT FORM**

I have received, read and completely understand the expectations placed upon me as outlined in the Elgin School Handbook. I also understand that I will be held accountable to the expectations in the Student handbook. I understand that if I need further clarification regarding the contents of the Student Handbook, I can seek the advice of my principal, teacher, or office staff member at any time.

My parents have read and discussed the Elgin School Student Handbook with me. We have discussed each of the Internet usage responsibilities and we understand that if I/we fail to fulfill my/our responsibilities at school, I/we will lose my Internet privileges, lose access to the computers at school, may receive a failing grade in Computers and on computer-related assignments for the classroom, may receive disciplinary action, and be monetarily responsible for all damages incurred.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Student Signature