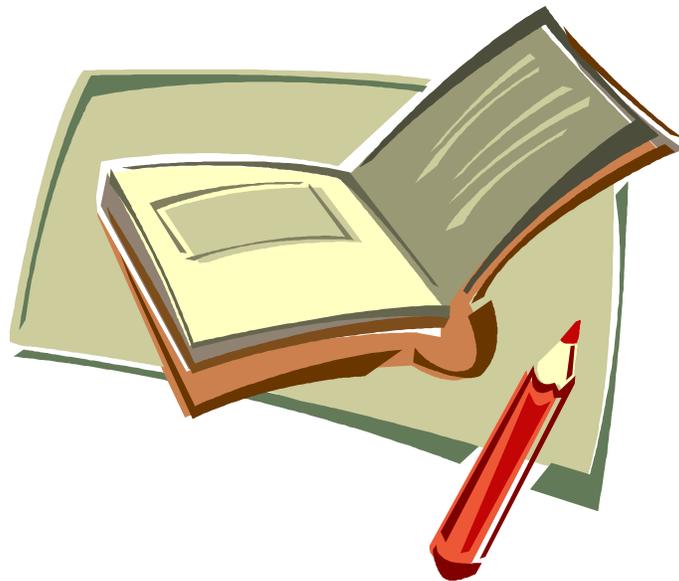


Kimball Elementary Student Handbook



2017-2018

April Hedinger, Principal

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SCHOOL MISSION STATEMENT

Kimball Elementary students and staff strive for excellence every day.

VALUE STATEMENT

As a staff, KES values honesty, respect, and high expectations through effective communication and collaboration.

CORE BELIEFS

1. Our school believes in celebrating our successes.
2. We believe our school must provide a safe and healthy environment where students are motivated to reach their full potential.
3. We believe in setting high goals and expectations for all students.

ADMISSION REQUIREMENTS – IMMUNIZATIONS AND CERTIFIED BIRTH CERTIFICATE



All students entering McDowell County Schools for the first time will be required to have on file at the school, **before** attending: all state required immunizations and booster shots and a birth record certified by the State Registrar of Vital Statistics confirming the student's identify, age, and state file number of the original birth record. Upon the failure of any person enrolling a student to furnish a certified copy of the student's birth record, the principal/designee shall immediately notify the local law-enforcement agency. The notice to the local law-enforcement agency shall include copies of the submitted proof of the pupil's identity and age and an affidavit explaining the inability to produce a certified copy of the birth records. Any person in the U.S. military service and is in transit due to military orders submitting such affidavit shall be granted a three-week extension for providing the birth record. The principal/designee of the school has fourteen days after enrolling a transferred student to obtain a certified copy of the student's birth record from the previous school attended.

ATTENDANCE



At Kimball Elementary, we stress that it is extremely important for students to attend school every day. Good attendance helps students develop responsibility, self-discipline, and good work habits.

Students shall be afforded a maximum of five (5) guardian excuses per semester. All other absences from school during the semester will require written verification of medical need of absence from a doctor. Absences due to school related activities (as approved by the principal) are not to be counted when enforcing this rule.

It is the student's responsibility to make up work that he/she has missed during the absence. Each student is responsible for obtaining all assignments from their teacher(s). The student will receive three (3) calendar days to make up work for the first day missed, and one (1) additional day for each consecutive absence thereafter.

State Board Policy 4110 and McDowell County Board Policy clearly defines what is acceptable as excused and unexcused absences. State, county, and school procedures concerning attendance will be followed exactly. The policies are clearly defined in the school calendar. Excuses are to be submitted within three days of the student's return to school.

Kimball Elementary students are to arrive by 8:30. Arriving after that constitutes a tardy. Please send a note explaining the reason for being tardy or it will go unexcused.

Students are dismissed at 3:30. Parents/guardians needing to pick up a child earlier than 3:30 must sign them out in the office before a child can be released. Parents are not to park in the bus loading zone in front of the school.

As a reminder for the 2017-2018 school year all students that are participating in working toward receiving a perfect attendance trophy they must be at school 80% of the school day.

BUS NOTES

Bus notes must be written and signed by the parent/guardian. We will not accept phone calls to change a bus or bus stop.

BUS POLICY



Riding a school bus is a privilege and requires responsibility and respect. All children being transported are under the authority of the bus driver and must obey his/her rules. Students should:

- Obey the bus driver.
- Get on and off of the bus in a safe, orderly manner.
- Remain seated when on the bus.
- Keep head, arms, and hands inside the bus.
- Do not throw objects on the bus or out of the window.

Failure to follow bus rules can result in a child not being permitted to ride the school bus.

The principal or secretary can write a bus pass for a student if written permission by a parent or guardian has been submitted. The following information must be included in the parental request: parent/guardian's signature, bus number, residence location, person's name and date. **Parental telephone requests for bus passes will be granted only upon emergency circumstances.**

The West Virginia code and regulations of the West Virginia Board of Education set forth, among others, the regulations concerning pupils who are transported on school buses.

All McDowell county School buses are outfitted with audio and video recording equipment.

CANCELLATION OF SCHOOL



Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. If this happens, you will receive a phone message from our county School Messenger. Please make sure you update you phone numbers in the office there is change.

COUNSELOR

We have a school counselor available three days a week. The counselor provides lessons and activities to strengthen the characters of our students. The counselor also works with individual students when referred by a teacher.

DISCIPLINE

General School Rules

No child will be allowed to deprive other children of their right to learn. Nor will any child be allowed to deprive any teacher of his/her right to teach. We believe that children should accept responsibility for and be held accountable for their actions. Kimball Elementary is a Positive Behavior Support School. All students and parents have received a handbook to in our expectations of our students to help support positive behavior at KES. Our expectations for positive behavior support for your child is:

- A. Be Responsible
- B. Be Respectful
- C. Be Safe

D. Be Fun to Be With

KES has expectations for every area of our school that is listed in your student handbook.

Please review this with your child and we will teach these expectations as well.

BULLYING / HARASSMENT / INTIMIDATION

Students will not bully, intimidate, or harass another person. We consider this detrimental to a person's self-esteem and a hindrance to our academic environment.

Students recite this pledge each morning:

“Violence is any mean word, look, sign, or act that hurts a person’s body, feelings, or things. No one is entitled to use violence. Violence is not tolerated at our school.”

We stress getting along with others and being tolerant of our differences. Bullying will be handled according to WVDE Policy 4373.

FIGHTING

Fighting is strictly forbidden on school property. This includes extracurricular events breaking the rules will result in an immediate and automatic suspension from school and conference with the student's parents.

Miscellaneous:

Cell phones, electronic devices, or toys are not permitted. These items interfere with the educational process. The school will not be responsible for items that are lost or stolen. Confiscated items may be picked up in the office by a parent.

SUSPENSIONS

Suspensions from school are given by the principal for the very worst infractions of school rules and policy. Parents must meet with the principal before a student can be reinstated in school. Suspensions are given only as a last resort. It signifies that the student's behavior has been disruptive and that the only reasonable way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated. During the suspension, the student must remain away from the campus at all times.

Suspended students may not attend school activities or student functions after regular school hours.

STUDENT CODE OF CONDUCT/VIOLATIONS/RESPONSES

The information that follows is a synopsis of State Board of Education Policy 4373. This information is not meant to be considered all-inclusive. For additional information, definitions, and explanation see: <http://wvde.state.wv.us/policies/p4373.html>

Scope: This rule sets the requirements for the conduct of students in West Virginia schools in order to assure a nurturing and orderly, safe, drug-free, violence-and harassment-free learning environment that supports student academic achievement and personal-social development.

All students enrolled in West Virginia public school shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

1. Students will help create an atmosphere free from bullying, intimidation and harassment.
2. Students will demonstrate honesty and trustworthiness.
3. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
4. Students will demonstrate responsibility, use self-control and be self-disciplined.
5. Students will demonstrate fairness, play by the rules, and will not take advantage of others.

6. Students will demonstrate compassion and caring.
7. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

These regulations apply to all students attending public school in West Virginia during any education-sponsored event, whether in a classroom, elsewhere on school premises, on a school bus or other vehicle used for a school related event, or at a school sponsored activity or event, whether or not it is held on school premises, in a building or other property used or operated by a county board of education.

Violations of the Student Code of Conduct

This policy classifies student violations of the Student Code of Conduct in four levels. County policies may reclassify specific violations as Level I, II, or III.

Level I, II, III Violations

1. Anti-Social Conduct
2. Cheating/Academic Misconduct
3. Disorderly Conduct
4. Improper Operation of a Motor Vehicle
5. Inappropriate Displays of Affection
6. Inappropriate Dress and Grooming

7. Indecent Exposure
8. Leaving School Without Permission
9. Possession of Inappropriate Personal Property
10. Tardiness
11. Technology Abuse
12. Tobacco
13. Trespassing
14. Truancy
15. Bullying/Harassment/Intimidation
16. Failure to Serve Assigned Detention
17. False Identification
18. Forgery
19. Fraud
20. Gambling
21. Gang Activity
22. Insubordination/Unruly Conduct
23. Loitering
24. Theft of Possession of Stolen Property
25. Alcohol
26. Defacing School Property
27. Disobeying a Teacher in a Willful Manner
28. Hazing
29. Improper or Negligent Operation of a Motor Vehicle
30. Marijuana (Simple Possession)
31. Physical Altercation
32. Profane Language
33. Theft
34. Threat of Injury or Injury
35. Violation of School Rules or Policies
36. Use of Inhalants

School Responses to Level I, II, III Violations

School administrators and staff may use appropriate intervention strategies, as determined by local policies.

Any of the following intervention strategies and disciplinary actions may be used as appropriate in response to the violation:

1. Administrator/student conference or reprimand
2. Administrator and teacher-parent/guardian conference
3. Referrals and conference to support staff or agencies
4. Daily/weekly progress reports
5. Behavioral contracts
6. Changes in the student's class schedule
7. School service assignment
8. Confiscation of inappropriate item
9. Restitution/restoration
10. Before and /or after-school detention
11. Denial or participation in class and /or school activities
12. Immediate exclusion by teacher from one class period of the school day
13. In-school suspension
14. Out-of-school suspension for up to ten (10) days, or suspension from transportation to or from the school on any school bus.
15. Principal may request the superintendent recommend to the county board that the student be expelled
16. Law enforcement agency notification. (DHHR)
17. Suspension from riding the bus
18. Referral to peer mediation and/or conflict resolution programs
19. Other, as determined by Administration

Level IV Violations

1. Battery of a school employee
2. Felony
3. Possession of a Controlled Substance
4. Possession of a Firearm or Deadly Weapon
5. Sale of a Narcotic Drug

Responses to Level IV Violations

1. Require the mandatory suspension of the student by the principal from school, or from transportation to or from the school on any school bus, after an informal hearing in which a reasonable effort was made to contact the student's parents and invite them to be present during such interview.
2. The principal may request, within 24 hours in some cases, the superintendent recommend to the county board that the student be expelled.
3. The county superintendent may/shall recommend to the county board that the student be expelled.
4. The county board shall conduct a hearing to determine if the student committed the alleged violation. If the county board finds that the student did commit the alleged violation, the county board shall expel the student.
5. Students may be expelled for a period not to exceed one school year, provided that a county superintendent may lessen the mandatory one-year period of expulsion.
6. A county board that expels a student, and finds that the student is a dangerous student, may refuse to provide alternative education but must re-evaluate this decision at least every three months.
7. Nothing in this policy may be constructed to be in conflict with special education laws/regulations.

ALCOHOL/DRUGS/TOBACCO

MCDOWELL COUNTY SCHOOL SYSTEM believes that a student shall not possess, use, or supply to another person a narcotic drug or controlled substance on school premises, at school-related functions, or on a school bus. If a student attempts to supply to another person any item, which by virtue of its shape or design gives the appearance of an illegal substance and the student identifies it as such, the consequences will be the same as if it were a controlled substance. A student who violates this policy shall be suspended for ten (10) school days and recommended to the Superintendent for expulsion. A student shall not supply a prescription drug to another person on school premises or at a school-related activity. A ten (10) school day suspension and recommendation for expulsion, pending a hearing, will be the result. A student may not possess, use, or supply alcohol on school premises, at a school function, or on a school bus. A ten (10) school day suspension and recommendation for a long-term suspension, or expulsion, to the Superintendent will be the result. The possession or use of any tobacco product by students shall be prohibited on school property. Possession of tobacco during the school day will result in 5 days of detention. Use of tobacco during school hours or at school functions will result in a three (3) day out-of-school suspension for the first offense.

EMERGENCY DRILLS

We follow county regulations for fire drills to practice exiting the building quickly and safely. A school committee ensures that regulations are followed and plans are in place to handle emergencies that could require a lock down, evacuation, and more.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file in the office at school office the following information:

- ✓ Parent(s) or guardian(s) name(s)

- ✓ Complete and up-to-date address
- ✓ Home phone and parent(s) work phone
- ✓ Emergency phone number of a friend or relative that will assume temporary care of the student if the parent cannot be reached
- ✓ Physician's name and phone number
- ✓ Medical alert information

This information is to be filled out on an emergency form that is sent home at the beginning of each year (or when a student is enrolled at Kimball) and returned to school to be kept on file in the office. We asked that parents notify the office if any of this information changes during the school year so our records stay up to date.

GRADING POLICY

The approved academic scale for Kimball Elementary School is:

Grades K-5 In Grades K-5 no letter grades will be assigned. S (Satisfactory) or U (Unsatisfactory) grades may be recorded for Social Studies/Science, Health, Art, Music, Handwriting, and Physical Education. A standards-based report card indicating student mastery of grade level content standards will be distributed to parents. It will be the teacher's responsibility to give parents log-in information to access student's grades to track progress in "Live Grades."

Grade Book It shall be the teacher's responsibility to provide justification for the proficiency levels given to students. This may be in the form of portfolios, checklists, formative assessments, observations, projects, classroom work, etc.

Progress Reports: Mid-term progress reports for all students in grades K-5 will be sent home midway through each grading period.

At any time throughout the year, if you have a question about your child's academic progression, please contact the teacher during their planning period to set up an appointment to meet with them.

ILLNESS OR INJURY

In case of illness or injury, a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, someone listed on the emergency form will be contacted. If no one can be reached, the student will be taken to the emergency room at Welch Emergency Hospital. The Rescue Squad will be used when deemed necessary. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

INTERNET USE

Students are given an Acceptable Use Policy (AUP) to bring home at the beginning of each year. It has a permission form that must be returned to school before the student can use the Internet for testing, research, blogging, e-mail, etc..

Our teachers and staff review how to be responsible when using the Internet.

PARENT TIPS FOR INTERNET SAFETY

- Never give out identifying information – (home address, school name, or telephone number) - in a public message such as chat or bulletin boards.
- Be sure you're dealing with someone that both you and your children know and trust before giving out information via E-mail.
- Think carefully before revealing any personal information such as age, marital status, or financial information.
- Set reasonable rules and guidelines for computer use by your children. Discuss these rules and post them near the computer as a reminder. Remember to monitor your children with these rules, especially when it comes to the amount of time your children spend on the computer.
- Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature, or threatening, forward a copy of the message to your service provider and ask for their assistance.
- Be sure to make this a family activity. Consider keeping the computer in a family room rather than in the child's bedroom. Get to know their "online friends" just as you get to know all of their other friends.
- A child or teenager's excessive use of online services or bulletin boards, especially late at night, may be a clue that there is a potential problem. Remember that personal computers and online services should not be used as electronic babysitters.
- **Never** allow a child to arrange a face-to-face meeting with another computer user without parental permission.
- **Report abuse.** Should you become aware of the transmission, use, or viewing of child pornography while online, immediately report this to the National Center for Missing and Exploited Children by calling:1-800-843-5678. You should also notify your online service.
- Teach your children to always show respect. They should report disrespect/cyber-bullying to you as soon as it happens. Cyber-bullying can result in loss of your Internet service as well as other consequences.

LOCKER SEARCHES

If something unusual or suspicious comes to the attention of a school employee, the principal will be notified immediately. Individual or mass locker searches may be conducted to guarantee the safety of all students and school personnel.

The use of lockers is a privilege that is granted to students by the Board of Education. It is not a right.

LOST AND FOUND

Students who find lost articles are asked to take them to the secretary where they can be identified and claimed by the owner. Students should check regularly if they have something missing.

MEALS

Breakfast and lunch are provided daily at school. We encourage students to eat healthy meals and snacks. A nutritious snack is provide twice weekly in the afternoon. All students will receive free breakfast and lunch

MEDICATION

Only when provided with a signed and completed approved "Administration of Medication" form may school personnel administer medication to a student (forms are available in the secretary's office). This document must specifically designate that school personnel at school can administer the medication. Medication to be administered during school hours must be labeled with following: medication name, dosage required, time to be given, time of last dosage given. If this information is NOT included, the medication will NOT be given. Please do not call and ask us to administer medicine without form on file.

If your child requires medication, such as Epipens or inhalers, a form is available in the office requiring the doctor's orders. Please pick one up, and return it to the school completed by the doctor. Medication cannot be given without this form.

Cough Drops- must have written permission from parents and may not be given to other students.

OUTSIDE AGENCIES' RIGHTS TO QUESTION STUDENTS

Parents/guardians need to be aware that outside agencies including, but not limited to, the State Police Department, McDowell County Sheriff's Department, and Department of Health and Human Resources (DHHR) are given legislative power to enter a public school for the purposes

of questioning children. This may be with or without prior parental knowledge. School personnel may or may not be permitted to sit in on the meeting. This is the prerogative of the outside agency and/or child involved. By law, the school cannot forbid this meeting from occurring and is not required to notify parents of its occurrence. The outside agency is required to notify the parents if such a meeting does take place.

PARENT-TEACHER CONFERENCES

Parents are encouraged and welcome to come to school to talk with their child's teachers; however, we ask that you telephone to arrange a time for the conference to occur preferably during the teacher's conference and planning period. We will have parent-teacher conferences once every nine weeks, please listen to school messenger for dates and times.

SCHOOL DAY

The instructional school day begins at 8:30 and ends at 3:40. Please do not drop off students before 8:00 a.m. and do not **do not pick up your child to go home before 3:40.**

SPECIAL EDUCATION – RIGHTS OF PARENTS

- ✓ The right to be considered a full participating member of the IEP team when planning for your child.
- ✓ The right to provide information about your child that can be used in developing interventions, evaluations planning and educational programs.
- ✓ The right to ensure that your written permission is given before any formal evaluations begin.
- ✓ The right to receive written notice prior to any changes in placement for your child.
- ✓ The right to access your child's records, and have someone available to explain the records, if requested.
- ✓ The right to a complete evaluation, which includes more than one test or procedure and is completed by trained personnel from various education and/or medical areas of expertise, to receive copies of those results, and to have those results explained in a language you understand.
- ✓ The right to confidentiality of all records about the student.

- ✓ The right to a free and appropriate public education (FAPE) that addresses your child's individual needs.
- ✓ The right to request an independent assessment at no cost to yourself if you disagree with the assessment results.
- ✓ The right to be involved in the development of your child's Individual Education Program (IEP).
- ✓ The right to receive transportation and other related services necessary for the student to benefit from his or her special education services.
- ✓ The right to mediation and due process if differences regarding your child's program or services cannot be resolved by other means.
- ✓ The right to be involved.
- ✓ The right to participate in meetings regarding your child and be ready to discuss issues of concern that you have.
- ✓ The right to ask questions and be sure you understand what is happening.
- ✓ The right to provide all the relevant information that is needed in planning and program development
- ✓ The right to let the school personnel know about any changes in your child's life, both positive and negative, including areas of growth, changes in health and medication and difficulties your child is having.
- ✓ The right to educate yourself regarding the rules and regulations governing special education services.

You can watch a larger presentation on the rights of special education parents at the web site of the West Virginia Department of Education.

<http://wvde.state.wv.us/osp/ParentsRightsGizmo06.ppt>

STUDENTS' RIGHTS & RESPONSIBILITIES

We acknowledge that students have certain basic rights and responsibilities similar to those enjoyed by other citizens. Students have a responsibility to obey school rules and regulations and to cooperate with school authorities that enforce these rules and regulations. Student's rights and responsibilities are detailed in the Student Handbook – Rights and Responsibilities, published by the WV Department of Education.

STUDENT RECOGNITION CRITERIA

Math Field Day

Each spring, fourth and fifth grade students participate in the McDowell County Math Field Day Competition. These students are given a basic math skill test. From this test, the top scorers at

each grade level are chosen for the Math Field Day Team that represents Kimball Elementary School. Two alternatives at each level are also chosen in the event that a member of the regular team not be able to participate in the county competition. It is an honor to be a member of this math team. County winners go on to regional competition.

Social Studies Fair

Any student in third- fifth grade is invited to participate in the Social Studies Fair. Participation provides a valuable learning experience in choosing a topic, researching, preparing a visual display and public speaking. There are three levels of competition: school, county, and state. Each level becomes more refined, competitive, and exciting. Students in fourth and fifth grade who are interested in participating in the Social Studies Fair need to be thinking of a topic early in the school year. Students can work alone or in groups of up to six fellow students.

School Science Fair

Kimball Elementary participates each year in school science fair. The 4th and 5th grades are eligible to compete in the fair. The date for the school fair is set prior to the County Science Fair. The county coordinator selects the number of projects that can be sent from the school to compete on the county level. Students with the highest scores are then selected to attend at the county level.

Law Day

Law Day is a National Day to recognize the Judicial System in our country. Students in grades 1st-12th are encouraged to participate. Students compete on the school level students prior to the county level. The theme is selected by the American Bar Association each year. Students can create posters, rap songs, stories, videos, or poems that relate to the theme. School winners receive certificates during the end of the year Award's Day Ceremony.

TECHNOLOGY

Kimball Elementary has move into the 21st Century with top technology tools. All classrooms have 3 to 5 computer stations. We have one computer lab with 32 computers and another lab with 24 computers. We also have two mobile labs for a total of 34 laptops available for teachers to use in their rooms. Students also use i-pads in the classroom to access information.

Each classroom is equipped with a SMART Board, laptop, ELMO, and responders to enable teachers to model and teach using the tools our students respond to most enthusiastically.

Our students will be getting e-mail addresses for school use. They will be blogging, doing web pages, and podcasting. We are preparing KES students for the future. You can help by reminding your children to be responsible with equipment and to use the tools at hand respectfully and in a positive manner.

VISITORS

The staff and administration are proud to welcome parents and visitors to our school regularly. However, in order to maintain an orderly climate for teaching and learning to occur, we ask all parents and visitors to sign in and get a pass. Permission to visit the teachers during instructional periods will not be granted. If you need to see a teacher, please make an appointment for their conference and planning period. Upon completion of the visit, parents and visitors are asked to stop by the office to return the passes and sign out. Any staff member who is aware of an unauthorized parent or visitor in the school should accompany the individual to the office to be authorized.

IN ORDER TO SECURE THE BUILDING AND GUARANTEED THE SAFETY OF ALL CHILDREN AND STAFF, ALL VISITORS MUST ENTER THE SCHOOL THROUGH THE MAIN FRONT DOORS AND CHECK IN WITH THE SECRETARY AND/OR PRINCIPAL BEFORE PROCEEDING INTO THE BUILDING. ALL STUDENTS MUST BE SIGNED OUT IN THE OFFICE WHEN LEAVING SCHOOL BEFORE THE OFFICIAL SCHOOL DAY ENDS.

WEAPONS & EXPLOSIVE DEVICES

MCDOWELL COUNTY SCHOOL SYSTEM believes that a student shall not supply, possess, handle, use, and threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc. A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) are found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property or on property being used by the school, at any school function or activity, or any school event held away from the school. A student who violates this policy shall be suspended for the (10) school days and recommended to the Superintendent for expulsion.

I have read and understood this student handbook with my parent/guardian.

Student Signature: _____

Parent Signature: _____