

2022-2023

**MESABI EAST
ELEMENTARY SCHOOL
HANDBOOK**

www.isd2711.org

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WELCOME STUDENTS AND PARENT/GUARDIAN(S)

Dear Students and Parent/Guardian(s):

On behalf of the entire faculty and staff, we welcome you to Mesabi East Elementary School. We hope the years you spend with us will be productive and pleasant. We are proud of our school and hope that you will share this pride and always put forth your best effort and cooperation.

This handbook was developed to introduce our school to its students, parents/guardians and friends. Students and parent/guardian should become familiar with the policies, procedures and activities of Mesabi East Elementary School.

The Mesabi East Elementary School is dedicated to providing a learning environment that fosters positive attitudes, self-esteem, and social and academic skills necessary for life.

The staff expects the students to:

- * try their hardest and do their best
- * be responsible for one's self and behavior
- * treat others with respect and kindness
- * respect and care for property

We want everyone at Mesabi East to have a successful and happy year. We believe in a fair and firm code of discipline and we treat students with courtesy and respect. If problems arise, we will work toward positive solutions with parents/guardians whenever possible.

If you have any questions or concerns, please feel free to contact us.

Amy Maki, Principal

MISSION STATEMENT

It is the mission of the Mesabi East Schools to inspire critical-thinking, community-minded, high achieving individuals.

VISION STATEMENT

A Giant Leader in Education

TITLE IX

This program deals with enforced compliance of federal and state laws prohibiting any form of discrimination by reason of race, color, ethnic origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability with regard to the programs offered by this school or to the recruitment, consideration, and employment of our personnel. Any questions or complaints regarding the mandates imposed on this school district by this law should be directed to the Principal (229-5365) or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

LOST AND FOUND

A small area located in the Kid's Closet will be designated for lost and found items. Items left in lost and found will be donated to a local charity at the end of each trimester. Parents, please label everything on the inside of your child's items.

ELEMENTARY INFORMATION

The elementary school office is open from 7:45 a.m. through 4:15 p.m. Any parent needing information or assistance with school related matters may receive help by calling 229-3321 ext. 203. The elementary teachers' hours are 8 a.m. - 3:30 p.m. School hours are 8:15 a.m.- 3:10 p.m. on Monday, Tuesday, Thursday and Friday. Buses will leave campus at 3:15 p.m. School hours on Wednesdays are 8:15 a.m. - 2:10 p.m. Buses will leave campus at 2:15 p.m.

CALLS TO YOUR CHILD'S TEACHER

We encourage you to email your child's teacher at school whenever it is necessary. If the teacher is in class, please leave a detailed message via email or phone. Teacher's email addresses are available on our website, in the Elementary section, and via individual student PowerSchool accounts.

STAFF ROSTER
Amy Maki, Principal
Kari Hunt, Secretary

ECFE/School Readiness: H.Seppala, J.Gauthier, Smith, M. Peterson
Kindergarten: Shuck, C. Hallin, Trunk
First Grade: Lange, Perpich, Sova
Second Grade: Thiel, Lundmark, Sand
Third Grade: Landwer, Cromley, LaValley
Fourth Grade: Zupetz, A. Hallin, Anderson
Fifth Grade: Kokal, Carland, Fredrickson
Sixth Grade: Ryks, Thornbloom, Lang
Music: Bockelmann, J. Peterson
Phy. Ed.: James, Hillman, Bennett
STEAM: Owens
FACS: Jasperson
Art: Douglas
Title 1: Scheuring, Warren
Giants Success: A. Seppala
Spec. Ed: Olson, Pelarske, Barkdoll
ECSE: Wiedenhoft, Skorich
Speech: Mineheine, Pepelnjak
Nurse: Whiting

Immunization Requirements and Information

Minnesota law requires every student enrolled in school to be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, and varicella.

Immunization Law: Minnesota Statutes, Section 121A.15, requires all students enrolling in an elementary or secondary school to show evidence of immunization or a legal exemption for medical reasons or conscientiously held beliefs. Immunization Information: <http://www.cdc.gov/vaccines/> <http://www.immunize.org/>

Exemptions to this law may be made by:

- A statement from a physician indicating that the immunization is contraindicated for medical reasons
- A laboratory confirmation of the presence of adequate immunity, or
- A notarized statement signed by the minor child's parent/guardian or by the emancipated person because of conscientious belief.

"Are Your Kids Ready for School" Minnesota School Immunization Law age/grade specific requirements
<http://www.health.state.mn.us/divs/idepc/immunize/arekidseng.pdf>

Immunization Form: This form (or one with similar information) is required of every student in school. It provides dates of all immunizations received. It also provides exemption information. Print this form out to take to your next doctor's visit.

Please keep your child home until they are fever free for 24 hours without medication. In addition, if your child is vomiting or has diarrhea, please wait 24 hours after their last episode before returning to school.

Medication Policy

For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day can be given before school, after school and at bedtime. If medication must be given during school hours, we want you to be aware of the following school medication policy:

1. Prescription Needed. School personnel can only give medication with the written order of a health care provider that is licensed to prescribe and the written consent of a parent/guardian.
2. Medication must be brought to school in a container labeled by the pharmacy.

The following information must be on the label:

- Child's full name
- Name and dosage of medication
- Time and directions for administration
- Physician's name
- Current date

3. Medications should be brought to school by a parent/guardian or a responsible adult. If there is medication remaining after treatment or at the end of the school year, please make arrangements for it to be picked up.

4. Ask the pharmacist to put the medication in two containers, one for school and one for home.

5. Mixed dosages in a single container will not be accepted for use at school (for example, 5 mg and 10 mg tablets in the same bottle).

6. All medication administered at school will be kept in a locked cabinet(except when a student has permission to carry their medicine with them. See #7).

7. Students can carry medicine with them (for example, an asthma rescue inhaler) if they have written consent from parent/guardian and health care provider (including the request for the student to self-carry) and the school nurse has met with the student and checked that they can safely and successfully carry their own medicine.

8. A new medication consent form is required:

- When the dosage or time of administration is changed
- At the beginning of each school year
- If discontinued medication is restarted

9. Parent/guardian must notify the school in writing when the medication is discontinued.

Over the Counter -No Tylenol or over-the-counter medication can be given to children unless the above procedures are followed. Over-the-counter medications must be in the original container with dosing recommendations visible.

10. It is the joint responsibility of the parent/guardian, student, and school personnel to see that the medication is given at the right time.

EVERY STUDENT SUCCEEDS ACT (ESSA)

STANDARDS PLACEMENT

State standards are available at:

http://education.state.mn.us/MDE/Academic_Excellence/Academic_Standards/index.html

Mesabi East link: www.isd2711.org

ASSESSMENT INFORMATION

The Every Student Succeeds Act (ESSA) requires the state to prepare annual reports for parents and the public on the academic achievement of all public school district and schools in the state. Notification must be disseminated to parents that this information is available for their review. School report cards are available on the Minnesota Department of Education website at <https://education.mn.gov/mde/index.html>

The Mesabi East School District uses a variety of assessments to measure the academic progress of our students. The assessments are used to guide instruction and identify students that may need academic interventions and support programs. Mesabi East Elementary provides administration the statewide assessments, including the Minnesota Comprehensive Assessments (MCA) are how the state measures that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. For more information on statewide testing consult the Minnesota Department of Education (MDE) website or use the link provided below.

Parent Guardian Guide and Refusal for Student Participation: <http://education.state.mn.us/mdeprod/idcplg?>

HIGHLY QUALIFIED

As a parent of a student in the Mesabi East School District, under the Every Student Succeeds Act (ESSA) you have the right to know the professional qualifications of the teachers who instruct your child. The Every Student Succeeds Act gives you the right to ask for the following information about each of your child's classroom teachers.

1. Whether the State of Minnesota has licensed or qualified the teacher for the grades or subjects he or she teaches.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Mesabi East Wellness Policy

The purpose of this policy is to set forth methods that promote wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

The Mesabi East Schools Wellness Policy has been adopted by the Mesabi East School Board and a complete copy is available for viewing on the district website..

The school district will encourage all students to make age appropriate, healthy selections of foods, and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands and student stores.

The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

Classroom snacks brought by parents: The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

SCHOOL LUNCH - BREAKFAST - MILK

Students are encouraged to use our hot lunch program. Free and reduced hot lunch and breakfast are available. Forms may be picked up in the Main Office.

Lunch prices this year:

\$0.00 per meal for the 2022/2023 school year

\$.30 milk per carton

Your children may qualify for free meals. Additionally, through State funds, students who qualify for reduced-price school meals will also receive school meals at no charge. NOTE: Free meals do not include second meals or ala carte items. In order to qualify for free meals, you must complete an "Application for Education Benefits" form following the instructions (one form per household listing). Note: You do not need to complete the application, IF you have received a "NOTIFICATION LETTER/CERTIFICATION FOR FREE SCHOOL MEALS" from our district.

CAFETERIA

The cafeteria is a place provided for students to eat their lunches and socialize. Normally there are not assigned seats; however, assigned seating will be necessary if a disruption does occur. We will try to see that your area is clean when you enter, and it is the student's responsibility to clean his or her lunch area before they leave.

All rules applying throughout the building also apply to the cafeteria.

1. Throwing food is not allowed. Throwing of food may result in school suspension, cleaning up the mess, and/or suspension of cafeteria privileges.
2. Lunch periods are closed (no leaving the school grounds).

INCLEMENT WEATHER

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents will be notified through the Instant Alert System. Parents are responsible for keeping their contact phone number(s) up to date in their PowerSchool accounts. Parents may also listen to the local radio or television stations for school closings.

TELEPHONE AND ELECTRONICS

School phones are to be used by students only in emergency situations. Devices such as cell phones, iPads, etc. are not allowed during the school day and will be confiscated if used during the school day.

STUDENT RECORDS

Each student has a permanent or cumulative record on file. This record is kept in the office and includes grades, attendance, tardiness, health history, and standardized test scores. Records are confidential. Any parent/guardian may see the contents of these records by making an appointment. Any other person (with the exception of school administration, or teachers) must have a release form signed by the parent/guardian.

FIRE, TORNADO, AND CRISIS DRILLS

Practice drills will be held during the year. Whenever a fire alarm rings, quietly leave the building. The directions for the evacuation of the school building are posted. Clear the building as soon as possible in an orderly manner. Elementary crisis plan is in effect for all emergency drills and lockdowns. Schools are required to hold five (5) Fire Drills, five (5) Lockdown Drills, and one (1) Tornado Drill each year.

DRESS CODE

A school is a place of business. Your grooming and dress should be appropriate to the school setting. At Mesabi East School, good grooming is always encouraged. It is desirable that all students dress comfortably for the weather. Although our elementary students generally dress appropriately, trends such as wearing pants below the waist exposing underwear, is not acceptable. Student's dress/appearance and mask must not be disruptive to the educational process. Students who arrive at school wearing clothing that advertises cigarettes or alcohol, slang expressions with vulgar language, or any attire not appropriate will be asked to immediately correct their attire. Outdoor jackets, coats, hats, gloves, boots, etc. will be stored in your locker until school is over. Students are expected to remove hats upon entering the building.

EXTRA SUPPORT SERVICES

Special services are available for the following programs:

1. Special Education Services
2. Speech Therapy
3. Adaptive Physical Education (DAPE)
4. Occupational Therapy/Physical Therapy
5. Title 1/Giant Success
6. School Readiness
7. Early Childhood Family Education (ECFE)
8. A.D.A.P.T through Range Mental Health

For further information, call the Elementary Office at 229-3321 ext. 203.

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENT AND EMPLOYEES

The principal, prior to distribution/scheduling, must approve all materials.

Fundraising

All fundraising must complete a fundraising request form and have administrative approval by the building Principal, before scheduling and engaging in fundraising.

SCHOOL VISITATION - STUDENT PICKUP

We want all parents to feel welcome at all times; however, we must act and plan in the interest of all students. Please follow the list of procedures when visiting the school.

1. For the protection of our students all visitors must first sign in. Please use Door 6 during the day.
2. Parents will not be allowed to pick up students at the classrooms during school hours. Any parent/person must report to door 6 when picking up a student otherwise a student will not be released from school. Any person other than a parent must be ok'd by a parent/guardian with a written note or a telephone call stating so, before the student will be released.
3. Any person in the school without a visitor's pass will be asked to report to an employee at door 6.
4. Students who are not enrolled in the school will not be allowed to attend classes. (Under unusual circumstances, the principal can make exceptions.)
5. Student Messages: While a student tries to relay messages to other students, when called by parents, there are instances when the timeliness of telephone calls is inappropriate. The secretary will make every attempt to relay messages to the classroom teacher. However, instructional time will not be interrupted, unless the situation is determined to be an emergency. Messages will be emailed to teachers or voice messages transferred. Parents, if your daily plans change, and you need to leave a message for your child, please make every effort to contact the school before 11:00 a.m. lunch.
6. Non-school personnel will not be allowed on the elementary playground without specific permission of the principal.

BEHAVIOR EXPECTATIONS OF MESABI EAST STUDENTS PreK-6
SCHOOL RULES: WORK, RESPECT, BELONG

Discipline Vision

Each day, every student will come to school to learn how to be productive, respectful, and responsible members of the school community. He or she will leave school having been challenged, feeling successful, and looking forward to tomorrow.

WORK

Be Prompt and Prepared

1. Be on time
2. Come with appropriate materials to class (pencils, erasers, books, etc.)
3. Come with assignments completed

Display a Concern For Learning

1. Remain on task
2. Respect the rights of others to learn

RESPECT

Respect Authority

1. Listen to adults
2. Follow directions
3. Accept responsibility for your behavior

Respect the Rights of Others

1. Use appropriate voices and language
2. Listen to the speaker
3. Respect opinions, differences, and sensitivities

Respect Property

1. Respect personal property of others
2. Respect school property

BELONG

Display Appropriate Social Skills

1. Accept disagreement, criticism, consequences, and complaints gracefully
2. Be courteous
3. Wear appropriate clothing
4. Promote safety and good health for yourself and others

7 Mindsets

1. Courage - Let nothing stand in the way of doing the right thing
2. Humility - To be humble about your accomplishments is to be strong
3. Honesty - Better to fall with honesty than succeed with fraud
4. Love - It is important to care for one another.
5. Respect - Give it, earn it, receive it
6. Wisdom - Knowledge comes from hard work and dedication
7. Truth - It is always easy to speak the truth

DISCIPLINE POLICY

This discipline policy has been established to improve the academic and social behavior of the students. Detention will be served from 3:15 p.m. until 3:45 p.m. every Monday, Tuesday, Thursday and Friday.

DETENTION

Students may receive detention for the following reasons; however, not limited to the following:

1. Cheating
2. Profanity
3. Disrespect of Authority
4. Classroom Disruptions
5. Violation of school rules
6. Stealing

SUSPENSION

The student may be suspended for up to 3 days for the following reasons; however, not limited to the following:

1. Smoking/drugs/alcohol
2. Fighting
3. Vandalism - example: misuse of lockers, writing on school property, etc., in addition, fines will be assessed and assigned according to damages.
4. Pornography
5. Threats of Violence
6. Repeated Lack of respect for authority/school personnel

RESTORATIVE JUSTICE

Consequence is related to fixing the problem created by the student misbehavior or as an alternative to detention, suspension, or expulsion. *Efforts are made by the administration to examine alternatives to suspension that address the policy or violation, hold students accountable for their behavior, and weigh the safety and learning environment concerns for all students. Disciplinary actions not covered above will be dealt with on an individual basis. Administration reserves the right to final determination of all disciplinary actions.

BUS BEHAVIOR CONSEQUENCES MESABI EAST ELEMENTARY SCHOOL

All Mesabi East students are reminded that being transported by Mesabi East buses is a privilege...not a right. Students may be assigned a seat to help with transportation. Student behavior on the buses needs to reflect this knowledge.

Students receiving three (3) bus behavior violations will be reviewed and may have privileges suspended.

After the first transportation suspension, any bus behavior violation, administration reserves the right to final determination of any and all disciplinary action. Not limited to exclusion of transportation privileges.

LOCKERS/STORAGE AREA

Students in grades K-6 will be assigned lockers if available. Lockers/Storage areas are the property of the school. The administration/staff, etc. has the right to search lockers, desks or personal possessions at any time if suspicious of any violations of policies and regulation codes.

1. Students cannot switch lockers/storage area with someone else.
2. Students cannot store their material in someone else's locker/storage area.
3. Locks are provided in grades 5 & 6.
4. Inappropriate posters/pictures, etc. will not be allowed.

The school will not accept responsibility for the loss of valuables or other such items.

ATTENDANCE

The academic education received in school is the foundation for all other learning. Children will not receive this education if they are not in attendance. Mesabi East Elementary School will do everything possible to ensure a quality education, but children need to be here on regular school days. It is the sole responsibility of the parents to see that their child(ren) attends school.

All students are expected to arrive every day at school between the hours of 8:00 AM and 8:15 AM and remain until 3:10 PM.

Mesabi East Public Schools recognizes that daily attendance is critical to academic achievement. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement. Please call your school for further assistance or questions about the attendance policy.

ABSENCES

School Attendance is very important. When a student is absent from school, a parent or guardian should contact the school via phone, email, or a written explanation including dates of absence(s). All absences are considered unexcused until a written or verbal explanation is received. If a student is absent for 3 consecutive days, the parent will be contacted.

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 2711 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, or religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. **Sexual Harassment Definition:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District; or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel, should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building, or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. **In Each School Building.** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. The building principal may designate a professional of the opposite sex, assigned to the building, as a direct complaint recipient. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. **In the District.** The School Board will designate a School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer(s) including mailing addresses and telephone numbers.

C. Submission of good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

WEAPONS AND ASSAULTIVE BEHAVIOR POLICY

A. Possession of Weapons: No student shall possess a weapon when in a school building, on school property or grounds, on or around vehicles used to transport school students or personnel, or at any school related activity or function. "Possession" means: To have a weapon on one's person and/or in, on, or within an object or area subject to one's control.

B. Assault Behavior Using Commonly Found Items. No one shall use any commonly found item, thing and/or object to inflict bodily harm, assault, intimidate, threaten, or raise fear in other persons when in a school building, on school property or grounds, on or around vehicles used to transport school students or personnel, or at any school related activity or function. Examples of such commonly found objects (but not limited to) are: Belts, combs, pencils, scissors, compasses, letter openers, etc.

C. Penalties. The Board of Education reserves the right to take whatever action it deems appropriate and necessary against any student violating this policy, including expulsion and/or exclusion.

The Mesabi East School District has adopted policies that are applicable to students behavior and related to expectations. These policies help shape the guidelines referred to in the Student Handbook. The policies listed below can be found in their entirety on our website: www.isd2711.org. A District Policy book is also available in the district office.

TOBACCO FREE POLICY

Independent School District No. 2711 is committed to providing employees, students and visitors with a safe and healthy environment. It is also in the educational interest of the school system to set a positive example by its actions.

The Surgeon General has determined that smoking, secondhand smoke and smokeless tobacco are definite health hazards.

Use of any and all tobacco products will be prohibited at any time on any school property of I.S.D. #2711, including indoor and outdoor facilities, school vehicles or school buses. This includes after hour activities within the school facilities. Violations of this policy will be treated in accordance with discipline procedures as adopted by administration.

Policies

Emergency Conditions 300.01

Safety 300.08

Maltreatment of Minors 300.11

Controlled Substances & Chemical Abuse 300.18

School Weapons Policy 501

Bullying Prohibition Policy 514

Hazing Prohibitions 526

Policy Prohibiting Harassment and Violence 413 and 300.24

Wellness Policy 533

COVID-19 Face Covering Policy 808

If you would like to receive any of this information, please contact the Superintendent's Office at (218) 229-3321 ext. 301.

Dr. Jeff Burgess, Superintendent

Amy Maki, Elementary Principal

STUDENT & PARENT HANDBOOK SIGNATURE PAGE

**PLEASE REMOVE THIS PAGE AND RETURN TO MESABI EAST
ELEMENTARY OFFICE BY THE SECOND FRIDAY AFTER THE
SCHOOL START DATE.**

My signature below indicates that my student and I have received and read the policies contained in the Mesabi East Elementary Handbook.

Parent/Guardian's Name (PLEASE PRINT) _____

Parent/Guardian's Signature _____

Student's Name (PLEASE PRINT) _____

Student's Signature _____

Date _____