

# **HILLSBORO INDEPENDENT SCHOOL DISTRICT**

## **ATHLETIC DEPARTMENT**

**1600 Abbott Ave.  
Hillsboro TX 76645  
254-582-4100**

### **MISSION STATEMENT**

**WE BELIEVE** it is the mission of the Hillsboro Independent School District Athletic Department to provide successful athletic experiences upon which participants can build for life-long opportunities.

**WE BELIEVE** a successful athletic program establishes a winning atmosphere, enables students to participate at their highest level of ability, and fosters self-esteem, self-discipline, self-confidence, and team spirit. Such a program also emphasizes abiding by the rules of play.

**WE BELIEVE** it is the district's responsibility to provide the athletic program with the necessary facilities, equipment, personnel, and support.

**WE,** the athletic staff of the HISD, are committed to doing whatever is necessary to accomplish this mission.

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## **INTRODUCTION**

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The policies in this handbook are in compliance with school board policies and administrative procedures.

This handbook supersedes all prior publications governing Hillsboro athletic teams and shall be used by all principals, coaches, and players in grades 7-12.

The athletic program is an integral part of the total school experience for both boys and girls. It offers a variety of sports and activities to all students who have potential skill and the desire to participate.

The procedures and regulations set forth in this handbook are designed to provide for the efficient operation of such a program.

You, the student athlete, will be held accountable and responsible for all policies contained within this handbook and for any additional ones that your respective coaches might add.

## **PHILOSOPHY**

We believe that an exemplary athletic program is an extension of the classroom. As such, athletics offers students an opportunity to develop and grow physically, intellectually, emotionally, and socially. Positive benefits of athletics include, but are not limited to, self-esteem, self-discipline, self-confidence, and the development of team spirit. Further, participants learn the values associated with competition and benefit from the experience of both winning and losing. For the participating athlete, these experiences provide an integral part of the foundation needed to be a productive citizen capable of leading a full and enriching life.

## **ATHLETIC CODE OF CONDUCT**

Participation in athletics means more than competition between the different individuals or the different teams representing different schools. It teaches fair play, sportsmanship, understanding, and appreciation of teamwork. It also teaches that quitting means failure, while hard work means success. With these goals in mind, this guide was set up for the use of all concerned, because the conduct of an athlete is closely observed in many areas of life.

In the area of athletic competition, a real athlete doesn't use profanity or illegal tactics. He learns the fact that winning and losing are part of the game, and that he should be modest in victory and gracious in defeat. It is always courteous to congratulate the opponent on a well-played game after the contest. False athletes often display fits of temper, clown, etc., when things fail to go as desired or when replaced by a teammate. A true athlete has complete control of himself at all times.

Officials in a game are there for the purpose of insuring that both teams will receive a fair deal. Officials do not lose a game for you. It is athletic tradition and rule that no one except the appointed captain, and then in the tone of respect and for the purpose of clarifying a rule, will talk to the officials.

Any behavior contrary to that, which has been stated, is direct reflection to your school, to other players, and coaches and will not be tolerated.

## PARTICIPATION

It is the goal of this athletic program to offer the opportunity of participation to every student who has the ability and desire to do so. However, no student is obligated to take part in athletics nor is participation in athletics required. It is to be stressed that participation in the Hillsboro ISD Athletic Program is a privilege, not a right. Since it is a privilege, the coaching staff, in accordance with Hillsboro ISD policy and due process procedures, has the authority to suspend or revoke the privilege when the rules and standards of this athletic program are not followed.

## AVAILABLE SPORTS

The following sports are available for student athletes in the Hillsboro ISD:

<u>Sport</u>	<u>Teams</u>
Football	Boys teams Varsity, Junior Varsity and Freshman
JH Football	8 <sup>th</sup> Grade and 7 <sup>th</sup> Grade
Cross Country	Boys and Girls Varsity, Junior Varsity and Junior High
Volleyball	Girls Varsity, Junior Varsity and Freshman
JH Volleyball	8 <sup>th</sup> Grade and 7 <sup>th</sup> Grade
Girls Basketball	Girls Varsity, Junior Varsity and Freshman
JH Girls BB.	8 <sup>th</sup> and 7 <sup>th</sup> Grade
Boys Basketball	Boys Varsity, Junior Varsity and Freshman
JH Boys BB	8 <sup>th</sup> and 7 <sup>th</sup> Grade
Powerlifting	Boys and Girls Varsity and Junior Varsity
Track & Field	Boys and Girls Varsity, Junior Varsity, 8 <sup>th</sup> Grade and 7 <sup>th</sup> Grade
Tennis	Boys and Girls Varsity, Junior Varsity
Golf	Boys and Girls Varsity, Junior Varsity
Softball	Varsity, Junior Varsity & Freshman
Baseball	Varsity, Junior Varsity & Freshman

The number teams may be increased or reduced pending participation.

## **RESPONSIBILITIES OF THE ATHLETE**

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All athletes have the responsibility to give their best, play to win, follow training guidelines, exhibit good conduct and fair play at all times, so as to be a credit to his/her school. Athletes, as well as coaches, are always on display. We are judged by the company we keep. Our actions in everyday life, both private and public, are a direct reflection on this athletic program and our school. The responsibilities of Hillsboro ISD athletes are as follows:

### **DURING COMPETITION, AN ATHLETE:**

1. Learns that both winning and losing are part of the game and must learn to accept both. Be modest in victory and gracious in defeat.
2. Does not use illegal tactics in an attempt to defeat the opponent or to beat the rules of the game.
3. Has complete control of himself/herself at all times. Displays of temper, use of profanity, disrespect for coaches and officials will result in loss of respect for the athlete and in disciplinary action from the coach.
4. Will respect the decisions of the officials at all times.

### **IN THE CLASSROOM, AN ATHLETE:**

1. Must realize that he/she is a student first, an athlete second. The student-athlete must give time and energy to their academic courses to achieve acceptable grades that meet both local and TEA requirements for participation.
2. Must maintain a satisfactory citizenship and behavior record. Tardiness, disrespect for teachers, and unacceptable behavior will not be tolerated.
3. Attendance is required the day of competition to be eligible to compete.

### **ON CAMPUS, AN ATHLETE:**

1. Must maintain proper dress and appearance, grooming, and personal cleanliness.
2. Will refrain from fighting, horseplay, and unacceptable behavior in and around the school building.
3. Will seek out avenues to become leaders in the school population.

**DURING THE ATHLETIC PERIOD AND BEFORE AND AFTER-SCHOOL PRACTICE,  
AN ATHLETE:**

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1. Will notify the coach if he/she needs to miss a game or practice that is scheduled after school hours. Absence from class day practices will be handled according to school guidelines.
2. Will be dressed out and prompt for roll check.
3. Will maintain a neat and clean locker space.
4. Will shower for hygiene purposes after each workout.
5. Will dress decently as he/she leaves the dressing room. You will not be allowed to wear practice clothes home.
6. Will place soiled laundry in the appropriate bin for washing.
7. Will be responsible for all athletic equipment. If lost a fee will be applied for replacement of lost items.

**DURING TEAM TRAVEL/ACTIVITY RUN, AN ATHLETE:**

1. Will travel to and from all out of town contests with the team. If for some reason you need to ride home with your parents/guardians, you must clear it with the coach in charge prior to leaving and you must present the school adopted written release form signed by your parents/guardians. Under no circumstances will you be released to ride with anyone other than your parents/guardians or person designated by your family.
2. Will dress neatly and properly on all trips. The type of competition, time, and length of the trip may dictate the type of dress acceptable.
3. Will conduct himself/herself properly on the school bus or school appointed vehicle.
4. Will receive permission from the coach before bringing any radios, electronic games, etc. aboard the bus.
5. Will be informed of the departure and return times for each trip. Every effort will be made by the coaching staff to notify the proper personnel as to unexpected change in arrival time.
6. Will not be allowed to bring parents, family members, or friends on bus trips.
8. Parents are responsible for picking up their child within a reasonable time upon the arrival of the team on an out of town game. This policy will also apply to all practices at the Junior High and High School campuses.

## **DRESS CODE AND GROOMING**

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The Hillsboro ISD dress code applies to athletes at all school functions. In addition:

- Good hair grooming must be evident at all times, so as not to obstruct the student's vision.
  - The hair of male students should be kept in a neat, clean, and frequently trimmed.
  - Male students shall be clean-shaven at all times. No facial hair will be allowed while the student is participating in their competitive season.
  - Caps, hats and headbands are not to be worn inside buildings.
  - Shoes must be worn at all times. (Soft soled flip-flops, shoes with cleats, beach or shower shoes are not considered acceptable.)
  - Dark glasses are not to be worn inside the building unless approved by the campus administrator.
  - The wearing of earrings is not appropriate for boys, while participating in athletics. We will adhere to UIL rules that states that no jewelry will be worn during competition.
  - Suggestive writings, symbols, emblems or pictures on garments depicting sex, violence, blood or gore, satanism or cults are not permitted.
  - The display of advertising (logos and emblems) of alcoholic beverages, illegal drugs, or tobacco products will not be permitted on clothing items.
  - Appropriate undergarments will be worn at all times.
  - Any student wearing attire deemed inappropriate by the campus administrator will be asked to change or be placed in ISS for the day.
  - Students are allowed to bring cell phones to athletic events, but are not allowed to use them without the coach's consent.
- \* No visible tattoos during competition

Appearance is basically the responsibility of the students and parents. The school does not want to assume this responsibility; however, certain guidelines need to be followed so that the educational process is not diverted. In travel to and from competitive events, coaches will have higher expectations for dress and grooming.

## **STUDENT ELIGIBILITY**

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A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year, only if the student has earned the cumulative number of credits in state-approved courses indicated below:

1. Beginning at the 7<sup>th</sup> Grade year-promoted from the 6<sup>th</sup> to 7<sup>th</sup> grade
2. Beginning at the 8<sup>th</sup> Grade year-promoted from the 7<sup>th</sup> to 8<sup>th</sup> grade
3. Beginning at the 9<sup>th</sup> Grade year-promoted from the 8<sup>th</sup> to 9<sup>th</sup> grade
4. Beginning at the 10<sup>th</sup> Grade year-earn a minimum of (5) five credits toward graduation
5. Beginning at the 11<sup>th</sup> Grade year-earn a minimum of (10) credits toward graduation or Pass (5) five credits the previous 12 months.
6. Beginning at the 12<sup>th</sup> Grade year-earn a minimum of (15) credits toward graduation or Pass (5) five credits the previous 12 months.

In order to be eligible to participate in extracurricular activities for a six week period following the initial six weeks period of the school year, a student must not have received a grade lower than 70 on a scale of 0-100 in any course for that preceding six weeks period.

A student whose recorded six weeks grade average, in any course, is lower than a 70 at the end of the six weeks grading period shall be suspended from contest in any extracurricular activity during the succeeding 3 weeks periods until the end of a 3 weeks period during which the student achieves a course grade average of at least 70 in all classes.



## **PHYSICAL, MEDICAL, AND INSURANCE REQUIREMENTS**

All athletes are to have on file in the Athletic Trainer's office a copy of the following athletic forms. These will be updated at the beginning of each school year. These include:

1. Physical Form – current information regarding the health standing of each athlete. These must be completed on a standardized form and signed by the parent/guardian. All students participating in athletics during or after the school day must have a yearly physical.
2. Acknowledgement of the Rules – signed form required by the UIL for participation.
- \* 3. Athletic Participation Packet – all paperwork signed and returned from this packet.
3. Copy of Letter of Acceptance – form indicating receipt of student athletic handbook. (page 15 of this document)

\* Athletic insurance shall be offered to all students who are participating in UIL sponsored activities. The program will be in accordance with the rules and regulations of the UIL and the Hillsboro ISD. This is a **secondary type** of policy that will pay only after claims have been submitted to the athlete's primary carrier. If the athlete has no other coverage, then this coverage becomes primary. Policy requirements are subject to change yearly.

### **HILLSBORO INDEPENDENT SCHOOL DISTRICT STUDENT ACCIDENT INSURANCE**

Hillsboro ISD provides at-school student accident insurance and athletic/activity accident insurance for all students enrolled in the District. The coverage provided is a supplemental insurance which covers injury claims only after any family plan or employee group insurance plan has contributed its maximum. If the student is not covered by any other insurance, the coverage becomes primary insurance within the benefits and exclusions of the policy in place.

The District strongly encourages parents/guardians to seek primary or additional insurance coverage on their children. For families who do not feel they can afford family or employee group insurance coverage, the District strongly recommends that they should consider enrolling their children in the CHIPS insurance coverage provided by the state.

Most procedures/expenses referenced in this policy are limited to a “Usual and Customary” amount and/or a “Maximum” amount covered per claim. Most accident/injury claims will include co-pays and deductibles this insurance will not cover that are the responsibility of the parent/guardian. Hillsboro ISD will not cover any co-pays, deductibles or other expenses not covered by this policy.

HISD will also not cover any expenses for injuries that are excluded from this policy and/or coverage.

The student insurance provided by the District is an accident insurance policy which does not provide benefits for the exclusions listed below:

**This policy DOES NOT provide benefits for:** Treatment, services or supplies which are not medically necessary, or are not prescribed by a Doctor as necessary to treat an injury;

For insurance purposes, summer athletic leagues are not considered school-sponsored activities and injuries sustained during these activities are not covered by the HISD student insurance.

## **PROCEDURES WHEN ILL OR INJURED**

Your health is not only a personal item, but a concern of the participating team. In the event you feel ill and your condition does not improve, see a doctor as soon as possible.

An injury that could possibly hamper your ability to participate must be reported to the Athletic Trainer/Coach. Specific instructions regarding treatment by the trainer will be given to you at the start of the season. On all injuries, please check with the trainer/coach first. If further care is needed, the trainer can direct the athlete and parents to the appropriate source of care.

Whenever you are injured or ill of a minor nature, you are required to dress out (but not participate) and attend any group/team teaching sessions. Treatment by the trainer will be set on an individual basis.

The training room is open daily in the morning from 6:45 am to 7:50 am for treatments, injury evaluation and rehabilitation. After school, the training room will remain open until daily activities have been completed.

## **ATHLETIC PASSES**

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It shall be the policy of the Hillsboro ISD Athletic Program to issue Player Passes to those athletes participating in each sport, which requires an admission charge. The Player Pass shall be used by all sports. The following stipulations shall apply to the passes:

1. Only the player whose name appears on the pass may use it. Free admission is allowed only when the pass is presented.
2. Identification may be required.
4. Use of the pass may be revoked if (a) an unauthorized person uses the pass, or (b) the holder of the pass displays unsportsmanlike conduct at any contest.
4. Passes will be issued to admit athletes to Hillsboro ISD home athletic events only.
5. If any athlete drops out of a sport, the coach of that athlete must take up the player pass as part of the issued equipment.

## **LETTERING**

An athlete can letter in a sport if he or she competes at the varsity level at some point during the season for at least two games or meets. Removal or suspension from the team for any reason takes away the athletes lettering status. The athlete must end the season on the team in good standing to be eligible for a varsity letter. Managers and trainers must complete two seasons before they are eligible to receive a varsity letter.

## **THE ATHLETIC PERIOD**

All students who participate in a sport will be required to be in the athletic period. The only exceptions for an athlete not being in the athletic period will be for academic reasons only (i.e. class needed to graduate, determined by an A.R.D. ). This exception must be proven by the academic counselor and must also receive permission from the Athletic Director. Athletes who only participate in tennis, golf or powerlifting will not be required to be in an athletic period.

## **DROPPING A SPORT**

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There will be times when some athletes find it necessary to quit playing a sport before, during, or after the season. Reasons for such a decision will vary widely, but despite the reason, the following should be adhered to when dropping a sport:

1. The athlete should think the whole situation through before reaching a final decision.
2. The athlete should talk to the coach to see if a solution can be reached without having to quit. A conference between the parents, athlete, and coach or any combination thereof, may be required and is highly recommended before an athlete will be permitted to quit.
3. If an athlete decides to quit, he/she must check out of the sport just he/she would check out of any academic class.
4. All equipment must be returned clean. Missing equipment must be paid for.
5. If an athlete wants to return to a sport, he/she must consult the appropriate coach. The decision will be left to the discretion of the coach with regard to allowing the athlete to return or not to the team.
6. If the athlete decides to quit one sport and join another, the athlete must receive permission from the coach he/she is leaving in order to join the other sport. If the coach does not give permission, then the athlete must wait until the first sport has completed its season before joining the new sport.

## **NON-UIL PARTICIPATION**

Non-UIL and non-school sponsored activities are activities such as select sports participation, club sports participation, camps that are related to sports participation, AAU sports participation, or any other activity that is not sanctioned by the UIL or Hillsboro ISD.

Any student missing practice or games due to a NON-UIL activity will have to complete make-up work before they are eligible to participate in the next school sponsored sporting event.

Each sport will have a make-up policy for missing practice. If a student misses practice for a Non-UIL activity the student will have to make-up the practice missed before they will be allowed to play in the next game. If a student misses a game, they will have to make-up twice the work for missing a practice and will have to sit out one game. All work will have to be completed before they will be allowed to play in any game.

## **DISCIPLINARY PROCEDURES**

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The coach can successfully manage many behaviors. There should be immediate and consistent intervention of any behavior, which impeded orderly athletic procedures or interferes with the orderly operation of them.

### **I. Procedures**

1. Intervention should occur by the coach who is supervising the athlete or who observes the misbehavior.
2. A record of offenses and disciplinary actions shall be maintained by the coach and turned into the Athletic Director.
3. The coach must discuss the misbehavior with the parent, athletic director, or support personnel.

### **II. Discipline Options**

1. Verbal reprimand.
2. Conference with student.
3. Detention: Athlete would be detained for fifteen minutes at lunchtime.
4. Punishment needs to pertain to sport skills.
5. Corporal correction (punishment).
6. Be assigned school duties other than a class task, including but not limited to restoration of property and clean up.
7. Probation.
8. Unable to suit up with the team for one game.
9. Unable to suit up with the team for two games.
10. Removal from team or sport he/she is participating in. If not actively participating in a sport at the time of violation, the athlete may be suspended from the next sport they choose to participate in for a percentage (not greater than 20%) of the scheduled season.
11. The student/athlete will be placed on one-year probation. Within that year's probation, if a major violation is committed (as determined by the AD and Principal), they will not be allowed to participate in athletics ever again at Hillsboro. Once the year's probation is up, the slate is wiped clean.
12. Dismissal from the sport for the season. Dismissal from athletics for a year. A student will be dismissed from the time of infraction to the end of that year. If the infraction occurs within the last six weeks, the suspension is for the entire next year, until that date when the student was suspended.

## APPEAL

The student and/or parent shall have the right to appeal any decision to suspend, expel a student, or place the student on probation from the athletic program.

### Steps in Appeal:

1. Personal visit with the coach.
2. Personal visit with the Athletic Director.
3. Personal visit with the Campus Principal.
4. Personal visit with the Superintendent.

An appeal by the student and/or parent of suspension, expulsion, or probation from athletics shall be considered by the appropriate school personnel, not on the basis of individual judgment(s), but on the basis of:

1. Variation from printed policy, administrative procedures, regulations, rules, and standards for membership and participation in athletics.
2. Failure to establish reasonable documentation that the student's conduct/behavior has violated the standards of athletics cause for suspension or expulsion; and
3. Failure to give the student/parent due process about the conduct/behavior and opportunity to refute the charges.

The following rules apply to all Hillsboro ISD athletes at all times during the school year. This is not an all-inclusive list, prudent judgment will be made in assessing disciplinary action for the various offenses.

**PROFANITY/DISRESPECTFUL BEHAVIOR:**

Profanity and disrespectful behavior will not be permitted on the field, court, dressing room, or on the school campus. Disciplinary action for these offenses will be outlined at the beginning of the season. Discipline will in all cases match the severity of the offense. This can include additional running to probation and suspension. Additional offenses will result in expulsion from the program.

**ABSENCE FROM CONTEST/WORKOUT:**

Workout time is valuable to you and your teammates. If you must be absent from workout or a contest, you must notify the Head Coach or the athletic office (582-4100). If you are sent home during the school day for any reason, it is important that you let the coach in charge know that you will not be at practice. Failure to report an absence will result in additional makeup work when you return. The amount of additional work will be determined by the coach in charge in concurrence with the Athletic Director. By following the call-in procedure, the athlete will lessen the amount of makeup work required for participation.

If a student/athlete is absent for more than half of the school day without notification to the Head Coach or the athletic office, they will not be allowed to participate in the athletic contest that may be scheduled on that day.

Disciplined teams win championships. It is the cornerstone of all successful organizations. Do your part and bring PRIDE to yourself and the Hillsboro ISD.

Continual ISS assignment could be reason for removal from the athletic program.

**LATE FOR PRACTICE:**

If an athlete is late for practice and the tardiness is not excusable (e.g., Dr's appointment, tutorials), the athlete will have to make up the part of practice that was missed with additional running as decided by the coach. More than three unexcused tardies to practice may result in suspension or removal from the team.

## **ABSENCES:**

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It is the athlete's responsibility to notify the coach in charge of any absence prior to the absence. An absence from practice for any reason except for school related activities will result in the following penalties unless all discipline is made up prior to the coach's satisfaction:

One – the athlete will not start the next game

Two – the athlete will miss the next game

Excessive absences will lead to removal from the team.

## **USE OF ALCOHOL, TOBACCO OR ILLEGAL DRUGS:**

The use of alcohol, tobacco or illegal drugs will not be permitted either during school or during non-school related activities. The use of these substances not only affects the way an athlete performs, they put the athlete's health in danger and can have many serious side effects.

## **DEFINITIONS & EXPLANATIONS:**

**Suspension** – During a period of suspension from an extra-curricular program the athlete will not be allowed to practice or compete in any event related to that organization, nor will they be allowed to travel with the group for fun or competitive trips.

**Probation** – A period of one year after the offense. Any level of offenses committed during the probationary period will result in a conference with the head coach and possible removal from the sport. Once the probationary period is over, any offense would be considered on its own merit. A probationary period begins the day that the sponsor meets with the student and delivers the written reprimand.

**Communication Requirements** – Any student, parent, or school employee who is aware of an offense on or off campus is under obligation to report it to the campus Principal. The Principal will then report the level of the offense to the sponsor of each organization the student belongs to.

**Enforcement of the System** – Enforcement of the Extra-Curricular Organization Discipline Management System will be the responsibility of the sponsor of each organization. The Principal will provide consultation to the sponsors as needed to assure consistency between organizations.

**Appeals** – If a student or parent feels that the system has been applied incorrectly, they must appeal in writing within 7 days to the sponsor. If the sponsor cannot resolve the matter, the appeal letter should be passed along to the Athletic Director and then to the Principal.

**Records** – Each sponsor will be required to maintain a record on file of the action and submit a copy to the student and/or parent as well as the Athletic Director and Principal. Documentation will be recorded on the written reprimand form.

**Confidentiality** – Everyone involved has a responsibility to maintain confidentiality.

**Scope of the System** – The system is intended to apply to offenses that occur during school, during participation in the extra-curricular event, or offenses committed out of school.

**Removal** – A period of time ranging from the rest of the school year to one full calendar year where the student would not be allowed to participate at all in an organization.



## LETTER OF ACCEPTANCE

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The rules, regulations, and standards set forth in this Athletic Handbook are designed to give each athlete a sense of responsibility and pride through membership in the Hillsboro Athletic Program whether they are on the fields/courts of play, in the classroom, in our community, or while visiting another city. Therefore, your signature commits you to abide by all regulations set forth in its contents. As a Hillsboro ISD student-athlete, you must also abide by the following additional regulations. Failure to do so may result in suspension from the team or total athletic program.

1. I will strive for excellence in all my activities at all times while a member of the Hillsboro ISD Athletic Program.
2. I will faithfully abide by the training rules set forth in the handbook. I realize that failure to do so will result in the specified punishment.
3. I will abide by the practice schedules and complete my workouts each day.
4. I will personally notify my coach when I cannot attend after school practice, and will miss only under extreme circumstances.
5. I will abide by my coach's directions, instructions, and decisions, or I will drop out of that particular sport.
6. I will be responsible for the proper care of all school issued equipment.
7. I will pay for any equipment I am personally responsible for losing, damaging, or destroying.
8. I have read the Athletic Handbook form cover to cover and fully understand my obligations, responsibilities, and duties to myself, my parents, my coaches, my school, and the community of Hillsboro.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

### A NOTE TO PARENTS/GUARDIANS OF HILLSBORO ISD ATHLETES

This is to certify that as a parent/guardian I have read this manual and am aware of all policies and operational procedures concerning Hillsboro ISD Athletics. We ask you to assist us, as your son's/daughter's coaches, to see that his/her athletic experience is worthwhile, rewarding, and a fun part of the educational process. Please take time to familiarize yourself with your son's/daughter's expectations. Thank you for your cooperation.

Signed \_\_\_\_\_

Date \_\_\_\_\_

