

Gilliam C-4 School District



Student/Parent Informational Handbook 2021-2022

Home of the Greyhounds

School Mission Statement- The mission of the Gilliam C-4 School District is to provide students with the knowledge and skills that prepare them for maximum success in all aspects of their high school experience

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule. The school's responsibility for supervision of students begins at 7:30 a.m. Prior to that time, there will be no adult supervision. All students are to go to the gym or the cafeteria for breakfast, upon their arrival.

1. Breakfast is served from 7:30 a.m. – 7:45 a.m.
2. School begins at 7:45 a.m.
3. Lunch is served from 10:45 a.m. - 12:00 p.m.

Due to the number of people eating and crowded conditions, changes in lunch time, eating location, etc. may be necessary.

4. School is dismissed at 3:20 p.m.

Attendance Policy

We believe that attendance in school is important. We believe that when a student misses school, regardless of the reason, he/she is missing something of value. Regular school attendance is essential for academic success. Students are expected to be at school except in cases of emergency, illness, or school approved absences. We believe the student, if he/she has not already done so, needs to learn the value of and to develop a pattern of good attendance and punctuality. A student who has developed a pattern of good attendance will be better prepared for the attendance requirements that will be placed upon him/her as an adult. An adult may find that poor attendance leads to job dismissal and subsequent loss of income. A student may find that poor attendance fails to meet the requirements for earning credit.

Frequent absences of students from the regular classroom learning experiences disrupt the continuity of the instructional process for everyone. Make-up work does not contain the benefits of regular classroom instruction. Therefore, good attendance is essential to receive the maximum school educational experience.

A student who is absent will be expected to provide written documentation, verification, or certification in reference to the absence which shall be presented to the school secretary the day the student returns to school.

Attendance Protocol

1. The Gilliam C-4 School's attendance procedure will read that ten (10) days or the equivalent thereof will be the limit on absences per semester and any absences over ten (10) will be considered excessive.

2. As a result of excessive absences, the school may:
 - a. Mail a letter to the parents at 10 absences per semester (to include tardies)
 - b. Contact parents to conference
3. Through these contacts, the school officials will work with the parent/guardian to ascertain what the problem is and attempt to agree on a contract in an attempt to rectify the problem.
4. On the eleventh (11) absence per semester, the Juvenile Office and County Prosecutor may be notified of the absences with documentation of all contacts.
5. When the referral is received by the offices of the Juvenile officials and Prosecutor, they will review the school district report and determine what course of action to take, up to and including the filing of charges. In addition, the Children's Division (CD) of the Department of Social Services will also be notified.
6. If the child continues to be absent from school after the initial referral to the juvenile and prosecutor's office, the district will place a Hotline call to the Children's Division (CD).

Attendance Guidelines

Daily Absence Reporting

1. **All parents/guardians need to call the school office at 660-784-2225 the day the student is absent.** If a parent/guardian is unable to call the day of the absence, a note or telephone call to the school is required the day the student returns to school following each absence. Students who miss five or more consecutive days without parental contact will not be allowed to make up work without medical verification of absences. Upon 5 (consecutive) and 10 days of a student's absence from class, a letter may be mailed home to notify parent(s)/guardians(s) of these absences.
2. Students having over 10 absences per semester must provide medical or legal verification in order for the absence to be excused. Excused absences allow the student the opportunity to complete missed work for full credit.
3. If the parent, for some reason, fails to notify the school, the school may contact the parent.
4. Students who return to school without a parent's excuse may be considered truant until the parent can be contacted to verify the absence.
5. All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's days absent. (The student should be careful in the use of absences because excessive absences may affect a student's class participation grade.)
6. The school encourages doctor and dental appointments after school hours whenever possible to reduce the number of classes missed for such appointments.
7. Students who leave school during the school day without prior parental consent and without checking out through the secretary's office **WILL** be considered truant. Students must have parental consent and check out of school through the secretary's office to be properly excused.

Effect of Absences on Activities

Students must be in attendance to participate in the activity that night unless PRIOR permission is obtained from the principal.

Tardiness

Excessive tardiness (arrival after 7:45 AM) without an excuse will be referred to an administrator. Frequent or continuous tardiness may require a parent/teacher or parent/principal conference, and may be reported to the Saline County Juvenile Officer and/or the Department of Social Services. A teacher may require a student to make up time for being tardy to his/her class.

Leaving School

If it becomes necessary to pick your child up before the end of the school day, a parent, legal guardian, or adult listed as being allowed to pick students up, must sign the student out in the office. Students are not to leave the school grounds by themselves any time during the school day without permission from the office. When a court order is in effect, the school must have a copy. Without a copy, students will be released to either parent.

Truancy

Once students arrive on school grounds, they must not leave without permission from the office. Advance notice from parents must be given before any student will be dismissed from school during the day except in the case of illness. In cases of illness, the parent will be notified before the student will be allowed to leave school. To leave school without permission will be considered truancy. To leave a classroom without permission, or not going to class, will be considered truant. Before leaving school, students must sign out in the Principal's office and must have permission from an administrator before leaving.

Make Up Work

It should be noted that not all learning can be "made up". Class participation, discussion, and other activities cannot be repeated. Students must take the initiative in making up work missed because of absences. It is best to return to school and speak to the teacher to get homework assignments and instructions. Students are encouraged to consult with their teachers immediately upon returning to school. Students do not have an indefinite amount of time to make up assignments, and they must adhere to the time schedule established by the teachers. Steps to follow when absent:

1. **Parents should call the school each day the student is absent and state the reason for the absence.**
2. A doctor's statement may be required for an extended illness.

3. If your child cannot participate in physical education or go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor's statement.
4. Make-up work is required when applicable. Please call the office if you would like to have the make-up work ready to be picked up during school hours.
5. Any student who is absent **twenty-one (21)** school days (excused or unexcused and to include cumulative tardies) during the school year may lose credit for the work they have done and be retained in their present grade unless previous arrangements have been made with the administrator and classroom teacher. The final power of placement resides upon the discretion of the School Board.
6. If a student is absent **five (5)** consecutive days without giving the school notice, the school may contact juvenile authorities.

Tardiness:

1. **A student is considered tardy after 7:45 a.m.**
2. The student must report to the office when arriving late.
3. Students who are detained because of bus trouble, bad weather, or road conditions will not be counted as tardy.

Check-out Procedures:

Leaving school prior to the end of the day is discouraged. It is important for the students to be at school every day, all day long. We do realize that things may come up and cannot be avoided.

1. If it is necessary for a child to leave during the school day, parents must check him/her out in the office. The child will report to the office.

EXCUSED ABSENCES

An excused absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, school activities, court appearances,

funerals, etc. Parents need to notify the school for the absences to be excused, otherwise it will be unexcused.

UNEXCUSED ABSENCES

Unexcused absences will be when the parents fail to notify the school with a justified excuse, or do not have documentation to verify the excused absence.

NOTIFICATION TO PARENTS OF STUDENT ABSENCES

The student's parents/guardians shall be notified when the student is accumulating excessive absences, tardies, or early check-outs. Notice will be by telephone or letter. The Saline County Division of Family Services and/or Saline County Prosecuting Attorney may be notified for follow up services.

SCHOOL VISITATION

****** (With our current situation with COVID-19 visitors will be limited in the building until further notice)***

Parents are encouraged to visit school and actively participate in the education of their child.

We request that parents call and schedule classroom visits. Conferences with the teacher will not be permitted during such visits. Conferences will be scheduled at a mutually acceptable time which does not interfere with classroom instruction.

*****For the protection of the students, ALL VISITORS, INCLUDING PARENTS, must report to the office upon entering the building. Please do not go directly to the classroom.**

If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time.

IMMUNIZATIONS

All students, excluding homeless students, must present documentation of month, day and year of required immunizations. Students must present immunization records to school, and **all** immunizations must be up-to-date before the student is permitted to attend class.

COMMUNICABLE DISEASES REQUIRING EXCLUSION FROM SCHOOL

Students will be excluded from school for the following diseases. Students must have a doctors note or must be seen by the school nurse prior to returning to the classroom

1. Chicken Pox-No less than five days after the appearance of skin eruptions or longer-All lesions must be dry scabbed
2. German Measles (Rubella)- May seven days after rash
3. Impetigo- May return when lesions are healed or under doctor's treatment
4. Measles-During cold symptoms and seven days after appearance of the rash
5. Mumps-Nine days following onset of swelling
6. Head Lice-Must have effective treatment to be able to return to school and any school activity
7. Scabies-Doctor's note stating student is under treatment
8. Red or inflamed eyes-Doctor's note stating diagnosis and medication has been given for 24 hours, or until the eye(s) is clear
9. All rashes must be excluded until the student brings a doctor's note stating the diagnosis and that the student may attend school
10. Fifth's Disease -Child will be excluded from school with a lacy rash and may return to school with a doctor's note of diagnosis and statement that student is non-contagious
11. "Strep" Throat-antibiotic must be administered at least 24 hours before returning to school
12. Fever- any illness where the body temperature is elevated to 100 (F) degrees or above, the child should remain at home until the temperature has been normal for 24 hours-Parents will be notified when a child at school has a temperature of 100 (F) degrees or above.

MEDICATION AND ILLNESS

1. If a prescription medication is to be given at school, a form shall be kept on file that is signed by the parent, doctor, or both stating the exact name of the medication, amount to be given, and time to be given.
2. Medication should be in its original container with label instructions.

3. **Medication must be brought to school by the parent/guardian. It cannot be transported by the student.**
4. Medication supplies should not exceed a 30-day supply.
5. **The district will not administer the first dose of any medication.**

Students with chronic or specific medical conditions requiring medication for emergency situations should have their original medicine container labeled as listed above, with written orders from the physician/health care professional as to when and under what circumstances medication is to be given. This should be written and signed by your healthcare professional.

The school district may insist upon receiving documentation verifying that your child has seen a licensed physician and is no longer contagious to the other children in the building should he/she be suspected of having some form of communicable disease (head lice, impetigo, scabies, ringworm, etc.) before he/she returns to school. If you need additional information please contact the school nurse.

STUDENT DRESS CODE

Clothing which is likely to distract or interrupt the learning process will not be considered suitable attire and may result in the student changing into attire appropriate for school. The following attire is not allowed:

1. Head coverings (hats, visors, head coverings, etc.) in the building at any time (Except coverings worn for religious purposes, or where permission is given ex. special events/fundraisers).
2. Exposed midriff, tube-tops, spaghetti strap tops, backless clothing. Sleeveless/tank tops must have 3 inches across with seam unaltered.
3. Shorts must have a 4 inch inseam.
4. Clothing that advertises alcohol, drugs, or tobacco.
5. Clothing with profane (profanity), vulgar, or obscene language.
6. Mesh or see-through shirts. Undergarments must not be visible.
7. Sleeveless shirts with loose-fitting armholes.
8. Sunglasses.
9. Clothing that displays, advertises, or implies sexual or illicit conduct.
10. Any accessories that could be detrimental to the safety of others.
11. Shoes with built-in roller skates are not allowed.

A student will be warned to be in compliance with the dress code. If a student fails to comply or refuses to comply it will be considered Defiance of Authority – Refusal to obey directions or defiance of staff authority and the discipline policy will be followed

REPORTING PUPIL PROGRESS

Keeping parents informed of student progress is a priority with the staff of Gilliam C-4 School. Pupil progress will be reported by:

1. Pupil's sharing of papers and experiences on a daily basis.
2. Intermittent notes, phone calls, planners, and conferences
3. Parent-Teacher conferences
4. Report Cards
5. Midterms
6. State and District Tests

HOMEWORK GUIDELINES

Each teacher will have their own homework policy. These policies will be handed out the first day of class. You are encouraged to communicate with your child's teacher if you have homework concerns. We know that what might take one child 10 minutes, could take another child an hour.

BICYCLE SAFETY

Students may ride bicycles to school. The school will not accept responsibility for the safety of the bicycles. **Bicycles should be parked in the bicycle racks provided and not in the grass.** Locks are recommended.

EMERGENCY DRILLS AND PROCEDURES

Drills for emergencies are conducted periodically. The signal for a fire drill will be a continuous series of short tones on the intercom, the bells, whistles, or any other signaling device. Each classroom has an emergency escape route map posted in the room. Students should leave the building quickly and quietly - no running or talking. Each class should stay together and walk to their assigned area. Classroom teachers will take roll for their class. If all students are accounted for the teacher will raise a green piece of paper to signal to the administration that their classroom is all clear. If there are students that are unaccounted for in a teacher's class, the teacher shall raise a red piece of paper to let administration know that a student is not accounted for in that teacher's room.

The signal for a tornado/storm will be a continuous tone on the intercom, the bells, or other signal device. Students are to move toward the designated areas as posted on maps in the rooms. As soon as they get in or as close as possible to the designated area, students shall kneel down, face the wall, and cover their heads with their arms. Students should remain quiet in order to hear any instructions. Classroom teachers will take roll for their class. If all students are accounted for the teacher will raise a green piece of paper to signal to the administration that their classroom is all clear. If there are students that are unaccounted for in a teacher's class, the teacher shall raise a red piece of paper to let administration know that a student is not accounted for in that teacher's room.

A lock-down drill will be signaled by an intercom announcement giving directions. When this is heard, all students should follow the directions of the nearest authority figure. Students in the hall should go to the nearest safe location.

PARTIES (At this time we will not have parents at parties due to COVID-19)

1. **Fall:** All school-party in the gym. Parents provide refreshments and are encouraged to attend and bring activities. (Please call or message us in the office if you are able to bring/send something in, or would like to plan an activity.)
2. **Winter:** Parties are in individual classrooms. Parents are welcome and asked to provide refreshments and activities. Contact your child's teacher to help.
3. **Valentine's Day:** Parties are in individual classrooms. Parents are welcome and asked to provide refreshments and activities. Contact your child's teacher to help.
4. **Spring:** All-school party in the gym. Parents provide refreshments and are encouraged to attend and bring activities. (Please call or message us in the office if you are able to bring/send something in, or would like to plan an activity.)
5. **Birthday:** Arrangements should be made with the student's classroom teacher.

****Parties will be held at the end of the day typically and sometimes at lunch if pizza**

****All food and drink provided must be prepackaged!!**

TEXTBOOKS

Textbooks are furnished free, but if textbooks are lost or damaged beyond reasonable use, parents or guardians will be charged full replacement price.

LIBRARY BOOKS

Library books are checked out by the students during their library time. If library books are lost or damaged, beyond reasonable use, parents will be charged full replacement price.

PTO

The PTO is an excellent opportunity for parents to become involved in the educational program. The Gilliam C-4 School PTO is an active group, sponsoring many activities during the school year. You may join PTO at any time during the school year. Please contact the school office if you would like to join the PTO.

LOST AND FOUND

Clothing and personal items that are brought to school should be labeled with the child's name. Found articles are turned into the Lost and Found in the office. Unclaimed property will be donated to an agency at the end of the school year.

FOOD SERVICE

Gilliam C-4 School offers both a well-balanced breakfast and lunch each day. Prices for these meals are as follows:

	Breakfast	Lunch
Free	No Charge	No Charge
Reduced	No Charge	No Charge
Full Price Student	No Charge	No Charge

Adult	\$1.10	\$3.74
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Breakfast and lunch money may be turned in to the classroom teacher or brought directly to the office.

A letter explaining the federally funded free and reduced price meal program and application is enclosed in this packet. Application for this program may be made at any time of the school year. Students who were receiving free or reduced benefits from the previous year will still receive benefits for the first 30 days of school. If after the 30 days, a new form has not been submitted, meal prices will be charged as full price. New forms will have to be filled out for the new school year.

1. Walk in the cafeteria.
2. Wait quietly while getting a tray.
3. Clean table and floor area when finished and deposit waste paper, milk cartons, and food into the proper container and return tray.
4. Students bringing their lunch/drinks must eat/drink in the cafeteria.
5. Students are not to remove food, or drink from the lunchroom.
6. Use good table manners:
 - a. Speak softly, conversational voice to the students at his/her table
 - b. Respect the rights of others
 - c. Keep your items at your lunch area and out of others eating space
 - d. Eat your own food.
 - e. Use appropriate table conversation, language, etc.

ELECTRONIC DEVICES

At the present time the school has no prohibition on electronic devices, only their use. However, this rule is subject to change should any problems occur. Cell phones **cannot** be used during regular school hours (7:30 am – 3:30 pm) without prior **teacher permission**. Cell phones are allowed at school, however, should your student need to text, or phone you during the school day they are to ask permission from staff. They could also use the office phone. Our dismissal procedure includes students not getting on their phone until they are dismissed and at that time they do not need permission to access their phone. Students can sit on the bench, or stand on the sidewalk and are discouraged from phoning in the street, or on bikes.

GRADES

In order that academic achievement may be recorded and the record made available for reference when needed, the following system is used:

- A - Excellent
- B - Above Average
- C - Average
- D - Below Average
- F - Failing
- I – Incomplete

The Grading Scale shall be as follows:

95-100.....	A	73-76.....	C
90-94.....	A-	70-72.....	C-
87-89.....	B+	67-69.....	D+
83-86.....	B	64-66.....	D
80-82.....	B-	60-63.....	D-
77-79.....	C+	0-59.....	F

Grade reports for each quarter will be given to students in Kindergarten through eighth grade. Mid-terms will also be sent home for 2nd through 8th grades during each quarter in the event of a "D" or "F", these are to be signed and returned to the teacher. Mid-terms will be sent only for those students whose performance is not adequate. Report cards will be issued to parents at parent-teacher conferences at the end of the first and third quarter. Students will be permitted to take home report cards at the end of the second and fourth quarters.

HONOR ROLL

This program is to recognize those who feel the importance of excelling academically. To qualify for A Honor Roll, a student must have an average of 90 or better in all core subjects excluding Music, Art and P.E. To qualify for B Honor Roll, a student must have an average of 80 or better in all core subjects excluding Music, Art and P.E.

READING CIRCLE CERTIFICATES

Missouri elementary students who read a specified number of books become eligible to receive a Reading Circle Certificate from Missouri Department of Elementary and Secondary Education. Lifetime certificates are issued to 8th grade students who have earned certificates in six consecutive years.

FIELD TRIPS (These are on hold for the time being to0)

Field trips can be arranged by the individual class and completed within the hours of the school day with the approval of the principal. The eighth grade trip shall be for one day. There will be no overnight trips unless otherwise noted by the Board of Education.

EXTRA-CURRICULAR ACTIVITIES

Any student who misses school on the date of a contest without being excused by the principal will not be considered eligible on that date. Because of the responsibility to both parent and individual, we would like the following to be considered before permission is given to participate in extracurricular activities:

1. Each individual must put forth the effort necessary in the classroom to maintain suitable grades and behavior.
2. Each individual is responsible for his/her own ride to and from the school for practices and will be required to be responsible for his/her ride to and from the games. All players and cheerleaders must be there 30 minutes prior to the event, unless specified otherwise.

BASKETBALL

Boys and girls in grades 5-8 are eligible to participate in the basketball program. Due to the lack of available participants in these grades, other grades may be allowed to participate upon approval of the Board of Education.

Each individual must provide proof of family health insurance and have a physical prior to beginning practices. Each individual is responsible for his/her own practice clothes. A school basketball uniform is furnished for games.

Player's responsibilities:

1. Each individual must put forth effort necessary in the classroom to maintain the level of his/her capability. This will include assignments being completed, suitable grades, class participation, etc. Players who are negligent in their class work will be ineligible to play until the problem is corrected.
2. Players missing three (3) games for academic or disciplinary reasons will be asked to return their uniforms and will be ineligible to participate in the basketball program for the remainder of the season.
3. Practice is expected by all players. Excused absence requires prior notice with parental note or illness. You will not be allowed to practice or play if you did not attend school for that day, unless approved by the principal.

BASKETBALL POLICY

The Gilliam C-4 School Board has adopted basketball as an extracurricular activity, with emphasis on the development of the student athlete as a skilled and knowledgeable participant of the game. The students should be taught the basic skills, rules, plays, and positions of basketball, in a manner so as to understand basketball and perform in practice and games to the best of their abilities. Knowledge of the "team concept" is a must! Players need to understand their participation as a group, whether a player or a spectator, affects the whole of the game. A team can't succeed or fail due to an individual, but does so as a group.

Coaching will not be conducted in a physically or verbally abusive manner. The coach shall conduct his/her practice in an orderly and well-planned manner, maintaining strict control of the players and him/herself. The coach is a teacher of the game, of pride, self-discipline, and sportsmanship. Players will be taught good sportsmanship towards opponents, teammates, spectators, coaches and officials. This will apply during practice and game situations, regardless of whether the game is lost or won. Player knowledge and abilities will be reinforced in a positive manner, both in practice and game situations. Although winning is important, it is not the sole purpose of the basketball program. All members of the team should have an opportunity to participate in each game. The coach and players should understand that very tightly contested games call for the use of higher skilled players.

CHEERLEADERS

Cheerleaders will be from grades K-8. They must be good school citizens and make grades appropriate for their ability. Each shall be responsible for maintaining her own uniform. A cheerleading agreement is sent home with all cheerleaders at the beginning of the season. Each individual must provide proof of family health insurance.

RECESS

Students must stay in designated areas and follow classroom recess rules. For questions or comments please see your child's classroom teacher. We will have outdoor recess unless weather conditions are extreme, so please send your child prepared.

TRANSPORTATION

School bus transportation is provided through Gilliam C-4 School for school trips and Slater School District for students riding to and from school. Please contact the office for information regarding routes, times, and to determine if your child is eligible to ride the bus.

Any damage to a bus as a result of scuffling, wrestling, or deliberate action shall be compensated for by the student/parents to the school district. Failure to make prompt compensation shall result in denial of bus transportation. The student must obey the directions of the bus driver at all times while being transported. Pupils who must cross the road after leaving the bus shall cross in front of the bus and only upon signal given by the driver (the crossing control arm shall be extended). Bus shall not resume motion until the pupil (s) is safely on the residence side of the road. When children must cross the road to board the bus, the driver shall signal when it is safe for the child to cross the road in front of the bus

A driver is not required to transport a student when that student's conduct endangers the safety of others, when he commits acts of vandalism, uses obscene language, or commits offenses. The principal shall make notification to the parent. All students are encouraged to ride the bus to and from school whenever possible. The school bus is the safest way one can be transported. The bus driver is in charge of the bus and its passengers. **While riding the school bus, students shall adhere to the following regulations:**

1. Students are to obey and respond to the bus driver's directions cheerfully and promptly
2. Students are to remain seated while the bus is in motion
3. The use of tobacco and/or possession of alcohol or drugs on school buses are prohibited
4. Students are not permitted to take animals on the bus.
5. No weapon shall be permitted on the bus

6. Students are not, at any time, to extend any part of their body out of the bus windows.
7. Students are to obey the directions of the driver when boarding or leaving the bus.
8. Students who must cross the road before boarding or upon leaving the bus must cross in front of the bus and only upon the signal to do so from the driver.
9. Students are to refrain from pushing and shoving when loading and unloading.
10. No eating or drinking on the bus.
11. Students shall not throw anything while on the bus
10. Students are expected to be on time; the driver cannot wait beyond his regular schedule for students who are tardy.
11. Students needing to be picked up or let off except at their regular place of pick up or discharge must obtain prior approval from the principal.
12. Any damage to the bus by a student must be paid for by the student causing the damage or his/her parent/guardian.
13. Students are to stay out of the driver's seat and away from the controls of the bus.
14. Students are to refrain from talking unnecessarily to the bus driver.
15. In general, classroom conduct is to be maintained by the students while riding the bus.

Students who misbehave on the bus will be warned by the driver. In cases of continued or serious misbehavior, the driver will file a misconduct report with the principal who will then take the disciplinary action necessary to insure proper conduct on the bus in the future, including suspension from the bus or school. Parents will be informed whenever a misconduct form is filed.

1 ST BUS REFERRAL	Conference with principal/parent notification
2 ND BUS REFERRAL	Conference with principal/parent notification and Slater's rules for possible removal given to parents

Severe student misconduct which may result in notifying law enforcement can include:

Physical Assault/Fighting

Possession of Drugs/Alcohol/Tobacco

Gang Conduct or Activity

Sexual Misconduct/Sexual Harassment

Weapons/Knives/Guns/Any Object Being Used to commit Unsafe School Acts or Other Actions Which Violate the Safe School Act.

A bus referral for severe student misconduct on the bus will result in a minimum five-day bus suspension/parent conference.

PENDING AN INVESTIGATION: Bus riding privileges may be permanently and immediately suspended.

Parents' Responsibilities for the Bus:

1. Parent shall make sure that child/children are on time at the bus stop.
2. Parent shall accompany small children to the bus in the morning and meet them in the afternoon. If the bus drops your child/children at the house and you do not want them left at home alone, please be where the bus driver can see you when they pull up. Parent shall instill in their own children, habits of punctuality and correct behavior.
3. Parent shall understand the importance of school bus safety and review bus rules with each child.

General Rules at Basketball Games and Sporting Events

- Parents are responsible for the conduct of students and at all games and award ceremonies, home or away
- All students and players should remain in the gym while the games are being played.
- Players will be allowed in their dressing rooms upon instruction from their coaches.
- Absolutely no one is allowed in the visiting team's dressing room
- Any student found in any unauthorized area during school activities is subject to disciplinary action
- Use good sportsmanship at all times
- Coaches will have the right to make specific team rules

Acceptable Use Policy – Students

Section 1. Purpose of Technology Use

The Gilliam C-4 School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

Section 2. The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering hardware/software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or

- The consequences that may come from failure to follow District policy and procedures governing the use of technology.

Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology

Student users of technology shall not:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others;
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
- Knowingly spread computer viruses;
- Violate copyright laws or software licensing agreements;
- Use others' passwords or accounts;
- Misrepresent themselves or others;

- Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
- Reveal their personal address or phone number, or those of other users;
- Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and
- Use technology for any illegal purpose or activity.

Granting of Access: Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

Section 4. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Section 5. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Section 6. Additional Rules/Actions

The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

RELEASE OF DIRECTORY INFORMATION BY GILLIAM C-4 SCHOOL DISTRICT

Each school year the Gilliam C-4 School District, in conformance with the U.S. General Education Provisions Act, declares the following as "directory information." As provided in that act, this information concerning students may be made public: 1) student's name, address, telephone listing, electronic mail address, student ID; 2) date and place of birth; 3) pictures; 4) participation in officially recognized activities; 5) weight and height of members of athletic teams; 6) dates of attendance, grade level; and 7) honors and awards received. Any student who is 18 years of age or older and/or any parent of the Gilliam C-4 School District who does not wish any

of the above information to be released must notify Gilliam C-4 in writing. Each year the school will notify students and parents of their right to withhold "directory information" in the handbook.

SCHOOL/ACTIVITY EVENT CANCELLATIONS

Students and parents may sign up for our REMIND notification system for messages concerning emergency information, school closings, early dismissals and school event reminders. You may also listen to KMMO or join our Facebook page. Parents should have arrangements made each school year for emergency-type situations. These arrangements should be discussed with your child/children so they will know what to do. If school is announced as a **late start**, students will come to school two hours later than the usual start time. Bus routes will also run 2 hours later than usual. A light breakfast will still be served.

NON-DISCRIMINATION STATEMENT

The Gilliam C-4 School District does not discriminate nor permit discrimination on the basis of race, color, national origin, religion, sex, gender, age or disability in admission or access to, or treatment of employment in, its programs and activities. If there are questions, please feel free to contact The Office of the Superintendent, 660-784-2225

SPECIAL PROGRAMS

The Gilliam C-4 School District provides a wide range of services for students who have special needs. Special education for disabled, migrant/ESL education and Title I services are provided to students who meet current state and federal guidelines. Whenever possible, all attempts are made to provide appropriate accommodations to identified students within the general education classroom. The focus of Special Programs is to develop a close collaborative relationship with parents, general education teachers and special programs teachers for the purpose of meeting the needs of students with special needs. Questions about how a student may receive additional support can be directed to the superintendent.

TITLE I SERVICES

Title I is a federally funded program approved by the Missouri State Department of Education and the Gilliam C-4 Board of Education. Title I services are available for all students. Students may participate in small group tutorial activities in reading to reinforce the basic skills taught in the regular classroom. The Title I teacher and classroom teacher work cooperatively to plan supplemental activities in these two subject areas.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill obligations under Section 504, the Gilliam School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact The Office of the Superintendent, Section 504 coordinator for the school district, at 660-784-2225.

SEXUAL HARASSMENT

Sexual harassment is defined as inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards. Words (spoken or written), actions, touching, or other physical contact of a sexual nature violate this guideline and will be subject to disciplinary action.

ALCOHOL/TOBACCO/DRUG POLICY

Students and parents should be aware that the Gilliam C-4 Board of Education has specific policies concerning the possession and/or use of these items at school. Students having tobacco products, e-cigarettes, vaporizers, cartridges, and over-the-counter medication in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will be dealt with according to school policy. Students having alcohol, illegal drugs, counterfeit drugs, prescription drugs, drug paraphernalia, and/or substances purported to be drugs in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will be dealt with according to board policy.

TRANSFERRING STUDENTS

Parents of children who are leaving the district and transferring to another school should notify the office at least 10 days in advance of the child's last day or as soon as reasonably possible of the child's last day. The new school will send Gilliam C-4 a release form and all records are then sent directly to the new school from the Gilliam C-4 office. Any money owed the school must be

paid, as well as all library books and textbooks returned before the students leave. This will make for a smooth transition for school district records.

CELL PHONE/ELECTRONIC DEVICE MISUSE

Personal electronic devices (PEDs)(i.e., cell phones, radios, personal recording devices, CD players, MP3 players, laptops, portable video games, etc.) should be stored in purses, bags, or pockets, and kept out of sight and be turned off or in silent mode (non-vibrating) during the school day unless directed by their teachers to utilize them.

Students may not use their cell phones at any time during the school day to:

- Take Pictures
- Record Videos
- Record Audio

Cell phones are strictly forbidden in the following locations:

- Locker Rooms
- Restrooms
- Other District Schools

Consequences for breaking policy:

- 1st offense: PED confiscated and turned into front office = verbal warning
- 2nd offense: PED confiscated and turned into front office = Incident reported to parents
- 3rd offense: PED confiscated and turned into front office = Incident reported to parents and parents will need to pick up the PED from the office.

Students can pick up PEDs at the front office once their school day is over up to 3:00 pm after 2nd and 3rd offenses. The school is not responsible for lost or stolen cell phones, tablets, laptops, or other personal technology devices nor will administrators spend time investigating cell phone theft.

FUNDRAISING

Fundraising for student activities shall be held to a minimum and must have prior approval from the administration. Sponsors of student activities are required to deposit all collected funds daily at the office. Sponsors shall obtain a receipt from the secretary for such funds. Sponsors shall maintain records and issue receipts for any funds collected from students and/or adults. At no time shall any sponsor maintain a private or "petty cash" fund.

DUE PROCESS

All students are entitled to due process as guaranteed by constitutional provisions. This means there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. The process will be in accordance with state law, as well as with the

provisions outlined in the Board's policies and regulations on student suspension and student expulsion. In any disciplinary situation the rights of the student will be considered.

A. The Right to Due Process of Law with Respect to Student Suspension

The Board of Education believes that the right of a student to attend the Gilliam C-4 Schools carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential to permit others to learn at school.

Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education. The Board of Education authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days. A student may be suspended by the principal for misconduct in accordance with the District's discipline policy. Notice of such suspension shall be given immediately to the parent or guardian and to the superintendent. The student and/or parents/guardians may appeal the principal's decision to suspend the student to the superintendent.

In the case of a suspension of a student by the superintendent for a period of more than ten (10) days, the student and/or parents/guardians may appeal the decision of the superintendent to the Board of Education. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board of Education renders its decision, unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardian, and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall report to such action. The Board of Education, upon request, shall grant a hearing to the appealing party, as set forth in applicable state law and Board policy.

B. The Right to Due Process of Law with Respect to Student Expulsion

If a student consistently or grossly refuses to conform to school policies, rules, and/or regulations, the principal and superintendent may recommend to the Board of Education that the student be expelled from school. The Board of Education will review such recommendations and decide whether to proceed with the expulsion. No student may be expelled without a prior hearing before the Board, unless this right to a hearing is waived in writing by the student's parent/guardian or the student. In the event of an expulsion hearing the following due process shall apply:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student's parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parents/guardians or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed unless the student, parents/guardians or others having custodial care request an open hearing. At said hearing, the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board of Education will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student from school for a specified time or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel, if applicable.

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

C. The Right to Due Process of Law with Respect to Interrogations and Searches

The Gilliam C-4 School administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. Parents must be notified; students must be informed of their constitutional rights by the law officials; students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials. Students may be requested to submit to voluntary personal searches, based on reasonable suspicion of a violation of District rules, policy, or law. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the principal. School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons—but not limited to these reasons—are suspicion of concealing drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

D. The Right to Due Process of Law with Respect to Privacy Rights of Students and Parents

It is the intention of the Gilliam C-4 School District to protect the privacy rights of students and parents in carrying out the Discipline Code Policy. Each building principal will be responsible for adhering to correct procedure in maintaining records concerning student discipline.

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The

administration has developed procedures for addressing those issues. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

LOCKERS

Student lockers are the property of Gilliam C-4 School District. Lockers remain, at all times, under the control of the school district. The student is expected to assume full responsibility for his/her school locker. The school district retains the right to inspect student lockers without notice, without student consent, and without a search warrant. Concerns regarding lockers should be reported to the building's administrative office.

BULLYING/CYBERBULLYING/HAZING

Gilliam C-4 is committed to a safe, educational environment for all students. Our school will be free from harassment, intimidation or bullying including cyber bullying. We have the further expectation that no student shall be a passive bystander when encountering any sort of bullying behavior. Students are to get help from an adult by reporting the incident.

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyber bullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyber bullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

HARASSMENT

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any

student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy. It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District. For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District. The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

NOTICE: STANDARD COMPLAINT RESOLUTION PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT (ESSA) PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015 (ESSA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and will indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: complaints must be filed in writing to the Superintendent of Schools. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information may contact local or Department personnel.

BEHAVIORAL INTERVENTIONS

Depending on the nature of the inappropriate behavior, the options for disciplinary action at Gilliam C-4 are:

1. **Student/Principal Conference:** A conference with the student to obtain a commitment in written or oral form for correcting the behavior.
2. **Assigning Tasks:** The student will be assigned specific assignments/tasks to be completed.
3. **Loss of Privileges:** The student may lose the privilege of certain school activities
4. **Parent Contact:** The parent may be made aware of the incident via a phone call or electronic message.
5. **Parent Conference:** The parents may need to come into the office to be informed of the incident.
6. **Restitution:** The student may be required to clean-up, repair, or compensate for lost or damaged property.
7. **Activity Expulsion/Suspension:** The student may be suspended or expelled from certain extra-curricular or co-curricular activities.
8. **In-School Suspension:** The student may be assigned ISS by the principal.
9. **Out-of-School Suspension:** The student may be suspended from school by the principal for a period up to (10) days. She may also suspend a student for up to (180) days with Board approval.
10. **Expulsion:** Based on the severity of the incident, a student may be expelled from school by the Board of Education.
11. **Automatic Zero on Assignments:** This option may be used in the case of cheating or plagiarism.

**Confirmation of Receipt of the
Gilliam C-4 School District Student Handbook**

Parents and students of Gilliam C-4 School District,

The information in this handbook is included to help both the student and his/her family become familiar with procedures, facilities, and guidelines that will ensure a safe, positive, and orderly environment for all our students. The administration, faculty, and staff of Gilliam C-4 Schools ask that both parents and students sign and return this form to the student's teacher to confirm they have received and read the 2021-2022 Gilliam C-4 Student Handbook.

My student(s), _____ and I have received, read, and agree to abide by the 2021-2022 Gilliam C-4 District Handbook for this school year.

Signature of Student (s): _____

Signature of Parent: _____