

**2015 - 2016**  
**REVEREND BENJAMIN**  
**PARKER**  
**ELEMENTARY SCHOOL**

Home of the Bengal Tigers



45-259 Waikalua Road  
Kaneohe, Hawaii 96744

Phone: (808) 233-5686

Fax: (808) 233-5689

State Superintendent Kathryn Matayoshi

Complex Area Superintendent Lea Albert

Principal Kathy Kahikina

Vice-Principal Arlene Medeiros

# REVEREND BENJAMIN PARKER ELEMENTARY SCHOOL

## **PRINCIPAL'S WELCOME**

---

*Welcome to Benjamin Parker School ! This school handbook will help you learn more about our school policies and procedures. Please take some time to read and discuss this information with your family. Open communication between school and home is important to the success of our educational program. Please feel free to call me through the school office.*

*Aloha,*

*Ms. Kathy Kahikina*

## **VISION STATEMENT**

---

*At Reverend Benjamin Parker Elementary School, every child will strive to reach his/her fullest potential through continued emphasis on improving reading, communication, and problem solving skills, character development and building a positive self image.*

## **MISSION STATEMENT**

---

*The mission of Reverend Benjamin Parker Elementary School is to educate, motivate, and support students to become lifelong learners who contribute positively to society.*

## **SCHOOLWIDE LEARNER OUTCOMES**

---

- 1. Students will meet or exceed the state standards.*
- 2. Students will be responsible and respectful citizens.*
- 3. Students will develop and use critical thinking and problem solving skills.*

## **GENERAL LEARNER OUTCOMES**

---

### **1. SELF-DIRECTED LEARNER**

*I can be responsible for my own learning by doing what needs to be done.*

### **2. COMMUNITY CONTRIBUTOR**

*I can cooperatively work with other people.*

### **3. COMPLEX THINKER**

*I can use and apply what I know to solve problems.*

### **4. QUALITY PRODUCER**

*I can produce quality work.*

### **5. EFFECTIVE COMMUNICATOR**

*I can communicate with others.*

### **6. EFFECTIVE AND ETHICAL USER OF TECHNOLOGY**

*I can use technology safely and effectively.*

## **5RS**

- 1. RESPECT** means to honor yourself, others, authority figures, and the environment.
- 2. RESPONSIBILITY** means to take ownership of your actions, obligations, and commitments.
- 3. RESOURCEFULNESS** means to be skilled and imaginative in finding ways to succeed.
- 4. RELATIONSHIPS** means to value the benefits of respectfully working and playing together.
- 5. RESILIENCY** means to adapt and strive for positive outcomes in adverse situations.

# SCHOOL POLICIES

## **EMERGENCY INFORMATION**

---

*To improve communication between school and home, we will be using an automated messaging system to relay messages especially in cases of school emergencies. Please update the following information: address, telephone number, cellular phone number, and emergency contact numbers.*

## **MOVING/TRANSFERS**

---

*A Request for Release Form must be completed and signed by a legal parent/guardian 3 business days prior to the student's last day of attendance. Advance notice helps facilitate the preparation of release in a timely fashion.*

## **UNIFORMS**

---

*In order to ensure student safety and increase school pride, the school uniform is the Benjamin Parker t-shirt, bottoms of the child's choice, and appropriate, safe footwear. Parents/Guardians and students may purchase school t-shirts in the office. All students are expected to wear the uniform daily, upon entering campus and until leaving the campus.*

***Students who do not wear the uniform will report to the office to receive a loaner uniform shirt for the day. The student will then take home the shirt to wash and dry it before returning it to the office.***

***On Free Dress/Spirit Days and Photo Days, students should wear appropriate modest attire.***

## **ABSENCES AND TARDIES**

---

### **ABSENCES**

- *Parents/Guardians need to call the School Health Office (233-5688) on the day of absence to report the reason for the absence.*
- *Upon returning to school, the student shall submit a note explaining the reason for the absence and the date(s) of absence(s) to the teacher. All absentee and tardy notes must be sent to the office. Reasons for absences will be noted on the student's attendance record.*
- *A doctor's note is required for 3 or more consecutive absences, with the specific medical reason stated. Please submit doctor's note within 5 days of returning to school.*
- *Late Arrival students, those who come to school after 11:00 am shall be marked absent for that day.*
- *Early Release students, those who leave campus before 11:00 am shall be marked absent for that day.*

### **TARDIES**

*A student is tardy if he/she reports to class after 7:56 am.*

*If a student arrives after 8:00 am, he/she MUST report to the office and obtain a tardy pass. The office assistant will mark the student tardy. The student may enter the classroom by giving the teacher the tardy pass.*

***After 5 absences and/or tardies, the counselor will send home a letter to notify the parents/guardians of this matter and monitor the student's attendance. After 10 absences and/or tardies, the counselor will send home a second letter. If absences continue, the counselor may request a conference with the school administration, school social worker, and appropriate staff to generate an***

**attendance agreement. Failure to decrease the amount of absences/tardies may result in a Family Court referral.**

### **OFF-CAMPUS PASS/EARLY RELEASE PASS**

---

*Students will receive an off-campus pass when a parent/guardian submits a written note or phone call to the office asking for a release and stating the date, times, and reason for the early release. The student may leave after the parent signs the Student Release Log in the office. Valid reasons include medical appointments that cannot be scheduled at other times and emergencies. Students will not be waiting in the office. Parents will pick student up at the classroom.*

### **LUNCH AND BREAKFAST PROGRAM**

---

*As part of the National School Lunch Program, the Federal Government will provide free or reduced-price meals to children whose families qualify for lunch subsidies. Application forms are available in the school office or online at [EZMEALAPP.COM](http://EZMEALAPP.COM). **LUNCH PRICES SUBJECT TO CHANGE.***

#### **Meal Prices:**

Adult breakfast	\$2.40	Adult lunch	\$5.50
Student breakfast	\$1.10	Student lunch	\$2.50
Reduced breakfast	\$0.30	Reduced lunch	\$0.40
2 <sup>nd</sup> Student breakfast	\$2.40	2 <sup>nd</sup> student lunch	\$5.50
Milk only	\$0.50		

### **LUNCH LOANS**

*Students, whose accounts are low or empty, will receive daily notices. If there is no money in your child's account, the school will give a lunch loan to the student. The lunch loan will credit your child's account so he/she can purchase a meal for the day. Please remember our lunch policy is TWO lunch loans. Please keep in mind that the STATE DOES NOT PROVIDE MONEY FOR LUNCH LOANS-PLEASE PAY BACK YOUR LUNCH LOANS AS SOON AS POSSIBLE.*

### **HEALTH-RELATED ISSUES**

---

#### **SCHOOL HEALTH AIDE**

*Duties: To provide first aid care for injury or illness, when injury or illness occurs. The School Health Aide will contact parent/guardian by phone for possible head injury, fever of 100 degrees or higher, or any other serious injury or illness.*

*Please take care of any home injuries or sports-related injuries since they are not the responsibility of the School Health Aide. Please notify the School Health Aide of any chronic health problems in writing.*

#### **ALLERGIES**

*Parent/guardian shall submit a doctor's note to the school office in order to inform the school of their child's allergies.*

#### **PEDICULOSIS HEAD CHECK**

***For the health safety of the entire school, if a student at Benjamin Parker Elementary is found with an infestation of ukus OR nits, the child will be sent home. Siblings will also be checked and sent home if found with an infestation of ukus or nits.***

- *The School Health Aide shall contact a parent/guardian to pick up their child/children from school if their child/children has/have an active infestation of ukus/nits.*
- *The student's head must be treated and cleaned before returning to school. The School Health Aide shall check the student before he/she may return to his/her class.*

## **ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

- *A parent/guardian shall notify the School Health Aide of any type of medication taken in school.*
- *A parent/guardian and the child's licensed physician shall complete a Request for Administration/Storage of Medication in School (PHN/SH36) to the school. Parents/Guardians must submit this request yearly.*
- *If the School Health Aide is not on duty or if your child is not on campus, NO MEDICATION WILL BE GIVEN FOR THAT DAY. Parent/guardian will be notified by the school via phone or notification notice sent home with student.*
- *When emergency inhalers are administered, parent/legal guardian will be notified to pick up the student.(SHA:3M-1-4A-1)*

## **TRANSPORTATION**

### **STUDENTS WHO RIDE BICYCLES TO SCHOOL SHALL:**

- *dismount and walk bicycles on campus*
- *lock bicycles in the bike rack*
- *remove bicycles daily*
- *leave campus promptly after school*

*\*\*Students who do not follow these policies will have their bikes restricted from school.*

### **BUS TRANSPORTATION**

*The State of Hawai'i provides bus service for students Kindergarten through Grade 5 who live beyond a one-mile distance from school. Application forms are available in the school office or online at <http://iportal.k12.hi.us/ SBT/home.aspx>*

### **CONTRABAND ITEMS**

*Contraband items are any items that do not have anything to do with the educational process and does not belong in school. The school will confiscate any contraband items and a parent/guardian may pick up the item in the school office.*

*Contraband items include, but are not limited to the following items: skateboards, rollerblades, shoes with wheels, radios, iPods, toys, expensive jewelry, computer/video games, large sums of money, makeup, or cologne, electronic cigarettes, litter-causing snacks (such as gum, seeds, saimin, powdered foods, canned and bottled soda, etc.), hats (except for medical reasons, on field trips, and school spirit days)*

*Students cannot use cellular phones during school hours. Student cellular phones should be turned off and be out of sight. Students who use their phones during school hours will have their phones confiscated and a parent/guardian may pick up the cellular phone from the school office.*

### **CLASSROOM VISITATIONS AND CONFERENCES**

*Parents/Guardians are welcome to visit their child's classroom. Please schedule a visit in advance with your child's teacher. On the day of the scheduled visit, parents/guardians shall sign in at the office for a visitor's pass before going to the classroom.*

Parents/Guardians may also request a conference with the teacher to discuss any school-related problems. Please notify the teacher to request a conference so he/she can schedule the meeting.

Contacting Teachers by phone: Please do not call classrooms directly during the school day.

Parents/Guardians requesting additional copies of documents will be required to pay \$.25 per page.

## **HOMEWORK**

---

### **Department of Education Regulation 22700**

*Homework is an integral part of a student's education. It reinforces student learning in school, builds responsibility, and develops essential study habits.*

#### **Homework objectives**

- *to develop responsibility and independent study skills*
- *to reinforce and apply what was learned in class*
- *to promote a positive attitude toward studying at home*

#### **Homework guidelines**

*Teachers shall assign homework according to age, maturity level, individual needs, and interests of their students. Each teacher has specific purposes, procedures, and consequences for the homework requirements of his/her students. Teachers explain these expectations to students and parents/guardians at the start of the school year.*

#### **Parents/Guardians can help by:**

- *establishing a routine with a regular homework time and a quiet place to study*
- *allowing the child to work on his/her own, but also being nearby to help if needed*
- *providing the necessary materials to complete homework*

#### **In the event of an absence:**

*Parents/guardians should call the school office BEFORE 9:00am to request homework assignments. Homework will be held in the office so parents/guardians or siblings may pick it up after school between 2:05pm-4:00pm.*

# **DISCIPLINE GUIDELINES**

## **PHILOSOPHY**

---

*School should be a safe environment where students can learn and teachers can educate them. Effective discipline that follows the guidelines of "Chapter 19" is necessary to ensure this philosophy. Effective discipline is consistent, fair, preventative, and not punitive. It also is a shared responsibility between home and school.*

## **ANTI-BULLYING/HARASSMENT POLICY**

*Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the school. Ben Parker is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with respect. To that end, the school has in place policies, procedures, and practices that are designed to reduce and eliminate incidences of bullying and harassment. Our counselors work with students in the classroom during guidance lessons to teach respectful communication strategies to prevent bullying and harassment.*

*Harassment and bullying mean any electronic, written, verbal, or physical contact toward a student which is based on any actual or perceived trait or characteristic of the student, including but not limited to age, gender, race, religion, color, creed, ethnic origin, gender identity, physical attributes, physical or mental disability, political beliefs, socioeconomic status, cultural factors, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:*

- *Places the student in reasonable fear of harm to the student's person or property;*
- *Has a substantially detrimental effect on the student's physical or mental health;*
- *Has the effect of substantially interfering with the student's academic performance or ability to benefit from services or activities provided by the school.*

*The school will promptly and reasonably investigate allegations of bullying and harassment. The administrators or their designees will be responsible for handling all complaints by a student alleging bullying or harassment. If, after investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measure in accordance with Chapter 19 rules and regulations, which may include suspension.*

## **EXPECTATIONS**

---

*Administrators, counselors, teachers, parents/guardians, and students shall cooperatively address disruptions in the educational process.*

**ADMINISTRATORS** shall be responsible of protecting the school order, program, property, and the personal welfare of all individuals on the school campus. Administrators shall help the teacher, counselor, student, and the parent/guardian to arrive at the best course of action in cases involving student misbehavior and corrective discipline.

**COUNSELORS** shall be responsible for helping students make satisfactory academic and social adjustments in school. The counselor shall supplement and extend the counseling and guidance services of the teacher by coordinating and implementing the school counseling and guidance program.

**TEACHERS** shall be responsible for establishing and enforcing school and classroom rules to promote a positive learning environment.

**PARENTS/GUARDIANS** shall be responsible of getting involved in the school to help maximize their child's learning potential. The school will notify them of any incidents that arise so they can work with the school in addressing the problem.

**STUDENTS** shall be responsible of following all school and classroom agreements and procedures.

# **PROCEDURES**

## **BEFORE AND AFTER SCHOOL**

---

### **BEFORE SCHOOL**

- *Students who are not in Kamaaina Kids early morning care should not be on campus prior to 7:00a.m.*

- All students for their safety must report to the cafeteria when they arrive on campus.

## **AFTER SCHOOL**

Parents please pick up your children promptly after school daily as there is no supervision. Kamaaina Kids A+ provides both before and after school care, applications are available in our school office.

Please note that all of our playground equipment is OFF LIMITS for our students before and after school hours because there is no supervision.

Parents/Guardians shall pick up Kindergarteners at their classrooms. Teachers will walk any students not picked up to the office. The office will contact parents/guardians to pick up their child at the office. After school A+ leaders will pick up Kindergarteners enrolled in the program.

Grades 1-6 students not in the after school A+ program must leave campus promptly.

After 2:30pm, all students who are still on campus waiting to be picked up must report to the A+ program in the cafeteria. **PARENTS WILL BE RESPONSIBLE FOR THE \$85 FEE.**

Grades 1-6 students in the after school A+ program must report directly to the cafeteria.

Teachers will contact parents/guardians for permission to work with their child after school.

Teachers may not be in their classrooms so students may not return to their classrooms after school.

If students are consistently on campus long after the school day has ended a letter will be sent home. If the pattern continues, we may need to report this to Child Welfare Services.

## **PEDESTRIAN TRAFFIC**

---

To maintain a safe and positive learning environment for everyone, students shall:

- walk in straight lines on the right side of walkways
- walk with their hands together or on the sides of their bodies
- walk around metal plate(s) on the sidewalks to decrease the amount of distractions to other classrooms
- pass classrooms quietly
- walk without jumping or hitting walls, lights, doorways, or alarms
- walk up and down stairways by following the arrows
- stay out of off-limit areas

## **PLAYGROUND, RECESS PROCEDURES, AND RULES**

---

In the **CAFETERIA**, students shall:

- Use indoor voices
- Stay seated and raise their hand when they need help
- Eat neatly and without playing with their food
- Do not share their food

- Clean up their eating area

In the **BUILDINGS “A” and “C” PLAYGROUND AREA**, students shall:

- Leave objects on the ground
- Play appropriately with no play fighting (kicking, slapping, etc)
- Play appropriately on equipment without standing or sitting on top of it
- Stay away from any gate, parking lot area, cafeteria sidewalk, and streets
- Eat healthy snacks on classroom lanais
- Play in designated areas
- At the end of recess, when the bell rings students are to “FREEZE” until the yard duty staff blows the whistle. After the whistle, students will walk to line up by classes and wait for teacher pick up.

In the **BUILDING “D” PLAYGROUND AREA**, students shall:

- Play in the designated areas
- Follow the game rules

#### **BASKETBALL GAME RULES:**

- Students shall use baskets for a full court game, half-court game, and free-shooting activity.
- Each team may have a maximum of FIVE players. Extra players may substitute in every 2 minutes per team.

#### **VOLLEYBALL GAME RULES:**

- Each team may have a maximum of 10 players.
- Players may not touch the net.
- Players may not kick the ball.

#### **KICK THE BALL GAME RULES:**

- Each team may have a maximum of 10 players.
- Students may use only playground balls for this game.
- Students may not retrieve any balls kicked over the fence.

#### **SOCCER GAME RULES:**

- Each team may have a maximum of 11 players including only ONE goalie.
- Players may not use their hands to touch the ball during the game.
- Players may not tackle, slide tackle, or rough play.

#### **TETHER BALL GAME RULES:**

- Only two players may play at a time.
- The tetherball line should be 3 feet from the closest player.

#### **“D” BUILDING PLAYGROUND EQUIPMENT RULES:**

- One student at a time may be on the log roller.
- Students shall play safely and take turns.
- When swinging on the bars, students shall be aware of anyone that may be around them while other students stay away from the drop zone.

**FOR ALL GAMES AND ACTIVITIES, ANY UNSAFE AND/OR POOR SPORTSMANSHIP BEHAVIOR WILL RESULT IN REMOVAL FROM THE AREA AND DISCIPLINE CONSEQUENCES.**

# FIVE Rs PROJECT

*The Department of Education's Windward District - Castle Complex has adopted the following values to help promote positive learning environments.*

**RESPECT (HO'IHI)** means to honor yourself, others, authority figures, and the environment.

*I can show the value of respect (ho'ihi) by talking positively, being appreciative of others, practicing manners, respecting other's personal space, getting permission to use other's belongings, using things properly, picking up litter, and following rules and instructions.*

**RESPONSIBILITY (KULEANA)** means to take ownership of your actions, obligations, and commitments

*I can show the value of responsibility (kuleana) by taking ownership of my own and my group's behavior, keeping my word, being on time, being truthful, returning items on time and to the proper place, keeping the area clean and organized, following all rules and procedures, reporting safety concerns, and practicing safety.*

**RESOURCEFULNESS (MAKAUKAU)** means to be skilled and imaginative in finding ways to succeed.

*I can show the value of resourcefulness (makaukau) by asking for help when needed, choosing appropriate tools to complete my task, finding or adapting or inventing ways to solve problems, learning from my mistakes, recognizing my role in a group, being a resource for others, networking with others, accepting assistance, using good judgment and weighing the consequences of my actions.*

**RELATIONSHIPS (PILINA)** means to value the benefits of respectfully working and playing together.

*I can show the value of relationships (pilina) by talking positively, responding appropriately, acknowledging others' accomplishments, working collaboratively and cooperatively, practicing giving and taking, showing consideration, and seeing things from another point of view.*

**RESILIENCY (HOLUA)** means to adapt and strive for positive outcomes in adverse situations.

*I can show the value of resiliency (holua) by applying lessons I've learned, having a positive attitude, taking steps toward success, giving people second chances, learning from other's successes and failures, righting a wrong, identifying with a positive role model, finding the positive in any situation, and by being flexible.*

# **BENJAMIN PARKER SCHOOL PROGRAMS**

## **SCHOOL COMPUTER PROGRAM**

*Reverend Benjamin Parker Elementary School provides a computer for each student in grades one to six. Students have access to several online programs that accommodate individual students' learning styles and speeds. Students create products such as Power Point presentations and Word documents. This familiarity with both software and hardware prepares students for technical needs of higher education as well as the work world. Computers are issued as an educational tool and should only be used in that capacity.*

## **TITLE I**

*Reverend Benjamin Parker Elementary School is a recipient of the Title I Federal Aid program. Through Title I, the Federal Government gives money to school districts around the country based on the number of low-income families in each district. Each district uses its Title I money for extra educational services. Schools, such as Benjamin Parker, that have 40% or more of children from low-income families are called School-wide Title I schools. Title I funds are combined with other federal, state, and local funds to improve school programs. The focus of the Title I program is to help all students meet the same high standards.*

## **ELL (English Language Learners) PROGRAM**

*The ELL program provides language support services for students whose first or native language is not English. The mission of the program is to provide every language minority student with equal educational opportunities to maximize his/her potential as an educated, productive, and contributing citizen of our state, country, and global societies. To accomplish this, the program strives to use instructional approaches and methods, which address the student's specific language and cultural needs while maintaining the same challenging content and high-level skills desired for all students. If you would like more information, please contact the ELL coordinator through the school office.*

## **STUDENT COUNCIL**

*Our student government consists of student council members, a service group that promotes student activities. Student Council Officers and Representatives meet weekly with their advisor to plan student initiatives such as monthly spirit days, free dress days, and service projects. Student Council Officers (President and Vice President) also attend SCC Meetings monthly.*

## **SCC (School Community Council)**

*Members of each of the six role groups (principal, teacher, non-certificated personnel, student, parent, and community) work together on our School Community Council.*

*The duties of the council include:*

- reviewing, evaluating, and recommending the school's academic and financial plan*
- ensuring that the academic and financial plans are aligned with the Department of Education's accountability system*
- participating in the principal selection and evaluation process*
- providing collaborative opportunities for input and consultation*

*Parents/Guardians are welcomed and encouraged to participate in on-going task forces through the council.*

# **BENJAMIN PARKER ELEMENTARY ALMA MATER**

Hail Alma Mater!  
We sing our praise to you  
For wondrous devotion  
That ever endears!

We honor forever,  
Maroon and Gold!  
Thy colors on high  
Long wave o'er BPS!

Pledging our love and our loyalty,  
Singing a tribute with happy hearts!  
Strive to succeed  
This is our creed  
True sons and daughters we!

Raising our voices in song to you  
Always thy name we shall revere!  
Hail to our school,  
Guardian of youth!  
Hail to our  
**BENJAMIN PARKER SCHOOL!**



# **Parent Involvement Policy**

## **Benjamin Parker Elementary**

Research studies and the experiences of schools with successful parent involvement show us that when parents are involved, there are positive effects for teachers, communities, and families. It is crucial that the State and schools develop policies that promote comprehensive, well-planned parent involvement programs that:

1. Assist parents with developing skills for dealing with their children at all stages of development and foster conditions at home that support academic success.
2. Promote two-way communication between school and home regarding programs and student progress.
3. Offer suggestions for ways parents can promote learning at home
4. Give parents opportunities to be involved at the school site assisting teachers, attending student performances, or participating in parenting educational classes.
5. Support and accept parents in decision-making, advisory, and advocacy roles.
6. Coordinate and provide access to community and support services for children and families.

### **Vision Statement:**

*At Reverend Benjamin Parker Elementary School, every child will strive to reach his/her fullest potential through continued emphasis on improving reading, communication, and problem solving skills, character development and building a positive self image.*

### **Mission Statement:**

*The mission of Reverend Benjamin Parker Elementary School is to ensure that all students experience social, emotional, academic and physical success through a challenging educational program. The students will have the ability to make informed choices for their future and have a lifelong desire to learn.*

**SY 2015-2016**

# **Student-Teacher-Parent Compact**

## **Benjamin Parker Elementary**

It is important that as a **STUDENT**, I work to the best of my ability.

Therefore, I shall strive to do the following:

- *Attend school regularly.*
- *Come to school each day with pens, pencils, paper, and other necessary tools for learning.*
- *Complete and return homework assignments.*
- *Observe regular study hours.*
- *Conform to rules of student conduct.*

I want my child to achieve. Therefore, as a **PARENT**, I will encourage my child by doing the following:

- *See that my child is punctual and attends school regularly.*
- *Support the school in its efforts to maintain proper discipline.*
- *Establish a time for homework and review it regularly.*
- *Provide a quiet, well lighted place in which to study.*
- *Encourage my child's efforts and be available for questions.*
- *Stay aware of what my child is learning.*
- *Provide a library card for my child.*
- *Read with my child and let my child see me read.*

It is important that students achieve. Therefore, as a **TEACHER**, I shall strive to do the following:

- *Provide homework assignments for students.*
- *Provide necessary assistance to parents so that they can help with the assignments.*
- *Encourage students and parents by providing information about student progress.*
- *Use special activities in the classroom to make learning enjoyable.*

I support this form of parent involvement. Therefore, as the **PRINCIPAL**, I shall strive to do the following:

- *Provide an environment that allows for positive communication between the teacher, parent, and student.*
- *Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.*

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

Parent Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Curriculum Coordinator Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_