

Dear Parents,

*Welcome to Circleville City School’s Extra Mile afterschool program!* In this packet you will notice all of our program policies and procedures. Enclosed also is the registration form to turn in once completed. We look forward to providing your child with enrichment and academic opportunities. **Please read the enclosed packet, fill out and return the attached forms listed below to your school office as soon as possible.** Please submit forms to your student’s school.

1. **Bus Rules and Regulations Form**
2. **Bus Alternative Transportation Request Form**
3. **Emergency Medical Form**
4. **Parent Authorization Form**

Circleville City Schools is pleased to offer students the opportunity to participate in a variety of planned academic, cultural and recreational activities. Through the Extra Mile program students will receive small group or individual tutoring in reading and/or math with a highly qualified teacher. We are very excited to offer a safe and fun enrichment program for students with the goal of positive youth experiences. The Extra Mile program also offers a blended learning environment with the implementation of additional ELA and Math tech resources at the middle school and credit recovery coursework at the high school level within the program. Our high school initiative offers hybrid online and/or in-school modules for students admitted into the program for credit recovery and skill mastery at the placement of the school principal and program manager.

Extra Mile programs operate as follows:

* *The program will operate four (4) days per week Monday – Thursday with on-site programming hours being 1:50pm – 5:00pm, at Circleville Middle and High School for Grades 6-12. Program will start on Monday Oct. 11th, 2021!*

We strive to run an efficient and effective program which contributes to improved student achievement and skills. If you have any questions, concerns or comments, please call the appropriate grade level coordinator listed below.

Please fill out the busing forms, emergency medical forms, and enrollment forms found in the back of this handbook. Once the coordinator has received these forms you will be contacted to confirm your child’s enrollment. Bus students will receive notification regarding the bus schedule. If you have questions about bus transportation, contact Transportation Director Jerry Mogan at 477-5569.

 Sincerely,

 *Mr. Sullivan*

 *Program Manager*

 **Extra mile– CIRCLEVILLE CITY SCHOOLS
360 Clark Drive ▪ Circleville, Ohio ▪ 43113**

**Extra Mile**

**Program Policies, Procedures, and Philosophy**

**Program Goals and Philosophy**

The primary goal of the program is to provide children with afterschool educational enrichment in a safe, supportive environment. Our subject focus is reading and math through small group and individual tutoring by licensed teachers or qualified adults. We aim to provide a broad range of activities including but not limited to academic, recreation, sports, cultural and enrichment opportunities.

**A. Registration**

An **Enrollment Form, Emergency Medical Form** **and Parent Authorization Form** **must be completed prior** to your child attending the program at Circleville Middle School (CMS) and/or Circleville High School (CHS).

**B. Attendance**

Attendance will be taken each day for safety and security. Once enrolled, your child will be expected to be in the program daily.

If your child is ill, or will be absent we appreciate advance notification when possible. For the Credit Recovery option, students enrolled in the program will report directly to the Learning Lab upon arrival to the school. Students must sign in upon arrival and sign out when they leave. Additionally, the site coordinator will be monitoring attendance as a means to cross check student self-reporting. After students sign out they may not remain on CHS campus during school hours.

**C.** **Attendance Follow-up Procedures**

When a child does not show up for the Extra Mile program on any given day and we have not received a note or phone call telling of his/her absence, the following steps will be taken to locate the child:

1. Staff will check the school office to find out if the child was absent from or signed out of school that day.
2. If child was in school, then the staff will check the sites voice mail to see if the parent called in the absence.
3. If no message, the staff will contact the parent to confirm the child’s absence from the program.

**D. Covid-19 Safety Measures and Guidelines**

 In the wake of the COVID-19 pandemic, student and staff health and safety remains our number one priority, now more than ever. These general principles and guidelines will help to govern our efforts in creating a safe environment with reduced risk of exposure based on guidance and collaboration with the Pickaway County Health Department, as well as state and federal guidelines. Given how fluid the COVID-19 situation is and has become with updates and revisions to the state and federal health guidelines coming near weekly, it is also important to note that some of these principles are subject to change if it is deemed essential to maintaining the health and safety of our students and staff.

**\*Protective Equipment and Masks**

Circleville City Schools believes in taking proactive and expected measures to promote and maintain a healthy school environment. At the strong recommendation of the CDC, Ohio Department of Health, and Pickaway County Health District, **all students and staff will be required to wear a face covering when riding on a bus**, as will the driver unless they meet CDC and ODH guided exemptions through an appeal process. Single-use face masks and/or regular cloth face masks should be decontaminated or changed regularly to ensure the viability of the mask to protect the student or staff member. As a part of our core values and Tiger Traits, we ask each family to consider their role in helping to be safe by emphasizing the importance of wearing masks and the sign of respect wearing a mask holds to those fellow Tigers around us who may be dealing with medical issues or have family members facing severe medical issues that make them increasingly susceptible to the COVID-19 virus.

**\*Safety in the Classroom**

As with travel to any destination during this pandemic such as visiting the grocery store, salon, or now school, visitors incur some level of risk when it comes to entering a facility. The utmost care and caution is being exercised to limit the potential for exposure in our classrooms with an enhancement of our cleaning regimen to disinfect surfaces, sanitize commonly used fixtures such as door handles, and promote self-hygiene and self-assessment for COVID-19 symptoms. As an extension of our new safety initiatives, the following guidelines will be in place in the classroom:

* Additional clinic staging areas will be created in an effort to isolate and monitor anyone exhibiting symptoms from other individuals until they are picked up from school or have left to see their physician.
* Classrooms, front entry areas, and common areas will have hand sanitizer readily available for students and staff.
* Front entry areas will feature signage asking visitors a series of self-assessment screening questions for COVID symptoms, as well as plexi glass dividers between our administrative assistants, students, and guests.

**\*Safety Tactics**

* Visitors will be limited to those enrolling new students, deliveries, healthcare professionals, or those visiting for emergency situations per guidance from the State of Ohio.
* Students are encouraged to bring their own water bottle to school with water. Students may then use the water bottle refill function of the fountain at school when they run out of water as opposed to the spout.
* Classrooms will have CDC promotional materials posted for educational purposes and in-classroom safety education.

**E. Communicable Diseases**

Any child or staff member exhibiting any of the following signs or symptoms of illness is considered to be carrying a communicable disease and cannot remain at the program:

1. Diarrhea
2. Severe coughing
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (pink eye)
6. Temperature of 99 F degrees (auxiliary)
7. Untreated, infected skin patches, unusual spots or rashes
8. Stiff neck
9. Sore throat or difficulty swallowing
10. Vomiting
11. Evidence of lice, scabies or other parasitic infection
	* Any child exhibiting the above symptoms at the program will be isolated from the other children (within sight and hearing of the staff), provided with a place to lie down and observed. The parent or guardian will be notified of the need to pick up his/her child immediately. A sign at the program site will be posted notifying other parents of exposure to a communicable disease.
	* A child or staff person is not permitted to attend the program until 24 hours after the symptoms are no longer present. If a child complains of being mildly ill (headache, stomachache, etc.) use your best judgment in calling the parent. Inform the parent of the symptoms and leave the decision to them as to whether or not to pick up their child.
	* Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they should be sent home immediately. These symptoms are as follows: ● A fever of 100.0° F or greater ● Cough ● Shortness of breath or difficulty breathing ● Chills ● Repeated shaking with chills ● Muscle pain ● Headache ● Sore throat ● New loss of taste or smell

**F. Dismissal:**

It is the responsibility of the Parent or Guardian to identify in writing who is authorized to pick up their student(s) at each site. If we are unsure of the identity of the person picking up a child, we will ask for identification. If that person is not listed on the child’s form and the student does not have a note from the parent authorizing pick up, the parent must be contacted before releasing the child. **We will not release a child to someone who is not listed on the emergency form at Circleville Middle and High School**.

**G. Sign Out**

Persons picking up their student(s) must enter the building and inform the staff that the child is leaving. No child will be allowed to exit the program with any person not authorized on the emergency form. The program staff must be notified in writing if there is a specific person who should not pick up your child.

**A child may not sign him/herself out unless the parent or guardian has provided the program with permission in writing for their child to walk home alone.**

**H. Early Dismissal/ETC.**

**The program operates only on the day’s school is in session.**

The program will not be held on scheduled holidays.

On the day’s school is closed for any reason, the program is also closed.

**The program will NOT operate on district planned early dismissal days or waiver days.**

**The program will NOT be held if schools are closed 30 minutes prior to their regular dismissal time because of an emergency situation.**

If school is dismissed early in the day (30 minutes before the end of the school day) because of incoming severe weather, or for any other type of emergency, the program will be closed. You should have arrangements made for your child.

 **I. Emergency Procedures**

The Extra Mile Program has several procedures to follow in the event that an emergency would occur while a child is attending the program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated “safe spot”. In order to prepare children for the rare need to evacuate, the program does conduct monthly fire drills, and periodic tornado drills.

**a. Tornado Drills**

In case a tornado alarm sounds, students will go immediately to the assigned places. Students should keep calm and quiet while making every effort to stay in line. Windows and doors are to be left open. Roll will be taken once the class has reached the shelter area. Students should squat with hands locked at the back of the neck.

**b. Fire Drills**

In case a fire alarm sounds, students are to stop working and follow a Staff Member with the Extra Mile Program in a rapid and orderly way, single file from the building. The first two students to reach an exit door are to open it and hold it open until all have exited the building. The last student out of the classroom is asked to close the door. Upon leaving the building, students are to move far enough away to allow all to get out without crowding at the outside door. Attendance will be checked when outside position is reached. Students should remain quiet until the signal to return to the building is given.

**c. Lockdown Procedures**

If a situation is warranted, the building can be placed in a lockdown. This will be initiated by a verbal command for “Lockdown” from individual staff members and/or over the PA system or the building alarm. In the event of the Lockdown it is extremely important to follow the directions of staff members. Procedures will be reviewed and practiced throughout the school year.

 **d. Evacuation Drills**

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the program, our emergency destination is the YMCA for CES and CMS. A sign will be posted indicating that we have been evacuated and the location where you can pick up your child. Parents/guardians will be contacted as soon as possible to pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on your child’s registration information.

**J. Snacks**

All children will be provided with a daily snack and milk/juice. Snacks will be nutritious such as celery sticks or peanut butter crackers.

**K. Personal Belongings**

If your child brings personal belongings to the program, he/she must be responsible for those items. We will not be responsible for any damaged or lost items.

**L. Medication Administration**

The only way we can dispense prescription medication to your child is by having a form filled out by the physician. The medicine must be in the original container with clear directions given. The parent must complete the Administration of Medication form if medicine is to be given during the Extra Mile Program. We are not permitted to administer over-the-counter medication at any time such as aspirin, cough syrup, Tylenol, allergy medication, etc. Parents are permitted to come to school to give these medications as needed.

**M. Discipline Policy**

The program’s discipline policy is an extension of the established school rules and regulations. Our guiding philosophy is that children need clear limits set in ways that do not negatively influence their self-esteem. In the after school program, these expectations are specifically outlined in a Children’s Rights and Responsibility code. School day discipline incidents in the Digital Academy will be handled by Circleville High School administrators and the site coordinator. Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver.

1. Children’s Rights and Responsibilities (see below) have been established and are posted at each site. Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners.
2. On those rare occasions when further discipline is necessary, the following steps will be taken:
	1. Parents will be asked to discuss Children’s Rights and Responsibilities with child
	2. Staff /Child conference
	3. Staff/Parent/Child Conference
	4. Staff/Coordinator/Parent/Child Conference
3. A child at step “d’ will be considered on warning. A child on warning may lose privileges or have appropriate consequences established.
4. A child at step “d” may be suspended for one day or removed from the program. Dismissal from the program may result in an immediate jump to Step D and would occur in cases of extreme, violent behavior.

Actual methods of discipline shall be restricted as follows:

a. There shall be no cruel, harsh or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.

b. Discipline shall not be delegated to a child

c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

d. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle.

e. No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or any other verbal abuse.

f. Discipline shall not be imposed on a child for failure to eat or, failure to sleep, or for toilet accidents.

g. Techniques of discipline shall not humiliate, shame, or frighten a child

h. Discipline shall not include withholding food, rest, or toilet use.

i. Separation shall be brief in duration and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

**Children’s Rights:**

 Every child in the program has the RIGHT:

* To be happy and treated with kindness.
* To be treated fairly.
* To be safe.
* To hear and be heard and have their opinions and desires considered.
* To participate in all activities.

**Children’s Responsibilities:**

* To honor others and their feelings. This means they will not laugh at or ignore the other people in the program.
* To treat others fairly. They will treat other people like they expect to be treated.
* To keep others safe. This means that they will not hit, kick, push, pinch or shove anyone.
* To listen when others are speaking and speak respectfully to others.
* To participate in activities and encourage others to participate with them.

**N.** **Special Needs Policy**

The program will enroll any child regardless of race, disability, religion, sex or ethnic background. We strive to provide quality services to all children and youth. To better care for a child, we need all pertinent information regarding special needs. This could include information regarding physical, emotional or behavioral needs, medications, allergies, or any other special circumstances. The Extra Mile Program would like to be a member of a team which might be composed of the student’s parents, case workers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth. The Extra Mile Program Coordinator or any other team member could request that this team meet before the first day of enrollment and as needed during the program. The purpose of these meetings would be to share information about the student including behavioral problems, past problems, what can be expected and discuss any means of interaction or discipline which should and/or could be used. All information shared with program staff or contained in program files will remain confidential. All efforts and reasonable program modifications will be made to meet the special needs of the children enrolled in the Extra Mile Program. All children must follow the Extra Mile Program rules and adhere to the Discipline Policy.

**O. Non-Discrimination Policy**

The Circleville City School District affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. Inquiries concerning the application of this policy may be referred to Dr. Kim Halley, Superintendent. This policy shall prevail in all Board policies concerning school employees and students.

# P. Limits of School Jurisdiction

Circleville City School District assumes responsibility for students who ride our school busses from the time they are picked up until which time they are returned to their designated drop-off point. Supervision prior to pick-up and following drop-off rests with the individual parents.

Responsibility for non-bus students begins when the student reaches school property and ends when the child leaves school grounds following dismissal. Should a student arrive at school 15 minutes prior to the scheduled starting time, or remain 15 minutes after dismissal, the school assumes no responsibility for supervision unless special arrangements have been made. In most cases the school will attempt to assist in dealing with problems that occur outside our jurisdiction, but such assistance shall not be a statement of responsibility.

# Q. Outdoor Play Policy

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, we include outdoor play in our programs. We go outside daily as weather permits. The amount of time outside will be limited when the temperature is extreme. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 32 degrees or rise above 90 degrees. Programs adhere to the school’s temperature policy. Time outdoors will also be adjusted due to rain, lightning, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, time will be included for indoor large motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

# R. Transportation by School Bus

Students on a school bus are under the authority of and directly responsible to the driver. Students who violate bus rules will be subject to disciplinary action including, but not limited to, verbal reprimands, parental contact, written warnings, and denial of bus riding privilege. Your child will have a positive experience on the bus by following the Circleville City Schools Bus Rules and Regulations given them by their driver.

If a student wants to ride a bus home with a friend or get off at a stop different than their normal stop, then Parents must make this request in advance and in writing to the Extra Mile Program. It is best to do this at least one day in advance to be sure permission is granted before making plans.

**\*Safety in Transit**

District transportation of students continues to be an area of emphasis for Circleville City Schools and school districts across the state when it comes to limiting the potential for disease spread and exposure. Tiger Families in a position to provide their own transportation of students to and from school are encouraged to do so if it is within their means to help reduce bus capacity. The district will be providing school transportation for the 2021-2022 school year; however, it should be again noted that there is some assumed risk when it comes to choosing school transportation. Accordingly, Circleville City Schools has implemented several layers of procedures in terms of student safety student safety.

* Circleville City Schools has implemented a revised cleaning schedule with approved CDC compliant cleaners for all district transportation vehicles including buses, vans, and cars, especially making the sanitation of seats, railings, and windows a point of emphasis.
* Students using district transportation are required to wear personal protective equipment in the form of masks or face coverings in all grades (PreK-12).
* All transportation staff to include van drivers and school car drivers, will wear masks/face coverings in compliance with state guidance for school staff.
* In the event a student does not have a mask at the bus stop, the district will have extra single-use masks available on each bus to be provided to each student upon their entry to the vehicle if needed.
* Out of an abundance of caution for student safety, the district will be enforcing a seating chart on each route. It is critical that families speak with their student about staying in their assigned seat for safety reasons and to assist the Pickaway County Health Department in potential contact tracing in the event a student has tested positive for COVID-19 who has used district transportation.
* Mitigation Strategies - Parents can assist the school in reducing opportunities for illness spreading at the bus stop by reminding their students to practice social distancing and to wear masks or facial coverings. As students are not used to social distancing when around friends and classmates, patience will be needed by the adults inside and outside of the bus. Parents are encouraged to take their students’ temperatures before they go to the bus stop. Children exhibiting a fever should be kept at home.

# S. Subsection A: Technology

Technology is here! We have many wonderful items in our schools that allow students the opportunity to expand their knowledge base. Many classrooms are outfitted with computers, printers, and televisions that can be hooked up to a computer. Some schools also have items such as a digital camera, scanner, camcorder, laser disc player, computer labs, distance learning labs, or numerous other small technology items.

Although it is wonderful to have all these items, we must make certain that the equipment is being used properly and with caution. The Internet is available and we have software in place to block inappropriate sites. Our teachers screen web sites before students visit them and closely monitor student usage. Students are to use these items only with teacher permission and supervision. Any student who abuses equipment or uses it for illicit purposes will be denied further usage. Parents will be held liable for damage caused by their child to any of the above-mentioned technological items. See Computer/Internet Acceptable Use Policy.

The Circleville Digital Academy (CHS) offers students an opportunity to meet graduation requirements by completing hybrid online modules on a schedule tailored to meet the needs of the individual student. The academy provides students with an opportunity to recover credits, meet graduation requirements, and develop an occupational portfolio upon acceptance into the program.

Digital Academy Course Offerings will include the following: Algebra 1 and Geometry or Integrated Math I & II, Biology,

American History, American Government, English I & English II. Students who began ninth grade before July 1, 2014 (Graduating Class of 2016 and 2017), must pass all 5 sections of the Ohio Graduation Test (OGT) to graduate. The OGT includes Math, Science, Social Studies, Reading and Writing.

**T. Blended Learning: Circleville Digital Online Academy Guidelines**

 **Remote Learning**

Circleville City Schools is committed to making sure that all students experience the care and commitment of our staff and the routine daily

learning that best fits the needs of each student. While we believe in-person education is most effective, when necessary, quality learning can occur from a distance. In response, CCS has developed a Remote Learning Plan to enable students to learn each and every day in a remote setting when it is determined to be the best option. The plan supports the Ohio Dept. of Education’s Remote Learning Resource Guide. The plan is founded on the four core principles of remote learning: (1) High-Quality Remote Learning, (2) Responding to Equity, (3) Leveraging Partnerships, and (4) Maintaining Quality Schools.

Our goal is to support students by providing meaningful, grade-appropriate, academic opportunities while protecting the health and safety of students and their families. This Remote Learning plan will allow us to support the whole child by providing flexible learning options and making adjustments based on student needs. A continuum of learning opportunities for students to access remote learning is demonstrated by providing online platforms for access to curriculum, teacher-student interaction, and consistent communication with students in innovative ways. Our board of education, superintendent, district and building administrators, and community partners are committed to providing the necessary resources to support our staff and students. The district will provide curriculum and instruction for 9-12 that will use a combination of Google Classroom, Plato, and instruction that will always be supported by regular interactions with the CCS staff.

**Blended Learning**

The Board of Education, in alignment with O.R.C. 3301.35.03 (A), utilizes a blended learning environment as an educational opportunity for students. Utilizing a digital curriculum adapted to meet the individual needs of each student, the blended learning pathway is implemented at the discretion of the child’s teachers, principals, and administration (and approved by the student’s parent/guardian) when constructing a plan intended to put the student in the best position to succeed when instances such as medical, behavioral, and academic barriers exist that impede the student’s learning process. The goal of the blended learning program, through an alternative placement, is to remove such barriers in crafting a tailored, academic road map for student success and skill mastery in the identified content areas.

Students participating in blended learning shall have the ability to earn credits by demonstrating proficiency of knowledge or skills through competency-based learning models rather than a minimum number of days or hours in a classroom or on a digital learning device. In the event that the school alters the hours that it is open for instruction in order to adapt blended learning opportunities that apply to all students, the school shall be released from school year hourly requirements (O.R.C. 3313.48 (A)). Students may advance from grade to grade based upon credits earned and mastery of the material.

**Enrollment into CDOA:**

The following are a set of guidelines to follow when judging whether a student is a good candidate for CDOA. While these guidelines will cover most students there will be decisions made on a case by case basis. We will enroll students based on "Levels" which are described below:

*LEVEL I:* Students who opt into coming to CDOA in lieu of expulsion for the duration of the prescribed time of their expulsion for academic programming only. This is an alternative academic program during their exclusionary period.

Level I students will NOT be allowed in the learning lab to complete classes. They must complete their work from home unless they are unable to obtain internet access in which case they will need a written letter requesting admission into the lab signed by the building principal. Level I students must complete the program as designed during expulsion in order to be admitted back into the traditional classroom unless otherwise directed by the superintendent.

*LEVEL II:* Students who are under-credited and/or over age. As well as, students who have medical conditions that prevent them from attending school in the traditional classroom.

Over-age students: These are 5th year students who are looking to complete their high school education rather than getting their GED.

**Credit Recovery Students**

Student must have failed a class in order to enroll as a Level II.

Student must enroll full-time in CDOA.

Student can only enroll in CDOA at the beginning of a new 5 week period.

Student must stay enrolled in CDOA until the beginning of a new school year.

**Medical Conditions**

Student must have a documented medical condition that prevents them attending traditional school.

 *LEVEL III:* Students who have dropped out and/or experienced failure in a charter school, alternative school, or home school

situation. These are returning students that have dropped out or home school students who are looking for a more challenging

 curriculum. Students will be required to stay in the CDOA for one school year. After successful completion of one school year a

 request can be made to finish in CDOA or enroll in traditional classes.

**Grading Periods**

Courses are pass/fail upon placement in the Extra Mile CDOA although informal marks and progress will be monitored by the program and shared during parent-teacher conferences, individual meetings, and parent meetings as to the student’s progress.

**Graduation Requirements:**

All students who graduate from Circleville Digital Academy will receive a Circleville High School diploma. Therefore, they will be required to meet the graduation requirements as set forth in the CHS student handbook. It is the responsibility of the student to meet all requirements for graduation. The CDOA staff, along with the CHS staff, will keep students and parents informed about their graduation status as best as they can. This will include core requirements, number of credits and any other issues that may affect graduation. However, it is the student's responsibility to know the requirements and to monitor progress toward graduation. Circleville High School graduation requirements are established by the State of Ohio. A minimum of (21) credits will be required. The following courses must be met to meet requirements for graduation:

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine through twelve as follows:

|  |  |
| --- | --- |
| **Subject** | **Units Required** |
|   |
| English Language Arts  | 4 units |
| Health | 1/2 unit |
| Mathematics | 4 unit |
| Physical Education | 1/2 unit |
| Science | 3 unit |
| Social Studies | 3 unit |
| Electives | 6 units |
|   | Fine Arts |   |
| Other Requirements |   |
|   | Economics and Financial Literacy |   |

All students must receive instruction in economics and financial literacy during Grades 9 – 12.

Volunteer placements: For students who do not meet the traditional pathways to graduate in the Class of 2022, seniors may be placed in a community service experience totaling 120 hours during the 2021-2022 school year. Placements will be monitored by Extra Mile and the community agency to include a signed Community Service Agreement form, weekly hours sheets signed off by the community entity, school, and Extra Mile, and site evaluations. In preparing students for life after K-12 education, it is important that students be evaluated in their community placement setting to establish references and build a career portfolio. **The development of a career development portfolios will be required for all Digital Academy Students.**

**U. Dress Code:**

Student dress should be school appropriate:

1. SHIRTS—Dress and appearance must be such that all students are appropriately covered. (i.e., no bare midriffs and no low-cut jeans). Halter tops and other abbreviated or revealing tops such as tank tops, basketball jerseys, mesh shirts, ―bare-back‖ tops, see-through clothing, tops with spaghetti straps, and other open-armed tops, are not permitted. Straps on top should be at least three inches in width. The armhole should fit around the arm and not be cut loosely but fit just to the armpit. No low-cut or revealing-midriff tops will be tolerated.

2. PANTS—Students may wear slacks, trousers, jeans, shorts, skirts, and dresses of reasonable appearance and of acceptable length. Pants cannot be worn below the natural waistline (no droopy drawers or low-riders). Pants must cover undergarments and must not be of such length that they drag the floor. Flannel pants, pajamas, pajama lookalikes, and slippers may not be worn.

3. FINGERTIP RULE—Pants and shirts must not have holes or tears that are deemed to be revealing. Shorts and skirts must be mid-thigh or fingertip length. Students will not be permitted to wear clothing with rips, holes, or cuts above fingertip length.

4. HATS—Students are not to wear any head gear during the school day. These items must be removed upon entry to the building. Special ―Hat Days‖ and other exceptions to the Dress Code may be approved by the administration. Examples of head gear include, but are not limited to, the following: bandannas, caps, ―doo rags‖, hats, hoodies, and visors.

5. SHOES— Bare feet are not permitted. Students must wear shoes at all times. Students will not be permitted to wear shoes with wheels on the bottom (―heelies‖).

6. Appropriate and necessary undergarments shall be worn.

7. Sunglasses are not to be worn in the building.

8. Items of clothing with images, logos or phrases related to alcohol, drugs, satanic activity, sex, tobacco, or violence may not be worn. Items of clothing with inappropriate, obscene, profane, or suggestive pictures, lettering, wording, or slogans are strictly forbidden. Tattoos of the same nature as described above must be kept covered.

9. Any type of dress which is considered by the administration to be disruptive to the educational process of Circleville High School will not be acceptable.

*Students who violate the dress code may have a choice as to change to the appropriate dress/appearance per the administration’s direction. The guidelines may include the following:*

A. Change clothing— If the student must be out of class for this change or must go home for the change, the time will be considered unexcused.

B. Serve in-school restriction/suspension until the dress/appearance is acceptable.

C. Students who repeatedly violate the dress code will be considered insubordinate-appropriate consequences will be given for such behavior, ranging from detentions to out-of-school suspension and accumulation of points.

**V. Hazing**

It is the policy of the Circleville City Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No students, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Subjects who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

**W. Acts of Disrespect/Insubordination**

1. No student shall be disrespectful or insubordinate to any teacher, student- teacher, substitute teacher, principal, Extra Mile staff or authorized personnel on or off school grounds. Extra Mile staff are acting “in loco parentis,” which means that the Extra Mile staff are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. Disrespect/insubordination - shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a teacher, substitute teacher, or Extra Mile staff member.

2. Fighting and Physical Abuse of another student while on the school grounds, school property, or at any school function (home or away):
 A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause
physical injury to another student may be suspended from school. Instigating a fight through action or words may also result in disciplinary action.

3. Verbal/Physical Harassment, Threatening Another Student.-The Ohio Revised Code 3313.666 defines “harassment, intimidation or
bullying” as “any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student; Is sufficiently severe, persistent or pervasive that it creates an
intimidating, threatening or abusive educational environment for the other student.”

4. The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the school and Extra Mile staff, or any other individuals is not permitted. This

includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

A. Verbal - No student shall direct to another student words or phrases which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society.
B. Physical Harassment - No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as physical harassment.

5. Cyber-Bullying - Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to
bully others. Cyber-bullying can occur on school premises or can take place off of school premises. Cyber-bullying will be dealt with according to the situation and circumstances in which they may occur.

 A. On campus: If cyber-bullying is found to originate on the school campus the situation will be investigated and treated accordingly.
 B. Off campus: If cyber-bullying is reported to be occurring off school campus the following guidelines will be followed:

1. Parents of the victims and cyber-bullies will be notified with the information that has been presented or discovered.
2. If the cyber-bullying involves threats or other inappropriate behavior the parents will be encouraged to notify the police.
3. If the threat indicates an action relating to school grounds, the threat will be treated according to the student code of conduct.
4. Police will be notified if there is a threat of violence, extortion, obscene messages, stalking, hate crimes or child pornography.

**X. Searches**

**General searches of students and personal items such as briefcases, purses, book bags, pockets and any electronic equipment:**

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student’s possessions if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for insubordination.

**Y. Student Injury Procedures**

Anytime a student is injured at school or in a school sponsored activity, an Incident Form will be completed by a staff member involved or witnessing the accident as soon as possible. This form will be sent home with the injured student.

**Z. Staff to Student Ratios**

The following staff-to-child ratios shall be observed:

* For school children ages five through 10---at least one staff member for every 18 children; and
* For school children ages 11 through 14---at least one staff member for every 20 children

**1. Tobacco, drug, and vaping Policy**

In accordance with Circleville City School board policy as being 100% tobacco and drug free, students are not permitted to possess, distribute, be under the influence of alcohol, low-alcohol products, harmful intoxicants, non-prescribed controlled substances, counterfeit controlled substances or other mood-altering chemicals which include over-the-counter mood-altering chemicals of any use or form including related paraphernalia such as lighters, matches, rolling papers anywhere on school property at any time or at any school function. This includes e-cigarettes, vaporizers/vapes, and the various cartridges associated with them which come in many forms such as: look-alike computer flash drives, ink pens, THC cartridges and others. These battery powered vaporizers can also contain non-nicotine flavored solutions including marijuana (THC oil) and other addictive additives that could cause adverse medical issues. Failure to adhere to the school’s anti-Tobacco, Drug, and Vaping policies may result in an immediate suspension in accordance to the school’s code of conduct and disciplinary procedures.

**Please keep the program policies above for your records!**

**Complete the attached FORMS and submit to the school office or the Extra Mile staff before your student’s first day of attendance in the program**

CIRCLEVILLE CITY SCHOOLS-*EXTRA MILE*

BUS RULES AND REGULATIONS

The following regulations regarding transportation procedures are listed so that you will better understand what is expected of each student who is provided transportation during this school year. Transportation is provided for all eligible resident students in the district according to the policies of the Circleville Board of Education. KEEP THIS PAGE FOR YOUR RECORDS.

**Please sign the attached statement indicating that you have received this notification and return it with the student within three (3) days. A statement must be returned for each student.**

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride on assigned buses, both to and from school. Pupils may not take other students home with them unless a written notice from **each student’s parent(s)** is sent in with each student and is given written permission by the building principal or transportation supervisor. Parents will assume responsibility for the child when such request is made and granted.
3. Possession of tobacco products, vapes, matches or lighters while on the bus is not permitted.
4. Animals, firearms, explosives, glass containers, liquids, aerosol cans, and other dangerous items are not permitted on school buses.
5. Students are not permitted to bring on the bus items larger than which can be held on the lap.
6. Parents are responsible for the safety and behavior of pupils (K-12) while going to and from pick up points and for the child meeting the bus on schedule.
7. Pupils shall be waiting at the curbside of the road to board the bus when it stops in the morning, according to the bus time schedule.
8. Students shall cross only in front of the bus at approximately ten feet. Drivers will provide visible direction to students when it is safe to proceed across the road.
9. Buses operate on a time schedule as outlined by the transportation administrator.
10. Students are to arrive 5 (five) minutes prior to the scheduled pick up time as buses operate on a schedule. This schedule will not permit waiting for tardy students. If your bus is more than 15 minutes late, call the Transportation Department at 477.5569.
11. Parents will be responsible for any damage to a bus by their child(ren). This includes damages to the bus seats.
12. Students are not permitted to eat or drink beverages on the bus unless the transportation supervisor, school principal, or school nurse grants special permission. All trash must be disposed of properly.
13. Noise on the bus shall be kept to a minimum at all times to assure everyone’s safety. Reasonable conversation is permissible and may be regulated by the school bus driver. The use of profanity or foul language may result in disciplinary action.
14. Absolute quiet must be maintained at all railroad crossings or other dangerous areas.
15. No objects shall be thrown in, around, or out of the bus.
16. Keep hands, heads, books, and miscellaneous objects inside the bus. Windows may be opened for ventilation only with the approval of the bus driver.
17. Spitting on the bus or from the window of the bus is not permitted.
18. Pupils shall sit three to a seat. Students shall not be allowed to stand. Seats may be assigned by driver to maintain order and for evacuation purposes.
19. Students are not permitted to use cell phones, or any electronic device including head phones while on the school bus.
20. The school does not enter disputes involving parents and students prior to pick-up or after return to the bus stop.
21. The driver has authority to enforce all local and state bus rules and laws. Pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable amount of conversation is permitted. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason to refer a student for disciplinary action.

This written policy is presented at this time to inform students and parents of the serious results of misbehavior. The driver will refer discipline problems to the school administration. Any deviation from acceptable behavior may result in a loss of transportation privileges. **If transportation privileges are suspended, school attendance is still required by law. It becomes the parents’ responsibility to insure student attendance.** It is our hope that it does not become necessary for any student to lose transportation privileges. However, the safety of many cannot be jeopardized because of the misconduct of a few.

**STUDENT TRANSPORTATION GUIDELINES**

**Discipline Procedure**

1. 1st Violation – Student is given a verbal warning by the driver. The student’s name is recorded by the driver along with the incident of misbehavior.
2. 2nd Violation – A written warning is issued on the bus conduct form which would be the 1st notice, this report is then submitted to the Extra Mile Coordinator
3. 3rd Violation – A written warning is issued on the bus conduct form which would be the 2nd notice. The Extra Mile Coordinator can hold a conference with the driver, student, and/or parent. the Extra Mile Coordinator can suspend the riding privilege for a designated period of time.
4. Continued Violations – The third violation process is repeated.

![MCED00167_0000[1]]()**Suspension Sequence for Extra Mile**

1. 1st suspension – one to four days off the bus.
2. 2nd suspension – four to eight days off the bus.
3. 3rd suspension – remainder of nine weeks to remainder of semester
4. 4th suspension – remainder of semester to remainder of the program year

**Suspension Appeal -**A parent/guardian of a student wishing to appeal a bus suspension may do so by contacting the Extra Mile Coordinator within 24 hours.

**BUS RULES AND REGULATIONS FORM**

CIRCLEVILLE CITY SCHOOLS-*EXTRA MILE*

\*If bus transportation is NOT needed to and from Extra Mile, please disregard this page and continue filling out the other forms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s Signature) (Parent’s Signature)

Student Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Closest Intersection To Your House (Streets, Roads)

Parent’s Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE ANY HEALTH PROBLEMS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUS DRIVER’S USE ONLY**

EXTRA MILE P.M.: BUS NO.\_\_\_\_\_\_\_\_\_\_ STOP NAME:\_\_\_\_\_\_\_\_\_\_ Drop off Time:\_\_\_\_\_\_\_\_\_

**EXTRA MILE**

**ALTERNATE BUS TRANSPORTATION REQUEST FORM**

\*If bus alternate transportation is NOT needed from Extra Mile, please disregard this form and continue to fill out the remaining forms of this packet.

CIRCLEVILLE CITY SCHOOLS

ALTERNATE TRANSPORTATION REQUEST FORM

\*\*Students will not be transported to any address not listed on their

emergency medical authorization form.

School Info:

 Grade: \_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Info:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents/Legal Guardian Info:

Mother’s/Legal Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s/Legal Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Babysitter/ Care Giver/ Responsible Adult Info:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date transportation (to Care giver) to Start: \_\_\_\_\_\_\_\_\_\_\_\_

Date transportation (to Care giver) to End: \_\_\_\_\_\_\_\_\_\_\_\_

Times to Transport: (circle) AM PM

Days of the week to transport to care giver (circle) M T W TH F

Baby Sitter/ Care Giver/ Responsible Adult Info:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s/Father’s/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Parents are responsible for notifying the school of attendance in writing of any changes in this schedule.

Please note that these changes do not take effect until you are notified by the Transportation Department.

Changes are processed within 48 hours once received at the Transportation Department.

**Extra Mile 2021-2022**

\*Return all forms to the school office for the Extra Mile staff.

\*Return all forms to the school office for the Extra Mile staff. ☺

**Circleville City Schools –*Extra Mile***

**Emergency Medical Authorization Form**

**Circleville City Schools – *Extra Mile***

**Emergency Medical Authorization Form**

**NOTIFY THE SCHOOL OF ANY CHANGE IN PHONE OR EMERGENCY NUMBERS**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade \_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Room # \_\_\_\_\_\_ T-shirt size: \_\_\_Youth Sm.\_\_\_ Youth Med \_\_\_Youth L \_\_YouthXL

\_\_\_Adult Sm.\_\_\_Adult Med.\_\_\_Adult L \_\_\_Adult XL

**The following is required by section 3313.712 of the Ohio Revised Code.**

* **Purpose –** To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

**Residential Parent or Guardian**:

Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Daytime Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Three Additional Emergency Contacts**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART I OR II MUST BE COMPLETED**

**PART I – (TO GRANT CONSENT**)

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dentist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Specialist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Hospital\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Room Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by the above-named doctor, or, in the event the designated preferred physician is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization DOES NOT cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity of such surgery, are obtained prior to the performance of such surgery.

**Facts concerning the child’s medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **Signature of Parent**/**Guardian Address**

**PART II – (REFUSAL TO GRANT CONSENT)**

I do **NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Signature of Parent/Guardian Address N14-09**

**EMERGENCY AUTHORIZATION FORM (CONTINUED**)

SCHOOL/PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE \_\_\_\_\_\_\_

**PARENTS/GUARDIANS:**

**PLEASE COMPLETE CONFIDENTIAL INFORMATION TO BE SHARED WITH TEACHING STAFF AND EMS IF NECESSARY – If an emergency situation occurs, every effort will be made to transport to the hospital of choice. But, if necessary, the protocol of the EMS personnel is to transport to the nearest hospital.**

 **MUST BE COMPLETED ANNUALLY**

1. Does your child have **asthma** diagnosed by a physician? Yes\_\_\_\_\_No\_\_\_\_\_

If yes, please list any **treatments given or medication taken\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has your child had any **allergic** reactions to medications, foods, or insects? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please list the care required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has your child been diagnosed as having **ADD or AHDH** by your physician? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please list **Medication, Amount, and Time of Administration\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your child have a **seizure disorder** as diagnosed by a physician? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please list **Medication, Amount and Time of Administration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your child have a **cardiac (heart) defect**? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please list any **Restrictions** and **Medications, Amount, and Time of Administration\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

6. Has your child been identified as having a **bleeding disorder/tendency?** Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please give diagnosis or description of problem \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your child have **diabetes**? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please list **insulin type, amount, and time given**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does your child have **vision/hearing impairment**? Yes\_\_\_\_\_ No\_\_\_\_\_

Wear glasses, contact lenses, or hearing aid(s)/auditory device?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Any other pertinent medical information or medications being given that could affect your child while in school**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*Return all forms to the school office for the Extra Mile staff.

***STUDENTS MAY NOT ATTEND EXTRA MILE UNTIL WE HAVE RECEIVED AN EMERGENCY MEDICAL FORM AND PARENT AUTHORIZATION FORM***

**Extra Mile**

**Parent Authorization Form**

Grade \_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HR Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR # \_\_\_\_\_\_\_\_\_\_

Print Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sharing of Information**

Extra Mile wants to provide the best academic improvement program it can, continuously improving to meet student needs. I grant permission for Extra Mile to gather participation and school information regarding my child for grant evaluation purposes and to communicate with school staff, public, and nonprofit entities with which we may cooperate for programming such as the YMCA, Pickaway County Library, and Pickaway Area Recovery Services (PARS). *Collected information will not reveal individual identities of participants. Information will be confidentially processed for program evaluation solely by the project coordinator and program director.*

 **Parent Initials** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photo/Video/Audio Records**

Extra Mile has my permission to photograph or to audio/video record activities that include my child for purposes of program promotion.

 **Parent Initials** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Walking Permission Slip**

Extra Mile has my permission to take my child/children on a short walk in neighborhoods surrounding the schools. This will include but is not limited to walking to Pickaway Manor Nursing Home and YMCA.

 **Parent Initials** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extra Mile Parent Handbook**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received and reviewed the Extra Mile Parent Handbook

 please print parent’s name

with my child/children. By signing below, we (parent and child) agree to abide by the rules and regulations of

the Extra Mile Program.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Signature Date

**Extra Mile Digital Academy (Credit Recovery)**

**Application Only**

380 Clark Dr.

Circleville, OH 43113

Students Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

    *(House #) (Street name) (City) (State) (Zip)            (Apt #)*

Student Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade: \_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the student plan to participate in athletics? \_\_\_\_\_\_\_ No  \_\_\_\_\_\_\_Yes- Sport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the student currently, or has the student been, suspended/expelled from school during the current or previous school term? \_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_Yes

If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the student enrolled in a special education program (IEP) or a 504 plan? \_\_\_\_\_\_Yes\_\_\_\_\_\_\_No

Do you have access to high speed internet/computers in your home? \_\_\_\_\_\_\_Yes\_\_\_\_\_\_No

Check the following that explains your enrollment status:

\_\_\_\_\_\_\_\_\_New Applicant

\_\_\_\_\_\_\_\_ District resident enrolled at Circleville

\_\_\_\_\_\_\_\_ Current open enrollment at Circleville

\_\_\_\_\_\_\_\_ Current student moving out of Circleville School District

Check the following that explains your reason for enrollment:

\_\_\_\_\_\_\_\_ Medical

\_\_\_\_\_\_\_\_ Credit Recovery

\_\_\_\_\_\_\_\_ Elective Credits

\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What courses would you like to take beyond the core coursework of Math, LA, Social Studies, and Science? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this application I am requesting that my child be considered for enrollment into Circleville Digital Academy during the 2020-2021 school year term.

**I have read and understand the policies and guidelines which govern the program.  Providing inaccurate information on this application will void consideration of my request.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Parent/Guardian Signature) (Date)