

Sidney Lanier High School

Parent/Student Handbook

2021-22



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**Lanier High School
Parent/Student Handbook
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MISSION, PURPOSE & DIRECTION

We will engage, educate and inspire our students to succeed in college, career and beyond.

VISION

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

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“Reclaiming the Castle, one brick at a time”

Greetings Sidney Lanier School Community,

I enthusiastically greet you as the newly appointed principal of Lanier High School—a school with a rich history of learning. It is my fervent hope that the summer months provided each of you the opportunity to relax and recharge after encumbering life during the COVID-19 pandemic. As we embark upon the 2021-2022 academic school year, rest assured that the castle is situated on a firm foundation that welcomes all our students back to the fold.

This year, as we continue to traverse through life in a post-COVID-19 world, please know that ***“We Are One”*** and that we all are in this together. We will continue the rebranding initiative with the theme: ***“Reclaiming the Castle, one brick at a time.”*** The brick symbolizes areas of concern that we will tackle and conquer as a team.

I have an open-door policy for all stakeholders and welcome each of you on campus. We will have multiple opportunities for our parents and community stakeholders to volunteer at the school and to give back throughout the school year. I solicit all stakeholders’ support as we continue to change not only the perception of Lanier High School, but the trajectory of our students’ success.

Throughout the year, we will be adding robust enhancements to our academic framework to ensure that our students are equipped with the necessary skills needed to be contributing and productive members of our ever changing global society. In addition, we will be creating social activities for the entire student body based on the Morehouse College’s 5 Well Model. It is my goal for each Lanier Poet to be “Well Read, Well Traveled, Well Balanced, and Well Spoken, and Well Dressed”.

Parents and students, the contents of this handbook will help all students and stakeholders navigate through this year. All local and district mandated rules and regulations will be followed accordingly. It is the collective charge of the entire LHS administrative team, teachers and staff members to ensure that the LHS learning environment is safe, healthy, inviting, and conducive for the individual success of each LHS Poet.

I am looking forward to meeting everyone in the near future, we are going to have a fantastic year of learning and growing. GO POETS!

With warm regards I remain,

Joseph Jermaine Roberson

Joseph Jermaine Roberson
Principal
Sidney Lanier High School

The Castle-Founded 1910

LHS Vision: All students at Sidney Lanier High School should be given the opportunity to explore their own interests and to identify their individual talents and abilities enabling them to maximize their contribution to society so as to attain the greatest possible achievement and satisfaction.

LHS Mission: Our mission at Sidney Lanier High School is to empower all students to achieve.

Lanier Creed

I am a student of Sidney Lanier High School I am strengthened by its tradition of greatness and inspired to develop my talents

To continue this tradition. Great opportunities await me;

Great responsibilities confront me.

From these halls of knowledge, I apply my discoveries to everyday life.

The treasured friendships, unforgettable acquaintances, and everlasting memories are the things that help mold my future.

My school will be what I make it.

I shall strive to promote the high standards Of Lanier in all that I do.

(Written by Lanier Student Council, 1974)

Lanier Alma Mater

Dear Lanier, though fleeting time May bear us far away from thee Forever in thy hallowed halls Each heart will dwell in loyalty. Faithful to the blue and white We will be. And before thy shrine of knowledge We will kneel to thee.

Alma Mater, thy standard waves Triumphant through each passing year; We love thy spirit, true and brave, Thy courage through each threatening fear. We will hold when we begin our lives anew Memories of the sheltering walls, And of thy friendships true.

Georgia Wagner Morgan Music 1928
Louise Shepherd Fleming Words 1928

CAFETERIA

All students enrolled in Montgomery Public Schools in the upcoming school year will receive breakfast and lunch at no cost. The system is participating in a state and federal program called the Community Eligibility Provision of the Healthy, Hunger-Free Kids Act. The program allows school districts in Alabama with a 40 percent or higher poverty ratio to participate in the program. There are no forms for parents to fill out. Students will continue to use their student numbers at checkout for each meal, but no funds will be needed in the student's account unless they want extra food items. Students will be charged for any additional items, like extra milk or entrée. Additional student meals will be charged the established price of \$1.00 for student breakfast, \$1.75 for Elementary student lunch, and \$2.00 for Junior and High School student lunch. A la carte item prices will also remain the same as last year. Adult visitor meals will remain \$2.50 for breakfast and \$3.75 for lunch.

The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes).

Students can bring lunch, but must be in a container. Sharing of food items and drinks is not permitted. Outside fast food and or deliveries are not permitted for students.

ATHLETIC PROGRAMS

The administration and coaching staff of Sidney Lanier High School consider interscholastic athletics a vital part of the total educational process. The Athletic Department is committed to the democratic process, which recognizes an equal opportunity for all students, regardless of sex, color, national origin, religion, or economic status. The school's philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities under different teacher/coach role models. Members of the Lanier High School Athletic Staff strive to foster positive experiences, and guide student-athletes toward realizing their full potential. Through practices, games, and example, the staff works toward preparing students to succeed rather than merely to win games. **“Win or lose, our students should learn lessons of a lasting and positive nature.”**

GRADING PROCEDURES/REPORT CARDS/PROGRESS REPORTS

Measures of student achievement include grades. A student successfully completes a course/subject if she/he earns at least a grade of “D” in grades 9-12. Please refer to the Montgomery Public School's Grading, Promotion, Retention Policy for additional information.

ENROLLMENT

All students entering Montgomery Public Schools as full-time students at the beginning of the school term shall be registered and in attendance by the first day of school. Exceptions may include military assignments, job transfer, moving from another country, state, etc.

BEGINNING ATTENDANCE AT LANIER

Attendance will be recorded beginning on the first day of school! Students who require schedule changes must follow their original schedules as printed until the necessary changes have been made officially by the guidance office and a new (dated) schedule is issued. Attendance records for any new class (es) will begin on the date printed on the new schedule.

ATTENDANCE

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, the Montgomery Public School System believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or religious needs. Further, the Montgomery Public Schools value the involvement of parents/guardians in the academic process and encourage ongoing

communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns.

MPS ATTENDANCE PROCEDURE

Any student in grades 7 – 12 who has accumulated more than ten (10) unexcused absences in a yearlong course may be denied credit for that course. Required court appearances, official school field trips and physician verified absences do not count toward this total number of absences.

Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a clinical or doctor's statement verifying the child's condition at the beginning of the school year. The statement shall reflect the nature of the child's illness and state that the child may have to miss school from time to time due to this illness. Failure of the parent/guardian to provide the school with a chronic ailment statement can result in an unexcused absence accumulation and referral to Juvenile Court. The *MPS Student Conduct Manual* contains additional important details.

PRIOR APPROVAL ABSENCE FORMS

All Prior Approval Absence Forms must be hand-delivered to the Office of Student Services or mailed via Postal Services within TWO (2) WEEKS PRIOR to the date requested. Faxed or emailed forms will not be accepted. Please be sure to have with you or include a copy, if mailed, a valid photo identification.

EXCUSED ABSENCES

Written documentation must be submitted within (3) days after the student's return to school. The following reasons will be considered excused absences:

- Illness
- Legal quarantine
- Court required appearance
- Death in the immediate family (Parents/Guardians, Grandparents, Aunts, Uncles, Siblings)
- Inclement weather which could be dangerous to the life and health of the child as determined by the superintendent
- Emergency conditions as determined by the superintendent and conveyed through the principal
- Prior permission of the **Chief of Student Services** with request from the parent/guardian (Parents should complete the Prior Approval of Absence form which must be signed by the **Chief of Student Services** before the absence takes place). Refer to the form in the Student Conduct Manual.
- Head lice-excused for only three days
- Suspensions

UNEXCUSED ABSENCES

Any absence not listed above in the Excused Absence section or otherwise excused by the superintendent, principal, or the superintendent's designee will be considered unexcused. Examples of unexcused absences include, but are not limited to as per Board Policy JBC issued on 1/27/2015"

- Truancy
- Missing the school bus or ride
- Trips Unauthorized by the principal
- Birthdays or other celebrations
- Any absence for which a written excuse was not provided within three (3) days from return of absence
- Any absence due to dress code violation

ADMITTANCE SLIPS

Homeroom teachers will issue admittance slips and mark absences and/or partial absences either "excused" or "unexcused," based on a note of explanation from the student's parent or guardian, or based on the check-in or check-out form issued by the office. Admittance slips will be signed by each teacher whose class was missed and then returned by the last teacher signing to the student's homeroom teacher to be kept on file.

CHECK-INS/CHECK-OUTS/Tardies

Students arriving at school after 7:45 a.m. must be checked in by a parent or guardian. The parent or the guardian must show the proper identification when checking in a student. Students who leave school for any reason must check out through the school office following their school's check out procedure. Only persons whose names appear on the school's registration form/card may check out students unless the school verifies permission with the parent/guardian. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form before each check out, except in case of sudden illness, accident, or similar incident where telephone confirmation is the only alternative. A valid photo ID is required. NO CHECK-OUTS AFTER 2:00 P.M.

Students must be in attendance a minimum of one-half (1/2) of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one (1/2) of the school day (3 and 1/2 hours) or a check-in after one-half (1/2) of the school day is counted as an absence.

MAKE-UP WORK

Make-up work shall be provided for any excused absence from a class or school. On the day of the student's return to school, the student/guardian will arrange with the teacher a timeline for the make-up work to be completed. If the student fails to turn in the missed work by the deadline, the student will receive a zero for the missed work. Extenuating circumstances will be considered.

APPEAL PROCESS

Complaints involve disagreements in matters regarding administrative decisions and practices that do not violate the laws set forth in the grievance procedures. Complaints will be resolved through informal methods.

Complaints should first be addressed with the school principal. If the complaint is not resolved with the school principal, then the complainant may contact (334) 223-6840 to be directed to the appropriate central office administrator.

GRADING, PROMOTION, and RETENTION PROCEDURE

Questions regarding Montgomery Public Schools' Grading, Promotion, and Retention Procedures should be referred to the principal. Parents may request a copy of this policy from the MPS Communication Officer or download a copy from the district website www.mps.k12.al.us.

STUDENT PASSES

Official student passes(vests) will be issued to teachers from the main office. Any student who is not in his or her regularly assigned room during class must have a pass. Passes will be issued only in cases of extreme importance.

ADMITTANCE TO CAMPUS AND BUILDING

Students will not be allowed on campus before 7:00 a.m. unless given written permission from administration and will not be allowed in any building before 6:55 a.m. At 6:55 a.m., students may enter the cafeteria. No student will be allowed into other areas of the school until the 7:20 bell sounds unless the student has a pass from a teacher. There will be an exception for library passes (honored at 6:45 a.m.). Students who are not supervised by teachers must leave the school grounds by 3:15 p.m. Students arriving on campus before 7:00 a.m. or remaining on campus at 3:15 p.m. will be asked to leave the premises.

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Students are not allowed in the following areas:

- Basement, except with adult supervision
- Computer labs, except with adult supervision
- Auditorium, except with adult supervision
- Holt Street Church properties, except with adult supervision
- Any areas that are not the property of Montgomery Public Schools

Students are not allowed in teacher's lounges, workrooms, storage areas, or building maintenance areas at any time.

END OF SCHOOL DAY

Parents should make arrangements to have their children picked up daily by 3:15 p.m. Only students participating in supervised after school programs are permitted to remain on campus after 3:15 p.m. Those students in supervised programs should leave campus immediately at the time specified for the program to end.

STUDENT DRESS CODE POLICY Attire that is considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate in an educational setting. With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Montgomery Public Schools.

All Montgomery Public Schools students are required to wear uniforms. Colors of uniforms (top and bottom) will be determined by each school. Only one belt may be worn with attire. Standard belt buckles only (no over- sized belt buckles).

Shorts, skirts and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee length regulation. Students must wear shoes that cover their feet. Athletic shoes in the colors of white, black, or a combination of white and black are preferred. Each school may permit other colors of shoes as deemed appropriate. No bedroom slippers, flip flops, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh high boots or athletic slides will be allowed.

On special occasions, principals may designate days when dress for students may be adjusted. Hats, caps, sweatbands, bandanna, visors, sunglasses and hoodies must be removed and placed in the locker or designated area

and remain there during the school day (except for health and/or religious reasons, which must be approved in advance by the administration).

Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment. Facial and or tongue jewelry is not allowed for males or females. For safety reasons, visual piercing jewelry is limited to ears only. Hoops larger than one inch will not be allowed. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets and large finger rings will not be allowed.

Students must wear clothing that fits properly and is clean. Pants must be worn at the waist, and may not be sagging. Oversized or undersized clothing, including pants, skirts, blouses, dresses, pants, or shirts, will not be allowed. Pant legs must be uniform length and may not drag on the floor. No pajamas or sleepwear are allowed. Clothing may not be shredded or with open holes. No clothing shall be worn inside out. Suspenders/braces shall be fastened and belts buckled.

Students are not to wear clothing that reveals the body in an inappropriate manner. Examples include clothing which is too tight, too short and bare at the midriff. Undergarments must be worn in an appropriate manner and not be visible.

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All students are expected to be well groomed and exhibit proper hygiene at all times in efforts to promote and maintain a clean and sanitary learning environment.

Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons may not be worn at school.

Students shall not be permitted to wear clothing, accessories or regalia that conveys membership or affiliation with a “gang” or other similarly oriented group or association prone to violence or criminal acts.

Consequences

First violation: Parent/guardian will be contacted and required to take corrective action. The parent will be asked to bring appropriate apparel/shoes to school

Second violation: Students will receive a one-day detention and/or in school suspension. The parent/guardian will be asked to bring appropriate apparel/shoes to school

Third or subsequent violations: will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

DRESS CODE PROCEDURES for LANIER HIGH SCHOOL

The uniform guidelines of the dress code for Lanier High School coincide with the MPS dress code. All Lanier students will wear school uniforms and conform to the specifications and limitations listed. **For further information, please refer to the MPS website.**

BOTTOMS / PANTS: Color: Khaki

Dress pants (No cargos), capris, shorts, skorts, and skirts – Shorts, skirts, and skorts must be no higher than the knee length from the crease in the back of the knee. Slits in skirts and dresses must meet length regulation.

TOPS / SHIRTS: Color: 9th graders: Solid white collared shirts
10th – 12th graders: Solid royal or solid gray collared shirts

White undershirts are preferred for students to wear under the collared shirt. The signature logo of Lanier “L” is optional, but must appear on the left or right side of the shirt. If the logo is selected, the collared shirt must display the Royal Blue “L” or the White “L.” Spirit shirts, club shirts, and team shirts **MAY** be allowed on Fridays.

SHOES: Students must wear shoes that cover their feet. White, black or a combination of white and black athletic/tennis shoes are preferred. No bedroom slippers, flip flops, stilettos, or slides will be allowed.

SOCKS / ANKLETS: Solid black, brown, or white recommended.

BELTS: Only one belt worn with pants. Black belts are preferred. No oversized buckles; no belts that hang or tie.

JEWELRY: Visible piercing jewelry is limited to ears only. Males: stud earrings only. Females: Hoop earrings no larger than one inch in diameter. Jewelry which includes long necklaces, accessories with spikes, or chains, heavy medallions, removable grills, heavy bracelets and large finger rings will not be allowed.

PURSE / BOOK BAGS: Purses should not be larger than an 8 – ½ x 11 sheet of paper. **Book bags must be clear or mesh.**

LARGE JACKETS: May be worn to school during cold weather. However, only lightweight jackets or sweaters zipping or buttoning from top to bottom may be worn in the classroom. Pullovers, like coats, may be worn to school, but should be placed in the locker upon entering the building. Preferred colors are solid black, navy, brown, white, gray, dark green, royal blue, or denim.

HAIR STYLES: According to MPS policy, hair should not disrupt classes, interfere with learning, prevent instruction, and should comply with the state health and safety standards.

STUDENTS ARE TO WEAR CLOTHING THAT FITS PROPERLY AND APPROPRIATELY AT ALL TIMES. PANTS MUST BE WORN AT THE WAIST. **NO SAGGING.**

Class A Violations of Classroom Rules – Class A consequences may not be appealed beyond the principal.

Accumulation of Class A Offenses may be upgraded to a Class B or C Offense. These acts include behaviors that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy.

After teachers have exhausted all means of correcting a student’s behavior, then an office referral for a Class A offense may be written. A copy of the discipline log should be attached to the office referral for review by the administration.

Consequences: Consequences for Class A offenses will follow the list of suggested corrective strategies as stated in the MPS Code of Student Behavior.

*****Student non-negotiables**

The following items will not be tolerated and may result in the most severe punishment possible for every offense:

- Students who are excessively tardy to class or students who have unauthorized absences from class (skipping). Lanier is a learning environment.

- No inappropriate behavior (such as smoking, drinking of alcohol, sexual acts, etc.) on school grounds or while in transport to school.
- Bullying of any sort (i.e. physical, verbal, sexual, cyber, etc.)

TAKING OF STUDENT PICTURES

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events (on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any student on any non-MPS media platform.

POSSESSION OF CELL PHONES OR TELECOMMUNICATION DEVICES

The cell phone/telecommunication device guidelines of the school coincide with MPS policy. The MPS Code of Student Behavior stipulates that students are not permitted to use a cell phone or any electronic device in school. This includes but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted PDAs or electronic devices. Should it be decided that the device(s) will be used in conjunction with teaching and learning, the principal may waive this rule. The principal is the final authority on the interpretation of appropriate use. Unless stated, cell phones and other electronic devices are to be **out of view and not in use** while students are in the school building, in classes that may be held outside of the building and on school sponsored field trips. If a cell phone rings or beeps in class/school, it is considered being in use.

Consequences

Conference with student

Conference with parent

Device may be confiscated on any offense

Parent/Legal Guardian shadowing

If a violation of this rule also violates other Class B and/or C offenses, other consequences will be imposed

PARKING OF VEHICLES

Students with permits may park in the FRONT FENCED PARKING LOT at the TOP OF THE HILL. Auto identification decals will be sold to all students wishing to park a car on campus. These decals cost \$20.00 and must be hung on the car's rear view mirror to be visible from outside the car. Students must complete an application with a parent's signature. Students must provide proof of current insurance, vehicle registration and driver's license. The cars of the students who park on campus illegally will be towed at the owner's expense.

ONLY TEACHERS' automobiles are permitted in the . PARKING LOTS AT THE BACK OF THE SCHOOL NO STUDENTS, PARENTS, OR OTHERS MAY PARK THERE. The street which borders the campus behind the cafeteria and the alley behind the band building must be FREE OF PARKED VEHICLES AT ALL TIMES. The row of spaces along the east side (front) of the new gym is reserved for visitors, substitutes, and interns.

AFTER PARKING A VEHICLE, THE STUDENT IS NOT TO RETURN TO IT UNTIL DISMISSAL TIME UNLESS HE / SHE HAS A PASS FROM THE OFFICE. ONE WAY TRAFFIC will be observed at the back of the building.

USE OF THE VENDING MACHINE

Vending machines will be located in the Walker/Joiner Gymnasium and the main lobby. These machines may only be used before and after school and during P.E.

VISITORS

Guidelines for School Visitors are a Board Policy. Please refer to the Student Conduct Manual 2021-2022.

SCHOOL VISITORS (BOARD OF EDUCATION POLICY) Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff and visitors, **ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.** A visitor's pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

Raptor System- All school visitors must be prepared to show a valid government issued picture ID- i.e., state issued driver's license. Visitors will not be allowed on school property without proper identification.

Sex Offender Status-Under the Code of Alabama 15-20A-17 (2019) No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY. *PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE C FELONY.**

*****PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE*****

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.

4. Students from other schools will be allowed on campus only with the permission of school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.

a. **Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.**

b. **Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.**

6. Disruptive Visitors — Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.

FIRE AND TORNADO DRILLS

Fire and tornado drills are conducted periodically during the school year for the protection and safety of the students and staff members. When the alarm sounds, students are to form a line **QUIETLY** and **QUICKLY** and follow the lead of the teacher in charge. Teachers are to accompany students during drills and to supervise their groups at all times. **THERE IS TO BE NO TALKING OR MISCONDUCT DURING DRILLS.** Students are to remain in line. These regulations apply from the time the drill begins until students have returned to the starting point. Teachers will report any violation of these regulations or lack of cooperation.

A copy of "Uniform Regulations for Fire Drills for the Montgomery Public Schools should be posted in all rooms.

ANNOUNCEMENTS

Announcements are made over the PA system at the beginning of each day. Clubs and organizations wishing to have announcements made must have the announcements written out and turned into room 129 by 2:45 on the day before they are to be made. Daily email announcements will be sent to teachers. Afternoon announcements at the end of the day will be made only in emergencies.

CONFISCATED ITEMS

Any item deemed inappropriate to possess on school property may be confiscated by a teacher or administrator. This includes items of clothing that do not meet dress code standards. This also includes cell phones if used in violation of MPS policy. Confiscated items will be logged in by an administrator or designee, stored in a secured location, and returned to a parent or legal guardian with signature and I.D. when the parent has called the office to arrange a time to retrieve the item. A 24 hour waiting period will be required on any item collected (excluding weapons). **Deliveries of balloons, flowers, food items, or other gifts to students are not permitted and are subject to be confiscated.**

DISTRIBUTION AND SALE OF MATERIALS

The sale or distribution of any goods or materials on any school property by any individual or group is prohibited unless prior permission has been obtained from the principal. The sale of materials will be limited to school organizations. All sales must be scheduled with the Activities Director. A schedule for any sales should be secured from the Activities Director.

USE OF THE LIBRARY

Students are encouraged to use the library facilities as much as possible. The basic regulations are the following:

- Proper pass – A student must have a pass issued by an administrator or faculty member to enter the library.
- Time – hours are approximately 7:00 A.M. – 3:30 P.M.
- Books – Books may be checked out for two weeks and may be renewed for another two weeks.
- Reference books may not be taken out of the library.
- **Fines:** The date due slips show the date the book is due. Five (.05) per day is charged for overdue books. Check out is suspended when the fine reaches \$2.00.
- **Lost books** must be paid for. When a lost book is found, a refund, minus the fine will be made.
- **Photocopies:** Fifteen cents is charged for each copy. The copier is located near the reference section.
- **Computer printouts:** Ten cents is charged per page for printing.

- **Atrium book system** is currently the automated library program used for circulation and book search (card catalog) for the students and faculty. Books in the library may be searched by the author, title, series, subject, or call number. The call number is the guide for locating the book on the shelves. Books of fiction do not have a number and are arranged alphabetically by subject of the book.
- **Reading lists:** The lists are color-coded and are located at the circulation desk. Sophomore List – yellow, Junior List – green, Senior – blue. Books on the list are located behind the circulation desk and are serviced by the librarian. Accelerated Reader Books are shelved throughout the collection, and many are labeled with an A.R. Label indicating reading level and points.

LIBRARY RULES

The library is a part of the instructional program. It is primarily for research, study, and for recreational reading. The library must be quiet at all times. Therefore, the following rules are necessary.

1. Loud talking and laughter, or just sitting and talking are not acceptable behavior in the library.
2. Conversations with the library assistants are allowed only when help is needed in locating, checking out, or returning books/materials.
3. Students should return books/materials to their proper places after they have finished using them.
4. Students should clear tables and pushchairs back in place before leaving the library.
5. Students are not allowed to eat, drink, or chew gum in the library.
6. Show care and respect when using all library resources...

INTERNET ACCEPTABLE USE PROCEDURES

To gain access to the Internet on a school computer, each student must return a permission form signed by parents to the homeroom teacher. Use is a privilege, not a right, and may be revoked if abused or misused.

EXAMINATIONS AND GRADING

Final examinations will be given at the end of each course. The examination schedule will be announced and posted well in advance. In order to make up a final examination, a doctor's certificate must be presented by the student unless he/she is excused under the Board of Education policy providing an excused absence for "very unusual circumstances." The absence must have the prior approval of the principal in any case. Students are NOT to be given or told any grades until ALL examinations have been completed. The scholastic advancement of the student is indicated by the five steps listed below.

A	Exceptional Progress	(90 – 100)
B	Commendable Progress	(80 - 89)
C	Fair Progress	(70 – 79)
D	Minimum Progress	(60 – 69)
F	Failure	(Below 60)

EXEMPTION FROM SEMESTER EXAMS

A student may be exempt from a semester exam if his/her attendance record in that class shows a TOTAL of no more than (5) absences, check-ins, tardies, and/or check-outs and if his/her average in class meets the following requirements:

- Any **SENIOR** must have a class average of at least 80 (B)
- Any **JUNIOR** must have a class average of at least 90 (A)
- No **FRESHMEN** or **SOPHOMORE** may be exempt from any exams.

Attendance records will be kept beginning on the first day of school, according to the official school calendar. Students who miss a class while participating in a school-authorized activity on or off the campus will not be considered absent when eligibility for exemption is being determined. The semester grade for an eligible student electing to be exempt will be determined by averaging the two nine week's grades.

GRADE POINT AVERAGE AND RANKING

Students entering Lanier High School as seniors will not be ranked with the current senior class. Grade point averages (GPAs) and class rankings are calculated at the end of the junior year, but those reported to colleges will reflect a student's current status, and the student must have attended Lanier for the previous two years for ranking. The valedictorian, salutatorian, and top ten students will not be announced or posted until all grades have been posted until all grades have been posted for the second semester.

HONOR ROLL

At the end of each nine weeks' grading period, the Honor Roll will be posted. The requirements for honor roll are:

A Honor Roll	Earns an A in all scheduled classes.
A-B Honor Roll	Earns any combination of only A's & B's in all scheduled classes.
B Honor Roll	Earns only B's in all scheduled classes.

STANDARDIZED TESTS

A standardized test is an objective measure of the individual designed to point up his/her strengths and weaknesses. Test results are not infallible, but through an analysis of the results of several reliable tests, one can approximate the academic ability of a student. Since the interpretation of the scores of the various tests is very important, parents should counsel students to attend the interpretation sessions and pay close attention to the information given there. The student will then be able to explain the meaning of the scores he/she takes home.

CREDITS, TESTING, AND FUTURE PLANS

A student entering Lanier should discuss his or her course of study with parents, teachers, and counselors. Before the senior year, the student should have credits counted and be certain that he or she has those required for his or her program of study.

It is suggested that a student decide early what type of college to attend so that requirements and scholarship offerings can be determined. For admission to highly selective colleges, taking the College Board Aptitude Test and ACT no later than the junior year.

You should be aware, of course, of the necessity of the best possible scholastic record. However, you should be reminded that the grade alone should not be your goal in a course. The mastering and retaining of the material is the most important result.

Seniors: College entrance tests are your responsibility. Schedules of the College Entrance Board and the American College Testing Program are included here as well as posted on the Guidance Office bulletin board. Obtain your applications in the guidance Office. Which tests you should take and when you should take them are questions for which you must find the answers. Different colleges require different tests. Counselors are available to talk with you concerning which tests you should take.

OPTIONAL TESTS

Preliminary Scholastic Aptitude Test (PSAT/NMSQT) Lanier's Code No. 011-910

WHO: Juniors and Sophomores

WHEN: TBA

WHERE: TBA

This test was introduced in response to the interest shown by schools in a low-cost, convenient, nationally accepted test of the scholastic abilities required to perform college work. The results are reported in a Verbal and Math score as are the results of the Scholastic Aptitude Test of the College Entrance Examination Board. From the results for this test, National Merit Scholars and National Achievement Scholars are named, and scholarships are awarded. There is a fee for this test which, in some cases, may be waived. See your counselor.

College Entrance Examination Board (CEEB) (SAT) Lanier Code No. 011-910.

WHO: Seniors and Second Semester Juniors
 WHEN: All tests are given on Saturdays. Registration postmark closing dates and test Dates are posted in the Guidance Office as well as listed below and on the school calendar.
 WHERE: Center assigned by CEEB

Changes occasionally occur on these announced dates. Be sure to check the bulletin board in the Guidance Office (Room 140) for the notice of changes. Registration materials are available in the Guidance Office.

The purpose of SAT is to give the student a basis for conferring about college admission with the counselor and with the admission officers of the various colleges that the student has an interest in. The simplest fact about SAT scores is what they are – indicators, but they do a surprisingly good job of telling how a student will perform in college.

SAT Test Dates Registration Deadline (Please contact Counselor)

American College Test (ACT) Lanier Code No. 011-910

WHO: Seniors and second semester Juniors. This is required in all state supported colleges except junior colleges.
 WHEN: All tests are given on Saturdays. (Registration closes several weeks ahead of the test.

ACT test Dates / Registration Deadline (See Guidance Counselor)

WHERE: Center assigned by ACT

In one way, ACT goes further than the College Boards. It is concerned primarily with “generalized intellectual skills and abilities rather than with specific detailed content.” The enhanced ACT assessment includes four curriculum based tests that measure students’ educational development in English, mathematics, reading, and science reasoning.

Armed Services Vocational Aptitude Battery (ASVAB)

WHO: Juniors and seniors who want to take the test may sign up in the guidance office or JROTC office.
 WHEN: (Dates will be announced)
 WHERE: Lanier Cafeteria

The ASVAB helps students to explore their aptitude and interest for various career areas, both military and civilian. The evaluation of results assists students in identifying their strengths and career possibilities and DOES NOT in any way entail or imply an obligation or commitment to the military.

ASPIRE

All 10th grade students will take the ASPIRE test. See the Assessment Calendar.

**Faculty / Staff
2021-2022**

ADMINISTRATION

Joseph Roberson, Principal
Tucker, Cynthia, Asst. Principal
Seals, Lovell, Asst. Principal

ACCOUNTABILITY SPECIALIST

Shonda Tolliver

COUNSELORS

Mathis, Annie (**Director of Guidance**)
Ford, Cassandra

MEDIA SPECIALIST

Huntley, Yolanda

ENGLISH

Charlesa Washington, **Chair**
Elam, Carolyn
Ellis, Tislam
Holloway, Steve
Haris, Lakecia

Knowlton, Sherena

MATHEMATICS

Smith, Chicketta, Chair
Ezekannagha, Francine
Ford, Jomarlan

McBride, Jamie
Scott, Vontaeshia
Marlow, Monique
Thomas, Terry

SCIENCE

Phelps, Sharonda, **Chair**
Edwards, Meredith

Robbins, Jasmayne
Barnes, Gregory

Truss, Rhianon

HISTORY

Green, Aundria, **Chair**
Broadnax, Camillia
Oliver, Alexis
Tellis, Henry
Williams, Akeem
Kennedy, Shamika
Thomas, Amy

PHYSICAL EDUCATION

Cunningham, Marvin

Bruce, Jason

JROTC

Harris, Gregory
Calhoun, Cornelius

ELECTIVES

Hare, Jamecca - Choral, Elective
 - Band
 Evans, Dandrea - Driver's Ed.

Morrison, Keats- Art
 - Spanish
 - Theater

CAREER TECHNICAL EDUCATION

White, Libbyada – Computer Services
 Carroway, Brandi - Graphic Arts
 Technology

Harris, Sharon - Career Prep
 Farrior, Amelia– Finance -
 Barnett, Senitha – Marketing, Chair

SPECIAL EDUCATION

Stewaert, Andrea- SEF
 Carmichael, Emmanuel
 Hardy, Myra

Shannon Moss
 Whetstone, Latonya- BRU
 Ammons, Annette
 Stewart, Andrea

Murphy, Quincy

ACTIVITIES DIRECTOR

Ellis, Tislam

NURSE

Taylor, Felicia

CAFETERIA MANAGER**SECRETARIES**

Bell, Sommer– School Secretary
 German, Pamela- Bookkeeper
 Hansen, Brenda – Data Entry
 Sothall, Gegiyah- Principal's Secretary
 Peterson, Monica- Guidance Aide

CUSTODIANS

Ponder, Calvert – Building Supervisor

Rose, Horace
 Shuford, Curtis
 Hamilton, Lasalle

Knox, Shondra
 Harvey, Lakesha

BELL SCHEDULE

First Bell (Enter Building)	7:20 a.m.
Second Bell (Clear all Halls)	7:30 a.m.
Homeroom/Breakfast	7:30 a.m. - 7:50 a.m.
1st Period	7:50 a.m. - 8:40 a.m.
Change	8:40 a.m. - 8:44 a.m.
2 nd Period	8:44 a.m. - 9:34 a.m.
Change	9:34 a.m. - 9:38 a.m.
3 rd Period	9:38a.m. - 10:28 a.m.
Change	10:28am – 10:32am
4 th Period	10:32 am - 11:22 am
Change	11:22 am - 11:26 am
5th Period	11:26 am - 12:55 pm
LUNCH	
1st lunch wave	11:26 am - 11:47 am
2nd lunch wave	11:49 am - 12:09 pm
3rd lunch wave	12:11 pm - 12:33 pm
4th lunch wave	12:35 pm - 12:55 pm
Change	12:55 pm - 1:00 pm
6th Period	1:00 pm - 1:50 pm
Change	1:50 p.m. - 1:55 p.m.
7th Period	1:55 p.m. - 2:45 p.m.

ASSEMBLIES

From time to time, assemblies will be conducted. Therefore, students are expected to behave appropriately at all times during the assembly. Students are responsible for sitting in the assigned area for their class. Any disruptions or misbehavior will result in an office referral and immediate action will be taken by an administrator.

During Pep Rallies, students are expected to have fun and will have opportunities to scream and make appropriate noise to demonstrate school spirit. This does not include anything that can be a major disruption or distraction from the Pep Rally. All students will have an assigned area during Pep Rallies. Any student who does not report to that assigned area will receive an office referral and will be processed as skipping.

PARENT CONFERENCES

Lanier High School faculty and staff encourage conferences with the parents and/or guardian of each student as needed. The purpose of these parent-teacher conferences are to provide the teacher an opportunity to advise parents of the academic progress of each student and to discuss with the parents suggested strategies that the parents can implement in supporting the teacher's instructions. Conferences can only take place before school, after school, or during a teachers planning period. Please see the teacher syllabus for planning periods. Parent conferences must be scheduled in advance

School Calendar

Montgomery Public Schools

2021-2022 School Calendar- Board Approved

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					


March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 Schools/Offices Closed

 Employee Work Day (no school for students)

July 2021

5 Independence Day Holiday (All Employees- 12-month employees will be on a four-day work-week in the summer of 21')

August 2021

9-13 Professional Development (no students)

16 First Day of School

September 2021

6 Labor Day (All employees)

October 2021

15 Last Day of the grading period

29 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

November 2021

11 Veterans Day (All Employees)

12 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

22-26 Thanksgiving Break (12-month staff work 22 & 23, schools and offices open those days)

December 2021

20-31 Winter Break (All employees)

January 2022

3 Professional Development (no students)

14 Last Day of the grading period

17 Martin Luther King Day (All Employees)

February

2022 21 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

March 2022 18 Last Day of Grading Period 21-25 Spring Break (12-month staff work 21 & 22, Schools and Offices open those days)

April 2022 15 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

May 2022 26 Last Day for Students/last day of the grading period 27

Professional Development Day (Last Day for Teachers) 31

High School Testing Dates 2021-2022

Assessment Window	Grades 9-12	Assessment
October 4-22, 2021	10th	Pre-ACT
October 6-8, 11-15, & 8, 2021	12th	ACT WorkKeys Paper Testing with Accommodations / Supports – Initial
October 6-November 1, 2021	12th	ACT WorkKeys Online Testing
November 3-5 & 8-9, 2021	11th	ACT with Writing Paper Testing with Accommodations / Supports Make-Up
January 18 – March 18, 2022	LEP Population 9 th - 12 th (Online)	ACCESS FOR ELLs
January 18 – March 18, 2022	LEP Population 9 th -12 th	Alternate ACCESS FOR ELLs 2.0 ALL Paper-Based
TBD	Selected Schools and Grades	NAEP
March 1 – April 8, 2022	Special Population 10 th and 11 th	ACAP Alternate Summative
March 9 -11, 2022 & March 14 – 18 & 21, 2022	12 th	ACT WorkKeys Retest Online and Paper Testing with Accommodations / Supports
March 9 -11, 2022 & March 14 – 18, 2022	12 th	ACT WorkKeys Retest Online Option
March 29- 31 & April 1 & 4-8, 2022	11 th	ACT with Writing Paper Testing with Accommodations / Supports – Initial
March 29- 31 & April 5-7, 2022	11 th	ACT with Writing Online Testing – Initial
April 12-15 & 18-22, 2022	11th	ACT with Writing Paper Testing with Accommodations / Supports Make-Up
April 12-14 & 19-21, 2022	11th	ACT with Writing Online testing Make-Up

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Note: Dates are subject to change. Schools' assessment team (principal, BTC, ELL Facilitator, Sped Facilitator and Technology Coordinator) will determine dates within the window on which they will test and submit your dates to the **MPS Office of Assessment and Accountability** when the information is requested.

COVID-19 Guidelines for Lanier High School

Conducting Student Searches

- Students will enter the building at 7:20 a.m. using 4 designated doors. (doors by 117, 129, and 133)
- Students must wear a mask when entering the building. If they do not, they will be given one.
- Book bags, athletic bags, and large purses will **NOT** be allowed upon entry. Young ladies may carry a purse no larger than a sheet of notebook paper. Upon entry, each young lady will open her purse allowing the LHS staff member to perform a visual search.
- Athletic Coaches will decide where athletic bags will be located.
- Students will carry an Academic binder.
 - a. 2 inch or 2.5 inch three ring binder with pockets
 - b. Tab dividers in the binder for each class student is enrolled
 - c. College ruled notebook paper
 - d. Pencil case that fits into binder
 - e. Black and blue ink pens
 - f. Highlighters
 - g. No. 2 pencils (mechanical pencils preferred)
 - h. Composition notebooks
 - i. Calendar/Planner
 - j. Calculator (T1-84 recommended, but not required)

Student name should be located in the front sleeve of the binder along with the student post-graduation goal, student creed, and school's mission statement. *Random notebook checks will be conducted in all classes.*

Checking student temperatures

- Each classroom teacher will check temperatures (thermometers will be provided)
- Each student who arrives at school ill, will be sent to a designated sick room.

Arrangement of student desks

- 4 model classrooms will be set for teachers to determine how best to arrange student desks for social distancing.

Rotation of classes

- Students must wear masks during the rotation of classes
- Up / down hallways and stairways will be marked for the movement of students. ***Teachers are asked to assist with acclimating students to this procedure.***

Breakfast

- **Breakfast will be grab and go. Each teacher is responsible for a trash bag.**

Lunch

- Only 50% of the cafeteria can be utilized during lunch. Therefore, during each lunch wave, designated classes will enter the cafeteria while other students will eat in their classrooms. Classes will rotate eating in the cafeteria vs. eating in the classroom.
Only four students are to be seated at each table, spacing between each seat.

Dismissal

- Students will be dismissed by floors, using designated exits. No student will be allowed to exit through the lobby. LHS personnel will be strategically placed on each floor to ensure students follow their exits.

Health and Safety Considerations

- Post the Families First Coronavirus Response Act (FCCRA) in prominent areas
- Custodians will clean common areas frequently throughout the day using methods provided during training.
- Groups of more than 10 in a given area are discouraged.
- Students, who feel ill and/or have a fever, should NOT report to school.
- **Wearing masks is required while in the workplace.**

Operations

- Face shields will be provided for every employee in the district.
- Gloves will be provided for personnel responsible for disinfecting (custodian, librarians, technology coordinators).
- Hand sanitizer and hand sanitizer stations (limited quantities) will be provided in the centrally located areas.
- CareKits will be provided to each employee on a one-time basis at the start of school.
- Sneeze guards will be provided for each school (CNP, front office and 2 for checkout by psychometrists, behavior interventionists, social workers, etc.)
- Schools will be provided with signage and distancing dots.

What to do if you are sick

- If you are sick with COVID or think you are infected with the virus, STAY AT HOME.
- If you think you have been exposed to COVID and develop a fever and symptoms, call your healthcare provider for medical advice.
- It will be determined if others who may have been exposed (students, coaches, staff) need to be notified, isolated, and / or monitored for symptoms.
- If a positive case of COVID is diagnosed, Contact Tracing will be implemented with the assistance of local health professionals and the CDC/PA DOH.

(MPS Opportunity: A Practical Guide to Reopening ([Remotely])

Graduation Date: (TBA)

Graduation Location: (TBA)

The utilization of tickets will be used for graduation.

Parent / Student Signature Page

By signing this page, you are acknowledging and verifying that you have received and taken the responsibility to review with your child the documents found in this booklet.

This form must be returned to each child's teacher.

Parent / Guardian Name (printed): _____

Student Name: _____

Teacher: _____

Parent Signature: _____ Date: _____