



"Educating the Mind and the Heart"

**"Train up a child in the way he
should go: and when
he is old, he will not depart from
it." - Proverbs 22:6**

Student Handbook

**4111 Susan Moore Road
Blountsville, AL 35031**

**School Number 205-466-7997
Church Number 205-466-7983**

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School Calendar 2015-16

September 3, 2015 – Open House/Meet Your Teacher at 7:00 PM

September 8, 2015 – 1st day of school for all students

October 12, 2015 – Columbus Day

November 11, 2015 – Veteran’s Day

November 23-27 – Thanksgiving holiday

December 17 – Christmas program at 7:00 PM

December 18 – Dismiss at 12

December 21 – January 1 – Christmas break

January 4 – Teachers report at 10:00 – work day

January 5 - Students return

January 18 – No School

February 12 – Weather Day

February 15 – President’s Day

March 25 – Good Friday (Weather Day)

March 28-April 1 – Spring break

April 29 – Weather Day

May 2 – Weather Day

May 26 – Last day; dismiss at 12

Quick Reference Guide

- 1. You will need to provide a small snack with drink for your child each day. We will be offering lunches on Monday-Friday. Cost of the lunches will be \$2.50 per day. A monthly calendar will be given out so you and your child can decide if they would like to eat what is on the menu. If your child doesn't eat the prepared lunch then he/she would need to bring their lunch. A refrigerator and a microwave are available if needed. We provide the afternoon snack if the student is in aftercare.**
- 2. Name tag cards are to be placed on the dashboard of your car throughout the year to help us in getting each child to the proper car. Please use it for both drop-off and pick-up. Also, if at any time during the year someone different is picking your child up, please call or send a note so we will be aware of the change. NO CHILD WILL BE ALLOWED TO LEAVE WITH ANOTHER PARENT UNLESS THE OFFICE RECEIVES A NOTE INFORMING US OF THE CHANGE. If you need extra car tag cards we will be happy to make those for you.**
- 3. Please have your child at school by 7:55 AM. Someone will be at the door to assist your child each morning in opening the door. However, should you arrive after 8:15; the front door will be locked. You may call the school office and someone will come down and open the door for you.**
- 4. All K-5 through 10th grade students will be in school until 2:30. Students who are not picked up by 2:45 will go into after-school care and be charged accordingly. All after-school care students must be picked up by 5:00PM. Please be on time when picking up children. If you have an emergency and will be late, please call if possible.**
- 5. We will have the same holidays, snow days, make-up days, etc. as the Blount County School System. Occasionally, our school might dismiss at 12:00, but you will be notified well in advance if this should occur.**
- 6. Students at Mt. Pleasant are given a parent/teacher communicator folder. We use this folder so that you as parents can stay aware of work your child is doing in school as well as notes that your child's teacher may send for you to read. It is so important that you make a habit of looking through and reading what is in the folder. Good communication is essential to the success of your child's education.**

Philosophy

Mt. Pleasant Christian School holds to the philosophy that education from a Christian perspective is the only true form of education. Two outstanding elements contribute to the School's philosophy of education: first, our curriculum is Bible-based and Christ centered. Second, our staff consists of dedicated Christian teachers who are concerned about their student's physical, mental, and eternal welfare.

The school's primary objective is to show children how to live rather than how to make a living. The truths of the Bible are not substituted or separated from academics at Mt. Pleasant Christian School. Instead, they are integrated into the entire educational program. Standards of discipline and conduct are Bible-based to develop Christian character and sound values. MPCS strives to maintain a truly Christian philosophy of education, high academic standards, and the proper emphasis upon morals, discipline, and social development.

The desire of the school is that the home, church, and school work together to train up children in the way they should go (Proverbs 22:6)

Statement of Faith

Without apology, MPCS holds to the entire Statement of Faith of the Mt. Pleasant Baptist Church, Susan Moore, AL. Following is a brief summary of the statement:

1. We believe in the verbal inspiration and authority of the Scripture.
2. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
3. We believe in God the Father, God the Son, and God the Holy Spirit.
4. We believe in the deity, virgin birth, and the bodily resurrection of Jesus Christ.
5. We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.
6. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
7. We believe in the visible, personal, pre-millennial return of Jesus Christ.
8. We believe in the ministry of the local church as God's established instrument of carrying out the Great Commission.

General Admissions

Parents and their students wishing to attend MPCS are to pledge their support to the school in attitude and action. Loyalty to the school's standards and policies is necessary not only in dealing with the school, but also in defending its testimony in the community. Parents should discuss problems with the administration, not with others in the school or community. New students may or may not be required to take a placement test so that your child will be placed in the correct grade. We want all students to be successful in their time here at Mt. Pleasant. A transcript is required of all new students wishing to enter Mt. Pleasant Christian School. All students must demonstrate their ability to perform on the grade level in which they are placed, **or they may be required to adjust to the grade level upon which they can do satisfactory work.**

To register, a student application form (available at the school office) must be completed, accompanied by the application and registration fees. Registration fees are non-refundable. Even though it is not required, it is a good idea for the parent or guardian to meet with one of the administrative staff in regards to school policies and expectations. Please note that Mt. Pleasant Christian School admits students of any race, color, nationality, and ethnic origin to rights, privileges, programs, and activities generally accorded or made available to the student at the school.

Beginning of School

Open House/Meet Your Teacher will be conducted on **September 3, 2015**.

Parents and students will meet in the gym at the start of orientation where they will receive a parent-student handbook. We will briefly point out important information in the handbook and answer any questions you may have.

Afterwards, you will be directed to your child's room. The teacher will then discuss with you the curriculum, testing procedures, classwork, and any other pertinent information. If you have any questions, please ask at this time.

Arrival and Departure

Arrival: The appropriate time for your child to arrive is between 7:30 a.m. and 7:55 a.m. Any child that reports to class after 8:00 a.m. is considered tardy. When bringing your child, you will need to pull next to the carport and let your child out. If you need to speak to your child's teacher, please park in the parking lot and come in. When dropping off students, it is best for parents of young students to leave their children with the staff at the front door. When a parent remains with the student, the period of adjustment becomes more difficult for both child and teacher, as well as forestalls the teaching process.

Departure: Any student who is K-5-10th grade will be ready to go home at 2:30 p.m. Children in after-school care must be picked by 5:00 p.m.

After-School Care

After-School Care services are only provided for students who are enrolled in Mt. Pleasant Christian School. The fee schedule is listed as follows:

<u>Student Description</u>	<u>Times</u>	<u>Cost</u>	<u>Capping Points</u>
K2-K3-K4	12 – 5 p.m	\$3 per hour	\$150/month
K-5 and Up	2:30 – 5 p.m.	\$3/hour	\$180/month

There will be an additional charge of \$1.00 per minute for each child not picked up by 5:00 p.m. After-school care will consist of study hall, homework sessions, tutoring opportunities, nap-time, and play-time. It will be our desire that students will have homework complete by the time they are picked up in order to ensure parents have adequate family time with their children.

If the After-school account becomes 30 days past due, the after-school care will be under no obligation to provide services until the student's account becomes current.

Enrollment Fees and Tuition

A \$95.00 **nonrefundable** application fee will be charged toward each application. All book-fees are a one-time fee.

<u>Grade</u>	<u>Book Fee</u>	<u>Monthly Tuition</u>
K-2	\$50	\$250
K-3	\$100	\$250
K-4	\$100	\$250
K-5	\$150	\$250
1 st	\$235	\$250
2 nd	\$240	\$250
3 rd	\$240	\$250
4 th	\$250	\$250
5-7 th	\$255	\$250
8-12 th	\$275	\$250

Tuition is calculated as follows: \$250 for first child; 20% for 2nd; 3 or more will be free.

Financial Policies

Beginning with the 2015 school year, Mt. Pleasant will be using FACTS Management Company to help us manage our tuition payments and incidentals. FACTS is used by over 5,000 schools nationally, and we are excited to be working with them. Tuition will be automatically deducted from a designated account on the 10th of each month. You may enroll in FACTS by going online. Visit our website at <http://www.mtleasantbc.com/school.html> and click on the FACTS icon. You will create your log in credentials, choose your payment plan, and enter your information. It only takes about 5 minutes to enroll. Your payments are processed through a secure electronic fund transfer. The incidental charges (books, after school care, and lunch) will be invoiced. They can be paid online after you receive the invoice. If the designated payment account is a credit or debit card, FACTS charges an additional 2.7%. No additional charge for checking account. A \$25 late fee will be assessed if payment is not available for withdrawal on the 10th. We have 9 and 12 month options available which start in September. There is a full payment option available as well.

Academic Information

Class Sessions

Classes will be in session during the following times:

K-2,K-3 & K-4 8:00 a.m. – 12:00 p.m.

K-5 –10th 8:00a.m. – 2:30p.m.

All students will attend 5 days a week.

Since education is more than reading, writing, and arithmetic, parents should also encourage attendance at school-related functions. Several programs and performances are scheduled throughout the year.

Grading

The purpose of our reporting system is to give parents and students an accurate indication of the progress which is being made. Progress reports, report slips and report cards also function as an objective form of communication between the parents and teachers. Each student is evaluated in two areas: academics and citizenship. The academic grade is based upon the actual work done on homework, quizzes, test, exams, etc.

A...90-100

B...80-89

C...70-79

D...60-69

Progress reports will be sent home four times a year for elementary students, at the middle of each marking period. Progress reports must be signed by the parents and returned to the teacher the following day.

Report slips will be sent home through the student's folder in the case the teacher needs to communicate with the parent. Parents need to check student's folder on a daily basis. Parents must sign and return the slips. Failure to return these slips will result in disciplinary action. If a report slip is misplaced, the parent should sign and return a note indicating that he/she has seen the report slip.

Report cards are issued for all students after each nine-week period. The report cards are to be signed by the parent and returned the following day to the student's teacher. If your child does not bring a report card home, or if the report card is lacking some grades, please contact the school office immediately. If a report card is lost, it should be reported by a note from the parent to the office. A duplicate will be sent home at a charge of \$5.00 for each lost card. No report card will be issued to students whose accounts are past due on the last day of school. Based on the current school calendar report cards will be sent home on the following dates:

1st nine-weeks.....November. 4, 2015

2nd nine-weeks.....January 27, 2015

3rd nine-weeks.....March 23, 2016

4th nine-weeks.....May 26, 2016

The citizenship grade on a student's report card evaluates the student's conduct and overall character development. The following is the scale for citizenship grade:

- 5 – Excellence in character
- 4 – Above average character
- 3 – Average character
- 2 – Below average character
- 1 – Poor character

Homework

Believing that homework is an integral part of the school program, the teacher is at liberty to give a reasonable amount of homework to help students advance in their studies. Therefore, each student is expected to complete his homework assignments to the best of his ability. Homework is given for several reasons:

1. **For Preparation:** Students profit more from classroom explanation and discuss when preparatory reading assignments are given.
2. **For Practice:** Following classroom explanation, illustration, and drill, homework helps the student to master the material.
3. **For Remedial Activity:** As instruction progresses, a teacher may observe various weak points in a student's grasp of a subject. Extra homework may then be assigned to help the student overcome his difficulties.
4. **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Promotion

If a student is in danger of failing a class, the teacher will communicate with the parents about promotion to the next grade level. If a student fails multiple core classes (more than one) a 59 in any core class, it is the recommendation of the administration that the student not be promoted to the next grade level. It is not the practice of MPCS to hinder the academic career of students by promoting them without sufficient mastery of the subject matter.

Attendance and Tardies

Attendance: The school year includes 170 instructional days. If a student's absence exceeds five days in a nine weeks grading period and there is reason to believe the student was not too ill to attend school, the student may be required to submit a doctor's statement verifying the illness in order for him/her to receive credit for the nine weeks grading period. No passing grade for a nine weeks will be given to a student whose unexcused absences exceed three days. Additionally, no passing grade will be given to any student whose unexcused absences exceed five days for that semester. No passing grade will be given to any elementary student whose unexcused absences exceed ten days in a year.

The parent or guardian may appeal a decision to withhold credit for an individual student based on the excessive absences. Appeals must be made to our truancy board in writing within two weeks of the bases of hardship, extenuating circumstance or other extreme emergencies. A parent and the child may be required to go before the board when absences are excessive. Consistent attendance is essential to successful class work. Any student who has been absent from school **must bring a dated excuse signed by a parent** the day he returns to school. Excuses will not be accepted more than 2 days after a student's return. **Doctor's notes that are sent must not be changed or tampered with in order to be accepted.** All excuse notes are to be turned in to the administration. Below is a list of excused absences:

- Verified illness of the student
- Bereavements
- Verified medical, dental, or optical appointments
- Pre-approved personal reasons

Absence for personal reasons must be approved by the administration prior to the absence, or the absence will not be excused. The administration must receive a written excuse note from the parent requesting a pre-approved absence, including the dates to be missed. All school work must be made up within a week after the absence. Unexcused absence for which no permission slip is graded will result in zeros in all classes. Students who arrive after 11:00 a.m. or leave school before noon will be counted absent for the day. There are no refunds on tuition because of absences.

If a student needs to be excused from a physical education activity, a written excuse is to be sent with the student. A doctor's excuse is necessary if the student needs to be excused to for an extended period of time.

Tardies: Mt. Pleasant Christian School desires to instill the qualities of promptness and preparation in its students. Promptness ensures that the student is in his place on time, and preparation ensures that the student is ready for class each day at the beginning of class.

A student that is not in their seat by 8:00 a.m. will be considered tardy. It is therefore **HIGHLY** recommended that the student arrives by 7:50 a.m. **Three unexcused tardies will result in one unexcused absence.**

Address or Phone Number Change

For the safety of the students, any time an address or phone number (home, cell, work, or email) is changed, please notify the school office. In the event of an emergency, the school would need to contact the parent as quickly as possible through either a personal call from the staff or administration.

BEFORE AND AFTER SCHOOL CARE

Before and after school care is available for Mt. Pleasant Christian School students. The “Before School Care” begins at 7:10 a.m. and ends at 7:45 a.m. There is no charge toward parents for “Before Care”. Students who need extra time to finish or make up work can utilize this time as a study hall. K-2, K-3, or K-4 student who stays after 12:00 p.m. will be counted toward “After School Care” and a charge of \$3 per hour per child will be charged to the following month’s tuition bill. Any K-5 through 10th grade student that stays after 2:30 p.m. will be charged \$3.00/hour per child for each hour they stay after school. This charge will be applied to the following month’s tuition bill. The “After School Care” program ends promptly at 5:00 p.m. There will be a charge of \$1 for every minute after 5:00 p.m. applied to the after school bill.

Please note that “Before and After School Care” is allowed on school days only. Failure to pay for after care will result in removal from after school program. If the after school bill is not paid within 30 days Mt. Pleasant Christian School is under no obligation to provide after school care.

Bible

MPCS esteems the Bible to be of fundamental importance as it pertains to the total education of its students; therefore, Bible is a required subject. The King James Version of the Bible is the official version of God’s Word that is preached, taught, studied, and memorized. It used to augment the study of English, history, geography, and science. At MPCS, the Bible is considered of such importance that without the study of it a student cannot be thoroughly educated (2 Timothy 2:15; 3:16-17)

Books

Textbooks will be provided through school for a fee, which is due by August 31, 2015. This is paid with FACTS management. You will receive an invoice for books around June 1, 2015. Payments can be made throughout the summer months.

Conduct and Discipline

A Christian school must provide an environment conducive to the educational and spiritual growth and development of its students. MPCS believes that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being (Romans 12:1-2). The desire for the spiritual growth in every student has led MPCS to adopt high standards of conduct.

Since the teacher is responsible to maintain appropriate classroom discipline, it becomes necessary to correct any behavior that hinders the teacher and teaching process or that hinders students in the classroom from learning. If there are **repeated offenses** of misbehavior, students will be sent to the administration for appropriate correction, depending on the offense. There will be appropriate discipline given for minor work infractions (such as working on unrelated material or being unprepared for class).

. Students should refrain from making unnecessary noises or disruptions, throwing objects, or defacing school property. Students must be in class on time and should not be out of class without permission for any reason. All students are expected to abide by the school dress code while on school property and dress appropriately and modestly at all school activities.

Physical contact between boys and girls is strictly forbidden and will be dealt with severely.

Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Please consult with the administration about any problem or question that concerns the welfare of students. In everything, students must maintain high standards of courtesy, kindness, morality, and honesty with teachers, administration, as well as with other students. Students must always address and reply to those in authority with utmost respect. Students will be expected to behave themselves as ladies and gentlemen.

The administration will not tolerate bullying, fighting, cheating, stealing, lying, profanity, smoking (or any other use of tobacco), use of indecent language, immoral conduct, gambling, dancing, listening to rock music, use of intoxicating beverages, or drugs. Students involved in any of these activities may be subject to suspension or withdrawal.

A student may also be suspended or expelled for willful disobedience to authority or for possession of pornography, firearms or weapons of any kind, fireworks, or any object that could be used as a weapon. In addition a student may be expelled for any action or statement associated with violent behavior, including a joke, which could be interpreted as a threat. Disobedience, disrespect to authority, and questionable behavior or conversation either at school or on school-sponsored activities may be grounds for severe punishment or dismissal.

Book bags, vehicles, or other student possession such as purses, which could hold or transport drugs, alcohol, stolen property, weapons, or other dangerous substances, or all articles in violation of the schools' behavior and discipline policy, shall be subject to searches.

While discipline is basically positive training in the right direction (Proverbs 22:6), there is a negative side of correction. The administration of Mt. Pleasant Christian School does not desire punishment of any kind, but at times, the misbehavior of students makes it necessary. It is always the desire of the school that students conduct themselves in accordance with the rules. When discipline is necessary, there is a general procedure that is followed. For minor problems in classroom attitude or behavior, the teacher may discipline the student with demerits, detentions, loss of privileges, extra work, etc. For problems that are serious or repeated offenses, the student will be sent to the office. When this occurs, the administrator or supervisor will meet with the student and teacher.

For repeated minor problems or inappropriate major infractions, the administration may deem corporal punishment, suspension or expulsion necessary. The administration determines when the need for corporal punishment is appropriate in any circumstance only after other corrective measures have been tried. If corporal punishment is necessary, the parent or guardian of the student will be notified and give the option of whether to come to school to administer swats with a wooden paddle. When corporal punishment is necessary, an appropriate witness will also be present and will be informed beforehand of the reason for the punishment. MPCS would prefer not to use corporal punishment, but sometimes it may be necessary.

Any time a student is disciplined in the office, a notice will be sent home to the parent that must be signed and returned to the school the following day. This form gives the name of teacher, the name of the witness, the nature of the offense, the previous discipline tried to correct the behavior and what discipline was used on this occasion.

In this atmosphere of defined and positive Christian standards of conduct there is a fine opportunity for the development of strong and stable Christian character. Parents and students must understand the importance of cooperating with the school and upholding the school's authority in all matters affecting the

overall program of the school. Parents and/or students found not to be in harmony with principles, rules, standards, philosophy and overall program of the school will be asked by administration to withdraw from the school.

Dress Regulations

General: Appropriate dress standards are an integral part of Christian character training. MPCCS desires to stress the Biblical principles of modesty, neatness, and distinct differences between men and women. Casual dress leads to casual attitudes, which adversely affect the disciplined educational environment. These standards play a vital role in keeping MPCCS a pleasant and positive place. Due to the constant change in fashions and the variety of dress that is accepted today, students are allowed one week to meet all dress regulations and uniform requirements. Primarily school uniforms are noted by the school monogram “MP” embroidered on the face pocket area of the uniform shirt/blouse. The most common uniform shirts are short-sleeved or long-sleeved pullover two-or three-buttoned polos. Uniform shirt colors can be any color except for bright neons. Uniform pant colors for boys and girls include khaki, blue, gray, or black (no blue jeans). Uniform skirt or jumper colors for the girls include khaki, blue, gray, black, or blue plaid (no blue jean/blue denim). Both boys and girls are allowed to wear dress shorts as long as they are considered knee length. Shorts will follow the same color schemes as dress pants. Most uniform items may be purchased through local retail vendors. Monogramming may be done through any person of your choosing however; we recommend using Jessica Hutchens at “That’s So Sweet Embroidery”. She can be reached at 256-550-1919 or at hutchens@hopper.net.

Boys must wear uniform clothing according to school requirements listed above. Blue jeans are not allowed. Belts must be worn on all pants. Boys must keep their shirts tucked in at all times. Shirt collars must remain turned down. Hats, knit caps or hoods are not to be worn inside the buildings. Boys may wear athletic shoes. Boys are not to wear bracelets, earrings, or necklaces. (ID and medical tags are permitted if worn inside the shirt.) Your fullest cooperation in seeing that your son keeps these standards is expected and appreciated.

Girls must wear properly fitted uniform clothing according to school requirements listed above. Tight-fitting clothing will not be allowed. Girls’ necklines must be modest. If a student has a tattoo, they must be covered at all times.

Field Trips

Classes take field trips at various times during the school year to places of educational interest. Students are required to maintain the same level of self-discipline on these school-sponsored activities as is required at school. These trips will be chaperoned by teachers and parents with each adult responsible for

no more than ten children. Parents who are asked to chaperone are required to follow the same standards of dress and conduct as the students.

Health

All students who take medication must turn in their medicine to their teachers. Medicine must be properly labeled and in its original container. No student can receive medication of any kind unless a Medication Request Form is signed on file for the current school year. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally dispense it. Teachers cannot be held responsible for carrying out these duties. Any time a student brings required medication; he must turn it in to the office and should never administer it himself. This includes any short-term need for pain medication or allergy medication.

If a student's temperature is 100 degrees or above, the parents will be called to pick up the student. Students with communicable illnesses must be kept home until the possibility of contagious infection is passed. A note from the doctor may be required for re-entrance. Head lice, though not a disease is contagious, and any student diagnosed as having lice will not be permitted in the classroom until it is remedied. All students must have the required up-to-date immunizations, and a record of these must be in the student's file.

Students will not be allowed to miss Physical Education activities without a parental note of explanation. An additional note from a doctor may also be required.

Leaving School

All parents coming during the school day to pick up students for medical appointments or other excused absences must inform administration and/or teacher. If a student must leave school early, the parent must call the school prior to pick up.

Property

MPCS is God's property. Respect for the appearance and care of the school is part of a Christian testimony. Defacing school property is not permitted and will be dealt with severely. All damage must be paid for, whether willful or accidental. Students are to report any damaged school property to the office immediately.

Lunch

Students are allowed to bring their lunch. However, MPCS will provide a hot lunch for all students at a cost of \$2.50. Preschool lunches are \$1.50. Because the meals are prepared that day, it vital that we have an accurate count of how much food to provide; therefore please notify your child's teacher as to whether they will be eating a hot-lunch.

Parent-Teacher Conferences

MPCS recognizes the importance of working together with the home to obtain spiritual and academic growth for each student. Please feel free to consult the school regarding any problems or questions of the student concern. It is the desire of the administration and faculty to be of service to both parents and students, and each teacher welcomes a visit from any parent. MPCS does request that such conferences be made by definite appointment with the teacher at a convenient after-school hour. Parents should schedule all conferences by calling the school. Every Parent-Teacher Conference is private and confidential. If a parent needs to talk with a member of the faculty, please call during office hours and a call will be returned as soon as possible after school.

School Closing

When severe weather creates hazardous conditions, regular school scheduling may be suspended. Please be aware that Mt. Pleasant Christian School adheres to the same closing schedule as Blount County School Systems. Basically, if Blount County Schools are open so is MPCS.

I have read and understand this handbook for Mt. Pleasant Christian School for the 2015-16 school year.

Student signature _____

Parent signature _____

Please return this page to the school.

