



Martin Luther King, Jr. School of the Arts

Home of the Soaring Eagles

Cindy Gentry, Principal

Andrea Willis, Assistant Principal

Dear Students and Parents,

A new school year always brings about a feeling of excitement and anticipation for what is to come. This school year is no different! I am excited to be a part the MLK family this school year as principal and look forward to working with each of you to ensure the success of every student at our school. Our theme this year is “*A World of Learning Awaits at MLK!*” We believe that through an excellent education, we can give our students a world of opportunity. We need your help to make this year a great year!

As in previous years, one of our goals is to increase and improve communication with our most important partners- our parents. To support communication between home and school and to help our students gain the organizational and goal-setting skills necessary to excel in school and in life, each student will receive an agenda/planner. Please check your child’s planner daily for assignments, special dates, behavior grades and notes from the teacher. You are encouraged to respond and use the planner as a form of two-way communication.

School policies and procedures are outlined in the following pages. Please review carefully so that you are aware of how our school operates and how you can help. The safety and academic success of your child are our top priorities and you can assist us by adhering to our school policies and procedures.

Please feel free to contact me by phone or email at gentryc@duvalschools.org should you have questions, concerns or suggestions.

In the interest of children,

Principal

8801 Lake Placid Drive East
Jacksonville, FL 32208
904-924-3027 phone/ 904-766-9031 fax
www.duvalschools.org/mlking

**Duval County Public Schools
2019 - 2020 Calendar**

SCHOOL STARTS AT 8:30 AM AND ENDS AT 3:00 PM

First Day of School - August 12, 2019

Last Day of School – May 29, 2020

Student Holidays

Sep 2	Labor Day
Oct 18	Planning Day
Nov 11	Veteran's Day
Nov 27-29	Thanksgiving
Dec 20- Jan 3	Winter Break
Jan 6	Planning Day
Jan 17	School Closed/Weather Day
Jan 20	M. L. King, Jr. Holiday
Feb 17	President's Day
Mar 9-13	Spring Break
Mar 27	Planning Day
Apr 10	Good Friday
May 25	Memorial Day
June 1-3	Weather Days

WEATHER DAYS

Weather days are included in the calendar in case instructional time is lost due to inclement weather. If days are not lost, these days are used as non-attendance days for students and teachers.

EARLY DISMISSAL DAYS

For the 2019-2020 school year, students will be dismissed 105 minutes early one Wednesday per month. School hours on these days will be from 8:30-1:15. The following days will be Early Dismissal Days this year:

**August 28, September 25, October 30, November 13, December 11, January 29,
February 26, March 25, April 29, and May 20**

District Office Phone Numbers:

Exceptional Child Education - 390 – 2071

Extended Day Programs - 858 - 6080

Food Services – 732 - 5117

Hospital / Homebound – 348 – 7849

Superintendent of Schools – 390 - 2115

Truancy – 390 – 2094

Transportation – 858 - 6200

Websites

www.duvalschools.org

www.duvalschools.org/mlking

ARTICLES PROHIBITED IN SCHOOL

Toys, weapons of any kind, roller shoes and rolling backpacks have proven to be dangerous and disruptive in school and may be in violation of the Code of Conduct. **Please do not bring these items to school.**

ATTENDANCE- *Please see the Student Code of Conduct for the School Board Policy.*

School attendance shall be the direct responsibility of parents/guardians and students.

- All students are expected to attend school regularly, receive total instructional time, and be on time for classes in order to benefit from the instructional program.
- When returning to school after an absence, the student must present a written, dated excuse from parent or guardian explaining his or her absence. ***If a note is not received, the absence is considered unexcused.***
- Excessive absences (excused or unexcused) and tardiness will be referred to the Attendance Intervention Team (AIT) and possibly to the State Attorney's Office.
- No child is allowed to leave school without permission from the principal or designee. A parent who wishes to pick up a child during school hours must come to the main office and sign the *Student Sign-out Log*. The parent or other authorized party listed on the student's information card may sign a student out of school. **A photo ID will be required.** An office staff member will call the student from class.
- Parents must wait in the office and may not go to the classroom to retrieve the child.
- **Students will not be released during the last 45 minutes** of the school day without permission of the principal or designee. This causes a disruption to the closing routines for all students.

BICYCLE RIDING

Only students in grades 3, 4 and 5 may ride bikes to school. Bicycles must be parked and locked in the designated area. All bicycle riders under the age of 16 must wear a bicycle helmet (F.S. 316.2065(3d)). Bike riders are to be courteous to students walking to school and are not to ride on school grounds.

BUS INFORMATION

- **An adult must meet kindergarten students and / or any student who is the only one at a bus stop. Bus drivers will not release students if they deem the situation is unsafe.**
- **All kindergarten bus riders must have a completed and signed Kindergarten Dismissal form.** This form allows the parents to designate how their child will go home from the bus stop. Kindergarten students will not be allowed to ride the bus without a signed dismissal form.
- Students whose permanent residence is 1.5 miles or more from school are eligible for transportation. Bus schedules will be distributed to all students transported by bus and are available in the office.
- Bus students are expected to ride to and from school daily. They are to be at the stop 10 minutes before pick-up time. Students must ride the bus to which they are assigned. **Children may not change their bus assignment without prior written approval from their parents and the principal or designee.**
- **Bus transportation is a privilege.** The school principal or designee may suspend from the bus any transported students who refuse to obey the rules on a school bus.

BUSINESS PARTNERS

We are proud to have the support of our business partners. Local businesses support our school through donations, volunteer hours and incentive awards for our students. We are always eager to acquire additional business partners. If you have suggestions for potential Business Partners, please inform the office staff.

CAFETERIA

- The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are provided for all students. All students are expected to display acceptable decorum and follow the LUNCHES procedure, as follows:
 - Listen to adults.
 - Use good table manners
 - Neat and tidy area.
 - Conversation Level 1 (whisper voices)
 - Hand up for Help
 - Enjoy your lunch
 - Stay seated.
- Please clearly mark lunch boxes with your child's name. For safety reasons, **no** glass bottles or pop-top cans are to be sent in a child's lunch.
- Please do not send candy, gum or soda for lunch.
- Parents are welcome to join their children for lunch, but must first check in at the front office and must sit in the special dining area outside the cafeteria.

CAR RIDERS / WALKERS

- It is requested that parents use the marked Student Loading Zones. The Crossing Guards and /or Safety Patrols are on duty before and after school to assist our students. Students should only be dropped off along the curb in the car circle. Please do not drop students off in the parking lot, as doing so requires them to have to cross in front of cars.
- Students should not arrive at school before 8:00 AM.

CHANGE OF ADDRESS/PHONE NUMBER

It is **imperative** that current information is always on file in the office so we can contact you regarding your child. If your address, telephone number(s)- work, cell, home- should change at any time during the school year, please update your information in the main office.

CONDUCT

Students are expected to behave as ladies, gentlemen and scholars while at school. **No student has the right to deprive another of the opportunity to learn.** Each student is expected to show respect for teachers, school personnel, fellow students and school property. Students must follow the Schoolwide Expectations (rules) and our Guidelines for Success.

Schoolwide Expectations:

- Be Safe.
- Be Kind.
- Be Responsible.
- Be a Learner.

Guidelines for Success:

At Martin Luther King, Jr. FAME Academy, we DREAM. We are

- **Determined** to be successful
- **Respectful** of self and others
- **Enthusiastic** about learning
- **Active** in our community and school; and we always
- **Make good choices.**

Students who do not conduct themselves in an appropriate manner will be disciplined in accordance with the *Duval County Public Schools Code of Student Conduct*. We will review the *Code of Conduct* with your child at the beginning of the school year and as needed throughout. The *Code of Conduct* is available on the DCPS website at www.duvalschools.org. If you require a hard copy, please call the office.

CONFERENCES

Parent-teacher conferences are encouraged to keep parents well-informed of the progress of their children. Please call the school office to schedule a teacher conference. Conferences are normally scheduled immediately before or after the student day. School office hours are 7:30 a.m. - 4:00 p.m.

DISMISSAL

The school day ends at 3:00; so instruction will take place up until 3:00. Dismissal procedures will begin at 3:00.

Students who must leave early for appointments must be checked out before 2:15. **Students may not be checked out during the last 45 minutes of the school day** as it disrupts closing of school activities. To keep each student safe during dismissal, parents must designate how their child will go home in the afternoon. Please choose from the following dismissal options:

- Car riders are picked up in the car circle. **Please remain in your car.** Your child(ren) will be brought out to you. Please pull up all the way up so that we can load as many students as possible. **If you would like to park and meet your child, please designate your child as a walker and meet them at the walker gate next to the Media Center on the Clyde Drive side of the building.**
- Bus riders are escorted to the bus port. **All kindergarteners must have a Bus Dismissal Form.** If you need to change your child's bus, please write a note to the teacher. All changes must be approved by an administrator.

- Daycare van riders are collected on the side of the building near the cafeteria. If your child rides a daycare van, please notify the teacher with the name and number for the daycare.
- Boys and Girls Club students are escorted directly to the club each afternoon and must be checked in each day. BGC hours are from 3:00-6:00. **If you must pick up your child early from BGC, you may do so beginning at 3:30 p.m.** OR you will have to check them out early from school prior to 2:15 p.m. BGC Members **may not** be picked up early during dismissal.
- Walkers and bikers are escorted to the gate near the Media Center at 3:00. Students exit on the Clyde Drive side of the building.
- **If you would like to park your car and walk up to the building to meet your child OR you live nearby and will walk and meet your child, you must designate your child as a walker and meet them at the gate. You may not walk up to the car rider line to meet your child.**

DRESS CODE

Student behavior is influenced by proper dress and grooming. The Duval County School Board has established guidelines to aid parents and students in selecting proper attire and can be found in the *Student Code of Conduct*. **Each student is expected to wear the school uniform each day (see UNIFORMS) unless granted permission by the principal or assistant principal.**

Costumes may be worn **only** as part of a school activity and when recommended by a teacher or activity sponsor. If a staff member finds any clothing or jewelry to be distracting, unsafe or not healthy for the students, the student may be sent to the office to call their parent to bring a change of clothes.

FIELD STUDIES/TRIPS

Field trips provide valuable educational experiences. A student must have a field trip permission form SIGNED by his / her parent or guardian before he/she is permitted to go on a field trip. **PERMISSION CANNOT BE GRANTED OVER THE PHONE, but only using the provided permission slip.**

- Money (if required) and permission slips must be submitted to the school by the due date listed on the permission slip.
- Parents may be asked to chaperone field trips. Volunteer chaperones have a very special responsibility in providing this supervision. Children who do not attend our school (i.e. siblings or other relatives) will not be allowed to accompany a volunteer chaperone on a field trip.
- Volunteer chaperones must have a completed and approved volunteer application on file. You may apply to be a volunteer at www.duvalschools.org. Click on "Parents" then "volunteer". Scroll down to the bottom of the page and click the "Apply to Volunteer" button.
- A child must be in attendance at school in order to participate in field trip activities. Students must ride on the authorized transportation, i.e. bus. Parents driving their own vehicles may not transport their own children to the activities.
- Volunteer chaperones may ride the bus with students if there is space.
- A child may be signed out at the end of the trip if arrangements are made in advance with the teacher. The parent then assumes full responsibility for his / her child at the completion of the event.
- No student will be allowed to leave with another student or parent without written permission from his or her own parent.
- Students who have been disruptive at school may be required to have an adult family member attend field trips with them.
- Students who do not have permission to attend a field trip will be assigned to another class at school.

FLORIDA STANDARDS

Instruction is designed to help students meet and exceed the English Language Arts Florida Standards (LAFS), the Math Florida Standards (MAFS), and the Florida Science Standards, which will ensure all students are ready for college or career upon completion of high school. To learn more about the standards, go to www.flstandards.org or contact your child's teacher.

FOCUS AND ONEVIEW

FOCUS is a secure, web-based system used by all teachers as a grade book. All parents have access to their student's grades and attendance records by logging into ONEVIEW and then accessing the FOCUS gradebook. To set up your account, go to <https://accounts.public.duvalschools.org/enrollmentwizard.aspx> using a personal email account. Bring your photo ID to the school to have your account validated and approved. Once approved, it will take

24 hours before you can log in to see your child's grades at <https://duval.focusschoolsoftware.com>.

GRADING SCALE

The Duval County School Board has adopted the following grading scale for all students grades K-12.

Second through Fifth Grade		Kindergarten through First Grade	
A 90-100%	Outstanding Progress	E	Excellent Progress
B 80-89%	Above Average Progress	S	Satisfactory Progress
C 70-79%	Average Progress	N	Needs Improvement (Lowest Acceptable Progress)
D 60-69%	Lowest Acceptable Progress	U	Unsatisfactory Progress
F 59% and below	Failure		
I	Incomplete		

GUIDANCE

The school counselor provides guidance services. The primary function is to assist students with their academic, career and personal/social development. This is carried out through classroom programs, individual and small group counseling with students, conferences with parents and teachers, interpreting assessments, referrals to community resources, screening for Gifted programs and working with the Response to Intervention and the Multi-Disciplinary Referral Teams.

HEALTH / ILLNESSES OR ACCIDENTS AT SCHOOL

When a student is ill or has an accident at school, the teacher will send the child to the office. An office staff member will make the student as comfortable as possible. **A parent will be called using our emergency numbers. It is important that we have an emergency phone number for every student.**

The school clinic does not have facilities to care for a sick child for a prolonged period. The school may only provide limited first-aid treatment and we cannot administer medication without written approval from a parent **and** medical doctor. Please instruct your child to report any injury to the teacher as soon as possible.

Medication at school

- **We cannot administer medication without written approval from the parent and medical doctor.**
- In the event that a child is to take medicine during the day, the parent must do the following:
 - a. Sign a Medication Liability Release form and have it filed in the office. **A physician must also sign this form.** ALL medications, including over the counter medicines, must be in the original containers.
 - b. Have a copy of directions for administering the medicine from a licensed doctor or dentist attached to the original prescription container or written directions for non-prescription medications.
 - c. Bring the medicine in the original container to the office so that it may be administered.

Diseases: If your child has a communicable disease, he / she must remain at home until after he/she has been treated and released by your doctor. Chicken Pox, Hepatitis, Measles, Mumps, Pinkeye, Ringworm of the scalp or skin, Rubella, Scarlet Fever, and Whooping Cough all require a doctor's attention.

Head Lice: Do not be overly alarmed. Any child with head lice or nits **may not** attend school by order of the Duval County Health Department. We will do the following:

1. Any child found to have head lice or nits will be isolated and sent home. A call will be made to a parent to come pick up the child immediately.
2. The child will be excluded from school until he / she is completely free of lice and nits (eggs).
3. Other children in the class will be checked for lice.
4. A letter will be sent to parents of all the children in the classroom where live lice are found, to inform them of how to detect head lice and its treatment.
5. A school employee will examine the child prior to readmission to school. **A parent / guardian must accompany the child for this examination.** Should the child still have lice or nits, he / she **MUST** leave the school premises for additional treatment.

HOMEWORK

Students who are strong readers are more successful in school, so make sure your child reads daily. Teachers assign homework to reinforce skills and learning. Please check your child's planner each day to determine the homework that has been assigned. The assignment and amount of work will vary from class to class. It is the responsibility of the student to complete the assignments and bring them to the teacher.

IMMUNIZATION

Florida Law [Florida Statutes 232.032(8) (1)] requires that all students show proof of immunization before admission to school. Students who do not have proof of immunization will be excluded from school until such proof is presented.

INSURANCE

Student accident insurance may be purchased early in the school year. Information will be provided to parents through the school office. The school has no part in the transaction; the insurance company handles money collection. This is an accommodation for parents who desire to take advantage of low cost insurance.

INTERNET USE

All schools have Internet accessibility. Parents must give permission for their students to use the Internet at school. A permission form will be provided at the beginning of the school year.

The School Board maintains a website to provide information to parents at: www.duvalschools.org.

LOST AND FOUND

All found articles should be placed in the designated Lost and Found area. Students' sweaters, coats, hats, gloves and books should be labeled in order to facilitate the return of each article to its rightful owner. Unclaimed articles will be donated to charity.

NEWSLETTERS/NOTICES

Communication between the school and home is essential. Newsletters and notices will be sent home periodically to keep parents informed of school events and other important information. Please look for these and check our website at www.duvalschools.org/mlking.

OPEN HOUSE

Open House will be held shortly after the school year begins. We welcome all parents, relatives and visitors to visit our school. We encourage you to meet our faculty and staff and learn more about the school's educational programs.

PARENT / COMMUNITY ORGANIZATIONS

Your membership counts! All parents and interested individuals are encouraged to participate in parent/community organizations, including PTA and SAC.

- **PTA-** Membership dues are donations that help provide special programs and activities for our students and staff. Our PTA is part of the district, state and national PTA.

- **SAC-** Our School Advisory Committee is made up of parents, staff, business people and citizens of the community. SAC meets at least five times a year and plays an active role in advising school personnel and informing the community of mutual needs and interests. School improvement is a key issue addressed by SAC. Attendance by the public is encouraged at all meetings.

PHYSICAL EDUCATION/RECESS

All students are expected to participate fully in physical education activities whether the students are with the classroom teacher or a physical education teacher.

Please adhere to the following regarding PE and recess:

- Appropriate shoes and clothing are necessary for the students' safety and participation.
- Parents should send a note to the teacher if a child has a temporary illness or injury that will limit or prohibit the child's participation in PE or recess. ***We cannot accept verbal messages from parents through students. Extended limitations require a written note from a doctor.***
- Tell your child's teacher if he/she has asthma or another serious medical condition.
- All students are expected to behave appropriately on the playground to maintain a safe environment.

PLANNER/AGENDA

Every student in grades K through fifth is provided with a planner at no cost. The purpose of the planner is to record academic information, such as assignments, project due dates, and assessment dates, as well as to communicate day-to-day information back and forth between school and home. Please use the folder to communicate with the teacher and to help your child keep up with important assignments.

Students are responsible for keeping up with his/her planner. The first planner is provided at no cost; however, if the student loses the planner, the replacement cost is \$5.

PROMOTIONAL REQUIREMENTS

- **KINDERGARTEN - GRADE 3 PROMOTIONAL CRITERIA:**
 - Students must demonstrate mastery of reading and math standards.
 - The State of Florida requires that **all THIRD Graders achieve a score of Level 2 or above** on the Florida Standards Assessment (FSA) for Reading for promotion to Fourth Grade.
- **GRADES 4-5 PROMOTIONAL CRITERIA:**
 - Students must demonstrate mastery of standards in language arts, math, and science or social studies.

RAINY DAYS

Parent and child together should establish a rainy day procedure, so that the child knows automatically what to do after school in the event of bad weather. Our phone system cannot accommodate all of the children who want to use the telephone on rainy days.

REPORT CARDS / SCHOLARSHIP WARNINGS / PROGRESS REPORTS

- **Report cards** are issued every nine weeks and should be **SIGNED BY THE PARENT AND RETURNED TO THE HOMEROOM TEACHER WITHIN THREE DAYS TO INDICATE THAT YOU HAVE RECEIVED IT.** If a report card is lost, send a note to the office and a duplicate card will be sent home.
- **Scholarship Warnings:** This report is sent to parents by the teachers. This report indicates that the student has fallen below grade level expectations in a particular subject. Upon receipt of this report, the parent should contact the teacher to schedule a conference. **THE SCHOLARSHIP WARNING MUST BE SIGNED AND RETURNED TO THE SCHOOL WITHIN THREE (3) DAYS, TO INDICATE THAT YOU RECEIVED IT.**
- **Progress Reports** are used to inform parents about their student's progress toward meeting academic goals. A progress report may be used in conjunction with Scholarship Warnings. Each child will receive at least one progress report at the mid-point of each grading period. **PROGRESS REPORTS SHOULD BE SIGNED AND RETURNED TO THE TEACHER TO INDICATE THAT YOU RECEIVED IT.**

SAFETY AND SAFETY PATROLS

- Show your child the safest route to school and / or the bus stop. Students are to cross roads at intersections or crosswalks only.
- The Safety Patrol students perform a valuable service to our school by assisting students. Parents are asked to follow directions from Safety Patrols and staff while at school. All adults and students should respect these students who are working for the safety of all persons at school.

SCHOOL PARTIES

- School Board Policy states that two class parties per year may be held during school hours. Class parties will be held just before the winter break and at the end of the school year.
- Special treats for birthdays or holidays should be arranged in advance with the teacher and must be served in the cafeteria during lunch time.

SMOKING

All Duval County Public School properties are smoke-free. Smoking is prohibited in the building(s) **and** on school grounds.

STUDENT SERVICES

Our District Student Services Office offers many services that assist students in their educational development. This division extends its services to schools through the following units: School Psychology Services, Social Work Services, and School Health Services.

SUPPLIES

Personal supplies such as notebooks, pencils and other consumable supplies used by the student are the responsibility of the parent. Teachers will notify you at the beginning of the year of supplies needed. Supply lists can be found in the

main office.

TARDY / EARLY OUT

- **It is the responsibility of parents to ensure students arrive at school on time.** School begins at 8:30 a.m. Students may enter their rooms when the first bell rings at 8:25 a.m.
- Students are tardy if they are not present at the time of the tardy bell at 8:30.
- Early check out is defined as a parent or guardian signing out a child before the end of the school day.
- Six unexcused tardies or early check-outs will result in the parents being referred to the Attendance Intervention Team.
- Students will not be recognized for the perfect attendance award when they have three or more unexcused tardies or three or more unexcused early checkouts.

VISITORS

Visitors are always welcome! For the safety of our students, **all visitors are required to sign in and out** in the Main Office and **present a valid ID.** Visitors and volunteers must wear a visitor’s badge at all times to help us maintain security for our students. Adults should model appropriate dress and behavior when visiting school.

VOLUNTEERS

State Regulations require that all volunteers have a background check. This is for the safety of ALL of our students. Forms are available in the Main Office.

- You may apply to be a volunteer at www.duvalschools.org. Click on “Parents” then “volunteer”. Scroll down to the bottom of the page and click the “Apply to Volunteer” button.
- *Volunteers provide essential services to our school and are most welcome.*
- A Volunteer Orientation meeting will be held to familiarize volunteers with guidelines and procedures. When you come into the building for volunteer work, **always sign in and out in the Volunteer Book** located in the front office and always wear your badge.
- Your volunteer hours help us win recognition from the State Department of Education.

WEAPONS

Absolutely NO REAL, FACISIMILE or TOY weapons are permitted on school grounds, during school activities or on school transportation.

WITHDRAWALS

We encourage you to notify the office at least three days in advance of a student’s withdrawal date. This will allow time for us to complete records and other necessary details. All bills should be paid before the withdrawal date. All library books and textbooks must be returned to the appropriate person(s).

WWW.DUVALSCHOOLS.ORG

For the latest information about Duval County Public Schools, including calendars and links to school sites, log on to duvalschools.org. Changes in policies and procedures, newsletters and coming events are prominently displayed. You may also use this site to contact School Board Members and School District personnel.

Martin Luther King, Jr. School of the Arts

Home of the Soaring Eagles!

Student-Parent-School Success Agreement (Parent Compact)

Mutual respect and cooperation are essential for success. The following plan has been developed to ensure success for all and should be reviewed, discussed and agreed upon by all. By signing below, all parties agree to keep the terms of this agreement, which will allow all students to learn, teachers to teach, and parents to parent.

Student

I will work and achieve to the best of my ability. Therefore, I agree to do the following:

- Attend school regularly.
- Share notes, assignments and other school information with my parents.
- Show respect for myself, my school, and other people.
- Obey rules and the code of conduct while on school grounds, on the bus, and at school sponsored activities.
- Do my best work and be on my best behavior at all times.
- Work cooperatively with my classmates to have a positive and safe school.
- Make reading a daily habit.
- Follow the dress code.

School

Academic achievement, safety, and social growth of all students is our number one priority. Therefore, we agree to do the following:

- Communicate regularly with students and parents regarding attendance and student performance.
- Treat each student with respect and help each student to grow to his/her full potential.
- Enforce school and classroom rules fairly and consistently.
- Provide appropriate and effective instruction in a positive and safe learning environment.
- Be a positive role model.
- Seek ways to involve parents in school activities.
- Encourage reading activities for the family.
- Enforce appropriate dress.

Parent

We want our child to be successful, achieve academically and behave appropriately at school. Therefore, we agree to encourage him/her by doing the following:

- Ensure that my child attends school regularly, arrives on time, and has necessary supplies.
- Communicate regularly with my child's teachers and school staff. Check daily for notes, assignments, and other school information.
- Become aware of and support district and school policies and rules.
- Support the school in its efforts to provide a safe and positive learning environment.
- Encourage good study habits at home and monitor assignments for completion.
- Volunteer time and/or support activities at my child's school.
- Read with my child and let him/her see me read.
- Promote and ensure appropriate dress.

Student: _____ Teacher: _____

Parent: _____ Principal: _____