

Calhoun R-VIII

2018-2019

Staff Handbook



Approved by the Calhoun R-VIII Board of Education

August 9, 2018

District Goals

1. To continue striving for excellence in all educational programs offered by the district.
2. To provide a learning environment that will allow all students the opportunity to reach their maximum potential.
3. To continue emphasizing development, articulation, re-evaluation and updating of curriculum in all subject areas and at each grade.
4. To continue providing comprehensive programs to insure student competency and intellectual, social, physical, and career development.
5. To continue improving staff performance thorough providing competitive salaries, comprehensive fringe benefits, evaluation systems, and professional growth opportunities.
6. To raise the expectations of our students and standards for student achievement that will allow them to compete on a global basis.
7. To assure minimum mastery of the basic skills by all students at each grade level.
8. To encourage students and staff to utilize rapidly expanding technology and make available the opportunity to work with high tech equipment.
9. To continue t serve those students with special needs and those students at risk of failure.
10. To insure effective administration of the district thorough competent leadership, supervision, and management.
11. To foster positive community relations with parents and patrons and to actively seek their participation in all phases of school life.

CALHOUN R-VIII EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Calhoun R-VIII Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his capacities.

We believe that in a democratic society, education must help the student realize his worth as an individual and should lead him toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the education process is to provide opportunities for the individual to achieve at the maximum level of his capacity, to create a learning situation in which the individual motivation for student learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his best efforts to his daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of his community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfil the responsibilities in the learning process. The basic attitude should be that school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of the competencies in the basic fundamentals of reading, oral, and written communication and mathematics.

It is therefor, the responsibility of the Calhoun R-VIII District to provide an educational environment for children of the district which will foster and accelerate their intellectual, physical, social, and career development.

GENERAL GUIDELINES FOR CERTIFIED PERSONNEL

1. Each teacher shall report for duty in their classroom by 7:45 a.m. each morning. Classes begin at 8:00. Teachers will remain on duty until 3:30 p.m. each day.
2. Unless special permission is given by the Principal, no teacher may leave prior to the end of the normal duty day.
3. When the buildings are closed by the order of the Board of Education to permit teachers to attend district or state teacher meetings, it shall be the duty of each teacher to attend such meetings.
4. ALL TEACHERS are the employees of the Board and have a definite responsibility for the maintenance of good discipline, not only in their classroom, but through the building and on school grounds wherever they may be.
5. The Board of Education will review teacher contracts during the month of March. Contracts will be offered in accordance with Section 168.126 of the Public School Laws of Missouri.
6. Certified salaries will be paid on a twelve-month basis with checks being issued once a month on the 25th of each month. If the school board meets after the 25th of the month, checks will be available on the next work day. In the event that the 25th is on a Saturday, Sunday, or holiday, pay checks will be issued on the last preceding workday. "Special Needs" forms may be picked up in the Superintendent's office. The three (3) summer checks will be issued monthly once teachers have checked out through the Principal's office.
7. Teachers are directly responsible to their Principal. They should take their complaints to their Principal for adjustment, if the complaints are warranted.
8. Each teacher is expected to carry their share of the load. Each is expected to cooperate at all times with the Principal for adjustment, if complaints are warranted.
9. Teachers should make requests for special janitorial services to the Superintendent.
10. Teachers may be assigned or reassigned teaching positions and other responsible duties by the Principal for the general welfare of the school system.
11. No parties or activities may be conducted on school premises without authorization from the Principal's office.
12. The classroom and students, being the teacher's prime responsibility, and warranting their full attention, shall not leave the classroom or forsake this responsibility except in an emergency situation or scheduled interruption. This is for the benefit of the teachers, since lawsuits have been filed against teachers for negligence of duty.
13. Any violation of these board policies will be classified as insubordination of the board policies and will be grounds for termination of contract by due process of law.
14. Cell phone usage: Teachers can ONLY use cell phones during break periods, between classes, or before/after school. They can be used for some school projects with administrative approval.

OUTSIDE USE OF SCHOOL BUILDING

- A. Public school buildings are primarily erected for the use of the public schools and shall not be used for any purpose that will conflict with such use. However, in order that the school plant may properly serve the community, the Board of Education will grant the use under the following conditions:
1. The group must be organized with sufficient financial standing to provide proper supervision and to assume full responsibility for any damage done to the school property.
 2. Groups using school property shall be responsible for any preparation necessary, such as setting up chairs and tables, and shall also see that facilities used are left in as clean and orderly manner as found.
 3. a. GYM- \$15.00 per hour group rate minimum two (2) hours. This must be pre-paid with a contract and roster of group members provided at the time of payment.
b. CAFETERIA /MULTI-PURPOSE ROOM- \$10.00 per hour.
 4. No alcohol on the premises and not smoking/chewing inside the building.
 5. Special arrangements may be made for patrons with specific medical needs.
- B. School groups and organizations have priority on the use of buildings provided they give at least one week advanced notice.
- C. Facilities will not be rented to individuals or groups for profit making activities. (This does not apply to club, civic groups, etc. when funds are used for community improvement.)
- E. Groups wishing to use the school facilities should contact the Superintendent. Rental contracts must be signed in advance of using the facilities. Unusual requests will be referred to the Board of Education for a final decision.
- F. School property and equipment may not be loaned for non-school purposes except by approval of the Superintendent of Schools.
- G. The Board of Education reserves the right to deny the use of school facilities to any person or group that does not abide by the Board's rules.

CLASSROOM MANAGEMENT PLAN

This policy is designed to standardize the management of the classrooms in the Jr. and Sr. High. However, each classroom will have unique requirements that will have to be addressed by the teacher. Each teacher should exercise in-class behavior management before sending a student to the office, UNLESS it involves student safety. If a student is sent to the office, the teacher is required to contact their parent or guardian.

Classroom rules are in addition to the school rules printed in the student handbook. Classroom management plans are to augment or duplicate them. A copy is to be on file in the principal's office and a copy kept with lesson plans for a substitute to use.

REPORTING LEAVE

Teachers are expected to notify the principal in advance when they will not be at work. When one becomes unexpectedly ill, teachers must call the JH/HS Secretary at home by 6:30 a.m. or at school after 7:45. When the teacher knows in advance they will be absent, prior notification is expected. A teacher will submit a substitute request form to the principal in advance of the absence except in cases of unanticipated illness.

PREPARATION FOR SUBSTITUTE TEACHER

1. Master class schedule
2. Classroom rules and management plan
3. All seating charts (if applicable)
4. The location of the teacher's edition
5. Procedure for recording absentees
6. Enough of a daily plan to allow a continuation of as normal activity as possible
7. Supplementary work

GRADING SCALES

KINDERGARTEN: Explanation of marks

C-consistently

M- Most of the time

P- Part of the time

N- Needs improvement (parents please help)

1st and 2nd GRADE

O-Outstanding

S- Satisfactory

N- Needs improvement

X- Not evaluated

3rd- 12th GRADE

Grade	Percentage	Grade Points (Non-Weighted)	Grade Points (Weighted)
A	100-95	4.00	4.50
A-	94-90	3.66	4.16
B+	89-88	3.33	3.83
B	87-82	3.00	3.50
B-	81-80	2.66	3.16
C+	79-78	2.33	2.83
C	77-72	2.00	2.50
C-	71-70	1.66	2.16
D+	69-68	1.33	1.83
D	67-62	1.00	1.50
D-	61-60	0.66	1.16
F	59-0	0.00	0.00
Incomplete	0	0.00	0.00

A quarterly report of the grade or mark earned in each subject and/or area in which the student is enrolled will be issued to the students.

The parent or guardian of any student having a grade "D" or below by the end of the fifth week of any grading period shall receive written notification. Kindergarten through 2nd grade will be expected to make notification to parents about any student who needs improvement in any area.

Teachers of Jr. and Sr. High will provide each student with a breakdown as to what factors will be included in grading, i.e. value of tests, homework, class participation, etc. A copy will be furnished to the office for informational purposes.

Reasonable homework requirements for students will be established by the teaching staff.

EMERGENCY INFORMATION *See Also Calhoun R-VIII Emergency Procedures Manual

All emergency information will be reported via intercom system.

A. FIRE

1. Exit building via posted evacuation routes. ***All students & staff in each building will meet at the playground.***
2. Take emergency bucket.
3. Remove roster from emergency bucket.
4. Verify all students are present; Use **Green** card to indicate all students are **Present**. Use **Red** card to indicate **missing** one or more students.
5. Remain outside until the all clear is sounded.

B. TORNADO

1. Move students to designated area.
2. Ensure students assume the kneeling position, with head down and hands covering the head.
3. Find roster in emergency bucket and verify all students are present; Use **Green** card to indicate all students are **Present**. Use **Red** card to indicate **missing** one or more students.
4. Await all clear signal.

C. EARTHQUAKES

1. Remain in classroom and place students under their desks
2. After earthquake stops, evacuate students, via fire evacuation routes.
3. Find roster in emergency bucket and verify all students are present; Use **Green** card to indicate all students are **Present**. Use **Red** card to indicate **missing** one or more students.
4. Check for injuries and account for all students.
5. Do not re-enter the building and remain away from power lines.

D. LOCK-DOWN/ INTRUDER ALERT

ALERT: Initial Alert may be a gunshot, PA announcement, etc... Avoid code words.

LOCKDOWN: If evacuation is not a safe option, barricade entry points. Prepare to Evacuate or Counter if needed.

INFORM: Communicate real time information on shooter location. Use clear and direct language using any communication means possible.

COUNTER: As a last resort, distract shooters ability to shoot accurately. Move toward exits while making noise, throwing objects, or adults swarm shooter.

EVACUATE: Run from danger when safe to do so using non-traditional exits if necessary. Rallying point should be predetermined.

Principal/Superintendent Responsibilities

1. The principal will handle all student discipline problems in both the elementary and high school buildings.
2. The superintendent will handle all transportation problems. During inclement weather, it is better to be late than to have a bus accident trying to be on time.
3. All room repairs or custodial duties should be referred to the superintendent. No repairs or custodial duties will be done if not requested through the superintendent.
4. All purchases will require a purchase order. These can be picked up in the central office. No one is to purchase items using the school's tax number or name without a purchase order. No charges to the Calhoun Schools without a purchase order.
5. All calendar events will be scheduled through the principal's office. All events must be approved in advance of being put on the calendar. All school events are of equal importance and will be scheduled on a first come basis. All cancellations will be scheduled on open dates only. Other events using school facilities will be scheduled around the school schedule. Once an even has been scheduled, there is not to be another event scheduled in conflict.

TEACHER EVALUATION

Teachers will be evaluated using Missouri's Educator Evaluation System based on Missouri Teacher Standards as these convey the expectations of performance for professional teachers in Missouri. Information regarding teacher evaluation can be found on the Missouri Department of Elementary and Secondary Education website at <https://dese.mo.gov/educator-quality/educator-effectiveness>

Teacher will also be provided with a copy of the standards and the Teacher Evaluation Protocol and any other supporting documents related to educator effectiveness.

PROFESSIONAL ORGANIZATIONS

The faculty members are encouraged to join other professional organizations, i.e. MSTA, NEA. Dues for some of these organizations may be withheld voluntarily in four (4) monthly installments. (Check with central office). Other professional organizations are available to the teacher's special discipline.

CALHOUN STAFF ASSOCIATION (CSA)

Calhoun Staff Association (CSA) is an organization for ALL staff at Calhoun School District, i.e., Administration, Teachers, Paraprofessionals, Service Staff, etc. The CSA meets at least quarterly for an official meeting. CSA offers to the employee the opportunity to be part of a united voice, the opportunity to network with other coworkers, the opportunity for fellowship, and to be recognized for employment. Annual dues are \$10.00 and are voted on annually. Dues along with fundraising provide scholarships for graduating students, parting gifts for employees, recognitions, etc. and organizational operating expenses. Members of CSA can be members of MSTA, NEA, or other professional organization of their choice, however, CSA is connected to MSTA (Missouri State Teachers Association) for the annual Teacher of the Year and Associate of the Year awards. CSA members must be a member of MSTA to be on the ballot for these awards as the winners are entered into the Central Region MSTA Teacher/Associate of the Year Awards.

FIRST YEAR TEACHERS

First year teachers are required to have a mentor-teacher assigned by the PDC Head. First year teachers are also required to attend first year teacher workshops. Contact PDC Head for more information.

STAFF RESIGNATION AND ABSENCES

Teacher/Administrator Resignation

When a teacher/administrator submits to the Board of Education a letter of intent to resign from a position in which said teacher/administrator agreed to perform services to the Calhoun R-VIII School District, the Calhoun R-VIII Board of Education will consider each request upon an individual basis.

The Calhoun R-VIII Board of Education may impose the following stipulations:

1. A resignation may be granted after a suitable replacement is secured for the position affected.
2. In cases where the teacher or administrator indicated that he/she will not honor a contract and the resignation occurs in the time period listed below, the following assessment will be made upon the teacher/administrator before the Calhoun R-VIII Board of Education will agree to accept the resignation:
 - a. 30 days after signing of contract- 2% of the total salary of the person who resigned
 - b. 60 days after signing of contract- 3% of the total salary of the person who resigned
 - c. 90 days after signing of contract- 4% of the total salary of the person who resigned

CALHOUN R-VIII SCHOOL DISTRICT PERSONNEL SERVICES

Absences, Leave, and Vacation General Attendance Policy 4310

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available eleven (11) days leave per year cumulative to fifty days.

When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/ designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Personnel Leave Policy 4320 (Regulation 4320)

The Board of Education shall adopt regulations for the following types of leave for District employees:

1. Sick Leave/ Personal Leave

- a. For all full time certified or non-certified personnel, 11 leave days per year. Unused leave days will rollover and become accumulated to a total of 50 days. Leave will be rolled over into the next year.
- b. Any staff member, once accumulating fifty (50) leave days, will be paid for all unused leave days accumulated over fifty (50) at the end of the year. The rate will be \$60.00 per day. Upon termination or resignation an employee will be reimbursed at a rate of \$60.00 per day for each day accumulated over 50. Upon termination or resignation an employee will not be reimbursed for any leave that is under the accumulation of 50 total

days. Upon retirement from the Calhoun R-VIII School District, an employee will be reimbursed at a rate of \$60.00 per day for each leave day which is accumulated.

- c. There are days that a staff member will not be allowed to be absent from school. These days are the first five (5) days of school, the last 5 days of school, the day before and the day after a paid holiday, i.e., President's Day Spring Break. If you are absent any of those days it will result in a loss of pay at the daily rate.

2. Bereavement Leave

- a. The Board of Education shall provide one (1) day leave for staff members who have had a death of a family member. Family members shall include: spouse, parents, grandparents, siblings, and children. In addition, family members will include (of the first degree) aunts, uncles, cousins, nephews, and nieces.
- b. This one (1) day will not be subtracted from sick leave accumulated, nor will pay be deducted. Other days needed for this reason will be deducted from accumulated sick leave.

3. Long Term Leaves and Absences

- a. The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Therefore, the Board may grant the following long-term leaves of absence under specified conditions.

Extended Leaves of Absence

The Board may grant leave, maternity leave, sick leave, and military leave in accordance with RSMO 168:122. This includes putting a teacher on a part time teaching schedule. It will be for no longer than a period of one (1) year, subject to renewal from year to year. Temporary part time employment and military service shall not be counted as continuous full time service in computing tenure but shall not impair the tenure

previously acquired by a teacher under Section 168.102 and 168.130. Any of the aforementioned will be granted under the following conditions:

- A change in status, leave of absence, full to part time service shall be based upon a written request of the employee and the recommendation of the Superintendent.
- The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the applicant during the period of which the leave of absence is requested.
- The leave of absence shall be without pay by the school district unless the employee is using sick and/or personal leave days which may be paid.
- The Board of Education or the Superintendent may request a physician's certification attesting to the extended illness or disability. The certification must state the reason for the extended leave. A release from the physician will be required to return to work. The Board of Education or the Superintendent may request a second physician's opinion.

Support Staff Short-Term Leave and Absences

The following leaves with pay will be accorded full-time support staff employees:

- Sick leave (see above policy)
- Bereavement leave (see above policy)
- Personal leave: A maximum of two (2) days of personal leave will be available per school year. The unused personal leave will not accumulate, but will be used as a sick leave day in the following school years.

Absences may be charged against personal leave for the following reasons:

- Tax investigation
- Court subpoena
- Jury duty-the employee will be paid regular pay after the jury duty pay vouchers are assigned to the school district
- Other needs of the employee approved by the Superintendent

4. Family and Medical Care Leave (See Policy and Regulation 4321)

Specific provisions of the various types of District leave are described in Regulation 4320.

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons. The Board of Education has designated the Superintendent to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address, and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

Calhoun R-VIII

STUDENT ACCIDENT FORM

Student Name: _____

Date: _____

Teacher in charge: _____

Type of Injury: _____

Parent Notified: _____ Yes _____ No

Description of What Happened:

Action Taken:

Signature of Person Turning in Report: _____

Please turn in ASAP to the Principal's Office.

Calhoun R-VIII School District

2018 - 2019 School Calendar

July '18							August '18							September '18							JULY	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	7/20 - 7/30 MSHSAA Dead Period	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	AUGUST (12 days)	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	New Teacher In-Service
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	14/15	Staff In-Service
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	16	First day for students	
29	30	31												30							SEPTEMBER (19 days)	
October '18							November '18							December '18							OCTOBER (22 days)	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	3	No School - Labor Day
1	2	3	4	5	6		4	5	6	7	8	9	10	2	3	4	5	6	7	8	21	Early Out 12:30 PD Day
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	NOVEMBER (17 days)	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	19-23	No School - Thanksgiving Break
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	DECEMBER (12 days)		
28	29	30	31											30	31						18	Early Out 12:30 PM
																					19-31	No School - Christmas Break
January '19							February '19							March '19							JANUARY (18 days)	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	1-3	No School - Christmas Break
1	2	3	4	5	6		3	4	5	6	7	8	9	3	4	5	6	7	8	9	4	No School - PD Day
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16	21	No School - MLK Day
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23	FEBRUARY (19 days)	
20	21	22	23	24	25	26	24	25	26	27	28			24	25	26	27	28	29	30	15	Early Out 12:30 PM PD Day
27	28	29	30	31										31							18	No School - Presidents Day
																					MARCH (19 days)	
April '19							May '19							June '19							APRIL (20 days)	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	14/15	Spring Break
1	2	3	4	5	6		5	6	7	8	9	10	11	2	3	4	5	6	7	8	MAY (12 days)	
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15	10	Early Release 12:30 PM PD Day
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22	10	Graduation 7:00 PM
21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29	16	Early Out - Last Day	
28	29	30												30								

- Teacher workday students not in attendance
- End of quarter
- First/last day for students (early dismissal) last day only
- School not in session
- Early dismissal 12:30 PM
- MSHSAA activity dead period

Snow Make-Up Days

#1	March	14
#2	March	15
#3	April	22
#4	May	20
#5	May	21
#6	May	22

Calhoun R-VIII

Staff Handbook Agreement Form 2018-2019

I have read and reviewed the contents of the Calhoun R-VIII School Handbook I understand the policies and philosophy of the school and will abide by them.

Your acknowledgement and signature will be kept on file for the duration of this school year or until an updated handbook is published. This document should be retained for your reference.

Staff Member Name: _____

(Please print)

Staff Member Signature _____

Date: _____

Calhoun R-VIII

Acceptable Use Policy 2018-2019

(Technology User Agreement)

Note: This Policy was adopted from the Calhoun R-VIII board policy PR 6320.

The complete document is attached and also available for viewing at the web site below or in the Superintendent's Office.

<http://www.moconed.com/regulation.php?action=ind&polID=1220&catID=7>

I understand that my use of the district's Internet, network, hardware, and software is a PRIVILEGE, not a right. I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of, or access to, all communications I send, receive, or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Users may be disciplined, suspended, expelled, or terminated for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

I have read the Calhoun R-VIII School District Technology Usage Board Policy and administrative regulations. I agree to abide by their provisions and understand that violation of these provisions may result in disciplinary action taken against me.

(Signature)

(Printed Name)

(Date)

(Parent/Guardian Signature - if under 18)

(Parent/Guardian Printed - if under 18)