|  |
| --- |
| HOUSTON INDEPENDENT SCHOOL DISTRICTELEMENTARY SCHOOLS OFFICE  |
| **Student Field Trip Guidelines** |

# POLICIES AND PROCEDURES

1. Purpose. The purpose of this memorandum is to provide Elementary Schools Office guidelines regarding student trips except for UIL and athletic competitions.

2. Effective. Immediately.

3. Applicability. This memorandum applies to schools within the Elementary Schools Office .

4. Guidelines Governing Student Trips. All student trips, excursions, or special activities held off campus will be in compliance with board-approved basic guidelines, policies, and procedures contained in the listed References. For Elementary Schools Office schools the following additional rules and guidelines will be applicable:

1. **Local Trips.**  *The Principal will notify the Elementary Schools Office in writing, at* least **three** weeks prior to the trip**,** that students will be representing the school locally on an excursion or at a special program or activity. Form 40.5110, Sponsor’s Request for Approval of Field Trip, signed by the Principal will serve as written notification.

b. **Out-of-District.** Form 40.5110 will be completed and *submitted to the Elementary Schools Office* least **four** weeks prior *if the trip is out-of-district or for an extended period.* The form will be accompanied by complete trip information to include the following:

(1) A list of specific learning objectives and activities related to the trip. It is recommended that schools use the Field Lesson Implementation Plan format for providing this information. This form is required when using Title I, Part A funding.

(2) An itinerary that will include at a minimum details on destinations, transportation, lodging, and the key dates and times of the trip and its activities.

1. List of chaperones and titles. All chaperones who are not District employees must have registered with Volunteers in Public Schools (VIPS) and cleared the criminal history background check before being allowed to chaperone.
2. List of students going on the trip with verification that they are eligible to participate in accordance with attendance and extracurricular activity policies.
3. Verification that any unusual medical information on students which may be necessary in the event of an emergency has been obtained.
4. Verification that Form 40.0079, Parent Approval, will be completed by the parent and on file at the school prior to participation by the student.

c. **Trips Outside the United States.**  Foreign **travel will be limited to senior high school students** and will be allowed only to countries where the political climate is favorable. Information on travel warnings issued by the U.S. Department of State can be obtained at <http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html>. In addition to the documentation required for out-of-district trips Form 40.4250, Release of Liability for Student Participation in Trip with Destination Outside the United States, will be completed for each student who is participating in the trip. Copies of the Release of Liability forms and Parent Approval forms must be submitted to the Elementary Schools Office with the trip request prior to being forwarded to the Superintendent of Schools for approval.

5. **Preplanning permission from the Superintendent of Schools**. **Out-of-district trips three or more schools days in duration and trips outside the United States require approval of the Superintendent of Schools**. Schools are required to obtain preplanning permission for these trips. *Parents and students should not become involved in any preparation activity related to the trip until after the preplanning permission has been granted by the Superintendent of Schools.*  It is recommended that this permission be obtained by a memorandum request. A sample memorandum is attached.

6. **Field Lessons** Funded Through Title I, Part A. Schools must complete and submit all forms associated with field lessons funded through Title I, Part A, at least 30 working days prior to the date of the field lesson. Required field lesson forms are the Field Lesson Implementation Plan, Sponsor’s Request for Approval of Field Trip, Bus Transportation Request Form confirmation summary page, Direct Pay form where fees are to be charged, and any backup documentation for the such as confirmation letter, invoice for advance payment, or brochure stating prices. **In addition, the Elementary Schools Office requires all Schools to submit a Field Lesson Plan for all field trips that are conducted during instructional time.**

7. Tournaments. Athletic, academic, and UIL related tournament events **do not** require the submission of a Field Trip Request Form or Field Lesson Implementation Plan to the Elementary Schools Office. However, the Teacher, Sponsor, or Coach is responsible for coordinating all plans and arrangements and compiling all necessary information pertaining to the trip for presentation to the Principal or other appropriate administrator, as required by the type of tournament event. Please indicate next to the name of field trip, on the Sponsor’s Request for Field Trip form, that trip is an athletic academic or UIL related.

8. HISD-Scheduled Events. All events scheduled through the central administration office **will require** notification to or approval from the Elementary Schools Office.

9. Forms may be submitted to the Elementary Schools Office by courier or District distribution.

10. Consultation. This Policy and Procedure Memorandum does not require consultation.

11. Questions Regarding this Memorandum...may be referred to your School Improvement Officer or the Chief School Officer at 713-556-7100.

1. Memo Maintenance Responsibility. Chief School Officer.

REFERENCES: (a) Board Policy CNA(LEGAL) Transportation Management: Student Transportation

 (b) Board Policy FM(LEGAL) Student Activities

 (c) Board Policy FM(LOCAL) Student Activities

 (d) Board Policy FMF(LOCAL) Student Activities: Contests and Competition

 (e) Board Policy FMG (Local) Student Activities: Travel

 (f) SPM 3602 Transportation of Students; Guidelines and Procedures Regarding

 (g) SPM XXXX (3602.1) Transportation of Students in Vehicles Other Than School Buses; Guidelines and Procedures for the

 (h) SPM 7504 Volunteers in Public Schools; Description of and Guidelines for

 (i) SPM 7504.1 Criminal History Background Checks of Volunteers in Public Schools; Practice Regarding

 (j) Form 40.0079 Parent Approval

 (k) Form 40.4250 Release of Liability for Student Participation in Trip with Destination Outside the United States

 (l) Form 40.5110 Sponsor’s Request for Approval of Field Trip

**Houston ISD**

**ELEMENTARY SCHOOLS OFFICE**

**Field Trip Request Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements** | **Local** | **Out of Town** | **Out of Country** | **Notes** |
| **Sponsor’s Request for Approval of Field Trip (Form 40.5110)** | [ ]  | **[ ]**  | [ ]  |       |
| **Parent Approval Form (Form 40.0079)*** Form must be completed by the Parent and on file at the school prior to participation by the Student for all trips.
* Copies submitted to Elementary Schools Office prior to out-of-town field trips.
 |  | **[ ]**  | [ ]  |       |
| **Field Lesson - Educational Purpose** * List of specific learning objectives and activities.
 | **[ ]**  | **[ ]**  | [ ]  |       |
| **Itinerary*** Sufficient details on lodging, transportation, destinations, & key dates/times.
 |  | **[ ]**  | [ ]  |       |
| **Transportation*** Vans with a rated passenger capacity of no more than 10 persons (to include the driver) may be used.
* Proof of auto liability insurance required for private passenger vehicle use.
 |  | **[ ]**  | [ ]  |       |
| **Accounting*** Cost per student
* How the trip will be financed.
* Title I Funding requires External Funding Office approval.
 |  | **[ ]**  | [ ]  |       |
| **Chaperones*** List of Chaperones and Titles
* Elementary Schools: 1 chaperon per 15 students
* Evidence of valid TX Drivers License and liability insurance if duties involve driving.
 |  | **[ ]**  | [ ]  |       |
| **Students*** Typed list of Students and Grade Levels
* Students must be passing all subjects and eligible to participate in extracurricular activities.
 |  | **[ ]**  | [ ]  |       |
| **Medical*** Verification that any unusual medical information on students, which may be necessary in the event of an emergency during out-of-town trips has been obtained.
 |  | **[ ]**  | [ ]  |       |
| **Foreign Travel*** Not applicable to elementary school
 |  |  | [ ]  |       |
| **School Improvement Officer’s Approval / Signature*** If trip is out-of-town or outside the United States.
 |  | [ ]  | [ ]  |       |
| **Chief School Officer’s Approval / Signature*** If trip is one to two school days out-of-town or outside the United States.
 |  | [ ]  | [ ]  |       |
| **Superintendent of Schools’ Approval / Signature*** If more than two school days for out-of-town trips.
* Memo request for preplanning approval should be submitted prior to start of planning.
 |  | [ ]  | [ ]  |       |

Requests will be submitted no later than three weeks prior to date of trip (30 working days for Title I, Part A funding).

**HOUSTON INDEPENDENT SCHOOL DISTRICT**

**SPONSOR’S REQUEST FOR APPROVAL OF FIELD TRIP**

**(To be completed by Sponsor and Submitted to Principal for Processing)**

|  |  |
| --- | --- |
| REQUEST FOR PERMISSION FOR*(Name of School**to take Field Trip)* |  |
| Group or Class\* |       |
| Teacher(s) |       |
| Place to be visited *(Give physical address)* |       |
| Purpose of visit/specific learning activities*(Attach Field Lesson Plan)* |       |
| Day(s) of visit |       | Date(s) of visit |       |
| Departure time |       | Return Time |       | School time required |       |
| Number of students\* |       | Minimum number of chaperones required |       |
|  *Ratio: Elementary 15 to 1* |
| Chaperones*(Title, First Name, and Last Names)* |  |
|  |
| Cost to students |       |
| Type of transportation | [ ]  HISD Bus [ ]  Private Vehicle [ ]  Rental Vehicle |
| Transportation specifics |  |

*\*Students must be eligible to participate in extracurricular activities and be passing all subjects.*

NOTE: *Overnight, out-of-town/district or out-of–country trips must attach the following:*

|  |  |  |
| --- | --- | --- |
| * Accounting Statement
 |  | * Parent Approval Forms with signatures.
 |
| * Itinerary Details
 |  | * Release of Liability Form
 |
| * Medical Release Forms
 |  | * + Transportation Liability Proof, if applicable
 |
| * + List of students with verification that student are eligible to participate on this field trip.
 |

I have read Board Policies and Administrative Procedures Section 425.00 and subsections pertaining to student trips; this trip will be conducted in accordance with the established basic guidelines and any additional requirements developed at the individual school level.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |       | Date: |       |
|  Sponsor’s Signature |
|  |
| Signed: |       | Date: |       |
|  Principal’s Signature |

**APPROVAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |       | Date: |       |
| School Improvement Officer’s Signature |
|  |
| Signed: |       | Date: |       |
| Chief School Officer’s Signature (if applicable) |
|  |
| Signed: |       | Date: |       |
| Chief Academic Officer (if applicable) |
|  |
| Signed: |       | Date: |       |
| Superintendent’s Signature (if applicable) |

*Form #: 40.5110*

**Field Lesson Implementation Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School |       | Date Submitted |       |
|  |
| Title of Field Lesson |       |
|  |
| Grade Levels |       | Date of Field Lesson |       |
|  |
| Number of Students |       | Number of Teachers |       | Number of Parents |       |

**INSTRUCTIONAL OBJECTIVES:**

|  |
| --- |
|       |
|  |
|  |
|  |
|  |

**ACTIVITIES:**

 **Prior to the Field Lesson**

|  |
| --- |
|       |
|  |
|  |
|  |
|  |
|  |

 **During the Field Lesson**

|  |
| --- |
|       |
|  |
|  |
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|  |
|  |

 **Following the Field Lesson**

|  |
| --- |
|       |
|  |
|  |
|  |
|  |

**EVALUATION:**

|  |
| --- |
|       |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Signature of Teacher(s) |  | Signature Approval of Principal |

**HOUSTON INDEPENDENT SCHOOL DISTRICT**

**PARENT APPROVAL FORM**

|  |
| --- |
|       |
| School |

|  |
| --- |
|       |
| Date |

Dear Parents,

|  |  |  |  |
| --- | --- | --- | --- |
| A field trip to |       | has been scheduled for  |       |
|  | (destination) |  | (time) (day) (date) |
| by your child’s teacher and principal. The trip will be made by school bus, leaving the school at |
|  |  |  |  |
|       | and returning at |       | . |

A teacher-sponsor will accompany this group and will work with the students to accomplish the educational objective of this trip.

If you wish your child to participate in this important field trip, it is required that you complete and sign the bottom part of the form and return it to the teacher-sponsor the following school day.

|  |  |
| --- | --- |
| For lunch you child will need |       |

This form MUST be signed and returned. Parent approval may NOT be obtained by telephone.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Teacher |  | Principal |

|  |  |  |
| --- | --- | --- |
| This is to certify that |       | has my permission to go on the  |
|  | (name of son/daughter) |  |
| field trip listed with this group. |  |  |

|  |  |
| --- | --- |
| In case of emergency, I may be reached at |       |
|  | (telephone-home) (telephone - cell) (telephone - work) |

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Signature of Parent or Guardian |  | Date |

*Form #: 40.0079*

**DISTRICTO INDEPENDENT ESCOLAR DE HOUSTON**

**Forma De Permiso de los padres**

|  |
| --- |
|       |
| Escuela |

|  |
| --- |
|       |
| Fecha |

Estimado Padres,

|  |  |  |  |
| --- | --- | --- | --- |
| Un viaje escolar a |       | ha sido planeado para  |       |
|  | (lugar) |  | (horario) (día) (fecha) |
| Por el maestro(a) y director de su hijo(a). El viaje escolar será en autobús escolar que saldrá de la  |
|  |  |  |  |
| escuela a las |       | y regresará a las |       | . |
|  | (horario) |  | (horario |  |

Un maestro(a) o patrocinadora acompañará a este grupo y trabajará con los estudiantes para cumplir con el objetivo educativo de este viaje.

Si desea que su hijo(a) participe en este importante viaje escolar, se requiere que complete y firme la forma de abajo y que la regrese al maestro(a) o patrocinador el siguiente día escolar que recibió esta forma.

|  |  |
| --- | --- |
| Para la comida de su hijo(a) necesitará: |       |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Maestro(a) |  | Director(a) |

|  |  |  |
| --- | --- | --- |
| Esto certifica que |       | tiene mi permiso de ir con este  |
|  | (nombre de hijo(a)) |  |
| grupo al viaje escolar listado en esta hoja. |  |

|  |  |
| --- | --- |
| En caso de emergencia, me pueden localizar en: |       |
|  | (teléfono- casa) (teléfono - celular) (teléfono - trabajo) |

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Firma del padre o tutor |  | Fecha |

**HOUSTON INDEPENDENT SCHOOL DISTRICT**

**MEDICAL RELEASE FORM**

|  |
| --- |
|  |
| School Name |

|  |  |
| --- | --- |
| Name: |  |
|  |
| Address: |  |

Please include area code

|  |  |  |  |
| --- | --- | --- | --- |
| Home Phone No.: |  | Alternative Phone No.: |  |
|  |
| Parent’s Cellular No.: |  | Parent’s Cellular No.: |  |
|  |
| Parent’s Work No.: |  | Parent’s Work No.: |  |

|  |  |  |
| --- | --- | --- |
| I |  | release my daughter/son guardianship rights for the  |
| following date(s) |  | . | My daughter/son has the following  |
| medication(s) and should be given while on this trip as indicated: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. |  | Dosage |  | Taken at |  |
|  | (name of medication) |  | (amount given) |  | (time) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. |  | Dosage |  | Taken at |  |
|  | (name of medication) |  | (amount given) |  | (time) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. |  | Dosage |  | Taken at |  |
|  | (name of medication) |  | (amount given) |  | (time) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| My daughter/son has her/his hospital or medical card:  |  | yes |  | no |

|  |  |  |  |
| --- | --- | --- | --- |
| In case of an Emergency please call |  | at  |  |

(if parent can not be reached) (include area code)

In order to ensure a safe and enjoyable trip, please list any health conditions that your child may have.

|  |
| --- |
|  |
|  |
|  |

My signature below gives you permission to take my daughter/son to a hospital or medical facility, gives my permission for my child to receive medical treatment and gives my permission for the above medication to be administrated to my child.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Parent Printed Name |  | Parent Signature |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Sponsor Printed Name |  | Sponsor Signature |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Principal Printed Name |  | Principal Signature |  | Date |

RELEASE OF LIABILITY FOR STUDENT PARTICIPATION IN TRIP WITH
DESTINATION OUTSIDE THE UNITED STATES

 STATE OF TEXAS COUNTY OF HARRIS

WHEREAS It is recognized that trips to destinations outside the United States of America pose risks to travelers; and

WHEREAS the parent(s) and or guardian(s) of the student named below recognizes these risks but still wishes to allow his/her child/ward to travel to a destination outside the United States of America with a group of individuals associated with the Houston Independent School District (HISD);

NOW THEREFORE, the parent(s) or guardian(s), as consideration for the named student to participate in the trip, agrees as follows:

I, the undersigned, agree to assume the risk to my child/ward of his or her traveling to a destination outside the United States of America described in this Release of Liability (Release).

In consideration for my child/ward being permitted to participate in the trip to a destination outside the United States of America, I voluntarily execute this Release with the express intention of releasing the HISD, its trustees, agents and employees and the sponsors and chaperones for this designated trip from all obligations designated in this Release. I hereby expressly release and agree to hold harmless on my behalf, and on behalf of my child/ward, the HISD, its trustees, agents and employees and the sponsors and chaperones who participate in the described trip, from all claims or actions of whatsoever nature, in tort or in contract, which I or my child/ward ever had, now have, or may leave in the future against the HISD, its trustees, agents and employees and the chaperones and sponsors on the trip described, from any liability for injuries or damages which occur to my child/ward or to me as a result of his or her participation in this trip. I expressly waive all claims for medical expenses and wages to which I may otherwise be entitled, and I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and chaperones from all claims made against it or them on behalf of my child/ward.

I agree that neither the HISD or its trustees, agents, employees or the sponsors or chaperones is liable for injuries or damages caused by my child/ward on this designated trip. I agree to indemnify and hold harmless the HISD, its trustees, agents and employees and the sponsors and result from my child/wards actions on the designated trip.

Release of Liability (continued)

I recognize that the HISD has sovereign or governmental immunity under Texas law, and that its trustees, agents and employees and the sponsors and chaperones involved in this trip also have some degree of sovereign or governmental immunity under Texas law. I understand that by requiring the execution of this Release as consideration for my child/ward to participate in the designated trip, the HISD, its trustees, agents and employees and the sponsors and chaperones are not waiving any sovereign or governmental immunity which it or they have under Texas law.

I, the undersigned, have read this Release and understand all of its terms. I have executed it voluntarily and with full knowledge of its significance.

This Release is executed on my behalf and on behalf of my child/ward \_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This trip to destination outside of the United States of America to which this Release applies is the trip by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_to be taken to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on the dates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 200\_\_\_\_\_.

DATE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 200\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent or Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 200\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent or Guardian

 BEFORE ME, the undersigned authority personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

and, after being duly sworn, deposed and said that (he/she/they) signed this Release for the purpose and consideration state in the Release.

SWORN TO AND SUBSCRIBED before me this day of

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 200\_\_\_\_\_\_.

NOTARY PUBLIC in and for the

State of TEXAS

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

 My Commission Expires:

*Form #: 40.4250*

**Sample**

**MEMORANDUM** August 22, 2010

TO: Terry Grier

 Superintendent of Schools

FROM: Maria Gallo

 Principal, ESO Elementary School

SUBJECT: **Preplanning Approval Request for Student Trip to Washington, DC**

CONTACT: George Pecos , Social Studies Teacher, 713-924-1600

ESO Elementary School requests preplanning approval to participate in Close Up Washington, January 20-26, 2011, in Washington, DC. The school has participated in the program for the previous two school years with great success. It is estimated that 10 students will participate. The trip encompasses four school days.

Close Up Washington is a 7-day, 6-night program that develops students' knowledge of basic concepts of government and citizenship. Students will gain greater understanding of the rights and responsibilities of citizens in a participatory democracy; learn how constituents, interest groups and party politics affect the legislative process; understand the impact of the Framers' views of limited government on the structure of government outlined in the Constitution; and explore diverse viewpoints concerning domestic and international policy questions facing Congress, the executive branch and the courts. Students will also see the city's monuments and memorials, explore the Smithsonian museums, and enjoy the cultural diversity of D.C.'s historic neighborhoods. The pinnacle of the week is Capitol Hill Day where students have the opportunity to spend time with their Senator(s), Representative, and/or staff.

The estimated cost of participation is $1,500 per student. Costs will be paid by parents with some support through activity fund accounts. Costs incurred by the trip sponsor and any accompanying faculty chaperones will be paid through general funds.

All policies and procedures governing student trips contained in SPM 6602.A, Guidelines Regarding Student Trips, will be implemented and followed once approval is granted to begin planning.

**Sample**

**Sample**

The trip sponsor and point of contact for additional information is George Pecos.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MG

MG:wa

Approved:

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

School Improvement Officer Date

Approved to proceed with planning and formal approval process:

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

Samuel Sarabia, Chief School Officer Date

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

Dr. Terry Grier, Superintendent of Schools Date

**Sample**