

GILA INSTITUTE  
FOR TECHNOLOGY



Preparing Today's Students  
for Tomorrow's Careers

# STUDENT HANDBOOK 2024-2025

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## A MESSAGE FROM THE SUPERINTENDENT

Welcome to GIFT. We are excited to serve you and work with you. Our whole purpose is to enhance and enrich your education, and to prepare you for the workforce and future careers in your chosen field. Whether you enter the workplace right away, or attend a college or university when you graduate, much of what you will learn will be in the area of how to be a contributing member of a team. Collaboration, grit, service and support of others are all part of what makes an individual marketable and desirable for hire and to progress in their careers. You have joined an amazing team of dedicated students who have found great success through their experiences with Career and Technical Education. Every teacher and staff member is also dedicated to help you along your way. They will not only serve as teachers and mentors but as colleagues who can help you find the career that you desire. They are outstanding, dedicated educators with a passion for their subjects and for their students.

Once you have read this handbook, please print and return the last page (statement of understanding) to the GIFT office. Or, use this link to sign it digitally.

<https://forms.office.com/r/BMaXNeqC6k>

We are grateful to continue to partner with EAC and all school districts in Graham and Greenlee County to serve you, our students. We look forward to working with you!



Clay Emery  
Superintendent

### GOVERNING BOARD

Mr. B.K. Merriman.....President  
Mrs. Sherry Carbajal.....Member  
Mr. Mark Claridge .....Member  
Mrs. Tamara Melton.....Member  
Mrs. Christie Brown .....Member  
Mr. Eddie Bowman.....Member  
Mrs. Kim Waters .....Member

The Governing Board of GIFT convenes the second Tuesday of each month for its regular meetings.  
Meetings are held at 6:00 p.m. in the GIFT Office.

### SCHOOL ADMINISTRATIVE TEAM

Superintendent, Mr. Clay Emery [cemery@giftjted.org](mailto:cemery@giftjted.org)  
Business Manager, Mrs. Michele Johnson [mjohnson@giftjted.org](mailto:mjohnson@giftjted.org)  
Administrative Assistant, Mrs. Brenda Garcia [bgarcia@giftjted.org](mailto:bgarcia@giftjted.org)  
Teacher/Student Advisor, Mrs. Marianne Taylor [mtaylor@giftjted.org](mailto:mtaylor@giftjted.org)  
Advisor/Career Coach, Mrs. Daneece Cluff [dcluff@giftjted.org](mailto:dcluff@giftjted.org)  
Advisor/Career Coach, Mrs. Natalie Reynolds [nreynolds@giftjted.org](mailto:nreynolds@giftjted.org)

## **OUR MISSION**

We prepare students for certification, degrees, careers, and successful lives.

## **OUR VISION**

Preparing Today's Students for Tomorrow's Careers

## **DISTRICT VALUES**

Gila Institute for Technology:

Believes students are the number one priority.

Offers equal educational opportunities for all students

Provides learning opportunities in academics, careers, and life skills leading students to become productive citizens.

Sponsors Career and Technical Student Organizations which provide opportunities for leadership development, career advancement, and continuing education.

Believes parent/guardian commitment and support are vital for student success.

Upholds high expectations of achievement and integrity for students, instructors, staff, and governing board.

Partners with all stakeholders to deliver quality programs.

## **GIFT SCHOOL CALENDAR**

Because students who attend the GIFT Career and Technical Education District come from multiple school districts, GIFT students are expected to follow the GIFT calendar which may differ from their home school. GIFT maintains high expectations for attendance. Students must attend school every GIFT attendance day. A more detailed calendar will be included in the acceptance packet for each student. Below is a list of key dates for GIFT.

## **SCHOLASTIC CALENDAR**

Aug 5 - GIFT First Day of Classes

Sept 2 - Labor Day

Oct 11 - Graham County Fair Day

Nov 11 - Veteran's Day (observed)

Nov 27-29 - Thanksgiving Break

Dec 19 - End 1st Semester

Dec 20 - Jan 5 - Winter Break

Jan 6 - School Resumes

Jan 20 - Martin Luther King Jr. Day

Feb 17 - President's Day Holiday

Mar 17-21 - Spring Break

May 15 - End 2nd Semester

## **GENERAL POLICIES**

### **TAX CREDIT INFORMATION**

Tax Credit is a portion of state income tax that may be paid directly to a school or school district rather than to the Arizona Department of Revenue. In turn, that entity is bound to spend the tax credit monies for extra-curricular student activities, of your choosing.

Tax credit for single taxpayers or heads of households cannot exceed \$200.00; for married taxpayers that file a joint return the tax credit cannot exceed \$400.00. If married, taxpayers file separate returns, each spouse may claim one-half of the credit that would have been allowed on a joint return. School Tax Credit is available to individuals only.

In lieu of making tax credit donations to GIFT, we encourage you to visit your local school District Office or high school to complete the process.

## **DIRECTORY INFORMATION**

GIFT staff members may compile non-confidential student directory information, which includes the following: student's name, address, telephone listing, date of birth, dates of attendance, field of career training, awards received, participation in student leadership youth organizations and the current high school attending. State and Federal law requires the District to provide access of the directory information to persons or organizations who inform students of educational or occupational opportunities, including military recruiting representatives. If you do not object, in writing, then the District may provide military recruiters, upon request, student contact information, i.e. name, addresses and telephone listing. Please be aware that should you object to directory information being disclosed, this could, in fact, cause your son/daughter to be excluded from certain publications, which include, but are not limited to the various newspapers, as well as, scholarship information, college contacts, etc.

If you do not want any of the information to be released, you must complete the "Do Not Release Student Directory Information" form and return it to the GIFT office. If the District does not receive this notification from the parent/guardian prior to the start of school, it will be assumed that your permission is given to release the student's designated directory information. If you should decide that you do not want this information released after the start of school, GIFT will not release this information once the form has been completed, signed, and submitted to the GIFT office. GIFT is not responsible for information released prior to that submission.

## **ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 provides for a parent's right to inspect, review, and seek correction of a student's educational records. Parents also have the right to file a complaint against the school if they feel that the school has failed to comply with district policy concerning student records.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. (Complaint forms can be obtained from the GIFT office.) Maintaining confidentiality to the extent reasonably possible, the Superintendent shall investigate and make a determination and/or recommendation as soon as possible.

## **TUITION**

At the beginning of the school year GIFT will pay the cost of tuition and books upfront for the fall semester for each student accepted into GIFT central campus programs. At the end of the fall semester, each student will be evaluated to determine if the student is in good standing. Eligibility to continue upfront payment of student tuition is as follows: If a student has withdrawn from a class or has allowed his/her GPA to drop below a 'C' average, a contract will need to be made between the student and GIFT to continue GIFT courses in the second year. Students may be required to pay all or a portion of their tuition for at that time. The amount a student pays upfront may be reimbursed to the student by GIFT following successful completion of the following semester.

## **COURSE FEES**

Some GIFT Central Program classes have additional fees or clothing associated with them; for example, scrubs or work boots. (Please note, however, that if a student is withdrawn from a program, the student may become responsible for any "non-refundable" fees due to EAC.)

## PARENT INVOLVEMENT POLICY

GIFT welcomes parental involvement in their student's education. Cooperation between parents and school staff in areas such as homework, attendance and discipline is extremely important to a child's academic success.

Parents are encouraged to learn about the career and technology education program for their student and review the learning materials. Should there be an objection to any activity or learning material on the basis that is harmful, procedures have been established for parents to seek alternative accommodation.\*

\*Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.

## GRADES

In general the grading scale is as follows.

A	Exceeds skill requirements	90% - 100%
B	Meets & often exceeds skill requirements	80% - 89%
C	Meets minimum skill requirements	70% - 79%
D	Does not meet minimum skill requirements	60% - 69%
F	Failure	0% - 59%

(Please note however that some courses differ in grade requirements and will be noted on the course syllabus. Also please note that for many courses a grade of 'C' or above is required to pass the class. To earn an EAC certificate a student must earn grades of 'C' or above in all classes.)

## PROGRESS REPORTS

Current grades are sent to the student's participating high school each grading period and are reported on the progress report from the home high school. Instructors have been asked to contact the GIFT office for any students with academic or behavioral problems. As a result of such notification, a progress report may be issued by GIFT and parent/guardian intervention in partnership with GIFT may be requested.

## PROCEDURE FOR NOTIFICATION OF SCHOOL CLOSING IN THE EVENT OF INCLEMENT WEATHER OR OTHER EMERGENCY

If the Superintendent decides to cancel classes for the day due to an emergency, students' home school and police will be notified and asked to assist in disseminating the information.

## SUPPORT SERVICES POLICY

All students in the GIFT District shall have the opportunity to receive assistance in overcoming class deficiencies that may result in the student's failure.

- A GIFT instructor/student advisor will be assigned to attend specific GIFT sponsored courses with the students and to help facilitate study groups pertaining to these courses.
- Students attending classes for which a GIFT instructor/student advisor has not been assigned may wish to organize their own study groups, make contact with the class instructor to request help, or contact the GIFT office to determine what resources are available.
- Although members of the GIFT staff will watch for student needs, it is ultimately the responsibility of the student to contact the GIFT office for any necessary assistance.
- Students needing special assistance with an existing IEP or 504 plan at their participating high school, please contact the GIFT office.

## ACHIEVEMENT HONORS

Outstanding Student of Merit – Presented to one student at their home high school each month. Teachers will nominate students for award consideration.

- *Criteria: leadership, behavior, attendance, attitude towards others/learning, character, CTSO involvement.*

## STUDENT RIGHTS

1. The right to be treated with respect and courtesy.
2. The right to be safe from bodily injury in the buildings, on the school grounds and at school sponsored activities.
3. The right to use school books, materials, and equipment in good condition.
4. The right to study and learn in an environment, which is neat, clean, and quiet.
5. The right to obtain the best possible education.
6. The right to learn in a drug and weapon free environment.
7. All students shall be afforded due process to ensure the following rights:

The rule/conduct violation will be explained.

- Students will have the right to respond to the charges, telling their side of the story.
- Students have the right to appeal the decision to the GIFT Governing Board if they are to be suspended from school for more than ten (10) days.

## STUDENT CONDUCT

### GENERAL PRINCIPLES OF CONDUCT

The GIFT District is dedicated to building traditions of excellence in every CTE program. Every GIFT student is asked to help contribute to this tradition. There are certain characteristics of an excellent school; these characteristics are presented throughout the student handbook. The broad principles that form the foundation for learning are based on the behaviors and attitudes students must demonstrate to become productive members of the modern workforce.

- **Dependability:** Be in school on time, every day.
- **Work Ethics:** At all times, be honest, loyal and work hard.
- **People Skills:** Be friendly, caring and helpful with visitors, teachers and fellow students.
- **Team-Work:** Work with others to solve problems and get the job done. Be a leader and a follower.
- **Communications:** Read, write, speak and listen well.
- **Maturity:** Be an adult and make a commitment to work. Take care of your appearance and hygiene.

### ALCOHOL, TOBACCO, AND DRUGS

Alcohol, tobacco, and drugs are considered to be controlled substances.

- The use or possession of these items on campus is to follow state regulations. Improper use of drugs (legal or illegal) is strictly prohibited and will result in confiscation and discipline which may include suspension or expulsion.
- Additionally illegal use of alcohol or tobacco is prohibited. Individuals supplying any controlled substance to a minor will be reported to campus security for prosecution. Individuals using these substances illegally will incur disciplinary actions which may include but is not limited to parental involvement, suspension and expulsion.

## ATTENDANCE POLICY

Consistent with state law, GIFT holds to the philosophy that parents or guardians are primarily responsible for their children's attendance at school. State law mandates that the school records reason for all student absences.

- Parents have the right to have their children out of school for any reason they deem important. In exercising that right, they assume responsibility for the loss of any academic material presented during the student's absence. They may also be responsible for the student's loss of credit if absences become excessive.
- GIFT is responsible for reporting student absence information for students under eighteen upon request of the parent/guardian. Parents cannot expect the school to educate students that are not physically in attendance. The school reserves the right to set limits on the number of absences that a student may have beyond which course of class credit cannot be justified. A parent or guardian may not excuse a student to miss any class in order to complete other tasks at school. These other tasks may include but are not limited to term papers and class projects.
- **All absences should be verified soon after the student's return to school. Please remember GIFT is not a part of your student's school system, therefore, GIFT must be contacted directly with absence information or arrangements must be made by the student to have the home high school send information regarding excused absences to the GIFT office! An e-mail from the home high school registrar to [bgarcia@giftjted.org](mailto:bgarcia@giftjted.org) stating that a student's absence is excused will work in most cases. If GIFT does not receive this notification from the home high school within 3 school days of the absence, the absence will be designated an unexcused absence.**

## SCHOOL ACTIVITY ABSENCE

If a student misses school because of school business or a school activity, the student will not be counted as absent by GIFT. However, since the class is an Eastern Arizona College class the absence may be counted by EAC based on the guidelines of that institution.

- Students please ask your high school to notify the GIFT office about your school related absences.
- Prior to the activity, the student will be expected to request approval from all of their teachers involved in order to obtain permission to be gone and to acquire any work that will be missed. The student will be responsible to make up any assignments and/or hours that are required for the class in accordance with the current policy of the institution.
- If a student has extra curricular activities at the home high school it would be wise to discuss the ramifications with a member of the GIFT staff and seek guidance prior to the start of the school year.
- ABSENCE NOTIFICATION AND SANCTIONS (PER SEMESTER)
- GIFT will enforce the number of absences allowed set forth in the teacher syllabi. If the teacher syllabus does not have an attendance requirement, GIFT will allow 10 absences, with no more than 5 absences per class. Upon the tenth absence or the maximum absent allowed by the teacher syllabi, whichever is less, students lose GIFT elective credit at the home high school for the semester (whether the absences are consecutive or not).

**\*\*EAC Instructor syllabus may override GIFT attendance policy.\*\***

**5, 8, and 10 Absence** - To prevent students from unknowingly losing credit, the GIFT office will send a letter home at the fifth (5th), eight (8th), and tenth (10th) absence. The student may lose elective credit at the home high school for the semester if they miss additional days as per below policy.

**10th Absence** - Phone contact will be made. At the GIFT Administrators' discretion, contracts may be used to help enforce attendance policies.

**11th Absence** - At the eleventh (11th) absence, a letter will be sent home stating that the student has

exceeded the absence guidelines and will receive no elective credit for the semester.

**\*Please note that several GIFT programs, including but not limited to Cosmetology and Licensed Nursing Assistant, have clock-hour requirements mandated by the state that must be met regardless of the reason for an absence and that in instances where these clock hours may not be made up, the student may be dropped from the program for not meeting the required clock hours regardless of the reason the student was absent.**

Absences due to chronic medical conditions, medical/dental appointments, court dates, funerals, or court appointed visitations are not included in this total. Documentation from a professional (doctor, dentist, court, or funeral paperwork) must be provided to GIFT within 10 days of the absence. It is the student's responsibility to submit documentation to GIFT.

GIFT attendance or classes delivered at EAC is not received by GIFT on a daily basis. Therefore, attendance by the student on a regular basis is critical. If a student, for example, misses two days one week and two days the following week, the parent/guardian may not get notification until their child is already in jeopardy of loss of credit. According to EAC policy, a student who misses three consecutive classes is automatically dropped from the class.

## **ATTENDANCE IN ADDITION TO REQUIRED CLASSES**

By statute GIFT is required to meet 180 days. Many of the classes contracted through Eastern Arizona College only meet 160 days. (High schools in general meet 18 weeks per semester while colleges meet 16 weeks per semester.) Cohort students are required to attend these additional days. GIFT office will notify cohort students of days required. First-year cohort students will have different requirements than second-year cohort students. Failure to attend these mandatory days will be treated as absences and a student may lose credit or be required to complete a contract with GIFT prior to being allowed to attend additional GIFT sponsored courses or complete GIFT sponsored courses in which the student is currently enrolled. Students and guardians will be notified. GIFT class time, participation and performance will be added to EAC grades-GIFT transfer grades will be adjusted up or down according to student performance.

## **APPEALING LOSS OF CREDIT PROCEDURES**

It is the responsibility of the student to schedule a time to discuss the situation with the GIFT superintendent. **Students who have undocumented absences, trancies, or ditches will not be considered for an appeal.** At least one parent/guardian must be involved in the discussion for the appeal to be considered. Appeal requests must be based upon prolonged illness and/or hospitalization, bereavement, and other unusual circumstances to be determined by the GIFT superintendent. **Verification is required for appeals to be granted.** Verification can be doctor's notes, hospitalization papers, etc.

## **BOOKS**

The District will loan required textbooks and related printed subject matter materials for the students at no cost. It is the student's responsibility to take care of his/her issued books and return the book at the prescribed due-date. Since it is necessary to re-use the book several times, it follows that the books must have good care.

Textbooks and materials must be kept clean and unmarked. If damage occurs to bindings, a rebinding fee will be charged.

When the student receives his/her books, he/she should examine them for ink and pencil marks or other damaging, detracting conditions. This information should be shared with the GIFT staff member checking the textbook/materials out and a note will be made in the student's database record. Students and their

parents will be held responsible for proper care of books and will need to pay for any damages or loss caused to District's property. Students and/or parents may obtain replacement cost information from the District as needed.

## **BULLYING**

The Governing Board of the Gila Institute for Technology (GIFT) School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment.

The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical
- or emotional harm;
- occurs when there is a real or perceived imbalance of power or strength: or
- may constitute a violation of law.
- Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to, the following:
- verbal, written/printed or graphic exposure to derogatory comments, extortion,
- exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;
- exposure to social exclusion or ostracism;
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting;
- damage to or theft of personal property;

*Cyberbullying:* Cyberbullying is, but not limited to,

- Any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. Students are prohibited from bullying

onschool grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim physically, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such acts interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual (s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Electronic devices shall not be used in classrooms unless authorized.

Additionally, GIFT students are not allowed to use cell phones while class is being held. This includes all cell phone functions including but not limited to 'texting,' and use of 'calculator' or 'calendar' functions.

- 1st Offense: Device will be taken. Parent / Guardian and home high school will be notified. Student may pick up electronic device from the GIFT office.
- 2nd & 3rd Offense: Device will be taken. Parent / Guardian and home high school will be notified. Parent / Guardian may pick up the electronic device from the GIFT office.
- 4th Offense: Should the student abuse GIFT rules a fourth time during the school year, the device will be confiscated. Parent / Guardian, home high school, and GIFT school board will be notified. Parent / Guardian may
- pick up the device from the GIFT office.
- 5th Offense (or beyond): Should the student abuse GIFT electronic device rules a fifth time during the school year, the device will be confiscated. Administration may recommend removal from GIFT classes and the district by long term suspension or other means. Guardian may pick up the device from the GIFT office.

Please note that the device will be taken even if it does not belong to the student abusing the rule. Lending your cell phone to another student will result in your cell phone being taken.

Time in class is time to learn. Students need to focus on the material presented by the instructor and not communicating with others. Texting during class has had a negative impact on learning and is distracting not only to the student using the cell phone but also to others in the class. Additionally, there have been GIFT students who have been caught cheating with the aid of cell phones. As a result, these strict rules have been

implemented.

## **CHANGING A PROGRAM OF STUDY**

Students that have already started a GIFT program and want to change their program of study must contact the GIFT office to arrange an appeal before a change of study can be granted. The student must complete the current semester in which they are registered.

## **CHEATING**

Cheating will not be tolerated. In general, the following consequences will result:

- 1st offense** the student will receive an “F” for the assignment and the Administrator and parents will be notified.
- 2nd offense** the student will receive an “F” for the assignment, and a conference will be held between the Administrator, parents or guardians, student and teacher.
- 3rd offense** the student may be withdrawn from the course and the Administrator and parents or guardians will be notified. This is in addition to the consequences outlined in the Discipline Policy of the participating institution. (i.e. Eastern Arizona College, Eastern Arizona Academy of Cosmetology)

Please note that these are general consequences. Specific consequences may be more stringent as designated by each (EAC) instructor and listed in the syllabus for the course. Cheating will not be tolerated and whichever consequence is appropriate will be applied.

## **CLASSROOM BEHAVIOR EXPECTATIONS**

The classroom is certainly the most critical area of an educational institution, and teachers will insist that student behavior, attitude and participation in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

- Arrive to class on time.
- Be prepared for class with all materials necessary for class that day.
- Be attentive to the task at hand until dismissed by the teacher.
- Demonstrate care and consideration for school property and the property of others.
- Each teacher will establish the rules and procedures for his/her classroom. This includes, but is not limited to individual classroom management plans, homework, etc. Students are expected to observe those rules and to respond promptly to the direction of your teacher. Students need to follow the class syllabus.

## **COURTESY**

An understanding of courtesy is an important step toward ultimate success in life. Courtesy here, as everywhere, is based on kindness and consideration toward others. A student can easily acquire the habit of proper school conduct by knowing what constitutes acceptable behavior and then practicing this behavior in their daily contact with other students, teacher, and other school personnel.

A student’s character is revealed by his or her daily interactions with teacher and other students. A student should ask himself or herself the following questions:

- Do I show proper consideration toward my teachers?
- Is my behavior correct when among other students?
- Do I show proper regard for school property and use of school supplies?
- Do my actions exemplify appropriate participation in an EAC or GIFT course?

Students should carefully consider the following modes of behavior:

- Show respect for their teacher by being on time, sitting quietly, and listening.
- Avoid showing off and drawing undue attention to themselves.
- Do not read or disturb anything on the teacher's desk.
- Do not laugh at or ridicule other students or their comments.
- Listen to other students' remarks, then state any disagreement politely.

## **CONTACT INFORMATION CHANGES**

Address and telephone number(s) of where a student's parent(s) or guardian(s) can be contacted shall be provided by students to the attendance clerk. Any change of address or telephone number shall be reported during regular business hours.

## **DISCIPLINE RESPONSIBILITY OF ADMINISTRATION AND STAFF**

The administration is responsible for involving school staff in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school. Any teacher, administrator, board member, parent, staff member, or other person may report a violation of student disciplinary rules to an administrator. An investigation or the charges will be made, as deemed necessary and appropriate proceedings will be instituted.

## **DISCIPLINE RESPONSIBIITY OF STUDENTS, PARENTS, AND GUARDIANS**

All the information for the maintenance of public order on school property will be publicized and explained to all students, and will be provided to parents as requested. The student is responsible for knowledge of this information. In order to promote the effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

## **DRESS CODE**

The Governing Board recognizes that good grooming and the wearing of appropriate clothing by students contribute to the accomplishment of curriculum goals and the District's educational program as formulated by the District and mandated by State statute. The Board also recognizes that student dress and grooming practices can affect the health, safety, and general welfare of all students.

Some GIFT programs have specific dress requirements. The individual dress codes for each class will be adhered to. Exceptions for special activities or health considerations may be pre-approved by the administrator. Students who volunteer for extracurricular activities are subject to standards of dress as defined by the sponsors of such activities and in accordance with GIFT dress code standards.

Personal appearance and dress are the responsibility of the student and the student's parent or guardian.

Students will not dress or groom themselves in a manner that, in the judgment of the school administrator, presents a risk to the health, safety or general welfare of the student, other students or staff, or that is counterproductive to the district's educational objectives.

Students will refrain from displaying tattoos or wearing clothing, jewelry or other accessories that communicate, whether through language, images, symbols, artwork, color schemes or clothing styles:

- A message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors
- A message that advocates or promotes violence or terror
- A message that is sexually suggestive, vulgar, obscene or plainly offensive
- A message that would cause a reasonable person, as a student or staff member, to feel threatened,

- intimidated or harassed because of the person's race, ethnicity, religion, gender or sexual orientation
- A message expressing gang membership, affiliation or support.

The foregoing standards regarding "message" clothing will be interpreted and applied by school administrators in a manner that avoids infringement of a student's First Amendment rights.

Without limiting the general standards, students must comply with the following standards at school and school events:

All hair color must be of natural hair color. No unnatural colors such as green, purple, blue, etc. will be allowed at off-campus clinicals, i.e. hospitals, nursing homes and doctor's offices.

Jeans, pants and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed. Holes or tears within the clothing are prohibited in any form and are not considered professional attire. Holes or tears within clothing which reveal skin or suggest that skin is being revealed from the student's neck down to within 2 inches of the knee are prohibited.

Clothing must cover the abdomen, back, buttocks, chest and genital areas. Tops that expose cleavage are prohibited. When standing, tops must completely cover the midriff to the skirt, shorts or pants. See-through clothing is prohibited.

Skin-tight outer clothing, such as spandex, is prohibited unless approved by the administrator for specific school activities.

Tube tops, racer back tops, and halter tops are prohibited. Tank tops and other sleeveless tops are permitted only if the straps are wider than 2 inches and the armholes must be no less than 1 inch from the armpit/arm.

Shorts must have at least a 2-inch inseam and extend to middle of the thigh when standing. Dresses and skirts must extend at least to within 1 inch of the student's knee when standing.

Clothing or attire by which an adolescent female student does not wear a bra or underwear, wears a bra or other garments as outerwear, or wears clothing in a manner such that underwear is visible through outerwear is prohibited.

Clothing or attire by which an adolescent male student does not wear underwear, wears underwear as outerwear, or wears trousers or shorts so that underwear is visible is prohibited.

Pajamas or other sleepwear are prohibited.

Bandannas, hairnets and do-rags are prohibited.

Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.

Sunglasses may be worn indoors only if there is a medical need to wear them.

Trench coats and other oversized clothing that can conceal contraband are prohibited.

Footwear must be worn at all times. Shoes, such as "wheels in the heels," that pose safety hazards and shoes, such as cleats, that may damage flooring are prohibited.

Safety dress requirements for specific classes must be followed and will be outlined by the instructor.

Athletic uniforms must adhere to school dress code.

## **EARLY RELEASE**

GIFT discourages early release from classes without prior administrative approval and communication with the student's home high school and Parent / Guardian concerning the date and time students will be released from class early.

GIFT and the participating college instructors of GIFT sponsored courses will strive to not allow the release of students early from classes; however, in the event that students are released early from any class it is understood that in the event that a student is released early from class, GIFT, the home high school, and the participating college will not provide supervision for students during the time from the release of class to the scheduled release time. In that the participating college's courses are adult level courses, it is understood that supervision is not deemed necessary outside of the course instruction.

Participation in GIFT places students in a position of responsibility for their own actions during this period of time. Students will be expected to behave responsibly and use their time wisely.

Furthermore, students may become liable for any damages which may be caused should they choose to not act in a responsible manner.

## **EXPULSION**

Expulsion is the permanent withdrawal of the privilege of attending school.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities include all interscholastic activities which are of a competitive nature involving more than one school where a championship, winner, or rating is determined, and/or those endeavors of a continuous or ongoing nature for which no credit is earned in meeting graduation or promotional requirements, and are organized, planned, or sponsored by the District consistent with District policy.

When you are engaged in an activity that represents GIFT, you also represent your teachers, administrator, school board, and community. Because of this representation, you are expected to display superior personal conduct.

You will be required to follow all the aforementioned policies in this handbook in addition to the following: A student involved in extracurricular activities will:

- Have a Parent/Guardian Permission and medical release form for the trip on file at the GIFT office.
- Refrain from vulgar or suggestive language or action.
- Display proper conduct at school, on trips, and at activities.
- Maintain passing grades.
- Adhere to the policy that no objects are to be thrown inside or out of the vehicle.
- Help see that noise is to be kept down to a level acceptable to the teacher and driver.
- Assist in keeping the vehicle clean and placing trash in the proper containers.
- Remain in seat. Keep hands, feet, and objects to yourself.
- Not transport or use glass containers.
- Keep the aisle clear.
- Not participate in any action that compromises the safety of the student and others is prohibited.
- Follow directions given by the teacher and driver.

- Travel to and from school activities in transportation provided by the school with school supervision.

Exceptions may be granted for the return trip if a student will be traveling with the students' parents or guardians, or if prior arrangements have been made with the office and teacher/coach.

While traveling to and from co-ed activities, boys and girls will be assigned to different sections of the van after dark.

Understand that the school, van driver, and teachers, will not be responsible for personal items left unattended in the vehicle.

Not drink alcohol or use tobacco products.

Not use illegal drugs.

## **FUND-RAISING ACTIVITIES**

Fund-raising and community service activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities sponsored and approved by the Administrator.

## **GROOMING STANDARDS**

Without limiting the general standards, students must comply with the following standards at school and school events:

- Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff.
- Students may use cosmetics. Heavy mascara and other use of cosmetics that give the student a disturbing or distracting appearance is prohibited. Face paint is prohibited.

## **GUEST SPEAKERS & SUBSTITUTE TEACHERS**

Guests should be shown the same respect as shown to regular classroom teachers. The school asks that students show more patience with a substitute teacher. These teachers are asked to take over with very little notice or time to prepare. Cooperation with substitute teachers is very important. Positive or negative impressions of a school are often based on the observation of student behavior.

## **HAZING**

There will be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to GIFT within twelve (12) calendar months.

Hazing means the intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.

The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Students and others may report hazing to any professional staff member, who must report the incident to

the school administrator or next higher administrative supervisor, in writing, with the details as they have been provided. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff members shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

**\*IT IS NO DEFENSE TO VIOLATION OF THIS POLICY IF THE VICTIM CONSENTED OR ACQUIESCED TO HAZING.**

## **INTERNET, TELECOMMUNICATIONS AND NETWORK RESOURCE ACCESS**

GIFT does not maintain a library on campus. However, each student on the central campus should obtain a library card from the Eastern Arizona College Library. This card is required to use computers in the EAC media center as well as to check materials out of the library.

GIFT students are to follow all policies of the EAC library and are subject to fines and penalties as proscribed by EAC Library policy.

Students are required to exercise consideration and respect while using the library facility. Failure to do so may result in disciplinary action as determined by the administrator.

Additionally, there are several laptops available for use in the GIFT office as required for schoolwork. Students who wish to access these services, must have a signed parental agreement on file at the office. A permit will then be issued to allow the student access to these services. Students may not utilize these services without being in possession of this permit.

To do so could result in the loss of these resources. Students are not to access the Internet for the following reasons:

- Accessing pornographic or indecent sites.
- Visiting inappropriate chat rooms.
- Setting up or visiting personal e-mail accounts.
- Purchasing any item using the school's Internet.
- Any use that is not directly related to an educational resource or assignment.
- The Internet has been set up to provide teachers and students with a wealth of educational resources. The abuse of these privileges will result in forfeiting one's rights to have access to the Internet, and will be dealt with according to the discipline policy.
- The district computer and other technology may be provided for students in support of learning, research and the educational goals of the District. Access to network services is given to students who agree to act in a considerate and responsible manner. Signatures are required from both parent and student on the Student Technology User Agreement Form.
- Anyone who misuses, abuses, or chooses not to follow the computer and other technology guidelines and procedures will be denied access and may be subject to disciplinary action. Parents will be notified immediately.

GIFT does not assume liability for information retrieved via computers and other technology, nor does it assume any liability for any information lost, damaged or unavailable due to technical or other difficulties.

## **LOITERING**

Loitering is prohibited. Visitors, guests, relatives, and/or other non-GIFT students who are not authorized to be on campus are loitering. Students on campus for more than a reasonable length of time before and after their assigned classes and other scheduled school activities are also loitering. Students “hanging out” near a classroom waiting for other students to get out of class may be considered loitering. Disruption of classes by loitering is expressly prohibited and campus security will be alerted.

## **LOST OR STOLEN ITEMS**

GIFT is not responsible for any personal item lost or stolen on school grounds. Students should avoid bringing valuable items to school.

## **MAKE-UP WORK**

Assignments missed due to absences are the responsibility of the student. It is the student’s responsibility to ask his or her teacher for make-up work prior to an absence. The student will adhere to the rules and expectations of the individual teacher concerning time frame for due dates concerning make up work. The teacher syllabus will override student handbook if it is more stringent than the handbook.

## **SCHOOL PROPERTY**

Care of school property – Each student is expected to take pride in the physical appearance of the school. No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property. Full or partial restitution to the District in accordance with law may be instituted for damages to District property.

## **SEXUAL HARASSMENT**

Everyone associated with GIFT is expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.
- Sexual harassment may include, but is NOT limited to:
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Engaging in coercive sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Superintendent.

## **TESTING REQUIREMENTS**

Most GIFT students will be required to complete the Reading, Writing, and Mathematics placement testing prior to being accepted by GIFT, earning an EAC certificate and to enrolling in specific classes.

These tests may be taken at the EAC counseling office at no charge to the student.

Additionally, most students will need to complete the Arizona Dept of Education CTE assessment for their area of study.

For more information, please contact the GIFT office at 348-3393.

## **THREAT OF AN EDUCATIONAL INSTITUTION**

A person commits interference with or disruption of an educational institution by doing any of the following:

- For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an education institution.
- For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to an educational institution, the property of an educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
- Knowingly going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
- Knowingly refusing to obey a lawful order given by school officials.

## **TRANSPORTATION**

Students are responsible for their own transportation to and from GIFT central campus classes. All vehicles are required to be licensed, insured, and in proper and safe working condition prior to use. This is the responsibility of the student and his/her parent or guardian.

- Students are not to accept transportation from anyone without express permission of parent/guardian.
- Students are not to provide transportation to anyone without express permission of parent/guardian.
- Students will adhere to all traffic laws, parking regulations, and act in a responsible and courteous manner.

Violation of these regulations may result in citations issued by campus security or other law enforcement agencies.

## **VOCATIONAL EDUCATION**

GIFT assures equal access to vocational education to special populations and complies with all requirements regarding equal access in Section 504 of the Federal Rehabilitation Act of 1973.

## **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Procedures have been established whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and

The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

Complaints/grievances shall be made directly to the superintendent 30 calendar days from the time the student knew or should have known that their grounds for the complaint/grievance. Grievance forms for

formal complaints may be obtained at the GIFT office.

## GLOSSARY OF CONSEQUENCES

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, the District's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order to increasing severity.

- **Conference** – A teacher or administrator will talk with the students about expected behavior and the consequences of misconduct.
- **Parent Involvement** – A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.
- **Restitution and/or replacement** – When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences. The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.
- **Loss of Privilege** – As you advance through GIFT, you may receive certain privileges – parking on campus, priority scheduling, opportunity to complete an internship, etc. Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. You must retain satisfactory discipline, attendance, and academic records in order to retain privileges. Loss of privileges may include the student's right to be enrolled in a class.
- **Behavioral contract** – A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required; in some instances, parent or guardian will also be expected to sign, indicating agreement to terms of the contract.
- **In-School Suspension** – Students assigned to in-school suspension(s) by an administrator (or his/her designee) may receive up to 80% credit for missed assignments/tests/quizzes on the particular date(s) the suspension is served.
- **Out-of-School Suspension (short term)** – With notification to the student and parent/guardian, a school administrator may remove a student from school and bar the student from all school activities for a period of one to ten days. The student is not permitted to participate in or attend any school-sponsored events during the period of the suspension.
- **Out-of-School Suspension (long term)** – Acting upon the recommendation of the administration, the Governing Board may deny all school privileges for a period of more than ten days to an indefinite period of time.
- **Emergency Suspension** – If a danger to students or staff is present, the administrator may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable.
- **Expulsion** – Acting upon the recommendation of the administration, the Governing Board may permanently deny all school privileges to a student.

## DEFINITIONS

**Dangerous Instrument** – Means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being unavailable for use to cause death or inflict serious physical injury.

**Deadly Weapon** – Any weapon designed for lethal use, including a firearm.

**Destructive Device** - Any device other than a firearm that will, or is designed to, or may be readily converted

to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow. Any collection of parts that could be readily assembled to form a destructive device.

**Drugs** - All dangerous controlled substances prohibited by law

- All alcoholic beverages
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy
- Hallucinogenic substances of any kind
- Inhalants
- Materials that are designed to look like alcohol, drugs and/or drug paraphernalia and vapor releasing substances

**Firearm** — A firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may be readily converted to expel a projectile by the action of an explosive
- Frame of receiver of any such firearm
- Firearm muffler or silencer
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device
- Any combination of parts that could be readily assembled to form a firearm

**School premises** – Means the school, school grounds, school buses, or any premises, grounds or vehicles used for school purposes and includes premises where school-sponsored events (CTSO, community service and work-based learning events) are held away from District property.

**Simulated Weapon** – An instrument displayed or represented as a weapon.

**Weapon** – A weapon would include any of the following:

- Firearm
  - Knife, other than a folding pocket knife that has a blade length of not more than 2 inches or that does not have a mechanism by which the blade can be locked in an open position. Destructive device or Dangerous instrument.
  - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device
  - Any combination of parts that could be readily assembled to form a firearm
- School premises – Means the school, school grounds, school buses, or any premises, grounds or vehicles used for school purposes and includes premises where school-sponsored events (CTSO, community service and work-based learning events) are held away from District property.

## GILA INSTITUTE FOR TECHNOLOGY

Dear Parent/Guardian:

Please make it a point to review the Gila Institute for Technology student handbook with your student.

Please fill in the information below and return this form to the GIFT office prior to your student's first day of classes. Or, click this link to digitally sign the same document.

<https://forms.office.com/r/BMaXNeqC6k>

### STATEMENT OF UNDERSTANDING

My child \_\_\_\_\_ and I have reviewed and agree to adhere to the policies and regulations contained in the GIFT 2024-2025 student handbook. We understand it is our responsibility to contact GIFT should we have any questions while reviewing this document and that it is our responsibility to learn and follow the rules and regulations under which GIFT students are required to abide.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature