

**2016 -17 School Year**

**Extra-Curricular  
Handbook**



**Forreston Junior / Senior High School**

This Handbook is in Effect from May 21, 2016 Through the Last Day of School  
in the 2016 - 17 School Year

*REVISED: May 18, 2016*



## ***PHILOSOPHY STATEMENT***

*“The coaches, directors, and sponsors of the Forrestville Valley School District #221 will develop extracurricular programs that complement the district’s academic programs by promoting good health, encouraging cooperation, strengthening the commitment, and increasing the confidence of students through the pursuit of excellence.”*

### **GENERAL STATEMENT**

1. Students, parents, and staff of the Forrestville Valley District #221 are expected to read this handbook, to seek clarification of any statement that is unfamiliar, unclear, or otherwise obscure, and to adhere to the regulations herein prescribed.
2. These regulations have been established to encourage healthy, safe, and responsible behavior.
3. Students will recognize and accept that these rules and guidelines have been established in their best interest.
4. Parents/guardians will recognize and accept that these rules and guidelines have been established in their child’s best interest.
5. Students will recognize the importance of choosing friends who will honor this code.
6. Coaches, directors, and sponsors will enforce the rules outlined in this handbook.
7. Coaches, directors, and sponsors may establish and distribute rules covering specific aspects of their activity to supplement the rules included in this handbook.
8. Students will understand that these rules are "minimum requirements," that participation in extracurricular activities is a privilege, and that the communities of this school district require and deserve the highest standards of behavior and performance from the young people who represent them.
9. Students, and their parents/guardians, will agree, in writing, to honor this code established by all of the extracurricular directors. **The last page should be signed, removed from this booklet, and returned to the coach, director, or sponsor no later than the first contest date of the activity in which the student intends to participate.** After reading the handbook, parents are encouraged to file it away for future reference.
10. This handbook outlines rules and guidelines that have received the approval of the Forrestville Valley Board of Education and applies to all extracurricular activities offered at Forreton Junior / Senior High School, unless otherwise specified.

## **CONDUCT**

The only aspect of a group's performance that will leave a lingering impression of our school district is the conduct of our students and adults. For this reason, the students and adults representing Forreston Junior / Senior High School will:

1. Speak politely and act responsibly while on the street or about the grounds of another school, and will extend their hospitality towards groups visiting our school.
2. Behave responsibly while in the building. This includes using **ONLY APPROPRIATE LANGUAGE**.
3. Respect the property of all school districts.
4. Treat officials or dignitaries with respect, and their decisions with tolerance.
5. Cooperate with their fellow students.
6. Compete aggressively while respecting the right of their opponents to do the same.
7. Confront failure with courage, fair-mindedness, and resolve.
8. Respond to the poor conduct of opponents and opposing fans by elevating performance rather than resorting to words, gestures, or force, the weakest means of response.
9. Remain modest in victory.
10. Obey training rules as outlined in the following pages.

## **INSUBORDINATION / DISRESPECT**

Acts of gross misconduct, misrepresentation, insubordination, or disrespectful behavior towards coaches, sponsors, officials, other participants, or spectators will not be tolerated. Talking back, swearing at, or threatening others are some examples. This includes verbal or non-verbal communications. Situations of severe insubordination or disrespect may result in suspension or removal from the activity.

## **APPLICATION OF ELIGIBILITY & TRAINING RULES FOR F.H.S. NON-ATHLETIC ACTIVITIES**

Non-athletic extracurricular activities are unique in that some events are curricular (required as part of the District's academic curriculum), while others are extracurricular (not required as part of the District's academic curriculum). The following activities are identified as "extracurricular," and are subject to the rules and guidelines outlined in this handbook:

- |  |                                       |                     |
|--|---------------------------------------|---------------------|
| > <i>IMEA District Workshops</i>       | > <i>Student Council</i>              | > <i>Jazz Choir</i> |
| > <i>IMEA District Festival</i>        | > <i>FFA &amp; FFA Executive Team</i> | > <i>Musical</i>    |
| > <i>IMEA All-State Conference</i>     | > <i>Madrigal Concert</i>             | > <i>Band Day</i>   |
| > <i>Upstate Illini Music Festival</i> | > <i>Fine Arts Trip</i>               | > <i>Jazz Band</i>  |
| > <i>Scholastic Bowl</i>               | > <i>Variety Show</i>                 | > <i>Play</i>       |

All other activities not listed above are considered to be curricular, or are regulated by the rules and guidelines outlined in the individual student/parent handbooks published for each activity.

## **TRAINING RULES**

*(Grades 6 - 12)*

1. Students will treat their coaches, directors, sponsors, teammates, opponents, fans, teachers, and facilities with respect. Gross or persistent disrespect will be cause for dismissal from the programs.
2. Students will not engage in criminal actions. Students charged with a misdemeanor or felony may be suspended indefinitely pending a review made by the Principal, Athletic Director, coach, director, or sponsor.

Any rule infraction during junior high years will not be carried over into high school. The steps are cumulative during junior high and high school.

3. Smoking, use of chewing tobacco or tobacco products, possession of and/or use of alcohol, look-a-like drugs, improper use of prescription or over-the-counter drugs, hallucinogens, or illegal drugs including anabolic steroids, and other performance enhancing drugs are prohibited. Students will not possess, use, distribute, or sell any of the above-mentioned items in-season or out-of-season:

➤ ***VIOLATION: A student caught by a staff member, administrator, or law enforcement officer violating this rule at any time during the calendar year is subject to the disciplinary action of the school district and / or extracurricular suspensions.***

Rumors and hearsay about students concerning smoking, drinking, and drugs will be handled by the particular coach, director, or sponsor and Principal. The administration will make the final decision.

Any student who fits into the category of having been to a party at any place, etc., where there was alcohol or drugs, or where the police were involved, may be suspended from an activity indefinitely until further information or knowledge is received. Upon the receipt of further facts, the coach, director, or sponsor and Principal will render a decision. The administration will have the final decision.

4. **Procedures for Self-Reporting:** In a situation in which a student-athlete or his/her parents wish to self-report a violation of training rules for the purpose of enrolling in and completing an approved rehabilitation program, and completing all prescribed steps for reinstatement, the student-athlete will not be suspended from practice or competition, provided the self-report is NOT an attempt to avoid punishment for having been observed by a school employee or law officer to be in violation of the training rules. Students who wish to self-report need to do so by 8:00 a.m. the next available day. This will be considered a first offense for future reference even though consequences are not assigned. Self-reporting is not an option if the student is on the second or third offense step. The self-reporting option is available only once during an athlete's 6 - 12 career.

## **VIOLATION OF TRAINING RULES**

Violation of the above training rules will result in the following consequences. Since athletic / activity participation is a privilege, it is not protected by the same due process procedures applicable to school attendance suspensions / expulsions. A participant may seek review of the declaration of the ineligibility within 48 hours of declaration to the building Principal. The penalty remains in force during the review process.

### **FIRST OFFENSE:**

1. Regular disciplinary action of the District, if during school hours, on school grounds, or at a school-sponsored activity.
2. A 30 calendar day activity suspension and finish the season in good standing in order for the suspension to be considered complete. The 30 calendar day suspension determines how many games the athlete is suspended. If games in which the athlete is suspended are canceled, then the suspension will be extended to cover the amount of games originally determined by the 30 calendar day suspension.  
  
If there is a chance to resume athletic participation upon the completion of the 30 calendar day suspension, the athlete will be allowed to practice but not participate in athletic contests during the suspension.
3. Enrollment and completion of a formal evaluation by a certified drug treatment facility. This evaluation must be started within two weeks of the offense. A copy of the complete evaluation must be sent by the facility to the Principal before privileges are reinstated;
4. Maintenance of extracurricular privileges is contingent upon the student's enrollment and completion of a drug rehabilitation course and following, to the end, ALL of the recommendations outlined in his/her evaluation, regardless of scope or out-of-pocket expense.

### **SECOND OFFENSE:**

1. Regular disciplinary action of the District, if during school hours, on school grounds, or at a school-sponsored activity.
2. Suspension from participation in all extracurricular activities without reinstatement for a period of twelve months from the date of the infraction.
3. Students found to have violated training rules with regard to alcohol/drugs as stated previously will complete a drug rehabilitation course before reinstatement of extracurricular privileges following a twelve-month suspension.

### **THIRD OFFENSE:**

1. Regular disciplinary action of the District, if during school hours, on school grounds, or at a school-sponsored activity.
2. Suspension from participation in all extracurricular activities during the remainder of his/her time as a student of the Forrestville Valley School District.

**DRUG/ALCOHOL REHABILITATION TREATMENT CENTERS**

<b>TREATMENT CENTER</b>	<b>PHONE #</b>
■ Rosecrance	815/391-1000
■ Sinnissippi Center	815/732-3157
■ Sojourn House	815/232-5121
■ Lutheran Social Services	815/626-7333

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**Any rule infraction during junior high school years will not be carried over into high school.**

**The steps are cumulative during junior high and high school years, respectively.**

**Violations will be enforced cumulatively on transferring students with past violations.**

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## **ACADEMIC ELIGIBILITY**

### **FORRESTON HIGH SCHOOL**

1. In order to be eligible for participation in extracurricular activities, students at Forreston High School cannot fail more than one subject at any given time.
2. Weekly eligibility will be determined by a student's cumulative semester average in each of his/her subjects. Eligibility will be checked on Monday, and any student failing 2 or more classes at that time will be ineligible to participate in any contests for the following calendar week -- Monday through Saturday. It is the practice of the District to notify any ineligible student in person on Monday and to send a letter to parents. Ultimately, however, it is each student's responsibility to monitor his/her grades and eligibility status.
3. Any student failing two or more subjects at semester's end will be ineligible to participate in any extracurricular events during the next semester of school. The ineligible student is allowed to participate in off-season training and practice with the squad, but cannot participate or travel as a member of the team at home or away events. To maintain this off-season training and practice privilege, the student must maintain a passing average on the weekly eligibility check in ALL of his/her subjects.
4. During a period of ineligibility, Forreston High School students will be allowed to practice, but not participate in events, for 3 weeks during a given season. If the student is ineligible on the Monday check at the beginning of the 4th week, he/she will be dismissed from the squad.
5. Credit earned in Summer School, correspondence classes, or Credit Recovery may NOT be applied to extracurricular eligibility.
6. Students must be enrolled as full-time students of the Forrestville Valley School District #221 in order to be granted the privilege of participating in extracurricular activities offered by District #221.

## **ACADEMIC ELIGIBILITY**

### **FORRESTON JUNIOR HIGH SCHOOL**

1. In order to be eligible for participation in extracurricular activities, students at Forreston Junior High School cannot fail any subject at any given time.
2. Weekly eligibility will be determined by a student's cumulative quarter average in each of his/her subjects. Eligibility will be checked on Monday, and any student failing a class at that time will be ineligible to participate in any contests for the following calendar week -- Monday through Saturday. It is the practice of the District to notify any ineligible student in person on Monday and to send a letter to parents. Ultimately, however, it is each student's responsibility to monitor his/her grades and eligibility status.
3. For the purposes of determining academic eligibility for participation in extracurricular activities, cumulative quarter averages for Forreston Junior High School students will start over at the beginning of each new nine weeks.
4. Forreston Junior High School students will be allowed to practice, but not participate in events, for a period of 2 weeks during a given season. If the student is ineligible on the Monday check at the beginning of the 3rd week, he/she will be dismissed from the squad.
5. Credit earned in Summer School or correspondence classes may NOT be applied to extracurricular eligibility.
6. Students must be enrolled as full-time students of the Forrestville Valley School District #221 in order to be granted the privilege of participating in extracurricular activities offered by District #221.

# RULES & GUIDELINES

**ATHLETIC ADDS**

Forreton High School students who wish to join an athletic team after the season has begun will be allowed to do so after approval has been obtained from the Principal, Athletic Director, and head coach. Any practices or games that have already occurred may need to be made up before participating in any contests.

**ATHLETIC DROPS**

Forreton High School athletes who wish to drop out of a sport in which they are participating will be granted a 2-week grace period, beginning the first day of practice, in which to do so. Any athlete dropping the sport within this grace period will be allowed full use of the facilities and off-season programs offered at Forreton High School. Any athlete who drops out of a sport after this two-week grace period will be excluded for 10 school days from participating in any off-season training programs offered at Forreton High School.

**BUS PROCEDURES**

Bus transportation is provided for students to and from away contests. For away events, students may ride home with a parent or guardian, provided the student and parent sign out with the coach at the end of the event. Generally, students are only allowed to ride home with their parent(s). Students may ride home with other parents, provided they have written permission from their parent to do so. Students not signed out from an activity may be assigned consequences by the sponsor of the activity.

**PARENT - COACH COMMUNICATION**

There are situations that may require a conference between the coach and the parent; however, please keep in mind that the student-athlete should first talk to the coach prior to parent involvement. If it becomes necessary for the parent to talk to the coach, it is important that both parties involved have a clear understanding of the other's position. **However, the following issues are NOT appropriate to discuss with coaches: playing time, team strategy, play calling, and other student-athletes.** Parents must wait at least 24 hours before confronting a coach – not before, during, or after a contest or practice. These can be emotional times for both parents and coaches. If you have a concern to discuss with a coach, please call the junior high (938-2195), or the high school (938-2175) to set up an appointment. If the meeting with the coach does not provide a satisfactory resolution, please follow the Chain of Command to resolve possible problems.

**CHAIN OF COMMAND**



**INSURANCE**

Any student participating in an extracurricular activity must complete an Insurance Verification Form and a copy of the insurance card must be on file in the activities office. Students must demonstrate proof of insurance or purchase a student insurance plan through the district insurance provider.

**PRACTICE SCHEDULES / ATTENDANCE RULES**

Practice schedules will be established by the coach, sponsor, or director of each activity. During the winter, with the indoor facilities being used constantly, the Athletic Director will establish practice times that best satisfy the needs of the respective athletic teams, coaches, players, and parents. Rules will be set addressing tryouts, attendance at practices, and games by individual coaches, sponsors, or directors, and approved by the administration.

For students to participate in or attend an extracurricular activity (practice, concert, game, dance, etc.), they must be in attendance ALL periods of the school day. For students missing school due to a verified medical appointment, they must be in attendance four (4) full periods at Forreton Junior / Senior High School to participate in an extracurricular activity or practice. (Principal's or Designee's discretion is final.) Career days, funerals, emergency absences or other circumstances approved by the Principal are exceptions to the rule. When students are present, but do not participate in P.E. class, they may not practice or participate in extracurricular activities. On days when students serve an Out-of-School Suspension, they will not be allowed to participate in or attend after-school activities.



## **RECRUITMENT**

The coaches, directors, and sponsors of Forreton High School are encouraged to engage in positive and healthy recruitment of students. Badgering or negative recruitment will not be tolerated, and no staff member will attempt to persuade a student against participating in a particular activity. **Any student who feels he/she is being badgered or negatively recruited should contact the Activities Director.**

## **TRAINING PROGRAMS**

First priority for use of the athletic locker rooms at Forreton High School will go to in-season athletes. If, during a particular season, additional locker space is available in the athletic locker room, out-of-season athletes may be allowed to use that space, provided they are participating regularly in an off-season training program, supervised by a coach or staff member, and provided they are not a disruption to the in-season programs.

## **ACTIVITY FEE**

Students choosing to participate in extracurricular programs provided by the Forrestville Valley School District #221, including athletics, High School Scholastic Bowl, and Junior High Academic Bowl, are required to pay a fee of \$60 per activity, with a maximum fee of \$120 per student per school year. Parents are reminded that student-athletes are students first. Beginning with the 2016 - 2017 school year, all school Instructional, Technology, and Course Fees must be paid PRIOR to the collection of Activity Fees. Students with a balance remaining for school Registration Fees will not be allowed to participate in the activity until balances are paid in full. Please note the goal is not to exclude a student due to financial hardships. Therefore, if you need to discuss payment plan options, please contact the District Office at 815-938-2036 to make arrangements.

# ***STANDARDS FOR EARNING LETTERS***

## **FORRESTON HIGH SCHOOL**

**Varsity Letters** -- Any junior or senior who participates in athletics or Scholastic Bowl and who completes a given season in good standing will receive a varsity letter. In addition, any freshman or sophomore who, in the opinion of the head coach or supervisor, has made a significant contribution to the varsity team in terms of commitment and/or performance may be awarded a varsity letter.

**Sophomore Letters** -- Any sophomore who participates in athletics or Scholastic Bowl and who completes a given fresh-soph season in good standing will receive a Sophomore letter.

## **FORRESTON JUNIOR HIGH SCHOOL**

Any Junior High School student participating in an interscholastic activity at the 7th or 8th grade level, and who completes the season in good standing, will letter.

### **EXCEPTIONS**

*In case of injury, an athlete will receive a letter if he/she meets the requirements for a letter after the first game or for those games in which he/she participated.*

*The coach will have the authority to make the final judgment in relation to awarding letters for his/her sport. The coach has the final discretion to award any letter for special situations that deviate from the above stated letter requirements.*

## **CONCUSSIONS**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- ~ Headaches
- ~ Pressure in head
- ~ Nausea or vomiting
- ~ Neck pain
- ~ Balance problems or dizziness
- ~ Blurred, double, or fuzzy vision
- ~ Sensitivity to light or noise
- ~ Feeling sluggish or slowed down
- ~ Feeling foggy or groggy
- ~ Drowsiness
- ~ Change in sleep patterns
- ~ Amnesia
- ~ "Don't feel right"
- ~ Fatigue or low energy
- ~ Sadness
- ~ Nervousness or anxiety
- ~ Irritability
- ~ More emotional
- ~ Confusion
- ~ Concentration or memory problems (Forgetting game plays)
- ~ Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- ~ Appears dazed
- ~ Confused about assignment
- ~ Is unsure of game, score, or opponent
- ~ Answers questions slowly
- ~ Shows behavior or personality changes
- ~ Can't recall events after hit
- ~ Any change in typical behavior or personality
- ~ Vacant facial expression
- ~ Forgets plays
- ~ Moves clumsily or displays incoordination
- ~ Slurred speech
- ~ Can't recall events prior to hit
- ~ Seizures or convulsions
- ~ Loses consciousness

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

***For current and up-to-date information on concussions you can go to:  
<http://www.cdc.gov/ConcussionInYouthSports/>***



## **I.H.S.A. PERFORMANCE-ENHANCING SUBSTANCE TESTING POLICY**

In 2008, the IHSA Board of Directors established the association's Performance-Enhancing Substance (PES) Testing Program. Any student who participates in an IHSA-approved or sanctioned athletic event is subject to PES testing. A full copy of the testing program and other related resources can be accessed on the IHSA Sports Medicine website. Additionally, links to the PES Policy and the association's Banned Drug classes are listed below. School administrators are able to access the necessary resources used for program implementation in the IHSA Schools Center.

IHSA PES Testing Program:

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20PES%20policy%20final.pdf>

IHSA Banned Drug Classes:

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>

## **I.H.S.A. STEROID TESTING POLICY CONSENT TO RANDOM TESTING**

As a prerequisite to participation in IHSA athletic activities, we agree that I/our student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have reviewed the policy and understand that I/our student may be asked to submit to testing for the presence of performance-enhancing substances in my/our student's body either during IHSA state series events or during the school day, and I/our student do/does hereby agree to submit to such testing and analysis by a certified laboratory. We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my/our student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at [www.IHSA.org](http://www.IHSA.org). We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject me/our student to penalties as determined by IHSA.

A complete list of the current IHSA Banned Substance Classes can be accessed at:

<http://www.ihsa.org/documents/sportsMedicine/2015-16/2015-16%20IHSA%20Banned%20Drugs.pdf>

*The Forrestville Valley School District complies with the Youth Sports Concussion Safety Act, Concussion Return to Play Protocol, Concussion Return to Learn Protocol, and Illinois School Code requirements.*

# ***IHSA Sports Medicine Acknowledgement & Consent Form***

## ***Acknowledgement and Consent***

### **Student / Parent Consent and Acknowledgements**

By signing this form, we acknowledge we have been provided information regarding concussions and the IHSA Performance-Enhancing Testing Policy. We also acknowledge that we are providing consent to be tested in accordance with the procedures outlined in the IHSA Performance-Enhancing Testing Policy.

### **STUDENT**

Student Name (Print): \_\_\_\_\_ Grade (9-12): \_\_\_\_\_

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

### **PARENT or LEGAL GUARDIAN**

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

#### **Consent to Self Administer Asthma Medication**

Illinois Public Act 098-0795 provides new directions for schools concerning the self-carry and self-administration of asthma medication by students. In order for students to carry and self-administer asthma medication, parents or guardians must provide schools with the following:

- Written authorization from a student's parents or guardians to allow the student to self-carry and self-administer the medication.
- The prescription label, which must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered.

A full copy of the law can be found at:  
<http://www.ilga.gov/legislation/publicacts/98/PDF/098-0795.pdf>

Each year IHSA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.

# **EXTRA-CURRICULAR HANDBOOK PARENT / STUDENT AGREEMENT FORM**

My signature acknowledges that I received  
the Forrestville Valley School District #221 Extra-Curricular Handbook,  
which includes the general practices, procedures, rules,  
regulations, and concussion information  
for extracurricular activities at  
Forreston Junior / Senior High School.

It is my responsibility to read the handbook and become aware  
of the consequences which may result if these rules  
are not followed.

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*(Student's Signature / Date)*

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*(Parent / Guardian's Signature / Date)*