

# SAIL Handbook

The information herein is accurate to the best of our knowledge. Policies, procedures and fees are subject to change without notice.

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## 1. Welcome

Students Are Inspired Learners (SAIL) is an IRS 501c3 non-profit organization. Our purpose is to provide academic and enrichment classes for students of local homeschooling families, grades five through twelve. All students seeking enrollment as seventh grade students must have reached their twelfth birthday by September 30 of the current school year.

### 1.1 Statement of Faith

SAIL is a parent-led organization that seeks to support homeschooling families by providing both academic and elective classes for middle school and high school students. All classes are taught from or adhere to a Biblical perspective that emphasizes the following foundational truths:

1. The Bible is the inerrant, infallible Word of God.
2. God exists in three persons: Father, Son, and Holy Spirit
3. Man fell into sin through his disobedience.
4. Jesus Christ paid the penalty for man's sin through His perfect life, His sacrificial death, and His triumphant resurrection.
5. Eternal life is available to those who confess and repent of their sins and put their trust in Christ alone as their hope of salvation.
6. Christians have the Holy Spirit as an indwelling Person, enabling them to live lives of faith, repentance, virtue and obedience.

Since different denominations and viewpoints exist within the larger Christian community, SAIL seeks to abide by the following basic principle: "In essentials, unity; in non-essentials, liberty; in all things, charity."

SAIL classes are offered as a Biblically-based educational option for Christian families and all teachers are required to adhere to the statement of faith. Participating families are not required to adhere to the statement of faith above. However, all SAIL parents and students should recognize that classes are taught from a Christian perspective, particularly when dealing with worldviews and/or discussions of origins, history, ethics and literature.

### 1.2 SAIL Leadership

SAIL is led by a board of directors which exercises governing authority over the organization and is responsible for determining and maintaining the overall policies and direction of the organization, according to and consistent with SAIL's bylaws. All board members work together to serve the best interests of the student body by

overseeing the weekly classes and activities. Board members are chosen from among current and former families.

### 1.3 Website

The SAIL website is located at: <https://sailwinchester.com/>

Please make it a habit to check the website weekly. Information regarding activities, special notices, cancellations, and other information is readily available on the website and is updated regularly. Information will also be posted on our public Facebook page as well as within our private Facebook group for currently enrolled families.

## 2. General Policies

### 2.1 Registration

SAIL uses an online registration process which is thoroughly explained with deadlines on our website. Occasionally, classes with low enrollment may be canceled. The determination to cancel a class will be made early enough for families to register for alternative classes.

Registration typically occurs yearly in March or April with a schedule as follows:

- Week 1 – Board members' students
- Week 2 – SAIL and Compass Teachers' students
- Week 3 – Returning SAIL & Compass families
- Week 4 – New families

Registration will remain open until June 30 or until classes fill for the 2025-2026 school year.

Registration will be considered complete when families have submitted the following items:

- Registration fee of \$120
- Tuition and materials fees
- Required prerequisite class forms
- Required writing samples for writing classes
- Liability waiver signed by both parents/guardians
- Handbook signature page signed by parents and students

### 2.2 Payments

SAIL collects registration fees, materials fees and tuition. Families are expected to pay fees on time and in full.

The registration fee of \$120 per family is due in the spring at the time of registration. A student will not be officially registered for a class until the registration fee has been paid.

Tuition must be paid in two parts with the first half of class fees and the materials fees due by May 1 and the second half due by July 1. All fees should be paid via Paypal through the SAIL website.

**Penalties:** Payments not received by 15 days past their due date will be subject to a \$50 late fee. Students may forfeit their spot in a class if payments are late. These open seats will be filled by those students currently on the waiting list.

Registration fee, materials fees and tuition are non-refundable.

**Late Registration Fee:** A fee of \$25 will be charged for registrations occurring after May 1.

New families who register after June 1 must submit the following items at the time of the interview:

- Registration fee, including late registration fee
- First half of tuition and all materials fees
- Required prerequisite class forms
- Required writing samples for writing classes

**Change/Drop Fees:** After May 1, a \$25 fee **per change per student** will be charged to make any schedule changes. Material fees will not be refunded or transferred.

## 2.3 Class Schedule and Descriptions

The complete class schedule and course descriptions are available on the website. To assist families in selecting the best class choices for their student(s), the website contains a suggested course progression and required course prerequisites.

## 2.4 Grading Scale

All SAIL classes grade on the following scale:

A = 90-100

B = 80-89

C = 70-79

D = 65-69

F = below 65

Students are required to have a grade of 75% or above to progress to the next level in a course progression (i.e. Writing I to Writing II, etc).

## 2.5 Absentee Policy

Students are required to complete all homework for the classes in which they are enrolled. If a student knows that he/she is going to miss a class in advance, he/she must notify the teacher and make appropriate arrangements for getting and turning in his/her assignments on time. Students who are absent due to illness or family emergency are also responsible to contact their teachers in a timely manner and to submit assignments that were due on the day of the absence. Each student must arrange with his/her teachers when missed assignments are due with the understanding that the teacher may require assignments to be turned in on the original due date.

## 2.6 Illness

Please do not send your student to SAIL if he/she is sick. A sick student is defined as one exhibiting a fever, vomiting, discolored discharge from the nose or eyes, diarrhea, or any contagious virus. Students should be symptom-free for at least 24 hours before returning to SAIL. Parents will be notified if their student becomes ill while at SAIL.

## 2.7 Arrival and Dismissal

Students are to be dropped off in the back parking lot in the area designated as the drop off zone. They should not be dropped off in the teacher parking lot (parking closest to the entrance or on the side of the road facing the entrance). Students may be picked up in the same area as the drop off zone or in the back parking lot.

Students are required to be seated in their classrooms, ready for class to begin, before the bell rings. Tardy students may not be admitted. If a student is going to be late due to a circumstance beyond his/her control, he/she must contact the front desk or the director to inform SAIL of the situation. The entrance doors are locked after 9:15 am and students will be admitted to the building and their class upon arrival.

Out of respect for our hosts at Fellowship Bible Church, students must be in class when they are at SAIL. There are other people using the building, both staff and parishioners, and the church has asked that all students and teachers stay in SAIL's designated area.

Parents who are waiting for students to finish classes are asked not to wait in the foyer or hallways of the church, due to overcrowding and fire safety rules. However, parents are welcome to wait for students in the classroom designated as the parent waiting area located off the classroom hallway. This waiting room may be unavailable at times depending on church or other SAIL events.

If a student has a gap in his/her schedule, they may be picked up by parents or they must wait in the designated study hall room. Students in study hall should have quiet work to do during this time. Students may arrive five minutes before class and wait five minutes after their class in the Lobby area.

## 2.8 Inclement Weather and Cancellations

SAIL **does not** follow Frederick County school closings. In the event that SAIL is closed or delayed due to inclement weather, families will be notified via email and the SAIL Facebook page/group. Families should use their judgment about whether or not to attend in the event that SAIL continues with classes during inclement weather. Alternate schedules for delays are as follows:

In the event of a ONE HOUR DELAY, we will observe the following schedule:

10:00-10:50	First Period
10:55-11:45	Second Period
11:50-12:40	Third Period
12:45-1:10	Lunch (shortened to 25 minutes)
1:15-2:05	Fourth Period
2:10-3:00	Fifth Period (extended 5 minutes)

In the event of a TWO HOUR DELAY, we will observe the following schedule:

11:00-11:40	First Period
11:45-12:25	Second Period
12:30-1:10	Third Period
1:10-1:30	Lunch (shortened to 20 minutes)
1:35-2:15	Fourth Period
2:20-3:00	Fifth Period

There is always the possibility that our host, Fellowship Bible Church, might have to cancel our classes in the event of a facility emergency or urgent need for congregational use such as a funeral. If this occurs, families will be notified via email and the SAIL Facebook page/group.

## 2.9 Communication

Open lines of communication are vital to the health and function of the student body. **It is imperative that families check their email and Canvas class pages daily for SAIL updates and class information.** The SAIL board of directors sends a weekly newsletter containing all important information and upcoming due dates. Families should read each newsletter carefully to stay up to date.

## 2.10 Graduation Policy

In the spring of each school year, SAIL parents may organize a graduation ceremony to its families. This is a special time of celebration. Diplomas are awarded to each student from his/her respective homeschool during the ceremony.

While the SAIL board oversees the graduation ceremony, details are planned by the seniors and parents each year. Planning begins with a senior family meeting in September and continues with occasional meetings throughout the school year. A graduation fee may be charged to cover graduation expenses (i.e. cap, gown, tassel and ceremony expenses). Families are also responsible for additional costs such as refreshments and decorations.

Students who wish to participate in SAIL's graduation ceremony must take at least one SAIL class and should be seventeen by September 30 of the school year in which they commence their senior year (e.g. students who wish to graduate in the spring of 2026 must be seventeen by September 30, 2025). Students must complete all high school course work (whether that coursework is taken at SAIL, at home or elsewhere) before the next school year begins. Students who will continue high school work the next fall are NOT eligible to participate in the ceremony.

Graduation candidates will participate in fundraising for graduation and a senior activity. This may include working in a school store during lunch time and other planned fundraisers.

## 3. Student Responsibilities

### 3.1 Assignments

Students are expected to complete all assigned homework. When absent, the student is responsible to contact the teacher and check their Canvas class page for assignments. If class assignments remain uncompleted, the teacher may request the student to be removed from the roster, and no refund will be given.

### 3.2 Dress Code

Students will be expected to adhere to the dress code listed below. If a student is in a breach of dress code, the incident will be handled discreetly and respectfully. In cases of minor dress code infraction, students will be asked not to wear the item(s) again. In more extreme cases, parents may be asked to bring a change of clothing for the student during the school day. If a student appears to be in breach of dress code repetitively and/or in defiance, more consequential discipline may be required.



The SAIL dress code rules are applicable both during SAIL class days and during SAIL events.

1. Clothing must not reveal undergarments or private areas.
2. Clothing should cover both the student's midriff and back.
3. Clothing must be free from ungodly words and images including profanity, vulgarity or lewd jokes.
4. Skirts, dresses and shorts should reach mid-thigh while seated.

The SAIL board reserves the right to determine if student dress is within appropriate standards.

### 3.3 Cell Phone Usage

Student cell phones must remain silent and away in backpacks or purses for the entire time students are on the SAIL campus unless requested by teachers for educational purposes. Students may use their cell phone for emergencies only, but they may do this only in the front lobby after informing the front desk volunteer or a staff member why they need their phone. Students are permitted to use their cell phones during study hall for educational purposes only; students needing their phones for homework must sit separately from other students. SAIL board members reserve the right to allow themselves and teachers to temporarily confiscate cell phones from students who are using them inappropriately.

## 4. Parent Responsibilities

### 4.1 Service Duty

All non-teaching SAIL families are required to fulfill a specified number of service duty slots over the course of the school year. There are **no exceptions**. Service duty jobs include morning set up, afternoon clean up, front desk monitoring, PE volunteer, and lunch or hall monitors. Sign-ups for service duty slots will begin on July 1 through the SAIL website. Families who do not sign up for service duty slots will be assigned the remaining empty slots.

Service duty responsibilities may be completed by either parent.

Families who find themselves in need of a substitute for their assigned service duty are responsible for finding the sub and paying them \$20 for covering their slot unless they exchange times with each other. Our service duty coordinator must be informed of the changes and substitutes.

## 4.2 Background Checks

Upon registration, all families (teaching and non-teaching) will be required to submit and pay for a background check to Protect My Ministry for any family member who will be present at SAIL. No family member who does not have a clear background check on file with the SAIL Board of Directors will be permitted to complete service duty responsibilities. Families who do not submit a background check within a week of registration may have students removed from classes or placed on a waiting list.

## 4.3 Parent Communication and Support

Parents should maintain healthy communication with SAIL's teachers and board members. They should check email and Canvas daily and respond promptly to any communication from teachers or board members. Parents should communicate any important information related to policies or events to their students. By registering for SAIL, parents commit to helping students arrive in a timely manner to all their SAIL classes and to providing materials and curriculum as specified in the course descriptions.

Parents should be diligent in communicating with teachers regarding student learning challenges, differences or needs and work together to create a learning experience best suited for their individual child.

## 5. Code of Conduct

### 5.1 Behavior

Appropriate behavior/attitudes are expected toward others. As brothers and sisters in Christ, we desire to affirm and encourage each other. This includes being respectful of Fellowship Bible Church and the property of the church. Swearing, coarse language, using racial slurs or vulgar or obscene gestures are examples of inappropriate language. Disruptive behavior, such as rough play, making loud unnecessary noises, throwing items, or other behavior that interferes with the learning process or the safety of other students is also prohibited.

Weapons of any kind, including pocket knives, are not permitted at SAIL.

**Minor Infractions:** Minor infractions are those which involve a lower degree of danger or harm to others. These would include, but are not limited to, behaviors such as dress code violations, use or profanity or obscene gestures, and minor physical altercations that do not involve weapons or significant use of bodily force.

Disciplinary measures for minor infractions may include, but are not limited to: parental involvement and/or conferences, isolation for short periods of time, behavior management plans or exclusion from academic activities.

**Serious Infractions:** Serious infractions are those which involve a significant degree of danger and harm to others. These would include, but are not limited to, incidences of sexual harassment, bullying and physical altercations involving weapons and significant use of bodily force.

Disciplinary measures may involve any of the consequences for minor infractions and include expulsion.

A student will be given one warning concerning inappropriate or unsafe behavior. If the student continues to act out, he/she will be required to leave class for the day, and parents will be notified. If inappropriate behavior continues, the student will be asked to leave the class for the rest of the year. No refund will be given.

When aware of conflicts, teachers will arbitrate conflicts between students to help them reconcile differences. If a conflict between students happens on the SAIL campus, teachers or board members will communicate with parents.

## 5.2 Academic Dishonesty

Any form of academic dishonesty may result in dismissal from SAIL. The first offense will result in a warning to both the student and his/her parents as well as a zero on the assignment. Subsequent offenses may result in dismissal from SAIL. No refund will be given.

The [John Jay School of Criminal Justice](#) defines academic dishonesty in the following ways:

**Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. The following are some examples of cheating, *but by no means is it an exhaustive list:*

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.

- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

**Plagiarism** is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism, *but by no means is it an exhaustive list*:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the sources.
- Failing to acknowledge collaborators on homework and laboratory assignments.

**Internet plagiarism** includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

**Obtaining Unfair Advantage** is any activity that intentionally or unintentionally gives a student an unfair advantage in the student's academic work over another student. The following are some examples of obtaining an unfair advantage, *but by no means is it an exhaustive list*:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials, which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

**Falsification of Records and Official Documents.** The following are some examples of falsification, *but by no means is it an exhaustive list*:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, I.D. card or other college document

### 5.3 Sexual Harassment

SAIL does not tolerate sexual harassment on the SAIL campus or during alternative SAIL-sponsored events and takes allegations of sexual harassment seriously. Sexual harassment includes, but is not limited to:

- Unwanted touching or physical contact
- Verbal harassment of a sexual nature, including jokes related to sexual acts or sexual orientation.
- Unwelcome sexual advances or requests for sexual favors
- Unwanted sexually explicit photos, emails, or text messages.
- Sharing (or threatening to share) pictures or videos of private body parts, sexual activity, or sexually-suggestive acts, such as on a cell phone, in a magazine, on a computer, or in an email.

Any student, parent or teacher who has experienced sexual harassment should report the experience immediately to the SAIL board of directors. All reports will be handled discretely in order to protect the confidentiality of the student(s)/staff making the report and prevent retaliation from the accused party. The board will investigate immediately and thoroughly and if necessary, implement appropriate disciplinary and/or required legal actions.

## 5.4 Bullying

SAIL does not tolerate bullying (or cyber bullying) committed by or towards students, staff, board members or parent volunteers on the SAIL campus or during alternative SAIL-sponsored events and takes allegations of bullying seriously. Bullying may result in immediate and permanent expulsion from SAIL. SAIL relies on the following definitions to provide discernment when evaluating allegations of bullying.

[The Commonwealth of Virginia](#) defines bullying as “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. ‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.” (*Code of Virginia* § 22.1-276.01(A)).”

[The Commonwealth of Virginia](#) further describes bullying in four ways:

*Bullying may be physical, verbal, emotional, or sexual in nature.*

*Physical bullying includes punching, poking, strangling, hair pulling, beating, biting, and excessive tickling.*

*Verbal bullying includes such acts as hurtful name calling, teasing, and gossip.*

*Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability or ethnicity, or manipulating friendships, isolating, ostracizing, and peer pressure.*

[The Commonwealth of Virginia](#) explains that aspects of bullying may be a violation of Virginia law. Examples are:

***Threat*** means a communication that threatens to kill or do bodily injury to a person or any member of his family and places the person in reasonable fear of death or bodily injury.

***Harassment*** means to repeatedly annoy or attack a person or group in such a way as to cause anxiety or fear for safety. Several different types of harassment are against Virginia law.

***Extortion*** means obtaining property or money from another person by using or threatening to use violence or other criminal means to cause harm to a person, a person's reputation, or a person's property.

***Assault and battery*** means use of force against another resulting in harmful or offensive contact.

***Robbery*** is defined as the taking, with intent to steal, of the personal property of another, from his or her person or in his or her presence, against his or her will, by violence or intimidation.

***Hazing*** means to recklessly or intentionally endanger the health or safety of a student or to inflict bodily injury on a student in connection with admission into a group.

## 5.5 Parental Conduct

In order to support a peaceful and safe school environment, SAIL will not tolerate parents/guardians who exhibit the following:

- Disruptive behavior that interferes or threatens to interfere with the operation of SAIL.
- Loud/or offensive language, swearing, cursing, profane language or displaying temper outside of Christian character.
- Threatening teachers, board members, students, fellow parents or church staff with bodily harm.
- Abusive or threatening emails or text/voicemail/phone messages or other written communication to teachers, board members, students, fellow parents or church staff.
- Gossiping with other parents, teachers, board members or students regarding the co-op, teachers, processes, policies or otherwise.
- Defamatory, offensive or derogatory comments regarding SAIL on social media sites. Any concerns you have must be made through the appropriate channels by speaking to the teacher or board member so the matter can be dealt with fairly, appropriately and effectively for all concerned.



- Approaching another student in person or via text/email/phone call/voicemail to discuss or chastise them because of the actions of this student towards their own student. Such an approach may be seen to be an assault and may have legal consequences.

Should any of the above behaviors occur, SAIL may find it is necessary to remove the offending family from SAIL and contact the appropriate authorities. Member families may be dismissed or not permitted to re-enroll for causing undue conflict, failing to adhere to handbook rules or failing to support the goals and mission of SAIL. No refunds will be given in the event of dismissal.

(Adapted from: <https://riverdaleschool.org/wp-content/uploads/2018/04/Parent-Code-of-Conduct.pdf>)

## 5.6 Reporting, Investigations, and Confidentiality

In order to promote and safe environment for students, teachers and parents alike, it is important to note that SAIL adheres to a confidential reporting framework to facilitate mitigation of potential violations of the code of conduct or inappropriate behavior.

Any report made in good faith, whether by the recipient of such behavior, or by a witness to the behavior of concern is to be investigated by, at a minimum, the SAIL Executive Director and reported to the SAIL Board for awareness. At the SAIL Executive Director's discretion or by SAIL Board direction, additional staff may be called upon to assist, so long as they are not a party to the reported activity and have no conflict of interest associated with the parties involved. The SAIL Board also reserves the right to manage any investigation at its discretion and/or determine if legal council is deemed necessary based on the severity of the report. Insofar as the SAIL Board's involvement, if there is a conflict of interest associated with a party in the investigation, that board member will be expected to voluntarily recuse themselves from the review.

Any and all reports are to be held in the strictest confidence to protect the identity and well-being of all parties associated, including, but not limited to, the reporter, accused, and any witnesses. Only those with express need to know, and only if necessary, will be given information on the identities of the parties involved be divulged.

It is expected that any investigation and potential outcome be handled in a fair and unbiased manner, and that a consistent standard of review is applied based on the situation presented. Disciplinary measures will mirror those identified in the previous subsections of the code of conduct. All decisions made by the SAIL Board of Directors are final.

## 5. Signature Page

### **Parent**

As a parent of a SAIL student, I have read and agree to comply with all the policies within the SAIL handbook and to help my SAIL student(s) comply. I agree to help and talk with my student(s) teachers to support my child's learning.

By signing this form, I acknowledge that I have carefully read the course descriptions and homework requirements, have considered which classes meet the needs of my student(s), and understand that **ALL FEES MUST BE PAID BY THE DUE DATES**. No refund will be given if my student(s) is unable to complete any SAIL sessions. I agree to SAIL's service duty and background check requirements.

By signing this form, I agree to support SAIL's teachers, board members and parent volunteers' efforts to maintain proper discipline of the student body.

In addition, I agree to assume all risks, hazards and costs incidental to participation at SAIL and agree to release and hold blameless the teachers, assistants, parent helpers, board members and Fellowship Bible Church for any accident, injury, or loss suffered during SAIL.

Father's Printed Name \_\_\_\_\_

Father's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Mother's Printed Name \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Today's date: \_\_\_\_\_

### **Student(s)**

I have read and agree to comply with all of the policies within the SAIL student handbook.

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

### **Additional Students (use other side of page if needed):**

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_