



Faculty Handbook 2020-2021

Principal, Mr. Charles E. Lundy, Jr.
Assistant Principal, Dr. Dianna Hollins

365 GA Highway 18 E
Gray, Georgia 31032
Phone: 478-986-6295
Fax: 478-986-3911

***Gray Elementary & Jones County School System Purpose
Statement***

***Success for ALL through Academic Achievement, Responsible
Behavior and Ethical Character***

Gray Elementary School is a School-Wide Title I School.

We are a Title 1 Reward School

We are a PBIS Operational School



Gray Elementary School Procedures for Faculty, Staff, and Student Teachers

The following procedures are requirements expected of all faculty, staff and student teachers of Gray Elementary School and will be monitored as a part of the TKES for all certified employees and monitored as part of all classified annual evaluations.

Announcements, Pledge of Allegiance and Moment of Silence

Please set an example for our students during the morning announcement period. Following the moment of silence, morning announcements will be made. Please encourage your class to participate to help them understand the words that are being said during the announcements. To maximize instructional time, announcements are to be made during the morning announcements and at 2:35 pm unless approved by administration. All adults and students are expected to listen to the morning announcements and to be respectful of the content presented.

Appliances and Candles

Microwave ovens, refrigerators, hotplates, and other appliances are not to be in the classrooms without the authorization of the principal. Permission for use of small appliances for special events must be obtained from the office. Appliances will only be allowed in special circumstances – medical (student or teacher). Candles are not allowed on campus unless they are being used as a part of an event (i.e.: birthday) or an experiment. They present a serious safety hazard. Wall plug-ins are not allowed as directed by the fire department for the same reason.

Attendance – Faculty - AESOP

All teachers and paraprofessionals will use AESOP for all absence reporting. An absence must be created in AESOP even if a substitute is not needed. Contact the principal if you are out more than two days. Excessive absences can result in an unsatisfactory mark on the annual summative evaluation. A doctor's note can be requested for absences. If you must leave campus during the school day, notify an administrator. If one is not on campus, the counselor or instructional coach can be notified in their absence. When leaving campus during work hours, use the sign in/out log located in the front office.

Board Policy

The official policy of the Jones County Board of Education is available via the internet at <https://eboard.eboardsolutions.com/index.aspx?S=4098> . Employees are required and are responsible for consulting Board Policy for information regarding county policies and procedures.

Bus Notes

Any change from the normal routine will require official notification to the bus driver on the form with a teacher's signature. Do not give a bus driver a note from a parent. Students should present parental documentation prior to being issued a note. A member of the office staff will contact the parent for confirmation should questions arise. Parents' transportation notes should be kept for a minimum of 2 days.

Calendar

A master calendar for the school will be posted on Outlook. To plan well and avoid conflicts, it is imperative that you keep the administration informed. All meetings, locations and dates to be added to the school calendar are to be approved by the principal. This does include all field trips, special one-time events, everyday meetings or meetings by event chairs. When pertinent, we also include the information on the parent/family calendar. This information is seen by the public. Please be sure to let the Data Clerk and principal know when events are cancelled. We also use the master calendar to schedule the heating and air for night-time events.

Children of Faculty and Staff

Faculty and staff children must be under adult supervision both before and after school. School-aged children that do not attend GES are not allowed on campus during school hours without the permission of the administration. Arrangements need to be made for staff planning days for childcare. In an instance where childcare cannot be arranged, administration must be contacted. The After-School Program is available for GES faculty and staff (pre-k to fifth grade) children at no charge during work hours for you to perform GES related duties and responsibilities.

Classroom Condition, Storage, and Maintenance

Teachers should see that students keep all books, book bags, pencils, coats, crayons, etc. off the floor during the school day and upon dismissal. These items pose safety hazards and make cleaning difficult. Please ask children to put their chairs on top of the tables each afternoon. Encourage students to take care of personal and school property. Teachers should be aware that anything sitting directly on the floor is likely to be damaged by water and/or other cleaning products. Please notify an administrator if your room needs to be serviced. Please do not adhere tape to the doors as it will damage the doors. Command strips are recommended to hold items on doors and/or walls.

Teacher's lounges must be kept neat and orderly. Grade level items can be stored in the rooms as directed by lead teachers. Do not use the storage rooms located in the teacher's lounges. These are school storage rooms. If you are responsible for items located in these storage rooms, be mindful of the electrical panels. Red tape is used to mark off the area that is the "no storage zone."

If something in your room needs maintenance, please email the lead custodian.

Code of Ethics

See the below referenced web site: <http://www.gapsc.com>

Communication

It is important to develop and maintain positive and on-going communication with our families. Communication should focus on useful information regarding the student's academic and behavioral progress. Please follow these guidelines: Telephone calls from parents should be returned within 24 hours when possible. Written notes from parents should be answered with a phone call or a note. Emails should be returned within in a timely fashion (recommended within 24 hours). Please document your contacts on your communication log. Be cautious about responding to confrontational emails with an email. It is always best to talk to a parent to work out an issue. In order to promote and foster a strong relationship between the school and home, each teacher should send home a curriculum newsletter weekly or bi-weekly. These can be done as a group or individually. Conferences You are expected to communicate with parents of the students you teach. Communication between teachers and parents is essential. Teachers must have a minimum of two scheduled conferences with the parents of each child they teach See calendar for deadlines for conferences. If a student is not on target or is

classified as EIP or PEC, a minimum of 3 conferences is required. Parents of EIP students must be offered 10-days' notice prior to conferences. Documentation of all conferences should be maintained on the Communication Log. Remember to stress positive points as well as areas needing improvement. Open Houses are not intended to be conference times. The Compact must be reviewed at each conference as a part of our Title I federal guidelines.

District Policies

Staff members are required to become familiar with all district policies. Policies can be reviewed on the District webpage at <https://www.jonescntysd.ga.schools.bz/>.

Early Leave for Students

Students leaving school before 11:20 AM (or arriving after that time) are considered absent for the day. Students must be in school for a minimum of 3 ½ hours during the day to be counted present. Excessive early leaves should be reported to the school counselor for review through the Attendance Support Team. Please see the Jones County Attendance Guidelines for additional information regarding our policy.

Email

Email is used as an important part of our communication at GES. Many memos will be sent out through our email program. All faculty members are required to check email each workday and to respond as needed. Follow the guidelines for the signature line distributed annually via email. Do not send emails out to the entire faculty or to the entire county without first asking the principal (for the faculty) and the principal then superintendent (for the county). Emails to the entire faculty and all the county will be limited and will not be used for personal use (i.e.: to find a home for an animal, sell an item, promote a school fundraiser to the county, etc.).

Be cautious when forwarding emails. Make sure that you do not reveal personal and confidential information as well as email addresses. When you walk away from your computer, be sure to log-off your email account. Remember, any information you send in an email is the property of the BOE. Please read the Acceptable Use Agreement carefully.

Emergency Drills

Faculty members should post emergency plans next to the main exit of the classroom before the 1st day of school. All class members should be made aware of safety procedures and expectations. Announced drills are included on the school calendar. Unannounced drills will be

conducted periodically but will always be introduced as a drill over the intercom prior to the ringing of a bell. The times of our drills will vary. Please make your students aware of drill procedures in varying situations.

Energy Consumption

In an effort to conserve energy on campus, it is important that all lights are turned out each time you leave your classroom. Turn off all computers, lights, and other items prior to leaving school each day. During holidays, please unplug your appliances, computers, etc.

Events and Programs

When coordinating an event, program, or trip, please run through the plans with the administration in a timely fashion and ask for help as needed. If money is required for the event, prepare a list of items needed and obtain a check request form from the bookkeeper. It must be signed by the principal before a check will be issued. Allow three workdays for the check to be issued. Prior to sending out grade level or school-wide flyers, please get the approval of the administration. If programs will be handed out at the event, make sure that everyone on the agenda is aware of their responsibilities in advance.

Gifted Education

The Jones County School System provides services for all qualified gifted and talented students in grades K-12. The goal of the gifted program is to implement a differentiated curriculum based on the learning needs of the gifted and talented students.

A student may be referred for consideration for gifted evaluation by any of the following sources:

- A. Teacher or other professional staff knowledgeable about the student
- B. Automatic referral based on standardized test results
- C. Parent – you must turn in a child’s name for a referral if a parent wants him/her tested
- D. Student
- E. Peer

Evaluations are conducted annually. To obtain a referral form or to discuss the referral process, contact Candace Page. Eligibility for the gifted program is based on multiple criteria. Information for each child will be gathered in the areas of mental ability, creativity,

achievement and motivation. When the information has been gathered, all information is reviewed to determine eligibility.

At the elementary level, students who qualify for the gifted program will be served one day a week in a resource setting. When students are served in the resource setting, they are not responsible for missed daily assignments in the regular classroom. Special circumstances may necessitate making up assignments such as special projects and/or tests. However, each situation needs to be carefully considered and the assignments should not be punitive for students in the gifted program. Advanced Content courses will also be offered during STAR time to support our gifted students.

Grading

Homework cannot be graded. Please do not wait until the end of a nine-week grading period to make a child complete incomplete or missing assignment. Do not give an incomplete on a report card. Grades should indicate academic achievement only; behavioral issues should be handled using our PBIS guidelines. Third through fifth grades, refrain from scheduling classroom assessments and/or in-depth homework during Georgia Milestones Assessments. All teachers will be required to enter final grades in Infinite Campus prior to leaving for summer break. Electronic and print grade books are legal documents; therefore, teachers are to keep an accurate record of all items which comprise a student's grade. This information is to be made available to the administration upon request. The documents are to be turned in to the assistant principal at the end of the school year to be retained according to the records retention policy.

Homework

Homework may be given in all grades to help promote responsibility, to keep parents informed about objectives being learned, and to reinforce skills taught at school. Assignments can be written daily on homework calendars. The following guidelines should be used when assigning homework:

K: 10- 15 minutes 1-2: 15- 30 minutes 3-5: 30 - 45 minutes

Teachers are encouraged to create a reward system for those who regularly complete homework. When assigning homework keep in mind that not all students have help when they get home and that resources vary greatly. Assignments need to reinforce what has already been taught while helping students develop responsibility. Grades cannot be taken on homework at Gray Elementary School.

Injured Students and Faculty

Any student who has been injured should be sent to the office or to the school nurse if the nature of the injury allows. Do not attempt to move an injured child who is down. Call for assistance from the office. Send the information sheet with the child so that the parents may be contacted. The clinic treatment form should be sent as soon as possible. Be sure to use rubber gloves if a child is bleeding. Document in the portfolio any time a child is sent for treatment.

Staff injuries on the job must be reported to the office immediately, regardless of severity. A First Report of Incident, located in the office, must be completed, and returned to the secretary prior to leaving school for the day.

Instruction

State Standards require instruction in the following areas for all students: math, reading, science, health, social studies, English, music, art, and PE. Weekly Georgia Standards for Excellence GSE-related lesson plans should indicate a time for all areas and a minimum of one-character education lesson. Please follow the supplied template when developing your lesson plans each week.

Requirements for your classroom:

- Grade level or teacher webpage
- Lesson plans – can plan together, but the plans must match the needs of your students and what you are teaching each day.
- Essential Questions for Math, Reading, Science, and Social Studies or content area (i.e. Music)
- I Can Statements
- Standards for Math, Reading, Science, and Social Studies or content area (i.e. Physical Education)
- Interactive Word Wall – include words from Math, Reading, Science, and Social Studies
- Posted PBIS Matrix
- SMART goals should be posted – students and teachers
- Class rolls should only be posted outside of the classroom for Open House and the first day of school
- Post the GES SMART Goals and JCSS Strategic Plan
- See the Standards-Based Classroom Instructional Framework

Keys

Each faculty member is issued a key or keys to the area(s) he/she is assigned to on campus. Your key may fit multiple areas. Your key should only be used for the area(s) you are assigned to base on your job. If you misplace your key, you must notify an administrator so another one can be issued, and the key can be noted as lost. If your position changes or your need to have a key you are assigned, it is your responsibility to turn the key back in to administration. If you are assigned the passcode to the alarm for an event, the code can be used for that event only and cannot be released to others to use.

Lesson Plans

Plans are to be maintained by each certified teacher using the provided template and guidelines. They will be checked by the administration. Please have them available upon request. They must be printed and available the first working day of each week and housed in the grade level One Drive folder. If you are absent from work, your plans must be available for a sub to use with your children. Instruction must continue when you are out of the classroom. It is not the responsibility of your grade level teachers or others to gather plans in your absence. This takes instructional time away from their students. It is a good idea to have some “back-up” activities in case a substitute teacher needs a filler.

Lock Classroom Doors

Classroom doors should be locked during the day and at the close of the day. This is to protect your belongings and to ensure student safety during emergency situations. Teachers should always carry the classroom key.

Lost Books/Textbook Inventories

If a student loses a book, please request a price from the assistant principal using the ISBN and the title of the book. The assistant principal will then send you a letter to send home requesting payment for the book. After the book is paid for in the office, notify the assistant principal. Please do not wait until the end of the year to get the book cost. A running total of all lost books must be kept for the year and is reported to the State BOE. Textbook inventories must be accurate at the end of the year for the Annual Textbook Inventory Report. Any book marked as “Lost” must have an explanation along with the teacher’s name. As stated above, do not wait until the end of the year to check textbooks. Periodic checks are a must throughout the year to accurately account for each book.

Media

Only videos checked out from the media center may be viewed in the classroom. Only approved TV presentations may be viewed in the classroom. A non-school materials request form is available if you wish to show a video clip or movie that is not owned by the school. It must be reviewed and approved before you show it to a class. This can be a timely process so plan ahead. All faculty members should be aware of copyright/fair use laws pertaining to printed material, software, videos, and recorded information. The school cannot support violations of copyright laws.

Medication

The school nurse administers medication in most situations. Please note when a student needs medication in a situation where the nurse is not available. Medication must always remain in a locked drawer/closet. Students cannot be given the task of reminding an employee when to give medicine. Remember, only certified personnel can give medication. Please remember to take medication on field trips. Epi-pens are legal for students to carry on their person following the county guidelines, with the approval of the school nurse.

Money

All county procedures must be followed accordingly as outlined in the Local School Accounting Manual. Some highlights include, but are not limited to:

☐ All money must be receipted. Receipt books must be turned in to the office at the end of the school year. With a permanent marker, write the following in large letters on the front of the book: Teacher, year, purpose.

☐ Persons not employed by the Board of Education are not allowed to take up and/or count money that is collected for Gray Elementary account.

Money cannot be reimbursed unless approved by the principal in advance. If you wish to make a purchase, complete a purchase order and a check request in advance and request that a purchase be made. The principal must approve all purchases.

☐ Please turn in all money by 9:00 am to assist with our accountant's daily responsibilities. Do not keep money in your room or possession at the end of the school day. It must be turned in before the office closes so it can be recorded and locked in the vault. If you are in charge of an after-hours event where money is collected, be sure to make arrangements with an administrator to meet you to lock money up after the event.

☒ Money cannot be collected personally by school employees for student activities. All money must run through the school accounting system after being receipted. ☒ Review the Local School Accounting Manual, highlighting areas that pertain to you.

Names – Full Legal Names of Students

All school systems are to enter students' full legal names into the system's student information system (Infinite Campus) as it appears on the Birth Certificate. Use the full legal name (including the middle name).

SBOE Rule 160-5-1-.28

A student shall be identified in the local SIS and in the Georgia Statewide Student Information System (GSSIS) by the student's legal name as it appears on the documentation submitted for age verification as delineated in paragraph (2)(a)3, or in a court order changing the student's name.

Name Badges

All faculty and staff members are always to wear the name badge supplied by Gray Elementary while on campus. This is mandatory for security procedures. A temporary badge will be supplied for cases of misplaced badges. Lost or extra badges cost \$6.

Off Limits

Students are not allowed in the mailbox room/lounge areas without supervision. Unsupervised students are not allowed in the parking lot areas. Do not send an elementary school student to get something from your car for you. Students and/or faculty members' children are not allowed to use the drink/snack machines before, during, or after school hours without an adult.

Open House and Curriculum Nights

There will be no after-hours activities planned until further notice.

Parking for Staff

Designated staff parking is in the front of the building. We will reserve the back lot for buses and parents picking up handicapped students. This area will be used for special events such as Grandparent's Day to allow our visitors additional parking in the front of the school.

Permanent Records

Records are to be kept current with necessary information entered at the beginning of school (K-5), mid-term (3-5), the end of school (K-5), and/or the day a child withdraws from your roll or is placed on your roll. You are responsible for making sure that each student in your classroom has a permanent record set up within one week of enrollment. If you need help obtaining a permanent record from another school, contact the data clerk within one week of enrollment. Records are to be signed out of the front office prior to your taking them to your classroom. They are to be returned to the records room before 3:40 pm each afternoon. Records are never to be taken from the school. They must be locked up in your room when they are not being used. The K-5 End of Year Records Maintenance form should be reviewed throughout the year to ensure that the required documentation is in place for all students.

Pets and Animals

Classroom pets need approval from the principal. Caution should be taken to ensure no students are allergic to the pet. Visiting pets / animals must be curriculum related and approved by an administrator. If approval is granted, the parent should bring the pet for the designated time period. The pet should be on a leash or in a cage. Take safety and health precautions when having pets in your classroom.

Phone Usage

Document any conversations with parents on the Parent Contact sheet. No personal phone calls are to be made during instructional time unless there is an emergency.

Portfolios

Portfolio documents will be maintained on all students in grades K-5 as specified by program requirements. Portfolios will be periodically reviewed.

Posters, Signs, and Printed Materials

All signs and posters must be approved by campus administration before they are displayed. Duplicated, written or printed materials, handouts, photographs pictures, films, or other visual or auditory materials shall not be sold, circulated, or distributed on or near our school premises without the approval of the Principal.

Professional Learning Communities (PLC)

Attendance is required at each PLC and faculty meeting. Supervision for children of faculty members should be arranged prior to meetings. You may leave on Fridays once your duties are complete to make-up for the additional time you spend meeting in the Professional Learning Communities during the week. Minutes of the meetings are mandatory. Copies of the minutes are to be turned in to the principal, assistant principal, and the instructional coach following the meeting. The lead will turn in a copy of attendance documentation to the principal. Teachers are required to attend all scheduled meetings. Lead teachers will be responsible for overseeing the process of program requirements and for notifying appropriate personnel should problems arise. If you do not attend a meeting, it is your responsibility to attend a make-up session or view the video of the meeting. Attendance will be taken electronically until further notice.

Recess

Recess duty schedules will be created by each grade level to ensure that there is always adequate supervision on the playground. Reasonable social distancing should always be practiced including recess.

Reporting for Duty (adjusted)-

Those assigned to morning duties are to be on post at 7:20 a.m. Sign-in should be prior to 7:15. It is each person's responsibility to secure duty coverage during an absence. Those not on am duty should sign in by 7:20 a.m. and be ready to greet children at the door by 7:30. Students will be released to rooms at 7:30 a.m. Student teachers are not to be substitutes for duty posts but should assist with duties. Exceptions can only be made to this with the consent of an administrator. If a teacher is absent, a student teacher should continue to hold a teacher's duty in that teacher's absence. Paraprofessionals are responsible for keeping time records for flexible scheduling when am/pm duty posts require early leave time to balance working hours.

Required Reporting

School employees are mandated under Georgia Law (Code Section 74-111 and Code 19-7-5) to report suspected cases of child abuse and neglect of children under the age of eighteen. If you suspect any type of child abuse, you are required to report your concerns to the Department of Children and Family Services within 24 hours. The school counselor is our point of contact. She will make the report for you. If she is not available, contact the principal. If you cannot contact her, make the contact yourself. Our county social worker is an additional contact person.

Sales

No individual or grade is to sell anything at school without prior approval of the principal, the superintendent, and the Board of Education. A fundraiser request form is to be completed and emailed to the principal a minimum of thirty days prior to a requested event. Do not commit to a fundraiser until approval notification is provided.

School Nurse

Sick and injured students requiring professional attention should be sent to the nurse for assistance. The nurse will also assist in obtaining immunization records, assist with the school crisis team, provide health lessons as requested, and assist with general health matters. The nurse will conduct all hearing and vision screenings.

Signed Papers

Weekly signed papers will be sent home beginning the third full week of school. A cover sheet will be developed by each grade level and will be used by all teachers in that grade. Cover sheets should include academic and behavioral information. The parent must be notified by phone if signed papers are being held due to others not being returned. This is to ensure good communication throughout the year.

Sign-In

All faculty members are to sign themselves in each morning using the computer sign-in system. If you do not have your key chain sign-in, please manually sign yourself in the computer system. This is not a responsibility to be delegated to students or other individuals.

Smoking

Smoking or the use of tobacco by faculty, staff, and administration is not allowed on any Jones County School System campus.

Snacks

Snack breaks may be scheduled during the day for all grades. Healthy snacks are encouraged. Snacks cannot be shared among students due to safety precautions. You cannot withhold snack break from students. Students can always have water to drink; and bottles of water can be refilled at water stations as needed, except during state-wide testing. During that time, breaks will be scheduled.

Special Pick-Ups

Parents who have security concerns about their children should have a Special Pick-Up form on file in their portfolio and in the office. Keep a list of these students in a location that a substitute can easily locate. Should the office call for a child on this list, inform the office that the child is a special pick-up. Do not allow a child to be released to anyone not having permission to get the student. A new form must be completed on the child each school year.

Special Needs

Students Prior to working with a student who has special needs such as lifting, transferring, or wheelchair maneuvering, you must be trained. Please ask the administration to set up training for you prior to working with students with special needs.

Student Supplies

Gray Elementary will provide students with all materials and supplies that they need for school use. Please notify the principal or counselor if a student is in need of supplies. A suggested list of supplies by grade level will be available for parents to use as a guideline should they wish to make personal purchases.

Supervision / Duties

While walking as a class, students should be in lines moving to the right of the hallway. Students should be walked to the buses and gym each afternoon. Supervising adults are to be on time to pick up students following recess, PE, exploratory classes, and lunch. Repeated tardiness on the part of the supervisor can result in disciplinary action(s) through TKES. If for some reason you are unable to meet your obligation, arrange for another faculty member or administrator to monitor your students. Student teachers are invaluable at GES. However, they are not to replace certified teachers for duties. This includes bus, recess, pick-up, and lunchroom duty.

Travel

When attending an Out of District activity, approval from the principal must be received prior to registration. After receiving approval, you must log on to PDEExpress and propose an Out of District Activity completing all sections. It will then be approved/not approved by the Principal and a representative at the district office. You must check to make sure approval at both levels has been granted in PDEExpress prior to attending the activity. All travels forms must be submitted to the Assistant Principal for finalization and received at the district office within 30 days of attendance in order to be reimbursed. Please refer to the document in PDEExpress for specific guidelines and "Helpful Hints for Completing Travel Reimbursement". If you receive a bill for a professional learning activity, forward it to the principal so payment can be arranged.

Visitors

There should be no visitors on campus but any visitors on campus should report to the main office before going into any area or classroom on campus.

Withdrawals

When a student withdraws from school: Do not remove the student from your roll until you receive official notification from the office. Make sure that all textbooks, picture money, library books, and/or school property has been turned in prior to the child's leaving. Records will not be released until all items are collected. Do not wait until the day the child withdraws to request an amount owed for a lost book. Please request that information as books are lost so parents have time to pay and or find lost books. Update all records on the day of the notification. Turn in portfolio and permanent record to the office with the completed withdrawal sheet.

Volunteers

There will be no volunteers until further notice.

Technology Use

Refer to the Jones County Employee Handbook for *CYBERSAFETY EMPLOYEE USE AGREEMENT FOR ALL JCSS EMPLOYEES*

My signature below indicates that I have read the Gray Elementary School Procedures for Faculty, Staff and Student Teachers I agree to abide by the standards, policies and procedures defined or referenced in this document. This handbook includes information not covered in the Employee handbook. Employees are responsible for the content of both documents. The Jones County School System Employee Handbook can be found located in the Employees Self Service Portal and the Board of Education's E--Board policies can be found located on the District's website: <https://www.jonescntysd.ga.schools.bz/>. The information in this Guide is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this Guide. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

I have reviewed and understand the contents of the Gray Elementary School Procedures for Faculty, Staff and Student Teachers. I understand that I can access the Jones County School policies online at <https://www.jonescntysd.ga.schools.bz/>. I have been provided with information about and/or have access to the following procedures, protocols, and policies:

Ethics Fraud, Waste, and Abuse Federal Complaint Procedures Mandated Reporter Protocols Bullying Protocol Seclusion and Restraint Protocol Special Education Parent Rights Family Education Rights and Privacy Act Paraprofessional Duties Safety and Concussion Management

Printed Name: _____

Signature: _____

Phone Number (s) for Emergency Phone Chain:
