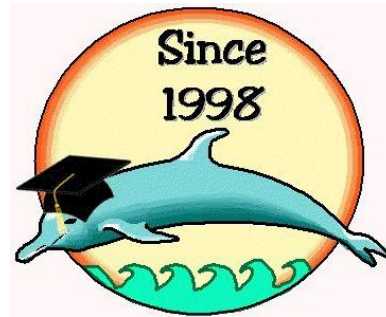


# Reading Edge Academy

## Hand Book

(2007-2008)



Volusia County's

**Premier Charter School**

Serving Grades K-5

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Florida, 32713

Mrs. Peggy Comardo, Principal

Phone (386) 668-8911 or fax (386) 668-8443

Web: [www.readingedgeacademy.org](http://www.readingedgeacademy.org)

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## **Reading Edge Academy**

Volusia County's Premier Charter School  
Serving the children of Volusia County

### **Dear Parents and Students**

It is the goal of the Reading Edge Academy to build a community which joins parents, the school staff, and the children together in a partnership of education. The purpose of this handbook of policies and regulations is to make clear what is expected of each party. To achieve our common goals, it is essential that all of us understand our commitment. Joining the Reading Edge Academy means that we work *together* to put these policies into practice.

### ***The Hand Book / Academy Web Site***

We have recently published a new web site, from where you can download the latest version of this Hand Book. We also post frequent changes to things like the Calendar, Extended School Day, the Executive Board, School Meetings, Volunteer Hours, etc. Visit: <http://www.readingedgeacademy.org> for current information on the Academy, this Hand Book, and school announcements.

### ***Mission Statement***

The Reading Edge Academy is dedicated to launching children's academic careers with success, confidence, and a love for reading.

## ***Philosophy***

The vision and purpose of Reading Edge Academy is to ensure that all enrolled students will begin their school careers with success, confidence and a firm foundation in all core subjects, with particular emphasis on students' reading effectiveness. The Executive Board and administrators of the Reading Edge Academy base the curriculum and other activities of the school on the finding that, although success in the early grades does not guarantee success throughout school life, failure in the early grades does, most certainly, guarantee failure in later schooling. The program is based on the following key developmental hurdles young children must face:

- a) The development of cognitive, linguistic, social and psychological bases in which success depends;
- b) A firm foundation in pre-reading and early language skills in preschool (including kindergarten); and
- c) The need for children to make enough progress so they enter fourth grade able to read for content knowledge.

The purpose of instruction in this charter school is to educate the total person in an environment in which each individual is recognized and respected, and in which moral values and academic excellence are central. To create this environment, the faculty and staff promote and proclaim moral values they teach and uphold. The school strives to develop each child's potential through programs that aim to meet the individual needs of students.

## ***Family Involvement***

1. The family will participate in at least three parent meetings scheduled by the school.
2. The family will give 30 hours of service to the Academy, keeping track and recording hours is the family's responsibility.
3. Completion of the 30 volunteer hour requirement establishes your child's continued attendance at the Academy.
4. The family will support all the regulations specified in the Parent/Student Handbook and work closely with the school staff.
5. The family will sign the Title I Compact.

## ***Admission Policy***

The Reading Edge Academy does not discriminate on the basis of race, sex, national or ethnic origin, or handicapping condition in the admission of students, employment of personnel, administration of educational policies, athletics, or other school programs.

1. As mandated by Florida State Law, a current health certificate (yellow card, Form 3040), an immunization record (Blue Form 680), and a birth certificate must be on file prior to the first day of school. These may be obtained from your child's doctor.
2. To enter Kindergarten, a child must be five years old by September 1.
3. To enter Grade One, a child must have successfully completed Kindergarten and be six years old by September 1.
4. A birth certificate must be presented at the time of registration. Transfer students must present a transcript of test scores and the most recent report card from the previous school.
5. All incoming students must present proof that they have fully complied with Florida immunization laws and have up-to-date medical records

## ***Curriculum***

The Reading Edge Academy curriculum is designed to increase children's knowledge and skills in all developmental areas: physical, social, emotional and intellectual, and to help children learn how to learn in order to establish a foundation for lifelong learning. It is presented in such a way as to develop children's self esteem, sense of competence and positive feelings toward education. Selection of new curriculum and/or programs will always be based on results of validated research. The Academy will use the scope and sequence benchmarks set forth by the Florida Department of Education's Sunshine State Standards and the Volusia School District Pupil Competencies as guidelines for its curriculum.

## ***Attendance Requirements***

1. Florida law requires 180 student days annually, exclusive of holidays.
2. All students are expected to come to school on time every day. Students who are not in their classrooms by 7:50AM MUST BE SIGNED IN BY AN ADULT in the office. Excessive tardiness must be brought to the attention of the County Social Worker or other appropriate authorities.
3. *Absence from school and tardiness are detrimental* to the student's progress no matter what the reason. For very serious reasons, such as personal illness or death of a close family member, students may be excused from classes at the written request of their parents or guardians.
4. Anyone taking a child from school for appointments or illness must report to the office to sign a release for the child's dismissal.
5. School law requires that students present a written excuse on the first day they return to class after an absence. **This excuse should include the date(s) of absence and the reason for the absence.** Tardiness and/or absences not explained in this written form will be marked "unexcused" in the attendance record.
6. **Family vacations which do not coincide with the school calendar are strongly discouraged.** Parents of a student who will miss more than three days because of a family outing must sign a release form available from the office **before the child leaves.**
7. Teachers **will not** provide make-up work in advance to a student leaving on a vacation. This work may be obtained from the teacher(s) when the child returns to school and must be completed within seven days.

## ***Homework***

Beginning in kindergarten, children are expected to do some homework each weekday night. If a specific classroom task is not assigned the child should study prior content and read. The type and length of assignments will vary as the child advances academically. In general, the maximum time devoted to written work, study, library reading, research or projects should be: Primary - 15 - 30 minutes daily and Intermediate - 40-60 minutes daily.

Written homework will not be given on weekends or over holidays and vacations.

A succession of missed homework assignments will lead to slower academic achievement and may result in retention.

While parental interest in, and assistance with, homework is desirable, children must learn to assume responsibility for their own work as early as possible. If a parent feels that the child cannot cope with the work assigned, please discuss this matter with the child's teacher so that adjustments can be made.

### ***Reports to Parents***

Checklists are issued every 12 weeks. Formal parent-teacher conferences are encouraged whenever the need arises. Please contact teachers by note or call the office to make an appointment for a conference between the hours of 2:15PM and 2:45PM . The teachers will send home some sort of weekly information about your child's class work.

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. Only when this contact has not been effective are parents advised to confer with the principal by phone or by setting up an appointment for a conference.

Parents are asked to be reasonable in their demands on teachers both as to the time and the frequency of reports about a child. During class hours, all business is conducted through the office. Teachers can not be pulled from class to confer with a parent or may not be interrupted during class time for any reason.

### ***Placement Tests***

All students, upon entrance to the Academy, may be given placement tests which may include any of the following:

- Open Court Skills Assessment
- DIBELS K-3 Reading Assessment
- Developmental maturity test; and/or
- The Stanford full battery or sub-tests: Reading Comprehension and Mathematics concepts.
- IPT I test for ESOL students

### ***Field Study Trips***

The Reading Edge Academy has field trips planned throughout the school year for every grade level. Educational field trips are used to enhance classroom instruction and we encourage your child's participation. Parents are asked to assist with these and are expected to defray the costs of the excursion. To participate, a child must have the written permission of the parent, using only the form provided by the school. Telephone calls will not be accepted in lieu of proper forms. All field trips are announced ahead of time. Because field trips are privileges afforded to students, participation may be denied to those students who fail to meet behavioral requirements.

### ***Illness***

1. Children who show signs of illness in the morning should be kept home as should those having bad colds or coughs.
2. The school should be notified by 9:00 a.m. each day a student is absent.
3. Parents, or the person listed on the emergency form, will be called if a child becomes ill at school or is injured. **It is imperative that we have up-to-date emergency forms from every family prior to entering school. Parents are asked to notify the school immediately about address changes and especially home or work phone number changes that occur during the school year.**

4. Whoever comes to take a sick or injured child home must first report to the office with proper identification.
5. Please call the office if your child contracts a contagious disease, and consult with a doctor as to when the child may return to school.
6. For short term illnesses, please do not call the school to request work for your child. A reasonable time period will be given to make up missing work after the child returns to school. Special arrangements will be made in the case of a prolonged absence.
7. Head Lice -please inform the front office ASAP. We have a nit free policy before a child may return to the classroom. The child must be checked prior to reentering the room.

### ***Lunch***

Lunch is provided through the County School Way Cafe Program. Our menu is the first choice on the daily public school advertised lunch. Menus will be sent home each month. **Please pay a minimum of one week in advance. Pre-paying for lunches in advance is strongly encouraged. Please send all monies to your child's classroom clearly marked in a sealed envelope, with your child's name, amount, specifically what the money is for and include dates.** Change will not be given unless otherwise requested.

For children who do not use the provided lunch program, parents are asked to provide a nutritious lunch daily for their children. Milk or juice may be ordered each morning for an additional 25 cents. No candy or soda is allowed. Please label lunch boxes with your child's name. We do not have refrigerators to keep lunches cold and we do not heat student lunches.

Any family that is eligible for the free or reduced lunch program will be advised about the program the first week of school.

The children will be eating in the classrooms, so please consider the classroom when packing your child's lunch. Messy food and containers that are hard for your child to open, present a problem for children. Be sure to pack plastic spoons for your child to eat with and napkins. **A good rule of thumb to use is, if the child cannot open the container, do not send it with them.** Lunch time at the Reading Edge is an opportunity for the children to learn proper table manners and to enjoy lunchtime conversation in a relaxed yet civilized atmosphere.

**A Complete breakfast is offered free to all children arriving before 7.15AM. There will be a charge for ala carte items or extra food.**

### ***Evaluation of Student Progress***

A variety of methods are used to assess student progress, these include:

1. Open Court Formative Evaluation System.
2. Teacher-made tests or alternate forms of assessment correlated to the Sunshine State Standards and Volusia Pupil Competencies.
3. DIBELS K-3 Reading Assessment
4. Student portfolio assessment
5. The Stanford 10 Achievement Test beginning in Kindergarten
6. Individualized testing by county psychologist as needed and requested by Student Success Team
7. Florida Writes in Fourth Grade
8. FCAT in Third, Fourth, and Fifth Grade

### ***Playground Rules***

To make the playground enjoyable and safe for everyone, and to protect school property, all students are to:

1. Obey adult supervisors promptly.
2. Speak respectfully to all adults and to fellow students.
3. Treat each other kindly and share playground equipment.
4. Avoid all play that involves tackling, fighting, jumping on one another, damage to clothing or any other unbecoming behavior.
5. Refrain from throwing or kicking sand, stones or other potentially harmful objects.
6. Refrain from using profane or obscene language.
7. Play in the areas specified.
8. Take proper care of equipment and of the play area itself.

For violations of these rules, one or more of the following actions will result:

1. The child will receive a verbal reminder.
2. The child will receive a time out.
3. The child will lose playground privileges for a specific time.
4. The child will be sent to the principal and the parents will be notified to have a parent conference with a success team.
5. The child or his/her parents will be held financially responsible for deliberate damage caused or for that which results from behavior contrary to the school's code of conduct.

### ***Conduct***

The school's philosophy of student behavior aims to motivate students to develop positive attitudes towards self-discipline and responsible behavior so that they may attain their fullest potential. To help create a conscientious school environment, attention must be given to:

- Showing respect for other students, teachers and for all persons.
- Playing and working cooperatively with others.
- Showing initiative and being dependable.
- Taking pride in the school by caring for books and school property.

Cooperating with school policies and regulations is imperative. Parents are expected to help their children understand and follow school rules and to cooperate with the school when a child's behavior needs to change.

The school administration reserves the right to search the person or the belongings of students when a reasonable cause exists that pose a threat to the general welfare of the school.

The following types of behaviors are totally unacceptable:

1. Serious lack of respect for an adult or fellow student in words or gestures.
2. Repeated use of abusive, profane or indecent language, gestures or materials.
3. Fighting, bullying or mistreating other students.
4. Persistent lack of cooperation in class.
5. Disregard of rules at school and/or school-sponsored activities.
6. Stealing or damaging of another's property.
7. Defacing or destruction of school property.
8. Use or possession in school of tobacco or other drugs, alcohol or weapon-like materials.
9. Sexual harassment of any student by another student through words, gestures or overt actions.

When these unacceptable behaviors occur, one or several of the following procedures will be followed:

1. Personal interview with the principal or counselor.
2. Notification of parents or guardians.
3. Loss of privileges.
4. Detention session or other appropriate action.
5. In-school or out-of-school suspension.
6. An expulsion recommendation.

### ***Bus Rules***

School bus transportation, by the sponsor school system, is available for some areas served by the school. Please contact the office for specific information. Students who wish to ride the bus must observe these rules:

1. Be on time for your bus, it will not wait. If you are not present at the bus stop to pick up your child, and the bus needs to return to school with your child, the parent or guardian is financially liable for the cost of the extra trip which is calculated by millage and hourly rates for the driver's time.

2. Refrain from rough playing or damage to nearby property while waiting for the bus or boarding it.
3. Speak to the driver in a friendly, courteous way and obey the rules.
4. Remain seated on the bus until your stop.
5. Keep hands, arms and head inside the bus at all times.
6. Refrain from eating or chewing gum on the bus.
7. Never throw anything on the bus or from the bus windows.
8. Take good care of the bus and leave nothing behind when you leave.
9. Refrain from mistreating fellow passengers by offensive words or actions.
10. Take nothing onto the bus which is excessively large or which jeopardizes safety.

The school principal in conjunction with the bus driver's report, may suspend a student from the bus for a short time or permanently as circumstances demand.

### ***Supervision and Safety Procedures***

1. To assure the safety of each child, all parents are expected to cooperate fully with arrival and dismissal procedures sent home at the beginning of each school year. YOU CAN NOT park and walk your child to class, except in the case of an emergency.
2. Children dropped off before 7:45 AM or not picked up by 2:20 PM will not have adult supervision provided by the school. The safety of these children is the responsibility of their parents. They will be sent to Extended Day Program at the parent's expense at the rate of \$5.00 for the first hour or any part of that hour and \$10.00 for the rest of the day.
3. During the school day, students may not leave the campus without the written permission of their parents, and approval from the office and students must be accompanied by a parent or guardian.
4. The school is not responsible for the supervision and/or safety of pre-school children who accompany their parents to school.
5. Use of cell phones – Please do not use your cell phone while driving on school property.
6. Speed limit on campus is 5 MPH.

### ***Extend Day Information (ESD)***

The Extended School Day program (or ESD) is available to ONLY 50 students under the following conditions:

1. Registration is limited to the first 50 paid students. Any additional children will be placed on a waiting list.
2. A non-refundable registration fee of twenty-five dollars per family is due upon registration.
3. A fee of \$50 per week for childcare includes both morning and afternoon. Payment for the week must be paid prior to childcare beginning each week. For example: payment is due on Friday for the following week.
4. Unexpected childcare is limited and the \$5 or \$10 charge must be paid when your child is picked up that day. (\$5 for less than 1 hour and \$10 for anything over 1 hour, 2 children \$8/hr and \$15/day.)
5. Breakfast is offered to every student who attends morning care. The breakfast consists of one each, juice, milk, and entrée for the day. The cost is 70 cents full price, 30 cents reduced price, and each item can be purchased separately. If a student wants a second item (ex. 2 milks) there is an extra charge of 25 cents. A second breakfast is at full price or 70 cents. Student breakfast charges will come out of your child's meal account. Breakfast and lunch money should be sent to the classroom in an envelope marked meals, child's name, amount, and teacher's name. Prepaying is always a wise choice.
6. Your child will receive a snack and a drink. Quiet time is set aside for homework with assistance as needed. A schedule may be posted and a weekly newsletter may be available.

### **Times**

Morning Care is from 7:00 – 7:45AM. Students dropped off before 7.35AM must go to Morning Care and **MUST BE SIGNED IN BY AN ADULT.**

Afternoon Care begins after school and ends at 6.00PM. Your child will receive a snack and a drink. Quiet time is set aside for homework with assistance as needed and structured and free play are given. Please be prompt as a late charge of \$1.00 per minute begins at 6:01PM.

## **Early Release Days (ERD)**

The Volusia County School Board has mandated 36 Wednesdays as early release days. If you do not pick up your child at the correct dismissal time, they will be placed in Extended Day and fees will be charged. Please refer to the monthly calendar for days and times because they will vary as 30 Wednesdays are at 1:15 and 6 are at 12:15.

## ***Dress Code***

Reading Edge Academy students wear a uniform to help the students realize they belong to a special group and to stress equality to all. We expect your cooperation in supporting all requirements of the dress code which is in effect from the first day of school. Students who are not in the proper attire will be given a written warning and two days to remedy the situation. A second infraction will result in a call home and the guardian will be expected to bring proper attire to school, following the call. A third infraction will result in a parent/principal conference to ensure the numerous uniform infractions will not continue.

## **UNIFORMS**

1. Green or burgundy knit shirt with Reading Edge Academy logo which is purchased in the office.
2. **UNIFORM STYLE:** Navy blue slacks, jumpers, skirts, shorts or skorts. (Nothing more than 3 inches above the knees.)
3. Optional brown or black belt to be worn with shorts or slacks. (no loose fitting or hanging off the waist is allowed)
4. No Capri slacks, cargo pants, carpenter pants, or other trendy clothing
5. Solid navy or white socks which cover the ankles (no stripes).
6. Plain, solid hunter green, maroon or navy sweaters or sweatshirts may be worn in school for warmth.
7. In cold weather, any color jacket may be worn outdoors only.

## SHOES

**Both boys and girls must wear white or black athletic shoes trimmed in no more than one other color.** Sneakers should be no higher than the child's ankles. Sneakers that have a character on them, that light up, have platforms, wedges, or similar trendy styles may not be worn. It is preferable to have tie or Velcro fastened sneakers. Laces must be white or black with no charms attached. Shoes must be laced up tight so that the child's heel does not slip.

## OTHER REGULATIONS

1. Uniforms should always be clean, neat and in good repair.
2. Shirts are to be tucked in at all times in all grades.
3. Jewelry is limited to stud or small loop earrings. No other jewelry is permitted.
4. Neat haircuts in good taste are expected. Please no extreme hairstyles. Neither boys nor girls should wear bangs that extend below the eyebrows because it inhibits vision.
5. Hair spray, perfume, cosmetics, nail polish, etc are not to be worn or brought to school.
6. Fingernails should be kept clean and neatly trimmed so that their length does not prevent full and safe participation in all school activities. **No nail polish or artificial nails may be worn.**

**PLEASE BE REMINDED THAT BY SELECTING THIS SCHOOL FOR YOUR CHILD'S EDUCATION, YOU ARE AGREEING TO ADHERE TO ALL RULES AND REGULATIONS.**

### *Birthday Celebrations*

1. On the occasion of a child's birthday, parents may notify the teacher ahead of time of their desire to send a small treat for distribution at an appropriate time set by the teacher. *The treat should be individually portioned* and should not include gum, candy or perishable foods such as ice cream.

2. Birthday parties are important to everyone, but especially children. We respectfully ask that if you are planning a birthday party outside of school, please do not distribute invitations during school, *unless* all the children in the class are being invited. We would never inadvertently want to hurt another child's feelings by excluding them.

### ***Book Bags and School Owned Books***

To help keep their books and other school materials in good condition, students in grades K-5 are required to have and to use a backpack. Try to keep them as simple as possible. PLEASE, NO ROLLING BACKPACKS.

**Textbooks and workbooks are to be kept covered and clearly identified. Children and parents are financially responsible for the loss or damage of any school-owned books, equipment or furniture in proportion to the expense involved.** The same rule applies to damage caused to another student's property or clothing.

### ***Use of Telephone***

1. Ordinarily, students should not make telephone calls on the school premises. When calls are necessary, they are to obtain permission to use the telephone from both their classroom teacher and Mr. Comardo.
2. Parents are asked not to call the school office with messages for students which could be taken care of with better planning or at another time. Only emergency messages will be delivered to students during the day.

### ***Calendar/Bulletin***

Please refer to the monthly calendars. Detailed information about activities listed on the calendar is sent home in a weekly classroom newsletter or by a flyer. Flyers are given to the youngest child in each family unless the family requests a different arrangement.

**Reading the newsletter** is the best way to keep informed about school activities and opportunities for completing the 30-service hour requirement. **Please be advised that the calendar is subject to change.**

### ***Emergency Closing***

When dangerous weather conditions affect the entire area, the school will follow the directions of the **Volusia County agencies responsible** for public safety. Stay tuned to local radio and TV stations for information regarding school closings. *When the public schools of Volusia County are closed for emergencies, we are closed as well.* Please help us by tuning in to the local news for updated reports. Calling the school for this information ties up the phone line and takes school personnel away from preparation duties.

### ***Medication***

1. Any medication (prescription/non-prescription) brought to school must be accompanied by a note signed by a parent/guardian. This includes lozenges, cough drops, etc. The note should contain information about the administration of the medication and should be brought with the medication, in original packaging, to the school **by an ADULT**.
2. **NO FORM OF MEDICATION IS TO BE KEPT ON THE CHILD'S PERSON OR AMONG THE CHILD'S BELONGINGS. NO EXCEPTIONS.**
3. All prescribed medication should be brought to school, by an adult, in original containers with pharmacy labels and signed in by the adult in the school office.

4. The school's staff may not administer non-prescription medicine such as aspirin. Children, who are on prescribed medication, must be clearly instructed by the parent/guardian as to when they are to go to the office to take their prescribed medicine under the supervision of a trained adult.
5. Parents are required to complete a form available from the office if a child must take prescribed medication on a regular basis.

### ***Physical Education***

1. A fully certified instructor conducts Physical Education classes.
2. Physical Education is considered a Core Subject
3. To excuse a child from participation in a Physical Education class, a child must have a written note from the parent/guardian on each occasion.
4. For more than three consecutive classes of non-participation a doctor's excuse is required.
5. All students are expected to be in regulation attire available at the beginning of each year.
6. Athletic shoes must be worn for these classes.

### ***Art and Music***

**Art and Music are considered Core Subject areas.**

**Students are evaluated and a grade is placed on the report card. Participation and good conduct are expected from all students.**

### ***Lost/Forgotten Items***

1. All articles, including lunch boxes, should be clearly marked with the owner's name.
2. Lost and found items are kept in the Multi-Purpose Room and may be claimed there by the owner.
3. Lunches and other forgotten items should always be brought to the office, and NOT delivered to the child's classroom.

### ***Parent Teacher Academy (PTA)***

All parents are encouraged to actively support the Parent-Teacher Academy which serves as a link for communication between home and school. **Attendance at scheduled PTA meetings is MANDATORY for all families.** In addition to raising funds for the school, the PTA sponsors programs which benefit the school community.

**The assistance and support of all families are required as a condition for membership in the school.** This is a great way to sign up for volunteer work. The PTA board is elected each spring. The board meets monthly. Any family members are welcome to attend.

### ***Reading Edge Academy Executive Board***

In accordance with the charter law, the Reading Edge Academy Executive Board has been established to assist the principal in the school's decisions-making process. Interested parents of students attending the Reading Edge Academy are eligible to become appointed members of the board. The Executive Board usually meets the third

Thursday of each month and is open to the public. All minutes are available in the front office at any time, as are the school's monthly finance reports.

### ***Citizenship/Virtues***

The Academy believes instruction in key citizenship qualities such as trustworthiness, respect, responsibility and caring are important to the students. Each week, a topic is presented to the students and emphasized in the classroom. Other virtues such as honesty, loyalty, perseverance, compassion, friendship, humility, self-discipline, generosity are introduced as well.

### ***A Last Word***

It is impossible, and inappropriate, to make a rule on everything that may come up during the year. If you have any questions, please contact the school and ask. It is important that both the school and home work together in educating your child. We feel that the education of children goes beyond the three R's and includes social skills, learning to obey rules, following directions and listening.

***Twenty Four Hour Audio-Video Surveillance Systems***

***This is a very important document. Please read carefully, sign and return it to school with your child.***

Attention any and all guardians who are involved in the care of any student at the Reading Edge Academy:

**you must sign this document acknowledging the use of our security system on the school property and its purposes.**

I, we acknowledge that my, our child(ren) are being audio and video taped while on the premises of the Reading Edge Academy. This also includes any visitors to the campus. Be it known that this is a security system, the purpose is for security against, (acts of vandalism, violence, theft, etc.), safety for students, staff, visitors, and teacher training. Should any portion of the surveillance be saved at any time it shall become part of a student record, thereby, making it a private student record and not public record. It may also be used for a parent to view their child in action during school or Extend School Care time without being in the same room with the child.

**I, we have read the above notice and are aware of the purposes for this system.**

My/our child(ren) name(s) is/are: \_\_\_\_\_

- |    |                    |              |             |
|----|--------------------|--------------|-------------|
| 1. | _____              | _____        | date: _____ |
|    | Guardian Signature | Relationship |             |
| 2. | _____              | _____        | date: _____ |
|    | Guardian Signature | Relationship |             |
| 3. | _____              | _____        | date: _____ |
|    | Guardian Signature | Relationship |             |

Thank you for your immediate attention to this very important matter.  
Executive Board of the Reading Edge Academy  
Policy adopted August 2003