Model Elementary School

Student/Parent Handbook
2013-2014

Model Elementary School
412 S. Greene Road
Goshen, IN 46526
Dear Students and Parents,

Welcome to the 2013-2014 school-year! The Model school community is full of Bulldog pride as we think about all the opportunities for new learning that lie before us as we prepare to start a new school year.

It is the goal of the Model staff to partner with you to create a rich learning environment for all students. Student success is a shared responsibility between the school staff, students, and parents. As we seek to create a safe and secure environment for each child, our goal is to challenge our students to soar beyond all expectations as we prepare them for college and beyond.

In order to create and maintain a safe environment, students will once again focus on our four core Bulldog beliefs:

- Respect
- Responsibility
- Safety
- Kindness

You as parents and caregivers are our student’s first teachers, and your involvement is critical to your child’s success. We welcome your involvement in our school. It is my hope that you will find a place to volunteer in order to become an active part of the Model family. There are a variety of opportunities through our strong Parent-Teacher Organization (PTO), and there are countless opportunities for volunteering in your child’s classroom.

Please take the time to read this handbook as it details important school and corporation policies that you and your student will need to be aware of. I welcome any questions you may have. You can reach me at 574-533-7677 or by emailing me at lpeters@goshenschools.org

Again, welcome to the new school year! I know that working together, 2013-2014 will be the best Bulldog year yet!!

Lynne Peters
Principal
Model's Mission Statement

Model’s Mission is to . . .

- establish a nurturing & safe community
- esteem parents & caregivers as partners
- embrace diversity
- ensure effective teaching

…in order to prepare students for a successful future by helping them achieve academic acuity, and develop within them a love of life-long learning.

Shared Commitments:

1. Curriculum and Instruction
   a. Learning goals/Indiana State Standards taught and assessed, with the data used for remediation and enrichment.
   b. Through staff collaboration, best practices are shared and consistently implemented.
   c. All available resources are coordinated to meet student needs (EL, LRE, classroom).
   d. Expectations for academic excellence are communicated every day.
   e. Essential to instruction is building background knowledge.

2. Individual Students
   f. Teachers will help students become aware of goals, take ownership through shared decision-making, and plan for achievement.
   g. Teachers and staff create an environment that models respect for others.
   h. A pyramid of interventions is in place to support students’ needs which includes a regular checklist of options and a method of documenting actions taken.
   i. Frequent feedback is necessary to develop students’ understanding of progress in their learning.
   j. Regular opportunities are in place for celebrating student success in all areas.

3. Atmosphere of the Building
   k. Celebrations of achievement, improvement, and interests of students and staff are imbedded in the school culture.
   l. Respect is the cornerstone of the Model School culture.
   m. Relationships between and among students and staff create a sense of belonging within the Model community.
   n. Staff creates an environment that promotes feelings of physical and emotional safety.
   o. The staff creates an environment that promotes cultural awareness.

Model Elementary School Staff
2013-2014
SCHOOL DAY
School begins at 7:50 AM and ends at 2:50 PM for students in Kindergarten through fifth grade.

FIRST DAY OF THE WEEK
On the first day of each school week, the student day will be 8:30am-2:50pm.

BOOK RENTAL
The book rental fees for this school year are listed below. Payment should be made as soon as
possible. We will accept payment in weekly, monthly increments. Set up a payment plan with the office.

Kindergarten - $68.50
First Grade - $87.25
Second Grade - $83.75
Third Grade - $112.50
Fourth Grade - $111.25
Fifth Grade - $113.50

CAFETERIA

Breakfast:
- Breakfast is served every day.
- Prices are:
  - $1.00 per day; ($.30/day reduced)
  - $5.00 per week ($1.50 per week for those on reduced lunches)
  - Free to those who qualify for the free lunch program.
- When your child eats breakfast, the cost is taken from your child’s cafeteria account.

Lunch:
- An excellent hot lunch program is planned and will operate as in previous years.
- Lunch prices are:
  - $1.85 per day
  - $9.25 - 5 days
  - $18.50 - 10 days
  - $37.00 - 20 days
  - $55.50 - 30 days
  - $74.00 for 40 days.
- Reduced price meals are:
  - 40¢ per day
  - $2.00 - 5 days
  - $4.00 - 10 days
  - $12.00 for 30 days.
- We encourage you to pay for 20 or 30 days at a time. You will be notified when your child needs to bring additional breakfast/lunch money.
- State auditors require us to keep daily records on all cafeteria account activity. If you have a question about your child’s account please notify us.
- Money must be sent in an envelope with your child’s name and teacher marked on the outside.
- Due to changes in Federal Meal Regulations, seconds will no longer be offered.
- The cost of milk for students who pack or want extra milk at lunch time is $.35.
- Thank you for your cooperation!

LUNCHES BROUGHT FROM HOME

We ask that sugary treats be limited and NO pop/colas are brought in lunches. Parents are asked to not bring fast food in for their student. If parents do bring in fast food, it can only be eaten by the child of that parent. Additionally, parents eating with students will be seated at a separate table with their child. 2-3 friends may also eat at the table with the student and their family. In order to eat in the cafeteria with children, a basic background check must be completed 1-2 weeks prior to the visit and on file at the school. Forms may be picked up from the school secretary. If a basic background is not on file in the office, the parent will not be able to eat in the cafeteria. Please understand that this in no way is indicative of our desire to have parents be a part of their children’s education. We are all part of the Model family! There are, however, basic steps we must take to
maintain the safety of our students.

VISITATION

Parents are encouraged to visit classes during the school year; however, please do not stop in at the beginning of the school day to talk to the teacher. A SMOOTH UNINTERRUPTED START IS IMPORTANT FOR A PRODUCTIVE SCHOOL DAY.

- Prior arrangements with the teacher must be made before a parent is to visit a class.
- A free limited background check must be completed 1-2 weeks prior to your visit.
- We ask your cooperation in arranging visits so that they do not conflict with the administration of tests or special programs.
- Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from the Goshen police. In addition, parents and other visitors will not be allowed to go to classrooms without a basic background check.
- No visitor may see a student in school unless it is with the specific approval of the building principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- It is important that each parent understands that because classroom visitations can be distractive to the students, the following guidelines have been established:
  - Visitations will not be allowed during testing periods.
  - Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
  - Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.
  - Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
  - No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accordance with AG 9160 - Attendance at Public Events.
  - If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
  - If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal although the person is not obligated to do so. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
  - Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.
  - Visitors are to be encouraged to meet with the principal and teacher during noninstructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should follow the Board's Policy 9130 which states that the parent is to address the matter first with the teacher and, if not rectified, to then meet with the principal.
• No staff member is to transact business with a visitor who does not have visitor's pass and/or has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

BIRTHDAY CELEBRATIONS
Fewer classroom interruptions are very important to the learning process, however, we realize that birthdays are special occasions and very important to children. Please check with the classroom teacher regarding the best time and day. If you are bringing a treat for the classroom, please stop by the office before you deliver the treat. ACCEPTABLE TREATS WOULD BE TRAIL MIX, VEGETABLES, FRUIT, ETC. The treats will be enjoyed either during recess or lunch. Beverages are not encouraged. Also, if balloons are sent, the child may pick them up after school in the office unless special provisions have been made prior. BALLOONS CANNOT BE TAKEN HOME ON THE BUS.

When you need specific information concerning your child, please call the school and request a conference. By reserving a specific time, adequate attention and confidentiality can be preserved.

Gum is not acceptable on the school campus.

CLASSROOM SNACKS AND PARTIES
Schools will limit celebrations that involve food during the school day to no more than one party per class per month. All parents and school staff who supply snacks for the classroom are encouraged to provide healthy food choices which reinforce the importance of healthy eating habits. Only pre-packaged foods will be served due to food allergies and other health concerns. Water will be the beverage served. The district will share a list of healthy classroom snacks in the Health School Food booklet, which can be accessed at www.goshenschools.org/parents-students/health-services or through the school.

VISITORS/VOLUNTEERS
Sign-In:
• All visitors/volunteers must sign-in at the office and wear a visitor ID while in the building.
• Any visitor in the building who is not wearing a badge will be asked to return to the office to sign in and wear a badge.
• A free limited background check must be completed 1-2 weeks prior to visit.
• School personnel will require identification of any person on our school property.
• The principal or his designee may refuse to allow persons with no legitimate business to enter school grounds.

Background Checks:
• Volunteers and Field Trip Volunteers will need to fill out an Extended Volunteer Application.
• The information that you provide on this form will be used to conduct a limited criminal history check. (GCS school board policy). This is for protection of our students.
• The Volunteer form is enclosed with handbook or available in the school office.
• Any person wanting to work around any Model students MUST have a volunteer application on file in the office; no exceptions will be made.
  o A, free, limited background check can be used for volunteers who wish to serve at Model.
  o For ALL field trips, volunteers must have an extended criminal history check on file. The cost is $16.95 and must be paid by the volunteer.
• We encourage any parent who thinks they might want to volunteer to turn in a volunteer application at the beginning of the school year.
• Background checks take 1-2 weeks to be processed, and no person will be allowed to volunteer until the background check is complete.
• GCS reserves the right to deny adults the privilege to volunteer based on the results of a criminal history check.

When visiting school, please park your car so that buses will be able to get through to pick up children. DO NOT LEAVE YOUR CAR PARKED BESIDE THE SIDEWALK IN FRONT OF THE BUILDING. At the north end of our parking lot there are usually parking spaces available as well as the parking area south of the cafeteria.

ATTENDANCE PROCEDURES

Tardies:
Tardiness is an interference to the smooth beginning of the day. When a student enters the classroom after 7:55 a.m., the student will be considered tardy. Excessive tardies will result in action in accordance with the Elkhart County Compulsory Attendance Policy. Any student arriving after 7:55 must sign in at the office and receive a pass to class.

Absences: We encourage all children to be in school if they are not sick, good attendance is one important factor in becoming better students. If a child is sick and unable to attend school, a telephone call should be made in the morning.
Phone: 574-533-7677. We have voice mail, thus we can accept phone calls at any time. The average elementary student misses only 4-6 days per year. Goshen Community School is participating in the Elkhart County Attendance Program to address absences from school. Absences will be addressed in the following manner:

Level 1 – 4 incidents of absences of concern – The school will send a letter to parent/student notifying of possible consequences if the attendance pattern continues.
Level 2 – 7 incidents of absences of concern – Legal notice is sent to the parent and a copy is sent to the Office of Family and Children (CPS).
Level 3 – Additional/continuing absences – An attendance hearing, involving parent, student, Mrs. Peters and Central Office Administration, will be scheduled to resolve the attendance problems.
Level 4 – Additional/continuing absences – A violation of legal notice will be filed with the Office of Family and Children (CPS). The parent will receive notification of a mandatory meeting with a variety of interventions explored.
Level 5 – Additional/continuing absences – A formal referral to juvenile court will be filed.

Student Missing Bus and not having Transportation to School: If a student misses the bus and has no way of getting to school, he/she should always call the school at 574-533-7677. If possible, someone will come and get them. If this is not possible, the student will be considered unexcused absent. This should not be a reason to miss school.

Injury/illness at School: If a child becomes injured or ill at school, every effort will be made to contact the parent. The parent will make arrangements for the child to be taken home or to a physician. UPDATE CONTACT NUMBERS! Be sure to keep the school notified of any changes in work or phone numbers. It is also important that a second contact be on file, this is important for the protection of your child.

SIGN IN/OUT SHEETS
There are sheets in the office that must be signed by either the parent or student when a student arrives late or must leave early.

Children Leaving the School During School Hours:
Sometimes a student must leave school for a medical/dental appointment during the day. This
is not encouraged, but we realize it may be necessary occasionally. When a child leaves the building, for any reason, there must be clearance at the office by signing the child out on the proper form.

If someone other than parents will be coming for a student, parents should call or write to the school ahead of time and notify the office of this change. No student will be allowed to change their normal departure procedure unless parent/guardians notify the school in advance. Your child’s safety and security is of primary importance.

In cases where children should not be released to other adults, it is the parent’s responsibility to state this information on the enrollment form and provide appropriate legal documentation. THIS INFORMATION MUST BE DOCUMENTED ANNUALLY. Legal documentation is required in ALL cases.

In situations where the non-custodial parents’ rights have been legally restricted in a manner that would affect the normal parent/child relationship, legal evidence of these restrictions must be filed in the school office.

FIELD TRIPS
When a field trip is to be taken, your child will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Any student without signed permission will be monitored at the school by a staff member.

HEAD LICE
The school nurse will conduct regular head checks for lice. When nits (eggs) or lice are found, the children maybe sent home with instructions for treatment. Shampoo, specifically to kill lice and nits, needs to be used and the nits must be picked from the hair. Only when hair is clear of lice, may children return to school. Children should only miss school one day for this concern! Children must check in at the office before being admitted to class. Only the school nurse or office staff will determine if the student will need to go home for lice, and they will be the source for return of the child.

SAFETY PROCEDURES
The Goshen School Board believes that discipline is intended to foster student growth and at the same time assure a safe and acceptable environment in which to learn. In keeping with the philosophy that discipline is a means of teaching, and that the most effective teaching is done in a positive manner, disciplinary efforts are to be as constructive as possible. Positive ways of working with students include individual discussion, counseling, and involvement of the parents or guardian where students have repeatedly exhibited lack of responsibility or self-discipline.

ANY EMPLOYED ADULT WORKING FOR GOSHEN SCHOOLS MAY VERBALLY CORRECT ANY STUDENT INVOLVED IN IMPROPER BEHAVIOR.

GYM CLASS SAFETY
To avoid accidents in the gym, each child is required to have a pair of gym shoes. They need not be expensive. Shoes should be marked with the student’s name. Gym shoes should have shoe laces or Velcro straps. Slip-ons come off easily and do not give the proper support for physical activity.

BASIC PROCEDURES FOR RECESS AND OUTSIDE
Temperature: 55 degrees will be the determining temperature for coats to be worn outside.

General Playground Rules:
1. Fighting, kicking, pushing, tackle football and “rough-housing” are not permitted.
2. The throwing of snowballs, stones, rocks, or other hard objects is not permitted.
3. Wear waterproof boots in the snow. No boots - students will stay on the blacktop.
4. No sliding on the ice or packed snow.
5. No standing, twisting, or sideways swinging on the swings. One child per swing.
6. Slide use: seated, feet first. Allow time for previous student to have reached the end of slide before going down the slide.
7. Bars on the climber are for hanging on; not for climbing on top.
8. Students who take a playground ball or other equipment out are responsible to bring it back in.
9. Students must head straight to the line as soon as the whistle blows at the end of recess.
10. Respect should be shown to everyone at all times.
11. No inappropriate language will be permitted.
12. Fights and racial slurs should be reported to the principal and possible suspension may be the consequence.
13. For those students who continue to make poor choices: suspension from recess, in-school suspension or out-of-school suspension will occur.

**Indoor Recess:** There may be occasions when it is necessary to remain inside for recess due to weather. Students are expected to play a game quietly, read, draw, or visit with friends. Students will not write on blackboard, leave the classroom, or play active games. A minimum temperature of 15 degrees, AND wind chill of at least 10 degrees must be met in order to have outdoor recess.

**WALKING PETS TO SCHOOL**
Your pet is probably a loving animal, and you would not anticipate any problems. However, when we have the entire school population leaving we ask that you not arrive as the students leave. There are pets that become anxious with a large group of kids wanting to touch.

We want the ending of the day to be a smooth, safe process.

**CHANGES IN TRANSPORTATION AFTER SCHOOL**
- All changes in bus riding, from bus to bus, or bus to car, or car to bus should be taken care of in writing and sent to the office when the student arrives in the morning.
- The bus drivers require a note from the parent when a student is getting off at a different stop or for permission to ride a different bus to another student’s home.
- If change needs to be given to a student before dismissal, the secretary needs ample time to reach the class, thus **WE ASK THAT CALLS BE MADE BEFORE 2:00pm**
- If calls are made after 2:00pm, changes CANNOT be made to after school arrangements.

**STUDENTS WITH BUS TRANSPORTATION**
Parents are encouraged to have their children ride bus transportation to school as provided. **STUDENTS MUST HAVE WRITTEN PERMISSION FROM A PARENT/GUARDIAN WHEN THEY WALK OR RIDE A BIKE TO SCHOOL WHEN BUS TRANSPORTATION IS AVAILABLE. STUDENTS SHOULD NOT ARRIVE BEFORE 7:30 AM (8:10 on late arrival days) and if walking/riding a bike, they must wait until the school buses leave the school grounds at dismissal before they leave.**

**STUDENTS WITHOUT BUS TRANSPORTATION**
Parents must take full responsibility for the safe travel of their children to school if bus transportation is not available. Students should not arrive before 7:30 AM (8:10 on late arrival days) and if walking/riding a bike, must wait until the school buses leave the school grounds at dismissal before they leave.
NO TOYS OR CELL PHONES BROUGHT TO SCHOOL
The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (example: show and tell). The students will assume responsibility for any items brought to school. Any toy, cell phone, etc. is not the responsibility of the school and therefore the school will not be responsible for any item that is lost, damaged, or stolen. The toy should always be able to fit inside the child’s backpack. Items specifically not to be brought to school include:
- electronic games
- talking toys
- radios
- CD/I PODS
- other electronic equipment
- Pokemon cards.
Such belongings can be lost or broken at school. We appreciate parent’s help in keeping toys and equipment at home. *Consequence for bringing specific toys to school - The item will be brought to the office and kept until a parent or guardian can come to pick it up.
Cell Phones:
No cell phones need to be brought to school by students. (If a parent has a concern about walking to school, the phone should be dropped off in the office and picked up after school.) Parents can quickly reach their children through phoning the school. Our secretaries and teachers are very conscientious about delivering timely messages from parents.
No skateboards, roller blades, or retractable skates will be allowed on the school grounds.
PARENT-TEACHER ORGANIZATION (PTO)
Parents are encouraged to become active in the Model School Parent-Teacher Organization. The purpose of the PTO is to promote the welfare of children in the home, the school, and the community. Announcements will be sent home prior to any PTO activities informing you of the time, place and purpose of the activity.
PARENT-TEACHER COMMUNICATION
Communication between parents and teachers is so important. This is beneficial in developing a positive working relationship between parents and teachers and in helping to develop the students’ academic achievement and social adjustment. You are encouraged to contact the school when you first suspect a problem. We do request that conferences be arranged in advance. Corporation-wide Parent-Teacher Conferences are scheduled at the end of the 1st quarter. Conferences are also scheduled on an as-needed basis. Staff members will return parent calls and emails within 24 hours. Please understand if parents call during the instructional day, they will be directed to the teacher’s voice mail. In addition, parents may expect important notices to come home in the green communication folders which are sent every Monday. Teachers will include a weekly newsletter so that parents are aware of classroom information.
LOST AND FOUND
Each year many items are turned in to our lost and found box. Please encourage your child to report lost items to their teacher or the school office. YOU ARE ENCOURAGED TO PUT YOUR CHILDREN’S NAME ON AS MANY OF HIS/HER BELONGINGS AS POSSIBLE.
REGULATION GOVERNING ADMINISTRATION OF MEDICATION
Refer to the Corporation’s Elementary Handbook.
MODEL HAS A WEBSITE
Visit http://model.goshenschools.org for the latest information:

What's New?
- A fresh look – including photos of students, classes & events.
- Up-to-date information – academics, programs, & activities.
- Frequently updated news – upcoming events, press releases & announcements.

Parents can log in to an intranet – GCS Net – to pay on line. Lunch money and Text Book fees can be paid on line. Check out the site at http://goshenschools.org. (**A fee is assessed when using this service**)

If you don’t have a computer or Internet access, you can check out the sites at the public library!

**SCHOOL CLOSINGS AND DELAYS**

Important Weather Related Announcements

Goshen Community School Corporation Announces Use of New Media Notification System for Weather Related School Announcements.

The Goshen Community School Corporation announces effective January 5, 2009, it will make use of the "We Are Closed Today" online media notification system to notify area radio and television stations of weather related school announcements. The "We Are Closed Today" system was designed by the Northern Indiana Educational Services Center on behalf of public schools in northern Indiana. The online application is designed to help schools and other organizations notify media outlets in the event of a delay, closure, or early dismissal.

Local radio stations broadcasting the Goshen Community School Corporation's weather related school announcements include Goshen's WKAM-AM (1460), Elkhart's WFRN-FM (104.7) & WTRC-AM (1340), South Bend's WSBT-AM (960), WSBT-FM (101.5) and Warsaw's WAWC-FM (103.5).

Local television stations broadcasting the Goshen Community School Corporation's weather related school announcements include South Bend's WNDU-TV (Channel 16) and WSBT-TV (Channel 22).

The Goshen Community School Corporation's weather related school announcements will no longer be carried on WSJV-TV (Fox 28) as the station has chosen not to participate in the "We Are Closed Today" system.

The Goshen Community School Corporation's weather related school announcements include Chamberlain, Chandler, Model, Parkside, Prairie View, Waterford and West Goshen Elementary Schools, the Merit Learning Center, Goshen Middle School, and Goshen High School.

Community members may register with "We Are Closed Today" and receive email and/or text message notification when any of their selected schools delay, close, or dismiss early due to weather conditions. In addition to specific notifications, anyone may go to http://www.weareclosedtoday.com, enter their zip code, choose a radius, and see all the delays or closing within that area.

For more information, visit the "We Are Closed Today" website at http://www.weareclosedtoday.com or contact Graham Pearson of the Northern Indiana Educational Services Center by email at gpearson@niesc.k12.in.us or by telephone 866-254-5322.

**ILLNESS GUIDELINES**

Please keep the following guidelines in mind when deciding if your child should go to school or stay at home:

- Children with fever, vomiting or diarrhea should not return to school until 24 hours after the
Remember, your child may still be sick and capable of spreading illness without a fever. Hand washing is the best prevention against most illnesses. Talk to your children about the importance of hand washing and covering the mouth when coughing or sneezing. If your child is being treated with an antibiotic by mouth, eye drops, or ointment, please wait until after he/she has been on the antibiotic for a full 24 hours before sending him/her back to school. You will need to drop off and pick up at school any medication your child may need. A note from the parent/guardian requesting permission for a student to stay in at recess is acceptable for 3 days only. After that, a doctor’s note must be provided. Please alert the office by phone or note every time your child is absent, otherwise the absence will be unexcused. Do NOT send your child to school if any of the following are present:
- Temperature above 99.6 degrees F. (Fever usually spike in the afternoon)
- Vomiting
- Diarrhea
- A rash that is “oozing”
- Red eyes with drainage (not associated with allergies).

These are illness guidelines. If none of the above symptoms are present, and you still feel your child is ill, please do not send him/her to school. You may call Goshen General Hospital’s Nurse on Call, 574-535-2600, for professional advice. You may also contact your school nurse if you have questions or concern.

HEALTHY SNACKS RESOURCE GUIDE
Healthy snacks are an important part of your child’s overall diet. Snacks served at school should reinforce the message that making healthy food choices means a healthier body and a sharper mind. We need your help as a parent in our efforts to offer our students nutritious food choices.

When you send a snack to school for your child or for your child’s classroom, please make sure it meets the following guidelines:

1. Nutritional Requirements: Single servings of packaged snacks should meet three of these criteria’s:
   - No more than 6 grams of fat (except for nuts and cheese)
   - 300 or fewer calories
   - One or more grams of fiber
   - At least 10% of FDA daily allowance of Calcium, Iron, Vitamin A or Vitamin C

   To determine if a snack meets these criteria’s, check the Nutrition Facts Label on the package.

2. Snack Options:
   - Fresh fruit
   - Animal crackers
   - Graham crackers
   - Nuts & seeds*
   - Yogurt
   - Baked chips
   - Granola bars
   - Dried fruit
   - Trial mix*
   - Low fat popcorn
   - Raisins
   - Rice cakes
   - Pretzels
   - String cheese
   - Low fat popcorn
   - Fresh vegetables
   - Low fat cheese

   *allergies disclaimer
   If you want to bring a snack that does not meet the guidelines listed in #1 or #2, please contact your child’s teacher to discuss an appropriate alternative.

DRESS CODE - REVISED 06/08
Dress with Common Sense
Parents: Please note the dress code as you buy school clothing for your children. The manner in which a child dresses does influence his/her behavior.

Shirts
- No midriff or half-shirts exposing the torso. The child should be able to tuck in the shirt.
- No shirts promoting violence, drugs, or alcohol, using foul language or commenting on private body parts or sexual behavior. This includes symbols.

Tank Tops
- No “spaghetti strap” tanks, (Straps must be 1-3” across the shoulder.)
- No “muscle” tanks where the arms are open to the chest.

Shorts and Skirts
- They must be no more than 5” above the knee when you are standing. It is a good idea to wear shorts under skirts that are above the knee.
- They should not be too tight.

Shoes
- Practical; the heel no higher than 1”, No flip-flop sandals.

Pants
- All types/styles of pants are fine as long as the torso or the child’s underclothing is not exposed. The child should wear a belt if the clothing is baggy (and could fall down); and the child’s pants should not drag on the floor below his/her shoes. When belts are worn, the belt’s end should be neatly tucked in a belt loop.
- No inappropriate jeans with holes.

Accessories
- Jewelry, nail polish, hair accessories, etc. are fine as long as they are worn and do not become a toy. Hats are to be removed upon entering the building with the exception of “special hat” days.
- No make-up worn. No facial temporary tattoos or stick-ons.
- NO FAKE NAILS.

SCHOOL RULES AGAINST BULLYING:

- We will not bully others.
- We will help others who are bullied.
- We will include others who are left out.
- When I feel bullied, I will tell an adult at school and at home.
Las Reglas Escolares en Contra al Acoso:

- No acosaremos a otros.
- Ayudaremos a los que se sientan acosados.
- Incluiremos los que dejan fuera del grupo.
- Cuando me sienta acosado, le contaré a un adulto en la escuela y a uno en mi casa.

MODEL’S EMERGENCY PLANS
Parent Copy

Fire Drills:
Classrooms and specialty areas of students exit the building at outside door closest to their rooms. Teachers have class lists with them to take roll when the classes have reached their outside destination. An alternative path is known if a fire is blocking the regular pathway. The front drive must stay clear for fire trucks.

Storm Drills:
Children still at school: Each room has a designated safe inner area to be sent to in the case of severe storm/tornado weather. They remain in this area until we receive an all clear from weather authorities. Children would return to classrooms if no damage had resulted.

However, if major damage happened, students would be led out of the building to their fire drill positions. Parents will need to park at the Trinity Lutheran Church and Goshen Christian Church. You will need to show identification and sign out your child. Staff members will locate your child and bring your child to you. Coming from Trinity Lutheran, meet school personnel at the tennis courts. Parents coming from the Goshen Christian Church will sign out at the southeast corner of the playground.

Children returned to school by buses during severe weather: Children will remain together by bus. They will be in the front hallway and K/1st hallway. You can enter the building by either the gym or front doors. School personnel will ask you to sign out your child and show identification. A staff member will bring your child to you.

If phone lines are working, we will have a message indicating what buses returned or where
the bus load is located.
### Bus Procedures

<table>
<thead>
<tr>
<th>RESPECT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Talk in a Level 1 voice</td>
<td></td>
</tr>
<tr>
<td>• Say “Good Morning” and</td>
<td></td>
</tr>
<tr>
<td>“Thank you” to your driver.</td>
<td></td>
</tr>
<tr>
<td>• Follow the rules of the bus.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Place all trash in trash can.</td>
<td></td>
</tr>
<tr>
<td>• Take all items with you when you leave the bus.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAFETY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keep your seat in your assigned seat at all times.</td>
<td></td>
</tr>
<tr>
<td>• Get on and off the bus in a single file line.</td>
<td></td>
</tr>
<tr>
<td>• Keep hands, feet, and all objects to yourself.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KINDNESS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use kind words</td>
<td></td>
</tr>
<tr>
<td>• Be a Bulldog Helper for younger kids.</td>
<td></td>
</tr>
</tbody>
</table>
# Entrance & Dismissal Procedures

## RESPECT
- Use a level 1 voice.
- Walk everywhere.
- Follow directions.
- Go straight to where you’re supposed to go.

## RESPONSIBILITY
**Breakfast/Parent Drop Off:**
- Wait in a single file line along the wall.
- Use a level 1 voice.
- Keep hands, feet and all objects to yourself at all times.
- When the bell rings/when finished eating, leave the cafeteria and stay to the right side of the hallway.
- Walk straight to your classroom.
- Seat in your seat at 7:55 am.

**Foyer/Bus Riders:**
- Wait in the correct area.
- Use a level 1 voice.
- Keep hands, feet, and all objects to yourself at all times.
- When bell rings and you are dismissed, walk straight to your classroom.
- Seat in your seat at 7:55 am.

## SAFETY
- Walk everywhere.
- Keep hands, feet, and all objects to yourself at all times.

## KINDNESS
- Use kind words.
- Let younger kids go first.
- Smile often.
## Hallway Procedures

| RESPECT | Use a level 0 voice.  
| KEEP hands, feet and objects to yourself at all times. |

| RESPONSIBILITY | Go straight there, come straight back.  
| Have a pass at all times.  
| Use your best behavior. |

| SAFETY | Walk slowly on the right side of the hallway.  
| Keep hands, feet, and all objects to yourself at all times.  
| Face and feet forward. |

| KINDNESS | Smile at people you know.  
| Use kind words. |
# Cafeteria Procedures

## RESPECT

**Cafeteria Line:**
- Use level 0 voice.
- Wait your turn.

**At Your Table:**
- Use a level 2 voice.
- Level 0 voice when lights are out.

## RESPONSIBILITY

- Throw all trash in trash can.
- Return trays and silverware neatly.
- Clean up your area.
- Take your stuff when you leave.
- Report spills to a school adult.
- Report bullying to a school adult.

## SAFETY

- Use hand sanitizer before getting your tray.
- Walk everywhere.
- Use silverware for food only.
- Eat your own food.
- Keep your hands, feet, and all objects to yourself at all times.
- Keep your seat in your seat.

## KINDNESS

- Use good table manners.
- Use kind/polite words.
- Help clean up table spills.
## Restroom Procedures

| RESPECT               | Use level 1 voice.  
|                       | Use the restroom you are told to use.  
|                       | Respect others’ privacy.  
| RESPONSIBILITY        | Flush the toilet.  
|                       | Wash hands with soap.  
|                       | Throw away all trash.  
| SAFETY                | Use soap and water for hands only.  
|                       | Keep hands, feet, and all objects to yourself at all times.  
|                       | Leave a clean stall.  
|                       | Report problems to a school adult.  
| KINDNESS              | Wait patiently.  
|                       | Use your best behavior.  
|                       | Be a Bulldog Helper for younger kids.  
|                       | Use kind words. |
# Recess Procedures

## RESPECT
- Listen to school adult.
- Use good words.
- Use level 2 voice for indoor recess.
- Stop playing when time is up.

## RESPONSIBILITY
- Ask a school adult to use the restroom.
- Clean up play area.
- Play by the rules.
- Dress for the weather.
- Leave the building with your class.
- Bring in any toys, balls, or games you bring out to recess.

## SAFETY
- Use equipment and games carefully.
- Walk everywhere.
- Keep hands, feet, and all objects to yourself at all times.
- Report injuries/problems/bullying to a school adult.
- Leave nature in its place.
- Stay on school property.
- Stay in sight of a school adult.

## KINDNESS
- Include everyone in games.
- Take turns.
- Help others.
- Use kind words.
### Office Procedures

#### RESPECT
- Use level 1 voice.
- Wait in one place.
- Read or look at a book.
- Say thank you to secretary.

#### RESPONSIBILITY
- Tell secretary why you’re in the office.
- Take all your stuff when you leave.
- Tell an adult when you leave.

#### SAFETY
- Keep hands, feet, and all objects to yourself at all times.
- Tell a school adult when you are leaving.

#### KINDNESS
- Use kind words.
- Smile often.
- Say thank you when a school adult helps you.
## Assembly Procedures

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| RESPECT | - Keep your seat in your seat.  
- Use active listening.  
- Use a level 1 voice while waiting. |
| RESPONSIBILITY | - Clap at the right times and with the right volume.  
- Use active listening.  
- Keep your seat in your seat. |
| SAFETY | - Keep hands, feet, and objects to yourself at all times. |
| KINDNESS | - Use kind words.  
- Participate when directed. |
Parent Pick-up Procedures

| RESPECT       | Use a level 2 voice.  
|               | Wait and listen for your number to be called. |
| RESPONSIBILITY| Follow directions.  
|               | Walk everywhere.  
|               | Be ready for your number to be called. |
| SAFETY        | Stay in the parent pick up area until your number is called.  
|               | Keep hands, feet, and all objects to yourself at all times.  
|               | Walk everywhere. |
| KINDNESS      | Help others.  
|               | Use kind words.  
|               | Be polite.  
|               | Smile Often. |
# After School Activities Procedures

<table>
<thead>
<tr>
<th>RESPECT</th>
<th>RESPONSIBILITY</th>
<th>SAFETY</th>
<th>KINDNESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow directions.</td>
<td>• Know your after school pick-up plan.</td>
<td>• Walk everywhere.</td>
<td>• Thank your after school adult.</td>
</tr>
<tr>
<td>• Follow school rules.</td>
<td>• Stay in your correct area (classroom, club, etc.)</td>
<td>• Keep hands, feet, and all objects to yourself at all times.</td>
<td>• Smile often.</td>
</tr>
<tr>
<td>• Use a level 2 voice or lower.</td>
<td>• Have an after school pick-up plan.</td>
<td>• Have an after school pick-up plan.</td>
<td>• Use kind words.</td>
</tr>
<tr>
<td>• Thank the after school adult.</td>
<td></td>
<td></td>
<td>• Help younger kids.</td>
</tr>
</tbody>
</table>
Limited and Extended Background Forms

Formas de verificación limitada y extendida de antecedentes penales
Limited Volunteer Application – MODEL ELEMENTARY SCHOOL

Thank you for your interest in volunteering for Goshen Community Schools! We greatly appreciate your time and energy. The information that you provide on this form will be used to conduct a limited criminal history check (Goshen Community Schools School Board policy #4121), which is for the protection of our students.

I have offered my services as a volunteer to help Goshen Community Schools in the following areas:

______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  

Limited Criminal History Check Information Needed:

Printed Name: _________________________________________________________  
(First) (Middle Initial) (Last)

Address: ____________________________________________________________  

City: ___________________ State: _______   Zip Code: ___________________  

Phone Numbers: _______________________________________________________  
(Home) (Cell)

E-mail address: ________________________________________________________  

Gender: __________   Race: ___________ Date of Birth: ______________________  

Building Assigned for Volunteer Work: ________________________________  

I agree to abide by all relevant School Board policies and administrative guidelines while on duty for the Corporation. I understand that, although I am covered under the Corporation’s liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers’ compensation. Should I become ill or suffer an accident while doing volunteer work for the Corporation, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the Corporation or entitled to any benefits provided to employees. I further release the Board from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, Goshen Schools is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procure prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food of confection.

________________________________     ________  
Volunteer Signature Date  

Signature of School Personnel completing this report  

OFFICE USE ONLY

☐ Criminal History Check  
☐ Sex Offender Registry  
☐ Sherriff’s Inmate Lookup  
☐ Driver’s License
Solicitud para ofrecer servicios como voluntario

MODEL ELEMENTARY SCHOOL

Le agradecemos su interés en servir como voluntario para Goshen Community Schools. Valoramos enormemente su tiempo y su energía. La información que nos proporcione en esta forma, será usada para conducir una investigación limitada de antecedentes penales (Limited Criminal History Check – GCS School Board Policy #4121), que servirá como protección de nuestros alumnos.

He ofrecido mis servicios como voluntario ayudando a Goshen Community Schools en las siguientes áreas.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Información requerida para investigación limitada de antecedentes penales

Nombre _________________________________________________________________
(Primer nombre)                     (Inicial segundo nombre)                  (Apellido)

Dirección: __________________________________________________________________________

Ciudad: _______________________    Estado: ________  Código postal ___________

Números de teléfono: _____________________________________________________________
(Casa)                                                                 (Celular)

Género: ________   Raza: _________  Fecha de nacimiento: _____________________

Edificio asignado para trabajo voluntario: ____________________________________________

Me comprometo a cumplir con las normas aplicables y con las pautas administrativas de la mesa directiva, mientras me encuentre de servicio en la corporación. Entiendo que, aunque esté cubierto por el seguro de responsabilidad civil de la corporación, no me encuentro cubierto por el seguro médico, ni soy elegible para recibir indemnización por accidentes laborales. En caso de enfermarme o de sufrir un accidente mientras me encuentre de servicio como voluntario para la corporación, me comprometo a responsabilizarme por todos y cada uno de los costos médicos y de hospital que pudieran acumularse.

Además entiendo que, como voluntario no se me considera de ninguna manera ser un empleado de la corporación o a tener derecho a ningún beneficio proveído a los empleados. Así mismo, libero a la mesa directiva de la responsabilidad de todos y cada uno de los daños, cualesquiera que fuera su naturaleza, lo que podría implicar una consecuencia de mis servicios como voluntario.

Por ley se requiere que, para la protección de los niños de la escuela, la corporación se informe sobre los miembros de su personal, hayan sido estos o no condenados de haber cometido un delito relacionado con menores. Apreciamos su cooperación, al indicarnos que usted nunca ha sido declarado culpable de ninguno de los siguientes delitos: homicidio agravado, homicidio calificado, homicidio voluntario, homicidio involuntario, asalto criminal, agresión con agravantes, asalto, amenazas con agravantes, abuso o negligencia de un menor, secuestro, rapto, robo de un menor, incitar a un menor a cometer un acto criminal, violación, agresión sexual, corrupción de un menor, imposición sexual flagrante, asedio, voyeurismo, ultraje contra la moral pública, delito grave por penetración sexual, proxenetismo, promoción a la prostitución, menoscabo, distribución de material obsceno que involucre a un menor, distribución de material con connotación sexual que involucre a un menor, uso ilegal de un menor en material o representación que involucre la desnudez, poner en peligro a menores, contribuir a la delincuencia de un menor, cargar armas de manera oculta, disparar un arma de fuego en o hacia una escuela o una casa, corromper a otro con drogas, colocar objetos nocivos en o adulterar comida o repostería.

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_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Firma de voluntario                      Fecha                      Firma del personal escolar

llenando este reporte

OFFICE USE ONLY
[ ] Criminal History Check
[ ] Sex Offender Registry
[ ] Sherriff’s Inmate Lookup
[ ] Driver’s License
A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, and/or mode of living may be obtained in connection with your application as a volunteer with Goshen Community Schools. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your volunteer status with the Goshen Community Schools. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to volunteers is an investigation into your education, character references and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

Before any adverse action is taken, based in whole or in part of the information contained in the consumer report, you will be provided a copy of the report, the name, address and the telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting act, as well as additional information on your rights under the law.

**CURRENTLY THERE IS A FEE OF $16.95 TO COVER THE COST OF THE BACKGROUND CHECK. YOU ARE REQUIRED TO PAY THIS FEE BY PERSONAL CHECK PAYABLE TO GOSHEN COMMUNITY SCHOOLS. CASH WILL ALSO BE ACCEPTED.**

**AUTHORIZATION**

By signing below, I, ________________________________, hereby voluntarily authorize Goshen Community Schools to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my volunteer status at Goshen Community Schools. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

---

Print Name (last, first, middle)                      Social Security Number

Date of Birth (MM/DD/YYYY)                        Drivers License Number
(For ID Purposes Only)                            Drivers License State

Any other names I have been known by:______________________________

Current Address:____________________________________________________
(Street, City, State, Zip)

Previous Addresses (Last 7 Years)______________________________

______________________________ ______________________________
Signature                        Date

MODEL________________________________________ Phone #
School(s)

A copy of your Driver’s License is needed at the time this application is delivered.

Updated 6/2013; as
En el momento de entregar la solicitud, deberá entregar una copia de su licencia de manejo.

En el momento en el que usted ofrezca sus servicios como voluntario de la Corporación Escolar de Goshen, se le realizará uno o ambos informes de verificación de antecedentes penales. Estos son el Consumer report (background screening report) y el investigative consumer report. Dichos informes podrían incluir información sobre su carácter, historial de empleo, reputación general, características personales, antecedentes policiales, educación, calificaciones, registro de vehículos motorizados y/o modo de vida. Los informes Consumer report o el investigative consumer report pueden realizarse en cualquier momento durante el proceso de su solicitud o durante su condición de voluntario en la Corporación Escolar de Goshen. Usted tiene el derecho, con previa solicitud por escrito, dentro de un tiempo razonable después de haber recibido esta notificación, de solicitar que se le revele la índole y el ámbito de la información de cualquier informe de verificación de antecedentes penales. Por favor, tenga en cuenta que la índole y el ámbito más común del informe de investigación de antecedentes penales de los voluntarios, es en cuanto a la investigación sobre su educación, sus referencias personales y/o su historial de empleo, y son realizados por la compañía Safe hiring solutions LLC, P.O. Box 295, Danville, IN 46122, con línea telefónica 888-215-8296.

Antes de que cualquier acción adversa sea tomada, basada en la totalidad o en parte de la información contenida en el informe de verificación de antecedentes penales, se le proporcionará una copia del informe, el nombre, la dirección y el número de teléfono de la agencia de información, un resumen de sus derechos bajo la ley Fair Credit Reporting Act, así como información adicional sobre sus derechos bajo dicha ley.

ACTUALMENTE HAY UNA CUOTA DE $16.95 PARA CUBRIR EL COSTO DE LA VERIFICACIÓN DE ANTECEDENTES PENALES. REQUERIMOS QUE PAGUE ESTA CUOTA CON UN CHEQUE PERSONAL A NOMBRE DE GOSHEN COMMUNITY SCHOOLS. TAMBIÉN ACEPTAMOS EFECTIVO.

AUTORIZACIÓN

Al firmar abajo, yo, ______________________________ por la presente, autorizo voluntariamente a la Corporación Escolar de Goshen, que obtenga ya sea el informe Consumer report (Background Screening Report) o el Investigative Consumer Report sobre mi persona, de parte de una agencia de información, y considere esta información al tomar decisiones respecto a mi condición como voluntario en la Corporación Escolar de Goshen. Entiendo que tengo derechos bajo la ley Fair Credit Reporting Act, incluidos los derechos mencionados anteriormente. Este informe puede ser entregado por escrito o de forma electrónica.

______________________________
Nombre (apellido, primer nombre, segundo nombre)  Número de seguridad social (SSN)

Fecha de nacimiento (Mes/Día/Año)   Número de licencia de manejo   Estado donde fue proveída la licencia de manejo
(Sólo para fines de identificación)

Otros nombres con los que se le ha conocido:

Dirección actual:

Direcciones anteriores (últimos 7 años)

Firma   Fecha

____  ____
MODEL  ____  ____
Escuela(s)  Teléfono

En el momento de entregar la solicitud, deberá entregar una copia de su licencia de manejo.