



The  
Sittingbourne School  
Sixth Form

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## Handbook for Students and Parents

THE SITTINGBOURNE SCHOOL
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## MEET THE TEAM

**Archer Sixth Form Principal**

Mrs J Noble

[Jackie.noble@swale.at](mailto:Jackie.noble@swale.at)

**Archer Sixth Form Vice Principal – Year 12**

Mr D Collins

[Darren.collins@swale.at](mailto:Darren.collins@swale.at)

**Archer Sixth Form Vice Principal – Year 13**

Mrs J Moir

[Jenny.moir@swale.at](mailto:Jenny.moir@swale.at)

(currently on maternity leave)

**Overseeing Year 13**

Mr A Trigwell

[Andrew.trigwell@swale.at](mailto:Andrew.trigwell@swale.at)

**Pastoral Support Manager**

Mr M Harvey

[Mark.harvey@swale.at](mailto:Mark.harvey@swale.at)

**Sittingbourne School Sixth Form Systems Officer**

Mrs C Heed – [Carole.heed@swale.at](mailto:Carole.heed@swale.at)

**Sittingbourne School Sixth Form HE and Careers Officer**

Mrs A Seymour – [Amanda.seymour@swale.at](mailto:Amanda.seymour@swale.at)

### Level 3 Courses

<b>Subject</b>	<b>Subject Leader</b>	<b>Site</b>	<b>Email address</b>
Applied Science	Mrs K Box	TSS	<a href="mailto:Kate.box@swale.at">Kate.box@swale.at</a>
Art	Mrs A Dengate	TSS	<a href="mailto:Abigail.dengate@swale.at">Abigail.dengate@swale.at</a>
Business	Miss L Johnston	TSS	<a href="mailto:LJO@swale.at">LJO@swale.at</a>
Computing	Mr K Bhutia	TSS	<a href="mailto:Kesang.bhutia@swale.at">Kesang.bhutia@swale.at</a>
Criminology	Mrs C Conroy	TSS	<a href="mailto:carrie.conroy@swale.at">carrie.conroy@swale.at</a>
Dance	Miss A White	TSS	<a href="mailto:Alice.white@swale.at">Alice.white@swale.at</a>
Drama	Miss L Jones	TSS	<a href="mailto:Lyn.jones@swale.at">Lyn.jones@swale.at</a>
English Literature	Mr M Soutar	TSS	<a href="mailto:Michael.soutar@swale.at">Michael.soutar@swale.at</a>
Financial Studies	Mr D Collins	TSS	<a href="mailto:Darren.collins@swale.at">Darren.collins@swale.at</a>
Health and Social Care	Mrs C Conroy	TSS	<a href="mailto:Carrie.conroy@swale.at">Carrie.conroy@swale.at</a>
History	Miss H Mynott	TSS	<a href="mailto:Heather.mynott@swale.at">Heather.mynott@swale.at</a>
Music Rock School	Mr J Watson	TSS	<a href="mailto:John.watson@swale.at">John.watson@swale.at</a>
Photography	Mrs A Dengate	TSS	<a href="mailto:Abigail.dengate@swale.at">Abigail.dengate@swale.at</a>
Psychology	Mrs C Conroy	TSS	<a href="mailto:Carrie.conroy@swale.at">Carrie.conroy@swale.at</a>
Sociology	Mrs C Conroy	TSS	<a href="mailto:Carrie.conroy@swale.at">Carrie.conroy@swale.at</a>
Sport	Mr S Kennett	TSS	<a href="mailto:Samuel.kennett@swale.at">Samuel.kennett@swale.at</a>

### Level 2 Courses

<b>Subject</b>	<b>Subject Leader</b>	<b>Site</b>	<b>Email Address</b>
Beauty and Hairdressing	Mrs W Rook	Skills Centre	<a href="mailto:Wendy.rook@swale.at">Wendy.rook@swale.at</a>
Professional Catering	Mr O Ross	Skills Centre	<a href="mailto:Oliver.ross@swale.at">Oliver.ross@swale.at</a>
Health and Social Care	Mrs C Conroy	TSS	<a href="mailto:Carrie.conroy@swale.at">Carrie.conroy@swale.at</a>
Sport and Activity Leaders	Mr B La-Haye	TSS	<a href="mailto:Ben.lahaye@swale.at">Ben.lahaye@swale.at</a>

## **Expectations**

We expect our students to take pride in being part of The Sittingbourne School Sixth Form, and they should act as positive role models for younger members of the school communities. We require students to be polite and cooperative, take responsibility for their own studies, complete coursework, assignments and independent study on time, and attend regularly and punctually. Appropriate clothing, as per the dress code, should be worn at all times.

## **Part time work**

We appreciate students may want to take on paid part time work in addition to the courses studied in the Sixth Form. However, school work must be prioritised above paid part time work and restricted to ten hours a week. This is to protect students, as we know from experience the amount of work they will have to complete for the subjects they are studying at school.

## **Attendance and Punctuality**

All students must be registered on SIMS for all lessons. This applies to students on all sites. A one hour lesson counts as a single attendance, and this is carefully monitored. Attendance will also be checked on a daily basis. Holidays should not be taken during term time, and if this causes problems for students they must discuss this with a member of the Sixth Form Leadership team. Doctor or dental appointments and driving lessons/tests should be made outside school times, except in an emergency. If a pattern of absence develops this may lead to disciplinary proceedings. Parents will be contacted if punctuality and/or attendance issues arise and there is the potential for an 8.30am to 3.00pm timetable to be put in place. Staff will also insist on punctuality to all lessons and any persistent lateness will be reported and sanctions put in place.

## **Leaving the Premises**

If students need to go home as they are unwell during the day, they must obtain permission from the relevant member of the Sixth Form Leadership team before they leave, and sign out in the correct way in the Sixth Form office.

## **ID Badges**

All Sixth Form students must wear an ID badge whilst at any school site. These ID badges are to be worn with the lanyard supplied, so that students are clearly identifiable. This is for safeguarding purposes, as students are not required to wear uniforms. Students will be required to have their photograph taken during enrolment day.

Any student not clearly wearing their ID badge on site will be challenged and may be asked to leave the site because they will be in breach of our Trust Safeguarding Policy. Those students taking part in practical activities, such as sport, drama, dance etc, will need to ensure that badges are temporarily removed if they cause a health and safety hazard, but should immediately put them back on when leaving the practical area. On The Sittingbourne School site, badges also give sixth form students access through the security gates, so these will be required at all times.

## **Personal Study and Homework**

Students in the Sixth Form have study periods built into their timetables to facilitate independent work and personal study. They will also be set independent learning tasks by their class teachers. All students are expected to complete these independent learning and self-study tasks, and to meet the deadlines. Students should expect to spend the equivalent of their course hours working out of school on their studies. Disciplinary proceedings may be enforced if independent learning and coursework deadlines are not met.

At the start of each academic year, students will be required to select five periods of independent study which are to be completed ON SITE in the Sixth Form study area or allocated classroom. This is a minimum expectation for all students.

If students fall behind or regularly miss deadlines they should expect to be placed on an 8.30am to 3pm timetable where they must spend all of their study periods working in the Sixth Form Study Area.

## **Plagiarism**

To plagiarise is to steal ideas or parts of someone else's work and present them as your own; for example, copying sections from books or websites and including them in an essay, with no reference to where the sections came from. In addition, to paraphrase, or summarise, in a manner which may deceive the reader, is also plagiarism. If a student's work is deemed to be plagiarised it will not be marked.

When producing written work, students should remember that the process of research and gathering information about the subject area is worthwhile and necessary. Your teacher will be as interested in the research you have conducted, and the sources you have used, as they will in your final piece of work. If you make clear where information has been drawn from, then other readers can access the information to check that the sources have been correctly used.

All sources used should be referenced in the finished work. 'Sources' include, books, articles, websites, newspapers and magazines, television and radio programmes.

## **Smoking**

In line with the laws regarding smoking in public, all Sittingbourne School Sixth Form sites are non-smoking areas. Sites are entirely smoke-free, which includes our car parks and front gate areas, to ensure we fulfil the "Healthy Schools" expectations.

We do not condone smoking and would like to actively discourage all students from smoking. Any student wanting help in giving up smoking will have our full support and should contact a member of the Sixth Form Leadership team.

Students in the Sixth Form are of an age where they are allowed, by law, to smoke. However, they should not be smoking within the vicinity of the school and if they leave the premises to smoke they should pay due respect to our neighbours. We would ask that students do not smoke in front of the main school entrances or along the front of the school property. Any student seen smoking will be warned once and on the second occasion, sent home.

**All** references to smoking, includes e-cigarettes/vapes.

### **Site issues**

We aim to ensure pleasant working environments for students, teachers and support staff. A pleasant learning environment benefits all of us and encourages student respect, behaviour and hard work. It is important that all adults and students develop pride in the school, and recognize that we all have a responsibility to maintain high standards.

Everyone has a responsibility for the control of litter throughout the different sites, and in treating rooms and equipment with respect and care.

We would also ask all students to refrain from the use of foul language in the buildings and around the different school premises and surrounding community areas.

### **Mobile Phones**

Students are permitted to bring mobile phones onto the school sites. This is at their own risk. Mobile phones must be switched off during lessons. If students are found to be using their phones during lessons, or they disturb the good order of a lesson, they will be confiscated. These will then need to be collected from a member of the Sixth Form Leadership team.

Mobile phones must not be brought into examinations under any circumstances.

### **Food and Drink**

Students are able to bring their own food into school, or have access to the school lunches provided on site.

When bringing food on site please remember that any takeaway or 'fast food' such as McDonalds or fish and chips are not permitted on site at all.

Students are encouraged to have plenty of water and still drinks. Water fountains are available for use. No energy drinks or alcoholic beverages are permitted.

### **Parking on Site**

There is no student parking permitted on site at The Sittingbourne School and we ask that you are mindful of our neighbours if parking a vehicle locally.

### **Dress Code**

We believe our Sixth Form students are role models. Whilst we allow them to have some freedom to express themselves as individuals, they have a responsibility to set a good example to younger students and the local community. Therefore we expect high standards of presentation and have a clear dress code which must be adhered to.

Students are permitted to wear formal, business style clothes within the guidelines outlined below. They should understand that this is a privilege given to encourage

independence, but also to enable students to develop an understanding of what constitutes appropriate choice.

### **Female Students**

**Tops** – smart blouses, jumpers or cardigans. Any tops worn must not be low cut or expose the midriff. Vest or 'strappy' tops, play suits and 'hoodies' are not permitted. Logos must be small, discrete and inoffensive.

**Skirts / Dresses** – smart, business-like and of an appropriate length. Denim is not permitted. Hem lines must be neat. Plain tights may be worn.

**Trousers** – smart, tailored and business-like. No jeans, leggings, tracksuit bottoms, shorts or tight trousers are allowed.

**Shoes** – sensible, traditional leather style footwear. No flip flops, trainers or UGG boots or similar style boots.

### **Male Students**

**Shirts** – smart shirts with a collar worn with a tie. Smart jumpers or cardigans may be worn, but over the top of the shirt and tie. 'Hoodies' are not permitted.

**Trousers** – smart, tailored and business-like. No jeans, combat trousers, shorts or tracksuit bottoms are allowed.

**Shoes** – sensible, traditional leather style footwear. No trainers or flip flops are allowed. In addition to the above, some specific courses have the following variations due to the nature of their studies.

Both male and female students are allowed a small amount of discrete jewellery.

**No visible piercings other than normal earrings are allowed (no ear stretchers, nose rings/bars or facial piercings.) Visible tattoos are not permitted to be displayed.**

Hats are not permitted to be worn on the school site (woollen or baseball caps.)

### **Dance Students**

Black jazz trousers and a black top that covers the stomach and chest. Outside clothing to conform to the general dress code above. Dance clothing and leggings not to be worn around the site. Official dance jackets are permitted around the site.

### **Drama Students**

Black trousers and a black top (either t-shirt or jumper) with no logos or writing on. Trainers and canvas shoes are allowed in the studio but must be all black with no coloured soles or trims. No strappy tops to be worn.

### **Sports Students**

Will be required to wear smart clothing according to the dress code, including ties, and change into sportswear when required. Football shirts or kit are not allowed.

### **L2 Beauty students**

Students will need one beauty tunic and one pair of beauty trousers, which will be ordered at the Skills Centre on Enrolment Day.

### **L2 Hair students**

Students will need one hair tunic and a real hair Sally Head (this must be ordered through the Skills Centre to ensure colour and style continuity). These items will be ordered at the Skills Centre on Enrolment Day.

### **Catering Students**

Students are required to provide their own uniform and equipment for the Professional Cookery Courses and we have secured excellent discounted rates for these:

Students will need:

- 1x black skull cap
- 1x white short sleeved chef white jacket
- 1x Chefs gingham trousers
- 1x Navy /White Butchers apron
- 1x pair of safety shoes

**Please note that students will not be permitted to attend lessons if wearing incorrect uniform, and the school reserves the right to ask students to go home to change.**

### **Cross-Site Travel Arrangements and Minibus Protocols for Year 13 only**

Sittingbourne School Sixth Form Students may access lessons at a number of different venues. It is the student's responsibility to ensure they are on the correct site, and arrive at lessons on time. For some students this will mean travelling from Westlands School to The Sittingbourne School (or vice versa) during lunch time. In these situations minibuses will be provided to assist students.

#### **The arrangements for minibus use are as follows:**

- It is the student's responsibility to get themselves to and from the correct site at the start and end of the school day.
- If students miss their minibus it is their responsibility to get to the other site on time.
- We expect students to behave appropriately whilst on the minibuses, and we reserve the right to remove this privilege for students who do not comply.
- Seatbelts must be worn on the minibuses at all times.
- No smoking of cigarettes or e-cigarettes is permitted on the minibuses, nor must students distract the driver in any way whilst moving.

#### **Minibuses will be located in the following places –**

**Westlands School** – Outside the sixth form area.

**The Sittingbourne School** – bus layby at the front of the school.

### **16+ Travel Card**

If you would normally travel to school on a bus you are entitled to apply for a 16+ travel card through KCC Public Transport online at [www.kent.gov.uk/16plustravelsaver](http://www.kent.gov.uk/16plustravelsaver).

The cost to parents will be approximately £400 payable either by credit/debit card on application, or by direct debit instalments when applying. To guarantee the pass is available for collection on the first day of term the deadline to receive applications is

13<sup>th</sup> July 2020 (Update 1 July 2020 - the office is currently closed due to Covid-19 and therefore we cannot currently fully update this information).

### **Course Exam Board Registration Fees**

Any students leaving their course before the completion date will be liable to payment of a withdrawal fee. This fee will vary according to the student's course and level, but will be payable to cover the cost of the original course registration fee with the examination board.

Exemption from payment of this fee will be given to students having to move out of the area, leaving for medical reasons or other reasons out of their personal control.

**Any students wishing to change courses within the Sittingbourne School Sixth Form will not be allowed to make such changes after the examination board registration date, which is at the end of September.**

### **16-19 Bursary Fund**

Financial support for students exists in the form of the Bursary Fund. This may be used to help with transport costs, food or equipment. Bursary allowances will be granted by the 'home' school. If you feel that you require financial support please see a member of the relevant Sixth Form Leadership team, for an application form.

Evidence of benefits of low family income is required before an application for financial assistance will be considered (see Trust Policy for full list of evidence requirements which are required with each application made).

Students who are living independently, in care or are a young parent are entitled to a fixed annual allowance through the Bursary Fund. You will need to apply for this at the start of your course when first enrolling in the Sixth Form (see Trust Policy for evidence requirements which are required with each application made).

One-off financial support for specific situations are also considered to support students and maintain their attendance on their course.

If a student is entitled to support from the bursary fund, and applied for a 16+ travel card this would be fully funded through the bursary. Parents/carers should still apply online for the travel card and select a direct debit payment method. The bursary funds will then cover those payments.

Students wishing to apply for the Bursary Fund should speak to **Mrs Heed** at The Sittingbourne School Sixth Form office.

Please note, meeting the criteria for the bursary fund, does not guarantee that you will receive funds. Full details must be read on the Trust Bursary Policy, published on the website.

## **Sixth Form Disciplinary Policy**

1. It is the student's responsibility to follow all Sittingbourne School Sixth Form rules and working procedures.
2. If a student is under-performing or behaving badly, the first step Sittingbourne School Sixth Form will take will be an informal meeting. This may also include the student being placed on an 8.30 to 3pm timetable. Some incidents may involve detentions or time in the Pupil Support Provision (PSP).
3. Formal disciplinary procedures will be put into operation if step 2 has been unsuccessful or where the actions of the student show that this is appropriate.
4. Formal disciplinary procedures will always be discussed with the student and/or parent/carer.
5. Sittingbourne School Sixth Form will seek to act fairly and consistently when carrying out any disciplinary action.
6. Parents/carers will be informed at each stage of the formal procedures.

## **Disciplinary Procedure**

1. Informal meetings or warnings will take place in the initial stages.
2. A letter will be sent to the student from the sixth form team.
3. If targets are not met within each stage, the next level will be issued, along with a meeting with a member of the sixth form team.
4. If another issue occurs or the same issues continue the student and a parent will be expected to attend a follow up meeting. At this stage the student may be asked to leave the sixth form.

If a student arrives at school not adhering to their course dress code, they will be sent home to change.

The Sittingbourne School reserves the right to suspend a student in cases of serious misconduct, ie:

**Fighting**  
**Swearing**  
**Drunkenness**  
**Stealing**  
**Falsification of records**  
**Possession of illicit drugs**  
**Inappropriate use of TSS IT equipment**  
**Damage to TSS property**  
**Under the influence of illicit drugs**  
**Dangerous behaviour**

## **Sittingbourne School Sixth Form Expectations**

### Our commitment to you...

- We look forward to working with you in a partnership based on mutual respect.
- We undertake to use our best endeavours to assist you in achieving your qualifications
- We will respect you as an individual learner at all times and work with you to produce an individual learning plan, which will enable you to chart your progress and achievements.
- We undertake to give you feedback on your assessments, progress and achievements.
- We will record your attainments and report on such to the awarding bodies.
- We will assist you with arrangements for work placements (where appropriate).
- We will offer you advice on progression routes and further courses and access to professional careers guidance.
- We will assist you with seeking employment and application for further or higher education.
- We will provide you with references of suitability for employment or further/higher education.
- We will return assessed work or outcomes to you within the agreed timescale (this varies depending upon course)
- We will provide you with a variety of teaching and learning methods and fair marking of assessments.
- We will provide you with a safe and pleasant learning environment with good facilities and appropriate resources for your course of study.
- We will offer you the opportunity to give feedback on your course.

### We expect you to...

- Take pride in being a student of Sittingbourne School Sixth Form.
- Be a good role model for the younger students in the main school.
- Work cooperatively with all school staff.
- Take responsibility for your studies, attend regularly and punctually. Complete assignments on time.
- Treat buildings, furnishings and equipment with care and respect.
- Report all absences before the start of the school day. If you are absent from a work placement then it is your responsibility to inform BOTH the placement and the Post 16 Office.
- Wear appropriate clothes.
- Not to take holidays during term time.
- Make doctor/dental appointments/driving lessons outside school times unless in an emergency.

- Not smoke on the school site or surrounding areas at the front of school grounds.
- Attend extra-curricular activities that support your 'all round' development, eg visits, study days and tutor time/assemblies.
- Take an active role within the Sixth Form and wider school community, gaining experience and skills outside of your chosen subject areas.
- Participate in course feedback and review.
- Regularly check your school email for information.

## **Sittingbourne School Sixth Form (Swale Academies Trust): Photo and Videos Consent form**

We sometimes take photographs of students. We use these photos to help us to give people an idea of what life at our school is like, for example, in printed school materials and on the school website.

Please circle the relevant response below, sign and return this form to school.

<b>May we use your child's details or image for the following:</b>	Please Circle Yes or No
School Photographer – Tempest Photography	Yes / No
Trust/school website.	Yes / No
School newsletter, Sixth Form advertising flyers/posters and display boards.	Yes / No
School/Trust Prospectus including Trust wide events	Yes / No
I give consent for photos/details of my child to be used in internal displays, including achievement boards and TV displays in the reception of the school.	Yes / No
Local Press – KM Media Group	Yes / No
On the Academy's social media specifically You Tube, Twitter, Facebook and Instagram.	Yes / No
To take videos of my child participating in academy activities.	Yes / No
To use videos of my child for promotional purposes, such as on the school website.	Yes / No
I give permission to participate in video conferencing. (under the supervision of their Class Teacher).	Yes / No
School shows/performances/prize awards evenings/new intake evening/open evenings and mornings.	Yes / No
I give consent for my child's image to be used as described above for promotional purposes for and within the Trust.	Yes / No
Edulink/Schoolcomms/ParentPay (communication and payment systems)	Yes/No
Internal staff training and meetings.	Yes/No

**If you answer no to any of the above, we will not use your child's details.**

This form is valid indefinitely from the date you sign it. You can withdraw your consent at any time and can do so by writing to the school office. At that point photos, images etc. will not be used in future publications and we will use reasonable endeavours to remove them from publications already in circulation.

Student  
Name \_\_\_\_\_

Parent Name \_\_\_\_\_ Signed \_\_\_\_\_ Date  
\_\_\_\_\_

### **Swale Academies Trust: Student e-Safety Agreement**

It is important that all technology is used appropriately by students. Students need to agree to follow the rules below so that they can use the technology provided.

#### **Using Technology at School**

- All use of technology, including the Internet, must be appropriate to education.
- I will not access inappropriate material on the Internet.
- I will not attempt to get around the schools internet filtering system by using de-filtering sites or proxy servers.
- I will not search the internet for inappropriate material.
- Irresponsible use of technology may result in the loss of network or Internet access.
- Copyright and intellectual property rights must be respected.

#### **Electronic Communication**

- School e-mail addresses are provided for school use only, please use them sensibly.
- Electronic communication must be written carefully and politely.
- Internet chat-rooms or instant messaging services are not allowed.

#### **School User Accounts**

- I will not access other people's user areas or files.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- I will not look at or delete other people's files or work.
- I understand that the school may check my computer files and may monitor the Internet sites I visit and the email messages I send or receive.
- The school may exercise its right to delete inappropriate content.

### Staying Safe with Technology

- Users must take care not to reveal personal information through e-mail, social network sites and messaging
- I will never arrange to meet anyone over the internet.
- I will report any websites or documents that are unsuitable.
- I will report any unpleasant or unsuitable e-mails sent to me.

### Student Agreement

- I have read and I understand the e-Safety Rules.
- I understand that if I deliberately break these rules, I could be stopped from using the computers or internet.
- I understand that if I misuse technology in any way there are punishments.
- I know that network and Internet access may be monitored.
- I understand that my parents may be shown my internet history.

Pupil Name (Block Capitals):

Pupil's Signature:

Date:

### Sittingbourne School Sixth Form Agreement

#### The Student

As a member of Sittingbourne School Sixth Form Group, I will:

- Follow the rules within the Sixth Form and all site rules.
- Attend school regularly, arrive on time and log my attendance on each site on the attendance system. If an acceptable level of attendance is not maintained the school reserves the right to withdraw my place.
- Prioritise school above any part time job and restrict paid working hours to 10 per week.
- Use timetabled periods of private study effectively.
- Complete all assignments by the required deadlines, and to standards that reflect my personal target grade.
- Complete the courses I enrol on. If I fail to complete a course, or fail to submit coursework within the deadlines, the school reserves the right to request payment for examination entries.
- Attend all public examinations 15 minutes prior to the start time. If I fail to attend I may be charged for the cost of the examination.
- Contact the school at the first possible opportunity to explain any absences.
- Arrange holidays, medical appointments, driving lessons or other private appointments outside of school hours or during school holidays.
- Bring all the correct books and equipment when required.
- Wear the correct dress code, including my ID badge.

- Be polite and considerate and behave in an orderly way at all times, including travel to and from school, whether by foot, public transport and school mini-bus.
- Keep the school and surrounding community area free from graffiti and litter.
- Take pride in being a sixth form student and be a good role model for the younger students in school.
- Work co-operatively with all school staff.
- Regularly check my school email for information.
- Mobile phones MUST be switched off in all teaching and training areas.

### **The School**

#### **Sittingbourne School Sixth Form will:**

- Provide a safe caring environment for students.
- Encourage students to achieve his / her full potential as a valued member of our Sittingbourne School Sixth Form.
- Encourage high standards of work and behaviour.
- Contact parents if there are any concerns that affect student's progress.
- Keep staff regularly informed about student progress.
- Arrange a parents' evening during which student progress and attainment will be discussed.

*NB a copy of the Home School Agreement will be retained in the student's file.*

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PRINTED NAME OF STUDENT \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_