



**Student Name:** \_\_\_\_\_

## **STUDENT HANDBOOK 2025-2026 SCHOOL YEAR**

Welcome to the new school year at Al Bayan Learning Center!

We are thrilled to embark on this exciting journey of growth and learning with your child. The Al Bayan staff is dedicated to providing your family with an inspiring and enriching experience throughout your child's elementary school years. Our enrollment packet, thoughtfully compiled by our team, offers a comprehensive guide to the various policies and expectations set forth for our students. We encourage you to use this packet as a reference tool and reach out to our office staff via phone or email if you have any additional questions. Once again, welcome to our school, and we look forward to a fulfilling partnership with you and your family.

### **GUIDELINES FOR PARENTS**

Parents play a crucial role in the education of their children, and we believe that a collaborative effort between teachers and parents is essential for the long-term success of your child. At Al Bayan Learning Center, we ask our parents to monitor their child's homework and provide support at home to help their children succeed academically. We have established a strong relationship between our staff and parents, which has created an environment for success. Research in education shows that parental interest and involvement in school activities have a positive effect on their children's achievements. As parents and guardians, your attitudes and actions can help your children learn better, know more, perform well in school, function better in society, and develop a positive attitude toward learning.

We encourage and invite your participation in your children's educational growth. Visiting your child's school and involvement in parent organizations are great opportunities to become more aware of and make contributions to your child's education. Home-school relationships are an essential building block for the knowledge, skills, and attitudes children need to develop their full potential as adults.

## UNIFORM POLICY

At Al Bayan Learning Center, we uphold a mandatory uniform policy for all students. This policy is an essential part of maintaining a respectful, focused, and cohesive learning environment. Wearing a uniform encourages a sense of unity, reduces distractions, and fosters school pride.

### Important Notice

The uniform policy will be strictly enforced from the first day of school. Students are expected to arrive in full uniform each day. Your cooperation is crucial in helping us maintain these standards.

### Uniform Guidelines

- **General Requirements:**

All students must wear clean, neat, and appropriately sized uniforms. Uniforms should be free of logos, characters, or decorative elements unless specified.

- **Where to Purchase:**

Uniform items can be conveniently found at Children's Place, Target, Kohl's, Walmart, and similar retailers.

### Uniform Expectations Promote:

- A sense of belonging and school identity
- Reduced peer pressure and distractions
- A focus on learning, not appearance
- Respect and professionalism in school culture

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Girls' Uniform Pairing 1:

**2 in 1 knee length ponte knit dress** (no other alternative will be accepted). This option is for PreK-3, PreK-4, and Kindergarteners only.



**Shirt:** Collared, long or short sleeves, solid polo **white** shirt underneath (no other color will be accepted).



**Jumper:** Long **navy blue** jumper up to knee length (no other color will be accepted).



**Pants:** **Navy blue** ponte knit pull on jeggings (no other color will be accepted).



**Hijab:** 2-piece solid **navy blue** hijab (no other color, long, rectangle, or shawl hijab will be accepted)



**Sweater:** **Navy blue** sweater (no other color will be accepted)



**Jacket:** **Navy blue** jacket (no other color, no hoodies will be accepted)



**Shoes:** **Black** tennis shoes, oxfords, loafers, or sneakers (no other color, and no open toe shoes or high heels will be accepted)

## Girls' Uniform Pairing 2:

**Shirt:** Collared, long or short sleeves, solid polo **navy blue** shirt (no other color will be accepted).



**Pants:** Girls Uniform Wide Leg Chino Pants in the color '**Sandy**' (no other color will be accepted).



**Shoes:** **Black** tennis shoes, oxfords, loafers, or sneakers (no other color, and no open toe shoes or high heels will be accepted)

**Hijab:** 2-piece solid **navy blue** hijab (no other color, long, rectangle, or shawl hijab will be accepted)



**Sweater:** **Navy blue** sweater (no other color will be accepted)



**Jacket:** **Navy blue** jacket (no other color, no hoodies will be accepted)



## Boys' Uniform Pairing:

**Shirt:** Solid navy blue shirt (no other color, stripes or patterns will be accepted)

- Shirts worn underneath must be plain navy blue.
- Shirts must have a collar or be a button-down style, short or long-sleeved.
- All front-buttoned shirts must be buttoned and tucked in.



**Pants:** Stretch straight chino pants in the color 'Sandwash' (no other color will be accepted).



**Sweater:** Navy blue sweater (no other color will be accepted).



**Jacket:** Navy blue jacket (no other color, no hoodies will be accepted).



**Shoes:** Black tennis shoes, oxfords, loafers, or sneakers (no other color, and no sandals, slippers, or flip-flops will be accepted).

## STUDENT CODE OF CONDUCT

At Al Bayan Learning Center, we strive to cultivate a school environment rooted in Islamic values—respect, responsibility, and integrity. We believe that proper behavior is essential to both academic success and spiritual growth. All students are expected to uphold the principles of good character (*ikhlaaq*) and conduct themselves in a manner that reflects the teachings of Islam. During school hours and at school-sponsored activities, students are expected to:

- Be punctual and prepared each day with the necessary materials and a focused mindset.
- Demonstrate respect for all teachers, staff, peers, and school property.
- Follow classroom rules and teacher instructions at all times.
- Refrain from using inappropriate language or engaging in disruptive behavior.
- Avoid any form of bullying, teasing, or exclusion. Any incidents must be reported immediately to a trusted adult or staff member.
- Encourage and support fellow students, helping to create a positive and inclusive learning environment.
- Use their time wisely, staying on task and avoiding distractions that hinder learning.
- Take responsibility for their actions and choices, both in and out of the classroom.

We ask students to carry themselves with dignity and strive to be role models for their peers. Their behavior should reflect the values they will one day want to be remembered for. Regular attendance and consistent effort are not only essential to academic achievement but are also a trust (*amaanah*) shared between the school, students, and their families.

Disrespectful or harmful behavior—whether toward teachers, peers, or school staff—will not be tolerated. In cases where conduct does not improve after clear communication and support, the school reserves the right to suspend or cancel enrollment after the second formal warning. By adhering to these expectations, students will strengthen both their academic potential and their moral character—qualities that are essential for success in both this life and the Hereafter, *insha'Allah*.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TUITION POLICY

At Al Bayan Learning Center, we are committed to making the tuition payment process as clear and manageable as possible for our families. To accommodate different financial needs, we offer two payment options:

- **Annual Payment** – Tuition may be paid in full at the beginning of the school year, with a 3% discount applied.
- **Monthly Payment** – Tuition may be paid in ten equal monthly installments, due on the 1st of each month, beginning the month after enrollment or as agreed with the administration.

### Payment Methods

Families may choose from the following payment methods:

- **Cash or Check (In-Person):**  
Parents may drop off cash or checks directly to an administrator during school hours.  
*No processing fees or surcharges apply.*
- **Credit/Debit Card Payments (via Alma Parent Portal):**  
Card payments may be made through the Alma portal for your convenience.  
*Please note: a processing surcharge will apply to all card transactions due to encryption and payment gateway fees.*

Please note: ACH (automated bank withdrawal) payments will no longer be accepted due to processing issues experienced last year.

### Additional Reminders

- A \$30 service fee will be applied to any returned checks.
- A \$25 late fee will be charged for payments received after the due date.
- Tuition is non-refundable and cannot be prorated based on attendance. Families are responsible for the full 10-month tuition, regardless of the number of days attended, unless a formal withdrawal occurs.

We understand that tuition is a meaningful investment in your child’s education, and we deeply appreciate your commitment and timely payments. If you have any questions or need assistance with the payment process, please do not hesitate to contact the administration.

**Financial Responsibility Agreement**

By enrolling my child at Al Bayan Learning Center, I understand that I am entering into a binding financial agreement with the school. I agree to fulfill all tuition and fee obligations as outlined. I understand that in the event of withdrawal or dismissal, I remain responsible for the tuition of the current month, plus the applicable withdrawal penalty. I also authorize the school to charge my stored payment method for any unpaid balances and understand that records, report cards, or transcripts will be withheld until accounts are paid in full.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Al Bayan Learning Center - Credit Card Authorization Form

## Section 1: Payment Authorization

I, the undersigned, authorize Al Bayan Learning Center to charge the credit/debit card listed below for:

- Monthly tuition payments (if selected as my payment method)
- Any unpaid balances resulting from tuition, fees, or penalties
- Withdrawal penalty fees or outstanding charges upon early withdrawal
- Late fees or returned check fees, if applicable

I understand this information will be kept securely and used only with my consent as outlined in this agreement.

## Section 2: Credit/Debit Card Information

Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Parent/Guardian Name:

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Student(s) Name(s):

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Phone Number:

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Email:

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Cardholder Name (as it appears on card):

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Billing Address:

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City:

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State:

## Al Bayan Learning Center - Credit Card Authorization Form

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Zip:

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Card Number:

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Expiration Date (MM/YY):

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CVV (3 or 4 digit code):

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Cardholder Signature:

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Date:

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### Section 3: Agreement and Signature

By signing below, I authorize Al Bayan Learning Center to charge the card above for the amounts specified.

- This card will only be used for tuition, applicable fees, or unpaid balances.
- This authorization will remain in effect during my child's enrollment unless canceled in writing.
- Changes to card details must be provided in writing prior to billing.
- Declined transactions may incur service charges and must be resolved immediately.

I acknowledge my responsibility to fulfill all financial obligations to the school.

## WITHDRAWAL POLICY

At Al Bayan Learning Center, we are committed to upholding the integrity of our academic programs, supporting our dedicated staff, and maintaining the facilities that serve our students. To ensure the financial stability required to provide these services, the following policy applies in the event of a student's withdrawal or dismissal.

- Tuition is non-refundable. If a student withdraws or is dismissed for any reason, any tuition that has already been paid will not be refunded.
- The full tuition for the month of withdrawal or dismissal remains due, regardless of the number of days the student was present that month.
- Families who withdraw during the school year will incur a withdrawal penalty equal to one additional month's tuition, which will be added to their final balance.

To help ensure a smooth transition, we ask that parents notify the school administrator at least ten (10) days in advance of the intended withdrawal date. This notice allows us to make the necessary arrangements for classroom adjustments and administrative processing.

All non-tuition fees and outstanding balances must be settled by the time of withdrawal. This includes, but is not limited to, resource fees, hot lunch balances, library fines, or damaged materials.

Please be aware that formal withdrawal does not cancel the financial obligations agreed upon in your signed enrollment contract. All financial accounts must be cleared through the business office before any official records, transcripts, or transfer documents can be released.

We understand that changes in circumstances may occur and appreciate open communication with families. If you are considering withdrawal, we encourage you to speak with an administrator as early as possible so we can support you through the process.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## HEALTH POLICY

To help maintain a safe and healthy environment for all students, we ask that parents perform a daily health screening at home before bringing their child to school. Please check for any of the following symptoms:

- |   |   |
|---|---|
| <input type="checkbox"/> Body aches               | <input type="checkbox"/> Loss of taste or smell         |
| <input type="checkbox"/> Chills                   | <input type="checkbox"/> Rash                           |
| <input type="checkbox"/> Coughing                 | <input type="checkbox"/> Shortness of breath            |
| <input type="checkbox"/> Diarrhea                 | <input type="checkbox"/> Sore throat                    |
| <input type="checkbox"/> Fatigue                  | <input type="checkbox"/> Temperature of 100°F or higher |
| <input type="checkbox"/> Headache                 | <input type="checkbox"/> Vomiting                       |
| <input type="checkbox"/> Congestion or runny nose |   |

If your child has any of these symptoms, please keep them at home and seek medical attention if necessary. Children must be symptom-free for **at least 24 hours without the use of medication** before returning to school.

If your child will be absent for any reason, we kindly ask that you notify their teacher directly. Thank you for your cooperation in keeping our school community healthy and safe.

### Required Health Forms & Screenings

Immunization Records (Form 3231) & Health Screening (Form 3300)

In accordance with Georgia state law, all students must be up to date on immunizations and complete the Georgia Department of Public Health Form 3300, which includes a certificate of vision, hearing, dental, and nutrition screening.

- These forms must be signed by a licensed Georgia physician.
- If you submitted these forms during registration, no further action is needed at this time.

### Dental Examination Requirement

To support our students' oral health, all students are required to complete a comprehensive dental screening with a licensed dentist within four months of enrollment.

- Proof of the visit must be submitted during the school year.

- This requirement applies to all students with no exceptions.

### **Vision Examination Requirement**

In order to ensure optimal learning and health outcomes, all students must undergo a vision screening by a licensed professional within six months of enrollment.

- Proof of the vision exam must be submitted during the school year.
- Non-compliance may pose health risks and hinder academic performance, so we encourage families to schedule appointments early.

Let us partner together to prioritize your child's health and well-being—both are essential for a successful and thriving school experience, *insha'Allah*. If you have any questions or need clarification, please don't hesitate to reach out to the administration.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **ATTENDANCE POLICY**

At Al Bayan Learning Center, we strongly value regular attendance and punctuality as essential components of academic success and student responsibility. This policy outlines expectations and procedures to ensure consistent attendance and timely arrival. Teachers, staff, parents, and students are expected to partner together in maintaining a culture of responsibility, consistency, and academic accountability.

### **General Expectations**

- Students are expected to attend school daily and arrive on time for all classes.
- Following are the school hours:
  - 8:15 am - 8:30 am is the arrival time for PreK-3
  - 12:15 pm - 12:30 pm is the dismissal time for PreK-3 (half-day students)
  - 2:30 pm - 2:45 pm is the dismissal time for PreK-3 (full-day students)
  - 8:30 am - 8:45 am is the arrival time for all grades
  - 3:00 pm - 3:15 pm is the dismissal time for all grades
- Parents/guardians must notify the school office or homeroom teacher in advance of any absence or late arrival.
- Students arriving late must check in at the front office before entering class.
- Students are responsible for completing all missed work, including assignments, assessments, and classwork, within the designated timelines.

### **Excused vs. Unexcused Absences**

An absence is considered excused if it falls under the following categories:

- Personal illness or medical appointments
- Serious illness or death in the immediate family
- Court or legal appearances
- Family emergency or crisis
- Pre-approved educational opportunities or field trips
- School-sponsored activities or events
- Inclement weather or natural disasters
- Quarantine or contagious illness
- Car trouble or transportation issues
- Mental health needs or emotional distress

- Military deployment or family relocation

**Important Notes:**

- Parents must notify the school within two (2) days of the absence and submit a written note or email explaining the reason.
- Absences of three or more consecutive days due to illness require a doctor's note.
- Any absence not covered by the categories above may be classified as unexcused.
- After five (5) unexcused absences in a semester, a parent meeting will be required. Disciplinary or academic action may follow, including:
  - Loss of credit (for upper grades)
  - Retention risk (for lower grades)
  - Suspension or other behavioral interventions

**Make-Up Work for Excused Absences**

- Students must complete all missed work within three (3) school days of returning from an excused absence.
- Teachers will provide appropriate support but are not required to reteach missed content due to personal travel or extended absences.
- It is the family's responsibility to collect all required materials and ensure that work is submitted on time.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **TARDINESS POLICY**

A student is considered tardy if they arrive after 8:45 AM. Tardies are classified as either excused or unexcused based on the same criteria as absences.

### **Examples of unexcused tardies include:**

- Oversleeping
- Missed ride or carpool
- Non-urgent personal errands
- General traffic delays not caused by inclement weather or emergency

### **Consequences for Excessive Tardiness:**

- 3 or more unexcused tardies per semester will result in a parent meeting with administration.
- 5 or more tardies in a month may result in:
  - A \$10 daily surcharge for each subsequent tardy
  - Possible loss of academic privileges
  - Detention or in-school suspension
  - Impact on promotion or academic standing

### **Late Pickup Policy (After School):**

- The first 15 minutes after dismissal (until 3:15 PM) is considered a grace period.
- After 3:15 PM, there will be a \$2 per minute charge for every additional minute.
- If a student is picked up late 3 or more times in a month, a parent meeting with the principal will be required.



**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **TRAVEL POLICY**

At Al Bayan Learning Center, we believe that regular attendance is essential for student success. While we understand that occasional absences may be unavoidable, we ask families to avoid planning vacations or non-school-related activities during the academic year. For absences that may be unavoidable, we ask families to follow the procedures below:

### **Planned Absences:**

- For absences of three (3) or more consecutive days, written notice must be submitted to the administration at least five (5) school days in advance.
- Requests for extended absences will be reviewed on a case-by-case basis and are not automatically approved.
- Parents may request missed assignments from teachers, but it is the parent's responsibility to collect materials and ensure work is completed.

### **Make-Up Work for Travel:**

- Students must submit all work and complete any missed assessments within five (5) school days of returning.
- Late or incomplete work will receive a zero in the gradebook unless prior arrangements were made.
- Teachers are not obligated to provide 1:1 instruction for content missed due to personal travel.

## **Tuition & Financial Obligations During Absences**

- Tuition and fees must be paid in full before any travel or extended absence.

- No refunds, discounts, or deductions will be offered for missed school days.

### **Ongoing Attendance Issues**

Students with a pattern of chronic absenteeism or tardiness must be referred to the administration. If attendance concerns impact learning or academic progress, consequences may include:

- Loss of course credit
- Risk of retention
- Behavior contracts
- Referral to external support services or legal entities, if applicable

### **Support and Communication**

We appreciate your cooperation in making attendance a top priority. Consistent attendance builds a strong academic foundation and instills lifelong habits of responsibility, punctuality, and commitment. If you need assistance or have questions about attendance requirements, please contact the school office.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PARENT VOLUNTEER POLICY**

At Al Bayan Learning Center, we believe a strong partnership between families and the school community enriches every child’s educational experience. To foster this connection, each family is required to contribute 10 volunteer hours during the school year.

### **Volunteer Commitment**

- **Requirement:** 10 hours of service per family, per school year.
- **Flexibility:** Hours may be completed at any time—during school days, evenings, or weekends—through a variety of school-related activities.

### **Ways to Fulfill Your Hours**

You can volunteer in many ways, including (but not limited to):

- Assisting in classrooms
- Chaperoning field trips
- Supporting school events and fundraisers
- Providing administrative help in the office

### Parent Volunteer Sign-In Procedure

To ensure accurate record-keeping for everyone, all parents must sign in each time they volunteer using our official Sign-In Form:

<https://forms.gle/wq4kpisJRcb5S6Sc8>

- **When to use it:** Complete the form immediately upon arrival (or before departure) for *every* volunteer session.
- **Optional personal logs:** You may still keep your own notes or use other tracking tools, but only hours recorded through the Sign-In Form will count toward your 10-hour requirement.

### Financial Contribution Option

We recognize that some families may face scheduling or personal constraints:

- Any unfulfilled hours must be offset by a \$20 contribution per hour.
- Payments (check or cash only) should be made in person at the school office; an official receipt will be provided.

### Important Deadlines & Exceptions

- **Deadline:** All volunteer hours or financial contributions must be completed by the last day of the school year.
- **Hardships:** Families facing exceptional circumstances should contact the administration as early as possible to discuss exemptions or alternative arrangements.

We deeply appreciate every family’s cooperation and commitment. Your involvement builds a vibrant, supportive, and thriving community at Al Bayan Learning Center, ensuring a rich and positive educational environment for all our students. Jazakum Allahu khairan for your partnership.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HOT LUNCH PROGRAM**

This program is designed to offer students fresh, healthy, and delicious meals during the school day, giving parents the convenience of a ready-made lunch option and ensuring students are fueled for learning.

**Program Highlights**

- **Trusted Caterer:** We have partnered with a reliable home-based caterer committed to high standards of taste, hygiene, freshness, and quality.

- **Zabiha Halal:** All meat served in our lunch program is 100% Zabiha halal.
- **Nutritious Meals:** Menus are crafted with your child's health and well-being in mind, balancing nutrition and flavor.
- **Days Available:** Monday through Thursday
- **No lunch service on Fridays.** Please plan accordingly.

## How to Order

- **Ordering Deadline:**  
Orders must be placed every Friday to receive hot lunch for the upcoming week.  
(*Example: For the week of August 7, 2025, orders are due by Friday, August 1, 2025.*)
- **Ordering Website:**  
Visit: <https://www.albayanlc.com/hotlunch>  
Password: ablc\_hotlunch24
- **One Order Per Child:**  
Please submit a separate order for each student enrolled.
- **Weekly Email Reminders:**  
We will send out a reminder every week to help you remember to submit your lunch orders on time!

## What Happens After Ordering?

- Once orders are placed, the caterer prepares and delivers fresh meals to your child on campus.
- Lunches are labeled and distributed in the cafeteria by staff.
- Please ensure that your child's name is correctly spelled in your order.

## ALMA PARENT ACCOUNT POLICY

At Al Bayan Learning Center, we use Alma, a secure online student information system, to keep families connected with their child's academic progress. Alma provides parents with real-time access to important information such as grades, attendance, report cards, school announcements, and more. To ensure consistent communication and smooth access to academic records, the following policy outlines the expectations for activating and maintaining parent Alma accounts.

### Account Activation Requirement

- All parents are required to activate their Alma accounts within 7 days of receiving their activation email.
- Activation emails are sent at the start of the school year or shortly after enrollment is completed.
- Accessing Alma is essential for receiving mid-term updates, report cards, announcements, and completing required forms or surveys.

### **How to Activate Your Alma Account**

1. Look for an email from **notifications@getalma.com** with your unique activation link.
2. Follow the steps in the email to set your password and log in.
3. Bookmark the Alma portal for easy access throughout the year.

If you do not receive your activation email, please contact the school office immediately.

### **Why Timely Activation Matters**

- Report cards are only accessible through Alma.
- Teacher communication, behavior updates, and academic alerts are sent via Alma.
- Class schedules, attendance records, & grades are also published through Alma.
- Late activation may result in missed updates, delayed access to report cards, or inability to complete required school forms.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **iReady Curriculum - A Partnership Between School and Home**

At Al Bayan Learning Center, we are committed to providing students with a strong academic foundation that combines personalized learning with high expectations. One of the core tools we use to support this goal is i-Ready, an adaptive, research-based online program designed to help students excel in reading and math.

### **What is i-Ready?**

i-Ready provides:

- Diagnostic assessments to determine the student's current learning level
- Individualized instruction tailored to the student's specific needs
- Ongoing feedback for teachers to guide in-class instruction

It helps fill in learning gaps while advancing students at their own pace.

### **The Home Component: Parent Partnership is Key**

i-Ready has emphasized — and research confirms — that students achieve the greatest success when i-Ready is consistently used both at school and at home.

To ensure your child benefits fully from this program, Al Bayan requires each student to complete the following every week at home:

- 45 minutes of Reading
- 45 minutes of Math

This is in addition to in-class use. These minutes should be uninterrupted and focused to maximize progress. Students can break up this time into smaller daily sessions, such as 15-20 minutes

### **Your Role as a Parent**

You can help your child succeed with i-Ready by:

- Scheduling a regular time each week for your child to complete their i-Ready lessons at home
- Providing a quiet space free from distractions
- Monitoring your child's screen (students should not guess or click randomly; accuracy is more important than speed)
- Encouraging a growth mindset: Mistakes are part of learning!
- Talking with your child about what they learned on i-Ready that week

### **Login Information**

At the start of the year, you will receive:

- Your child's i-Ready login information



- Instructions for how to access i-Ready from home

Please keep this information in a safe place and refer to it weekly.

### **Important Notes**

- Students should not complete more than one lesson per day in a subject unless directed by the teacher.
- Parents should not help with answering the questions, as the program is designed to adjust based on what the student can do independently.
- Teachers will monitor your child's weekly i-Ready progress and adjust instruction as needed.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_