

# Richland #44 Public Schools Elementary Handbook 2018-2019

Dean Koppelman - Superintendent  
Richland High School  
Box 48, Colfax, ND 372-3713  
[tim.godfrey@k12.nd.us](mailto:tim.godfrey@k12.nd.us)

Cindy Erbes - Elementary Principal  
Richland Elementary School  
Box 139, Abercrombie, ND 553-8321  
[cindy.erbes@k12.nd.us](mailto:cindy.erbes@k12.nd.us)

Lisa Thompson, Administrative Assistant  
Richland Elementary School  
Box 139, Abercrombie, ND 553-8321  
[lisa.thompson1@k12.nd.us](mailto:lisa.thompson1@k12.nd.us)

The Richland School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

## **Richland #44 Mission Statement**

Students will be taught the skills and gain the knowledge to experience success, positive self worth, and to become a responsible citizen in society.

## **RICHLAND ELEMENTARY VISION**

To create a safe, nurturing, and healthy environment that ensures learning for every child and an opportunity for all children to become safe, responsible, respectful individuals who strive to achieve their best.

## **GOALS OF RICHLAND ELEMENTARY**

Richland Elementary will:

- Provide equal opportunities for intellectual, physical, and social development for each student.
- Develop self-reliance and proper problem solving techniques.
- Develop cultural interests and worthy use of leisure time.
- Build sound character.
- Develop desirable social habits and attitudes.

Students will:

- Complete tasks on time.
- Work independently.
- Accept and fulfill reasonable responsibilities.
- Be courteous.
- Be cooperative with teachers and other pupils.
- Develop a healthy school and community spirit.
- Show respect for public property and the property of others.

Teachers will:

- Strive to obtain the sincere goodwill of parents and students.
- Have a sincere and empathetic interest in children.
- Be courteous and considerate of others.
- Be efficient and on task.
- Display professionalism and integrity.
- Support school policy.
- Display discipline that is effective and positive in nature.
- Be supportive of other staff and school personnel.
- Teach students the academic and social skills needed to succeed.

Parents should:

- Encourage your child to do his/her best.
- Foster your child's independence.
- Communicate positively with staff.
- Promote academic and social responsibilities.
- Instill a positive attitude toward education.

## **Richland Elementary Preschool**

### **Philosophy**

It is the philosophy of the Richland Elementary Preschool Program that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe that each child is a unique individual and that all children can learn. Our child centered, academic-based preschool program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. The Richland Elementary Preschool provides an opportunity to transition from home to school with a foundation on which to build. We recognize that parents are the child's first teachers and children learn best when parents are involved in their educational program. We, at Richland Elementary, strive to develop a strong relationship with parents and maintain an open line of communication between home and school.

### **Goal**

The goal of the staff is to build an adequate foundation for the child's public school years. We provide opportunities geared toward helping children develop habits of observation, questioning and listening that align with and prepare them for the common core standards and academic expectations in kindergarten. Our goal is to ease the transition from home to school by helping them to learn how to get along with other children and adults, developing skills through active games and spurring emotional growth through group activities.

### **Objectives**

1. Caring for self
2. Introduction to academics
3. Communicating and getting along with others

## STAFF DIRECTORY

Superintendent.....Dean Koppelman  
Title IX and 504 Coordinator.....  
Elementary Principal.....Cindy Erbes  
Administrative Assistant.....Lisa Thompson  
Preschool.....Faith Rieger  
Kindergarten.....,,,,,,,Melissa Hudson and Krista Readel  
First Grade.....Monica Clark and Amanda Jacobson  
Second Grade.....Mary Cose and Luke Wuori  
Third Grade.....Laurie Klein  
Fourth Grade.....Terra Larson  
Fifth and Sixth Lang. Arts and Social Studies.....Tiffany Carlson  
Fifth and Sixth Grade Math, Science, Health and Art.....Jill Harris  
Elem. Library & PE .....Tami Taszarek  
Title I.....Lenny Krueger  
Music.....Evonne Viland  
5-6 Grade Band.....Mark Aamold  
Elementary Counselor.....Chris Potter  
Special Services.....Marisa Bengston  
Speech Pathologist.....Rachel Olson  
Head Custodian.....Keith Kinneberg  
Asst. Custodian.....Karen Kappes  
Cooks.....Karen Krump, Faylin Myhre, Karen Kappes  
Paraprofessionals.....Nancy Krupich, Denise Plecity, Dawn Storbakken  
After-School Program Coordinators.....Dr. Michelle

Dear Parents,

This handbook has been prepared as a guide to students, parents, and staff. It will outline the policies of the Richland Elementary School. On behalf of our elementary staff, we will strive for the educational achievement and social acceptance for every student. Please take time to visit our school, and be a part of the educational team: Students, parents, teachers, special service staff, and administration, all strive for academic excellence in education. We are interested in the cultivation and development of individual strengths and talents, so students may learn, grow, and build for their future.

Sincerely yours,

Cindy Erbes Elementary Principal

### **SCHOOL HOURS**

School hours begin at 8:25 for gr. 4-6 and at 8:35 a.m. for gr. PK-3 and dismisses on a staggered schedule beginning at 3:05 p.m. Buses leave Abercrombie at 3:15. Students are not to enter school campus before 8:00 a.m. unless they have prior arrangements with the principal. Once a student has arrived at school he or she will not be allowed to leave school unless there is authorization to do so from home or the office.

### **EMERGENCY INFORMATION**

Please make sure each of your children has an updated information on file in the office. It provides the staff with valuable information on how to reach you in an emergency. Please contact the office if any changes are necessary, we would be glad to make corrections or changes.

### **MEDICATIONS**

If your child needs to take a prescription drug at school, please bring the medication (along with authorization signed by you) to the office. Medication will not be distributed without proper authorization.

### **WINTER CLOTHING**

The Richland #44 School requires that all students traveling on buses (including extracurricular events) have in their possession the proper winter clothing. Label all items coming to school. This includes a winter coat, snow pants, boots, or overshoes, gloves and a hat or hood. Recess will be outside throughout the year unless wind-chill factor is deemed unsafe by the office.

## **PUPIL ATTENDANCE**

When possible, please notify your child's homeroom teacher in advance of a planned absence. When unexpected absences occur, please call the office in the morning. Our concern is to know your child is safe at home if he/she is not in school. The office will call after 9:00 a.m. if we have not been notified.

## **SICK CHILDREN**

The school feels it is important for your child to be at school as much as possible. However, if your child is sick, we ask that you keep them at home. We ask that your child be fever free for 8 hours without medication before sending them back to school. If they are contagious, we ask that they are on prescription medicine for 24 hours before returning to school.

## **TELEPHONE INFORMATION**

The Elementary School phone numbers: 553-8321. If you have a message for your child we would greatly appreciate you calling before 2:00 p.m. E-mail address: [lisa.thompson1@k12.nd.us](mailto:lisa.thompson1@k12.nd.us), [nancy.krupich@k12.nd.us](mailto:nancy.krupich@k12.nd.us) or [cindy.erbes@k12.nd.us](mailto:cindy.erbes@k12.nd.us)

## **VISITORS AT SCHOOL**

If you have a child from another school district visiting your home, he/she may accompany your child to school provided that you make arrangements with the classroom teacher at least one day in advance.

## **BIRTHDAY PARTIES**

If your child is planning a birthday party, we would request that invitations be mailed and not passed out in school unless all the boys/girls in the class are invited. Children's feeling can be hurt very easily if they feel left out. If using the school bus to transports children for a birthday party, please check with the bus driver to assure there is room on that bus for additional passengers.

## **ANIMALS AT SCHOOL**

Please do not allow your child to bring pets to school unless you have approval of the principal. We would also appreciate your help in preventing dogs and cats from following your child to school. Even the friendliest dog can terrify a small child.

## **ATTENDING GAMES AT THE ELEMENTARY SCHOOL**

Elementary students must be accompanied by an adult and supervised during all extra-curricular events at Richland #44. Elementary students who want to attend an elementary or JH games in Abercrombie must do one of two things:

- 1) Walk or ride bus home after school and return with a parent or guardian.
- 2) Sign up for the after school program and the student can be signed out by parent to attend the game.

## **ATTENDING GAMES AT THE HIGH SCHOOL**

Elementary students must be accompanied by an adult and supervised during all athletic events at Richland #44. Elementary students attending basketball or volleyball games in Colfax must sit in the gym. Halftime may be used for bathroom breaks or to buy concessions.

## **CELL PHONES**

Student cell phones must stay in the student's backpack (in their locker) during the school day. Communication with parents during the day should be done with permission on the school phone in the office. A student may use his/her cell phone during the school day only with permission from their teacher. Students must be responsible when using their phone on the school bus (no inappropriate sites/games and no photographs of others). If it is determined that a student is using a cell phone inappropriately on the bus, the phone may be confiscated.

## **ELEMENTARY ATHLETICS**

The Richland School District's main objective of elementary athletics is to teach the fundamentals of the sport. All students who are eligible will have the opportunity to participate. Playing time at the elementary level will be based on equity as much as possible.

5th and 6th gr. girls' basketball - October/November

5th and 6th gr. boys' basketball - February/March

5th and 6th gr. girls' volleyball – April/May

Boys and girls basketball will run for 6 weeks. Each team will have a minimum of 6 games and one tournament. In order to be eligible to participate in a game or tournament, a student must not be receiving any "F" grades. If a student is receiving more than one "D", he/she will not be allowed to compete.

## **ELEMENTARY PHYSICAL EDUCATION**

Each student will need a pair of tennis shoes that can be kept in their locker in school and worn only in the gym for phy. ed. and indoor recesses.

## **ENTRANCE REQUIREMENTS**

1. All children who have reached their 5th birthday on or before August 1 of the current year are eligible for entrance into the kindergarten program. A parent/guardian will be expected to accompany new students to school for registration.
2. All children who have reached their 6th birthday on or before August 1, of the current year, are eligible for entrance into the first grade.
3. A copy of the birth certificate must be given to the school for filing shortly after registration.
4. Immunization records showing that the student is current with immunizations, must be submitted to the office by September 15th. These records should be updated as the student gets new immunizations.
5. The Richland Elementary School has an early entrance evaluation system which has been approved by the North Dakota Department of Public Instruction. This system is in accord with section 15-47-01, North Dakota Century Code. This law permits students to enter school when

their birthday is after August 1 but not later than December 31. For more information on early entrance, contact the elementary principal.

**RICHLAND ELEMENTARY SCHOOL FEES**

Hot Lunch:

Monthly(20 meals at \$2.65/meal).....	\$53.00
Yearly.....	\$460.00
Individual Meals.....	\$2.65
A la carte/seconds .....	\$0.50
Adult Meals.....	\$3.30
Breakfast.....	\$1.25
Preschool Hot Lunch - monthly.....	\$25.00

Extra Milk:

Monthly (\$0.30/carton).....	\$6.00
Yearly.....	\$54.00

Preschool Extra Milk.....\$3/month or \$27/year

Preschool Tuition.....\$25/day or \$250/month

Aug/Sept. = \$350. Payment is due in advance; October payment due Oct. 1sst. A final bill will be sent out the first of May with adjustments

Technology Fee (5th and 6th grade only).....\$20.00

Elementary Participation Fees:

Extra Curricular Speech (6th grade).....	\$15.00
Girls' Basketball.....	\$15.00
Boys' Basketball.....	\$15.00
Volleyball.....	\$15.00

Activity Fee:

Grades PK-6.....\$10.00

Athletic Season Ticket(optional):

Student Ticket (otherwise - \$3/game).....\$25.00

Adult Ticket (otherwise - \$6/game).....\$75.00

Family Pass Season Ticket.....\$200.00

**COLLECTION AND MAINTENANCE OF STUDENT EDUCATION RECORDS**

Student records are an essential part of the educational process. To serve this end, information about students which is required by law, necessary in accomplishing the educational goals of the school district and important in promoting the welfare of the student, is maintained by the school. The collection, maintenance, accessibility, dissemination and retention of such information must be controlled by procedures designed to implement the primary task of the school while protecting individual rights of students and parents and preserving the confidential nature of various types of records that are maintained. To facilitate this process, the



Superintendent shall implement procedures to comply with this policy, the Family Education Rights and Privacy Act and the Individuals with Disabilities Education Act. For more information contact the office.

## **DISCIPLINE POLICY FOR RICHLAND PUBLIC SCHOOLS**

Every person in the Richland Public School District is expected to treat every person with dignity and respect. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action which interferes with another person's growth or the student's own growth will not be tolerated. Every student has the right to learn in a non-threatening, conducive learning environment.

District Rules:

1. Be Respectful.
2. Be Responsible
3. Be Safe
4. Achieve

Staff Role in Discipline

Each teacher will implement the school-wide discipline plan, Nurtured Heart, which focuses on minimizing negative behaviors, energizing positive behaviors, and establish and implement clear limits and consequences.

Bullying is defined as behavior intentionally meant to inflict injury, discomfort, or fear in a victim. Bullying may be of a physical or emotional nature and may be inflicted by student(s), teacher(s) other district employee(s), other district service employee(s) or a third-party. Forms of bullying include but are not limited to: Physical contact/assault or attempted physical contact/assault, Name calling, verbal assaults or other put downs, Damaging or destroying property, Social ostracism threats of any kind. A threat is a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property. Intimidation, either physical or mental, extortion or attempted extortion off-campus behavior that materially or substantially disrupts the educational environment.

Prohibitions:

The district prohibits any form of bullying on district property, at school sponsored events, in district vehicles, or through the use of an electronic device when such use causes substantial or material disruption to the educational environment. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion in accordance with policy and the law. District employees found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy, law, and when applicable, the negotiated agreement.

Reporting of Bullying:

A victim or witness of bullying should immediately report this behavior to a teacher, counselor or school administrator. Upon receipt of a complaint, the recipient shall forward it on to a principal or the superintendent if the principal is the subject of the complaint. Complaints alleging bullying based on an individual's race color, religion, gender, national origin, age or other class protected by law shall be handled in accordance with the district's Discrimination and Harassment Grievance Procedure. Complaints alleging violent, potentially violent, threatening or intimidating behavior will be handled in accordance with the district's policy on this matter.

## BUS RULES

1. Stay in your seat.
2. What you bring on the bus you carry off.
3. Use inside voice only (NO shouting or screaming).
4. Keep feet off seats and out of aisle.
5. No pop.
6. Each child shall have proper winter attire when necessary.

## DISORDERLY CONDUCT ON A SCHOOL BUS

Bus transportation is a privilege granted to the students of the school district. Students are expected to behave in the proper manner with consideration for others. Students unable to conduct themselves in the proper manner are subject to being denied the privilege.

Descriptor Code: AAC

## NONDISCRIMINATION & ANTI-HARASSMENT POLICY

### General Prohibitions

The Richland Public School is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee based on any status protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

\*The full grievance policy can be found in board policy section AAC. A binder with board policy can be found in the elementary and high school offices.

### **DRESS CODE**

Students must adhere to standards of safety and hygiene in matters of dress. In addition, any manner of dress distracting to the educational process is not permitted. Specifically, caps or hats are not allowed to be worn inside the school by either boys or girls. Articles of clothing promoting or advertising the use of alcohol, tobacco, or other harmful or illegal substances or which are libelous or obscene are not permitted. Clothing that exposes bare midriffs and shoulders will not be allowed. This includes tops with spaghetti straps. Shorts and skirts shall be modest.

### **FIRE, TORNADO and LOCKDOWN DRILLS**

Fire and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone promptly leaves the building by the prescribed route or shelters in place.

### **ELEMENTARY BAND**

Most students begin band in the fifth grade, although a person may start anytime after that. Instruments may be rented or purchased. Besides keeping up with their regular school work, band students are expected to practice regularly. Band accessories and method books are the responsibility of the parents and students.

### **ELEMENTARY MUSIC**

All students in K-6 receive music instruction. Besides learning a variety of songs they also work on basic rhythm, music theory, and music appreciation.

### **MEDIA CENTER**

Students will be allowed to check out library books which must be returned on the due date. If a returned book is damaged beyond repair, or a book is lost and has been missing for more than a month, a replacement copy of the same title donated to the library would be expected. Since hardcover books are more costly every year, please reinforce proper book care at home. The books on tape require special attention since the cassette tape needs to be kept with the book.

### **COUNSELING**

Counseling services are available to all students through a collaborative effort by the teacher and the counselor. Large group guidance is a planned developmental program of guidance activities designed to foster students academic, career, and personal-social development. Confidential counseling is available to individual and small groups to help students resolve or cope constructively with their problems and developmental concerns.

### **HOT LUNCH AND BREAKFAST**

Hot, nutritious breakfast and lunches are served at a minimum price and offered daily. Table manners will be stressed because good manners are as necessary in the lunch room as they are at home.

### **RECESS**

Students PS-6 will be offered a noon recess. Grades PS-3 also have a morning or afternoon recess. Students will go outside for most recesses unless the weather warrants staying indoors. Please refer to the winter clothing policy for expectations of proper winter attire.

### **AFTER SCHOOL PROGRAM**

Students in grades PK-6 can participate in the after-school program which is under the direction on Erin Nyren-Erickson and Discovery Express. Email: erin.nyren@gmail.com. Phone - 701-730-2980.

### **TRADING CARDS, TOYS, ELECTRONICS, ETC.**

The school requests that anything of personal or monetary value be left at home. We do not want these items to be lost or broken for your child. These items include, but are not limited to: trading cards, CD players, remote control toys, etc. Your help in this matter will be greatly appreciated.

### **Second Steps**

This program encourages the students and staff members to show quality behavior at all times. The foundation is based on behavior from the six pillars of character. They are being respectful, responsible, fair, caring, trustworthy and a good citizen. Each week one student is selected from each class for showing these qualities. One overall student is also selected each week.

### **PARENT TEACHER CONFERENCES**

Parent Teacher conferences will be held in the fall. A note will be sent home prior to conference. A parent or teacher may set up a conference at any time, however, if a concern arises.

### **GRADE LEVEL EXPECTATIONS**

There are certain expectations at each grade level for our students. Each parent will receive a copy of their teacher's expectations for the year at the back to school night.

### **RETENTION POLICY**

Retention must be considered when a student is not meeting grade level expectations. A meeting will be held with the parent(s), classroom teacher, school specialists, and principal to discuss options.

### **EMERGENCY SCHOOL CLOSING**

If it is necessary to close school because of inclement weather or for emergency repairs, parents will be notified through the automated alert system. The announcement of school closing will also be made on the following stations.

KXJB, KVLV, WDAY (TV) and KBMW(1450), KFGO(790), and WDAY(970) (Radio)  
You can also check out the website at [www.richland.k12.nd.us](http://www.richland.k12.nd.us) for information and updates.

## **SPECIAL EDUCATION SERVICES**

Students who qualify for special education services are served by employees of Richland #44.

Steps in referring students for special education services:

1. A student who needs special services may be referred to the elementary principal, by a parent, teacher, or other staff personnel.
2. The MTSS process would be implemented and data would be collected. Then it is referred to the director of the South Valley Special Education Unit for his/her approval.
3. A meeting will then be conducted with the parents to review the data and the testing procedures. Upon approval by the parents, the testing is then done by the proper South Valley Staff.
4. Once the testing is completed, an assessment meeting involving the parents is then conducted to determine if special services are warranted. These services could address learning disabilities, speech, language, or hearing difficulties, or assistance for the handicapped.

\*\*\*There are additional school board policies. This handbook was designed to give basic information of the elementary school policies. If you would like to view the entire board policy, please set up an appointment with the building principal.

## **Bullying Policy Richland Elementary School**

### **Definition**

Any physical act or gesture or any verbal, written or electronically communicated expression that:

1. Physically or emotionally harms another student.
2. Damages another student's property.
3. Damages another student's reputation.
4. Places another student in reasonable fear of physical harm or damage to his/her property.
5. Substantially disrupts the instructional program or the orderly operations of the school.
6. Is so severe or persistent that it creates an intimidating or hostile educational environment for the student who is bullied.

This policy is designed to protect students in all of the areas listed below:

1. In the school building
2. On school property
3. In school vehicles
4. At any school sponsored event

## Types of Bullying

1. Verbal bullying including derogatory comments and bad names.
2. Physical bullying such as hitting, kicking, shoving, and spitting.
3. Bullying through lies and false rumors.
4. Having money or other things taken through force.
5. Being forced to do things by other students. (Hazing)
6. Racial bullying
7. Sexual bullying
8. Cyber bullying (cell phones or internet)
9. Any other behaviors that are deemed bullying by the principal.

## Reporting Procedures

Forms are available in the principal's office and on the school website.

Reports can be made:

1. By the victim of the bullying
1. By a witness to an act of bullying
2. By a staff member
3. By parents/guardians
4. Anonymously

(Anyone that makes a false accusation will be subject to one hour of detention.)

## Retaliation

Retaliation by the bully against any of the following individuals will result in a one-day suspension from school (level 3 on our discipline policy).

1. The victim of bullying
2. An individual who witnesses an act of bullying
3. An individual who reports an act of bullying
4. An individual who provides information about an act of bullying

## Investigating Acts of Bullying

- The high school principal will be responsible for investigating any alleged acts of bullying or retaliation.
- This investigation will be done in a reasonable amount of time based on the allegations being made.
- All documentation created during an investigation will remain in a student's file until they graduate or leave the school district.
- If the parties involved are not satisfied with the results of the investigation, they may appeal the decision to the superintendent.

Disciplinary Procedures Violations of this policy will be cumulative during the school year.

Parents will be notified at all levels of discipline.

The principal reserves the right to begin at any level below based on the severity of the offense.

First offense – Conference with student (Parents will be notified.)

Second offense– Level 1 of school discipline policy – (1/2 hour of detention)

Third offense– Level 2 of school discipline policy – (1 hour of detention)

Fourth offense - Level 3 of school discipline policy – (1 day of in-school suspension)

Fifth offense or more – Level 4 of school discipline policy – (2 days of in-school suspension).

Retaliation against someone who reports bullying – (1 day of in-school suspension)

Law enforcement will be notified if there is reasonable suspicion that a crime has occurred.

#### Professional Development

The Richland School district will provide professional development for the staff regarding the prevention of bullying. This training will be included in the yearly professional development plan for the district's employees.

#### Bullying Prevention Programs

The Richland School District will provide bullying prevention programs to all students in grades K-12.

### Richland #44 Public School

### Bullying, Harassment, or Intimidation Reporting Form

Directions: Fill out this form with all of the information you know about the incident. If you wish to remain anonymous, leave your name off of it (Keep in mind that students who falsely accuse another student of bullying will be subject to disciplinary measures). Give filled out form to principal.

Complainant Name

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Victim Name

---

Accused Name

---

Date that bullying occurred

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Person reporting incident:

(Put an X on the appropriate line)

Student being bullied \_\_\_\_\_ Student witness \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ School Staff \_\_\_\_\_

Where did the bullying happen?

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Were there any other witnesses?

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Describe what happened in detail.

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What did you do after being bullied?

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\_\_\_\_\_ I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Action Taken (to be filled out by office):

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