



## Peace Wapiti Public School Division

### Meeting Minutes

September 26, 2019 - Peace Wapiti Board Meeting - 10:30 AM

#### Present

##### Trustees:

Kari Scheers, Sharilyn Anderson, Lori Grant, Kim Moodie, Wendy Kelm, Dale Crane, Stefanie Clarke, Bob Knull, and Dana McIntosh.

##### Administration:

Bob Stewart, Darren Young, Ralph Paquin, Dave Michalko, JoAnn Vanstone and Angela Sears.

#### Absent

##### Horse Lake Representative:

Joy Joachim

#### 1. Trustee Disclosure

#### 2. Call to Order

The meeting was called to order at 11:15 a.m. by Board Chair Scheers

#### 3. O Canada

#### 4. Consent Agenda

##### Resolution # BM20190926.1001

**Moved By:** Trustee Kelm

that the Board approve the Consent agenda that includes the following items:

1. Minutes from the Peace Wapiti Board and Organizational meetings held September 5, 2019
2. Approval in principle for international travel pending compliance with Policy *HGCG Off-Site Activities* for:

- students from Peace Wapiti Academy to travel to Hawaii, USA in April, 2020
- students from Peace Wapiti Academy to travel to Europe in April, 2020

##### 3. And as Information:

- 2019-2020 AHS Oral Health Program

**Carried**

#### 5. Adoption of Agenda

##### Resolution # BM20190926.1002

**Moved By:** Trustee Grant

that the agenda be approved as presented.

**Carried**

**6. Good News**

**7. Presentations**

**7.1 1:00 p.m. Reading University Program**

Helen Neufeld, Rhonda Side and Linda Side joined the meeting from 1:00 p.m. to 1:35 p.m. and presented on the Reading University.

**8. Action Items**

**8.1 Savanna and Bonanza Sewage Lagoons (Dir. Michalko)**

**Resolution # BM20190926.1003**

**Moved By:** Trustee Anderson

that the Board approve the transfer of Savanna Sewage Lagoon, legally described as *All that portion of the South West Quarter of Section Nineteen (19), Township Eight One (81), Range Nine (9), West of the Sixth Meridian (SW19-81-9-W6) of the land title Number 962014607+29* and the transfer of the Bonanza Sewage Lagoon, legally described as *Plan 8922358, Lot 2, Containing 1.223 Hectares more or less, expecting thereout all mines and minerals of the land title 962014607+36.*

**Carried**

**9. Reports**

**9.1 Superintendent's Report (Supt. Stewart)**

**Resolution # BM20190926.1004**

**Moved By:** Trustee Grant

that the Board receive the Superintendent's Report as information.

**Carried**

**9.2 PSBC Report (Tr. Knull)**

**Resolution # BM20190926.1005**

**Moved By:** Trustee Knull

that the Board receive the PSBC Report as information.

**Carried**

**9.3 ASBA Zone One Report (Tr. Clarke)**

**Resolution # BM20190926.1006**

**Moved By:** Trustee Clarke

that the Board receive the ASBA Zone One Report as information.

**Carried**

**9.4 Health & Safety Committee Report (Tr. Grant)**

**Resolution # BM20190926.1007****Moved By:** Trustee Grant

that the Board receive the Health and Safety Committee Report as information.

**Carried****9.5 Policy Review Committee Report (Tr. McIntosh)****Resolution # BM20190926.1008****Moved By:** Trustee McIntosh

that the Board approve the Policy Review Committee Report including:  
the update to *Policy IGD - Student Suspension/Expulsion*, and the review of:

- *Policy DBA - Operating and Capital Reserve Funds*
- *Policy DGA - Authorized Signatures*
- *Policy DNA - Disposition of Property*
- *Policy EBBA - Provision of First Aid*
- *Policy FBC - Lease of Facility Space*
- *Policy GCAE - Administration Team in Schools*
- *Policy HGBF - Second Language Instruction*
- *Policy HKE - Promotion and Retention*
- *Policy HNB - Teaching About Controversial Issues*
- *Policy IECB - Foreign Students – Admission to Schools*
- *Policy IFCL - Use of Digital and Electronic Devices*
- *Policy IHCD - Administration of medical Assistance to Students*
- *Policy IL - School Sponsored Fund Raising*
- *Policy JG - Non-Curricular Use of School Facilities*

**Carried****9.6 Chamber of Commerce Round Table Meeting Report (Tr. Crane)****Resolution # BM20190926.1009****Moved By:** Trustee Crane

that the Board receive the Chamber of Commerce Round Table Meeting Report as information.

**Carried****9.7 ASBA Board Chairs Meeting Report (Tr. Knull)****Resolution # BM20190926.1010****Moved By:** Trustee Knull

that the Board receive the ASBA Board Chairs or Vice-Chairs Meeting Report as information.

**Carried**

The meeting recessed for lunch from 12:15 p.m. to 1:00 p.m.

**9.8 Funding Formula Review Consultation Report (Tr. McIntosh)****Resolution # BM20190926.1011**

**Moved By:** Trustee McIntosh

that the Board receive the Funding Formula Review Consultations with Alberta Education Report as information.

**Carried**

**10. Board Calendar (Sec. Vanstone)****10.1 Annual Trustee Gathering on Indigenous Education 2020****Resolution # BM20190926.1012**

**Moved By:** Trustee Kelm

that the Board approve the attendance of Trustees at the Canadian School Boards Association Annual Congress and National Trustee Gathering on Indigenous Education 2020 in Banff from July 2 to 5, 2020.

**Carried**

**10.2 Shaping the Futures 2020****Resolution # BM20190926.1013**

**Moved By:** Trustee Clarke

that the Board approve the attendance of Trustee Clarke at Shaping the Future 2020 in Lake Louise, Alberta January 30 to February 1, 2020.

**Carried**

**10.3 Mamawhitowin Conference****Resolution # BM20190926.1014**

**Moved By:** Trustee Moodie

that the Board approve the attendance of trustees at the Mamawhitowin "Coming Together" Conference 2019 on October 17 and 18 in Grande Prairie.

**Carried**

**11. Adjournment****Resolution # BM20190926.1015**

**Moved By:** Trustee McIntosh

that the meeting be adjourned at 2:00 p.m.

**Carried**

## **Policy Review Committee Report**

The Committee met on Friday, September 20, 2019.

The following policies were due for review in 2019/2020 and were reviewed by the Executive Team and the Committee. (If changes are being recommended a tracked change version of the policy is attached. If no changes are being recommended, the policy code is hyperlinked to the Policy Web Site):

<b>CODE</b>	<b>TITLE</b>	<b>RECOMMENDATION</b>
<a href="#">DBA</a>	<b>Operating and Capital Reserve Funds</b>	No changes
<b>DGA</b>	<b>Authorized Signatures</b>	Updated language
<a href="#">DNA</a>	<b>Disposition of Property</b>	No changes
<b>EBBA</b>	<b>Provision of First Aid</b>	Grammar change
<a href="#">FBC</a>	<b>Lease of Facility Space</b>	No changes
<a href="#">GCAE</a>	<b>Administration Team in Schools</b>	No changes
<b>HGBF</b>	<b>Second Language Instruction</b>	Updated to reflect current practice
<b>HKE</b>	<b>Promotion and Retention</b>	Updated to reflect current practice
<a href="#">HNB</a>	<b>Teaching About Controversial Issues</b>	No changes
<a href="#">IECB</a>	<b>Foreign Students – Admission to Schools</b>	No changes
<a href="#">IFCL</a>	<b>Use of Digital and Electronic Devices</b>	No changes
<a href="#">IHCD</a>	<b>Administration of medical Assistance to Students</b>	No changes
<a href="#">IL</a>	<b>School Sponsored Fund Raising</b>	No changes
<a href="#">JG</a>	<b>Non-Curricular Use of School Facilities</b>	No changes
<b>JG-Ex 4</b>	<b>User Group Expectations</b>	Liability Insurance section - Revised for clarity

**Policy IGD – Student Suspension/Expulsion** was reviewed and updated to reflect changes made in legislation with the new *Education Act*.

The Committee developed a work plan to include policies scheduled for review, and updating and developing policies to reflect the requirements of the *Education Act*.

## **POLICY IGD –Student Suspension/Expulsion**

The Board recognizes that a satisfactory climate for learning is dependent upon students' adherence to rules and regulations as set out in Section **12-31** of the *Education Act*. The Board recognizes the principle that teachers stand "in loco parentis" and must be empowered to enforce rules and regulations established by the Board and the school staff.

The suspension or expulsion of a student is to be invoked when other measures have proven to be ineffective or when the seriousness of the offense warrants such actions.

The Board delegates to its Student Matters Appeals Committee the responsibility for acting on its behalf in relation to a hearing relating to suspension or expulsion of students. This delegation is effected pursuant to Section **61-52** (1) (b) of the *Education Act* and the Student Matters Appeals Committee will carry out the responsibilities that would otherwise be required to be carried out by the full Board, pursuant to Section **2537**, Subsections (1) through **(4)(10)** inclusive of the *Education Act*.

### **DEFINITIONS**

For this policy, 'Committee' means the Student Matters Appeals Committee of the Board.

### **GUIDELINES & PROCEDURES**

1. The following shall be considered as adequate grounds for suspension:

- a) open opposition to authority;
- b) willful disobedience;
- c) willful damage to property;
- d) willful injury to others;
- e) habitual neglect of duty;
- f) contravention of bus regulations;
- g) consumption, possession or trafficking of alcoholic beverages, cannabis or illegal drugs while under the supervision of the school; appearing at school or school-sponsored activities while giving evidence of having recently consumed alcoholic beverages, cannabis or illegal drugs.
- h) for any other reason the teacher, the principal or the board, as the case may be, considers appropriate.

In addition, as per section **2436** (1) of the *Education Act* a teacher or principal may suspend a student if:

i) the student has failed to comply with section 31 of the *Education Act*

ii) the student has failed to comply with Policy IFC – Student Code of Conduct and Policy IGH-Anti-Bullying;

- iii) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.
    - iv) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1) of the *Education Act*.
- 2. Any suspension of a student from an entire class period shall be reported to the Principal, along with the reason for the suspension.
- 3. In all cases of suspension of five (5) or less full days, the Principal shall inform the Superintendent or designate in writing of the details of the suspension. In cases where students are demonstrating escalating behaviour issues that may lead to an expulsion, parent/guardian should be notified of the possibility of an expulsion and this notification should be documented by the school.
  - a) The principal may recommend that the board expel a student if:
    - i) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the Student Code of Conduct (Policy IFC) and/or the Anti-Bullying Policy (Policy IGH);
    - ii) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.
- 4. In all cases of recommended suspension of more than five (5) days, the Principal shall notify the Superintendent or designate in writing. The Superintendent will in turn provide the information received from the principal to the Committee forthwith.
- 5. For suspensions exceeding five (5) days these regulations shall ensure that:
  - a) such cases are dealt with as quickly as possible;
  - b) the student and the student's parent(s)/guardian(s) are protected against arbitrary decisions at any level;
  - c) the student and the student's parent(s)/guardian(s) are informed of their right to attend a hearing with the Committee of the Board; and
  - d) the student and the student's parent(s)/guardian(s) are informed that they may request the Minister of Education to review the decision of the Committee
- 6. The Director of Transportation shall be advised of the suspension of students who are bus riders.
- 7. To assure that any appeal or review procedure does not result in any unnecessary delays, the Committee of the Board shall consider cases referred to it within the time frame established under the *Education Act* which requires that a student either be reinstated or expelled within ten (10) school days from the first date of the student's suspension.
- 8. The Committee shall consist of the three (3) trustees appointed by the Board. In the event that any one trustee is unable to attend on the date of the suspension hearing, the Superintendent shall appoint a replacement.

- a) Expel a student from any or all schools of the Board and:
    - i) indicate to the student if and when the student will be allowed to apply for readmission to Board schools;
    - ii) offer another appropriate education program. Parents/guardians and students should be aware that students may have fewer program options and increased expectations.
  - b) Reinstate the student and impose conditions respecting the reinstatement.
16. The Superintendent or designate shall convey the decision and rationale of the Committee by telephone, where possible, and in writing to the parents(s)/guardian(s), except for an independent student, and the School Principal.
17. The Superintendent or designate shall advise the parent(s)/guardian(s) and/or student of their right of appeal to the Minister.

## **REFERENCES**

### **Cross References:** links to

*Policy BCE – Exhibit 1 – Board Committees*  
*Policy IFA – Appeals Concerning Student Matters*  
*Policy IE - Student Attendance*  
*Policy IFCI - Drug and Alcohol Use by Student*  
*Policy IFC - Student Code of Conduct*  
*Alberta Education's Considerations for Placing Expelled Students*

**Legal Reference:** *Education Act* RSA 2000 Section 1, [1231](#), [2436](#), [2537](#), [4511](#), [64](#), [52](#)

**BM#:** 053-97; 70-99; 245-02; 20100218.1011; 20151210.1012; 20180426.1010;  
20181129.1009; 20190425.1011

**Next Review:** 2021/2022

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## **POLICY DGA – Authorized Signatures**

**The Board requires sound financial and corporate controls and only authorized personnel may sign on behalf of the Board.**

### **PURPOSE:**

To define signing authorities.

### **GUIDELINES & PROCEDURES**

1. Contracts entered into and payments made on behalf of the Board shall bear the signatures of:
  - a) Superintendent or designate for contracts with teachers, ~~teachers' aides~~ educational assistants, school support staff and executive officers.
  - b) Board Chair/Vice Chair and Secretary-Treasurer/Superintendent for all contracts requiring the Corporate Seal (usually only required for land transfers).
  - c) Board Chair/Vice Chair and Secretary-Treasurer/Accountant for banking and financial transaction approvals.
  - d) Principal for contracts and payments (invoices) affecting only a school or students of a particular school to a maximum of \$10,000.00. Contracts and payments over this threshold to be signed/approved by Superintendent or designate or Secretary-Treasurer.
    - i) Principal and one other school staff (two signatures required) for school banking.
  - e) Department Head for contracts and payments (invoices) affecting only a specific Department to a maximum of \$100,000.00. Contracts and payments over this threshold to be signed/approved by Superintendent or designate or Secretary-Treasurer.
    - i) Department Head for Facilities and Maintenance to a maximum of \$300,000.00.
  - f) Superintendent to sign contracts or authorize payments to a maximum of \$250,000 if not included in the current operating and capital budget.
2. Alberta Education funding applications shall be signed by the Secretary-Treasurer, the Superintendent or Deputy Superintendent, or Assistant Superintendents.
3. In the event that there is a change in the Board Chair and/or Board Vice-Chair, a reasonable transition time for changing signing authorities may be required by Administration.

## **REFERENCES**

**Cross References:** links to

*Policy GBCA – Conflict of Interest*

*Policy BC – Organization of the Board*

**Legal Reference:** [Education Act](#) Section 53

**BM #:** 422-95; 64-05; 20110825.1004; 20150416.1004, 20170223.1015

**Next Review:** 2019/2020

## **POLICY EBBA – Provision of First Aid**

The Board recognizes its responsibility for the physical well being of students and employees. School employees should deliver first aid (to the best of their abilities), as the need arises.

The Superintendent of Schools will, as far as **is** reasonably practical, make available government approved first aid training for employees.

### **PURPOSE:**

To support a safe and caring environment that includes the availability of trained first aiders and first aid supplies.

### **GUIDELINES & PROCEDURES**

1. First aid training will be provided by a government approved first aid training agency (see [www.whs.gov.ab.ca](http://www.whs.gov.ab.ca)).
2. Exhibit 1 shall be used in determining the number of employees and the level of training required at each work site.
3. Exhibit 2 shall be used when determining the contents and number of first aid kits available at each work site.
4. Each department will be responsible to provide opportunity for certification and recertification of designated staff at each work site.

### **REFERENCES**

**Cross References:** links to

*Exhibit 1- First Aid Requirements For Medium Hazard Work*

*Exhibit 2 - First Aid Equipment and Supplies*

**Legal Reference:** *Occupational Health and Safety Act Regulations and Code*

**BM#:** 333-95; 57-05, 20161027.1008

**Next Review:** 2019-2020

## **POLICY HGBF – Second Language Instruction**

The Board encourages opportunities for its students to participate in a second language by making second language programming available in all of its schools.

### **PURPOSE**

To provide the opportunity for students to experience second language instruction in order to develop competence in the language and gain an awareness and understanding of the culture.

### **GUIDELINES & PROCEDURES**

1. Only those second language programs approved by the Minister of Education will be offered.
2. Schools will offer access to at least one second language program from grades 4-12. With the exception of the Hutterite Schools, all schools will offer access to French as a second language program. Where numbers warrant, schools may offer access to other second language programming (i.e. Cree). Hutterite Schools will work with the Colony to offer German as a second language program.
3. Students in regular grades 4-9 programs are mandated to take a second language. Students in grades 10-12 have the option of taking a second language.
4. Schools have the flexibility to make programming decisions which support the unique learning needs of individual students as identified in the individual student program plan. In schools where student numbers and resources are sufficient, ~~the offering of Knowledge and Employability programming and/or the provision of an Learning Strategies individualized~~ program may be provided as an appropriate alternative ~~program~~ for these students. Informed parental consent is required.
5. Instruction in second language programs will meet the minimum timelines as outlined in the Guide to Education.

### **REFERENCES**

#### **Cross References:**

Policy JC – School Councils

#### **Legal Reference:**

[Education Act](#) Section 14, 17

**BM#:** 318-96; 04-06; 20110428.1006; 20110428.1009, 20161027.1008

**Next Review:** 2019-2020

9. Where a student meets the definition of independent student as cited in the *Education Act*, all correspondence normally directed to the parent or guardian shall be directed to the student.

The Principal may suspend a student from school or from traveling on a school bus or both, using the following procedures:

10. Contact with the parent(s)/guardian(s) shall take place at the time of the suspension decision or as quickly as possible thereafter.
11. When a Principal suspends a student, he/she shall report in writing in a timely manner such a suspension to the student's parent(s)/guardian(s), unless the student is an independent student, the student and the Superintendent or designate specifying the following:
- a) the date of the commencement of the suspension;
  - b) the reason(s) for the suspension;
  - c) the time of reinstatement of the student if the duration is five (5) school days or less;
  - d) For suspensions exceeding 5 days advise parents/guardians regarding alternatives they may pursue.
12. When the student is not to be reinstated within five (5) school days, the Principal shall provide the Superintendent or designate with a detailed report on all circumstances of the suspension along with a written recommendation regarding the expulsion of the student.

The Superintendent or designate shall inform the parent(s)/guardian(s) of the date, time and place set for a hearing and request information from them as to whether or not they intend to appear and make representation.

13. The Committee shall adhere to the following procedure:
- a) Attending the Committee meeting will be the Committee, the Superintendent or designate, the School Principal and the parent(s)/guardian(s) and the student, should they wish to make representation. The parent(s)/guardian(s) may choose to bring an additional representative.
  - b) All documentation made available to the Committee shall also be made available to the parent(s)/guardian(s).
  - c) The Chairperson or designated Trustee of the Board shall chair the meeting.
  - d) The cause of suspension and related communication will be reviewed with the parent(s)/guardian(s) and the student who shall have an opportunity to speak to the circumstances of the suspension.
  - e) The Committee, the Superintendent or designate, the student the parent(s)/guardian(s) and the Principal may ask questions and discuss the matter with the parties at the meeting.
  - f) A recorder will take minutes of the procedure, noting the order in which representatives speak.
14. Immediately following the meeting, all parties in attendance will be dismissed. The Committee shall adjourn and hold an in-camera meeting in order to reach its decision.
15. The Committee may:

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## **POLICY HKE – Promotion and Retention**

**The Board supports placing students in the best educational environment.**

### **Purpose**

to establish guidelines for the promotion, retention of students and for the appeal of student marks.

### **GUIDELINES & PROCEDURES**

1. The major responsibility for the promotion of students in the school shall rest with the School Administrator.
2. Where curriculum requirements are achieved, students shall be promoted to the next level at the end of the school semester or term. Student's entry into the next grade or program level should be made only at the beginning of the school semester or year.
3. Student promotion and retention should take into consideration the student's emotional, physical, and mental growth.
4. Elementary and Junior High:
  - a) Where a student's promotion is in doubt, parents shall be advised of this as early in the school year as possible but not later than April 30.
  - b) ~~In cases where special grade or program placement appears to be in the best interests of the student, the School Administrator shall consult with external resource persons before a final decision is made.~~ Inclusive Education staff when specialized programming is being considered.
  - c) Where the parents (or guardians) are not in agreement with the placement decision made, they may appeal the decision to the Superintendent or designate prior to July 31 of that year.
5. Senior High:
  - a) All final standings granted to high school students:
    - i) are endorsed by the School Administrator of the school concerned, and the Superintendent;
    - ii) are determined by the school on the basis of a fair and just method of assessment, in accordance with policy HK;
    - iii) are submitted to Alberta Education for approval and recording at a time and in a manner determined by the Minister of Education;
    - iv) are made known to the student by the school together with the information necessary to appeal the standing.
  - b) All high school students have the right to appeal:
    - i) final standings assigned to them by the school in non-diploma examination courses;

- ii) the portion of the blended final course grade assigned by the school in diploma examination courses;
  - iii) diploma examination marks (appeal of diploma examination marks must be made directly to Alberta Education).
- c) Where a student wishes to appeal a final standing on a school assigned portion of a final standing, such appeal will be dealt with as follows:
  - i) A student wishing to appeal his/her final standing in a subject must do so within ten calendar days of the last operational day of the semester.
  - ii) Appeals must be in writing to the School Administrator and must specify the basis for the appeal.
  - iii) The School Administrator shall give consideration to each appeal and render a decision in writing on it within seven days of receipt of the appeal.
  - iv) In considering the appeal, the School Administrator shall take one or more of the following actions:
    - 1) consultation with the teachers involved;
    - 2) review of the student's record;
    - 3) a personal hearing of the student's appeal;
    - 4) investigation of the assessment procedures followed;
    - 5) consultation with the student's parent(s).
- d) The School Administrator shall submit a copy of each appeal and its disposition to the Superintendent.

## **REFERENCES**

### **Cross References:** links to

Policy HK-Student Assessment, Grading and Reporting

Policy JAB – Conflict Resolution

[Diploma Examinations - General Information Bulletin](http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx)

(<http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>)

### **Legal Reference:**

**BM#:** 370-96, 20161027.1008

**Next Review:** 2019-2020

## **User Group Expectations**

### **Priority**

Priority for facility usage is given for School Board activities. There may be occasions when your group will have to wait before having access to the gymnasium. If this occurs, please wait outside of the space you have rented until it is free. Please do not enter the space while a practice or game is in progress or while other users occupy the space. Your group may be ‘bumped’ by a school group with little to no notice.

### **Facility**

- In rural schools, if you are a regularly scheduled user, one individual from your group may be given keys for the outside doors and the gymnasium. This individual may also receive an access code to deactivate and activate the alarm.
- Doors are to be locked and the alarm activated at the end of the night provided no other staff are in the building.
- Keys are not to be duplicated and must remain in the care and control of the person they are issued to. They are to be returned to the school at the end of the season OR when requested by the administration. Any group found with illegally copied keys will be denied future access to the facility.
- User groups are expected to remain in the area designated by the principal.
- No outdoor shoes are to be worn in the gymnasium.
- Equipment shall be set up by users with prior knowledge of the equipment. Please do not ‘fix’ anything just to make it usable for the night. If something is broken or unsafe please inform us and the school will rectify the situation as soon as possible.
- All equipment is to be taken down and returned to its storage location.
- Your group is expected to leave the facility as clean as you found it (or cleaner if that is possible).

### **Supervision**

- If younger children are being brought to your events please ensure that they are adequately supervised.
- *Policy HGCG– Off-Site Activities* outlines the supervision expectations for all user groups.
- Please confine all equipment use to the gymnasium.

### **Liability Insurance**

- Some uUser groups are expected to carry adequate liability insurance.
- The School Board is to be named as an additional insured and indemnified.
- Proof of insurance is to be provided to the school.

**First Aid**

- You are required to provide your own first aid kit and/or athletic supplies.

**In Case of Emergency**

If an emergency occurs please contact one of the following people:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Equipment Contact**

If setup instructions are needed or if equipment is in need of repair please contact

\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_