

SCHOOL CITY OF WHITING ENROLLMENT PACKET 2020-2021 School Year

Adopted by
The Board of School Trustees

October 10, 2000
(Revised January 2020)
in Support of Board Policy #5113

SCHOOL CITY OF WHITING
1500 Center Street
Whiting, IN 46394

Proof of Residency should be submitted to the building principal for approval.

Nathan Hale Elementary: Julie Pearson, Principal, 659-0738
Whiting Middle School: Christine Wheeler, Principal, 473-1344
Whiting High School: Jonathan Chance, Principal, 659-0255

Questions concerning the enrollment process should be directed to the Superintendent's Office by calling 219-659-0656 ext. 143.

SCHOOL CITY OF WHITING
CUMULATIVE RECORD ENROLLMENT CHECKLIST

The following items must be in the possession of our school before enrollment can occur. A staff member will initial and date this form upon receipt of required documentation.

Student Enrollment Data

_____ Original Birth Certificate	_____ Transfer Form
_____ Immunization Record	_____ Release of Information - Records Form

Rental Data

_____ Notarized affidavit from landlord supporting residence (Form 1);
_____ Affidavit supporting residency (Form 2) **(Form 2A required if Rental)**;
_____ Utility turn-on slips (cable, phone, NIPSCO);
AND _____ Change of Address Form from Post Office (if no utility bill);

Home Ownership Data

_____ Mortgage papers, or _____ Closing statements, or
_____ Property Tax Receipt, or _____ Deed
AND _____ Current Utility Receipt (Form)

Administrative Investigation

_____ History check at previous school;
_____ Random residency checks;

Custodial Documentation

_____ Copy of divorce decree;
_____ Petition for Guardianship and certified copy of guardianship order
signed by the issuing judge;
_____ Document from County Department of Welfare showing assignment
of guardianship;

Example of Items NOT Accepted as Proof of Residency:

- **Lease Agreement**
- **Rent Receipt**
- **Letters from a Landlord**
- **Disconnect Notices from a Utility Company**

IMPORTANT: All court orders **must be filed, stamped and signed by clerk**;
All orders of protection **must be current** and copy at the local police department.

SCHOOL CITY OF WHITING ENROLLMENT PROCEDURE

(Consonant with Board Policy #5113)

Dear Parent/Guardian:

To enroll as a student in the School City of Whiting, the following must be provided:

General Enrollment Information:

- 1. A completed Cumulative Record Enrollment Checklist**
- 2. Release of Information and/or Records Form**
- 3. Immunization Records**
- 4. Original Birth Certificate**
- 5. Transfer Form (from previous school)**
- 6. Home Language Survey**

The School City of Whiting will contact the school previously attended to verify the student's status at that school and to obtain the necessary student records. When the records have been received and the student's residence verified, he/she will be enrolled in the Whiting school system.

Residency Requirements: By Indiana State law, students may attend school only in the attendance area of the school corporation in which the student's parents reside, unless specific guardianship or custodial arrangements have been made (*see below*); or unless the student pays transfer tuition according to the school district's tuition policy. The parents' residence must be their permanent residence and not a temporary or special arrangement. To establish that the student's legal settlement is within the boundaries of the School City of Whiting, parents must provide:

1. Proof of Home Ownership/Rental/Other Housing Arrangement

- a) Proof of ownership through mortgage papers, property tax receipt, closing statement, or deed; or
- b) Proof of rental (Form #1); or
- c) If the family is living with relatives or other persons, an affidavit attesting that the family is residing at the Whiting address will be required from the person with whom the family is living (Form 2).
If the family is living with someone who rents, Form 1 must accompany Form 2.

2. Proof of Occupancy

- a) Utility turn-on receipt, utility bill in name of parents, or other equivalent proof of residence at a Whiting address.

Please note that if, after the student's enrollment, the School City of Whiting obtains information that the family does not reside within Whiting, the School City of Whiting will investigate the matter and may require the parents to produce additional information verifying their residency within the school boundaries.

If it is determined that the family does not reside within Whiting's boundaries, expulsion proceedings will be initiated and the family will be charged for tuition owed to the district.

Custodian/Guardianship Arrangements

If a student does not reside with his/her parents, and an individual claims to have been awarded custodianship or guardianship of the student to be enrolled, the guardian will be required to present:

1. The Petition of Guardianship and a certified copy of the Guardianship signed by the Judge of the Court.
2. A copy of tax forms indicating that the child has been claimed as an exemption with the guardian's employer.
3. Documents indicating that the new guardian has placed the child on his/her health insurance plan at his/her place of employment.

In addition, the individual agrees to random home visits by the School City of Whiting Attendance Officer to verify the student's residence with the individual.

The School City of Whiting will investigate any information it receives concerning any student's attempts to circumvent the state's legal residency requirements. If the School City of Whiting determines that the student does not live within the school boundaries, or lives within the school boundaries under a living arrangement with someone other than parents, primarily established for the reason of attending school in the Whiting school system, expulsion proceedings will be initiated. In addition, tuition will be charged for the period of time that the student attended the Whiting schools.

I acknowledge that I have read this document and fully agree to abide by this policy.

_____ <i>Signature of Parent/Guardian</i>	_____ <i>Date</i>
Names(s) of Student(s)	School
_____	_____
_____	_____
_____	_____

**School City of Whiting Enrollment Procedure
(Form 1)**

Affidavit from Landlord

(To be completed by landlord – the person renting out the place of residence)

I, _____ swear/affirm under penalty of perjury that the
(Landlord of Property)
student(s) named _____
(names of student(s))

and the custodial parent _____,
(custodial parent name)

are residing in property of which I am the landlord. This property is located at:

_____, Whiting, Indiana.
(street address of property)

These individuals moved in to the property on: _____
(month)

_____ 20_____. I may be reached at: (_____) _____
(date) (year) phone number)

between the hours of _____ and _____.

(Landlord's Signature)

Sworn and subscribed before me this _____ day of _____,
(date) (month)

of _____. _____, Resident of Lake
(year) (Notary Public Signature)

County. My Commission Expires on: _____

My phone number is: _____

**School City of Whiting Enrollment Procedure
(Form 2)**

Affidavit Supporting Residence

(To be completed by the individual with whom the student and custodian are living)

I, _____ swear/affirm under penalty of perjury that the
(Head of Household's Name)

student(s) named _____
(names of student(s))

and the custodial parent _____,
(custodial parent name)

are residing at my house, located at: _____, Whiting,
(street address of property)
Indiana.

These individuals moved in with me on: _____
(month)

_____ 20_____. I may be reached at: (_____) _____
(date) (year) phone number)

I am ____ I am not ____ related to the student. If related, how: _____

The primary purpose of the student residing with me is *not* to attend school in the School City of Whiting.

(Head of Household's Signature)

Sworn and subscribed before me this _____ day of _____,
(date) (month)

of _____, Resident of Lake
(year) (Notary Public Signature)

County. My Commission Expires on: _____

My phone number is: _____

**School City of Whiting Enrollment Procedure
(Form 2A)**

Affidavit from Landlord

(To be completed by landlord – the person renting out the place of residence)

I, _____ swear/affirm under penalty of perjury that the
(Landlord of Property)

student(s) named _____
(names of student(s))

and the custodial parent _____,
(custodial parent name)

are residing with my tenant in property of which I am the landlord. This property
is located at:

_____, Whiting, Indiana.
(street address of property)

These individuals moved in to the property on: _____
(month)

_____ 20_____. I may be reached at: (_____) _____
(date) (year) phone number)

between the hours of _____ and _____.

=====

(Landlord's Printed Name) *(Landlord's Signature)*

Sworn and subscribed before me this _____ day of _____,
(date) (month)

of _____, Resident of Lake
(year) (Notary Public Signature)

County. My Commission Expires on: _____

My phone number is: _____

School City of Whiting
Student Enrollment Information

_____ Date of Birth: _____
Last Name First Middle

Grade: _____ Country of Birth: _____

Number of years attending school in the United States: _____

Has child ever attended an Indiana School? Yes _____ No _____

Name of Indiana school: _____

Name of previous school: _____

Address of previous school: _____

Grade at previous school: _____

Principal's name: _____

Has child ever attended a Whiting Public School? (check below)

Nathan Hale _____ Whiting Middle _____ Whiting High _____

Date transferred from previous school: _____

Does the student have an I.E.P.? Yes _____ No _____

Has the student been identified as High Ability Yes _____ No _____

Does the student receive any special services? Yes _____ No _____

If yes, what services does the child receive? _____

Was child expelled from previous school? Yes _____ No _____

Has child ever been retained? Yes _____ No _____

If yes, what grade was child retained in? _____



Home Language Survey (HLS)

The Civil Rights Act of 1964, Title VI, Language Minority Compliance Procedures, requires school districts and charter schools to determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students as outlined Plyler v. Doe, 457 U.S. 202 (1982).

The purpose of this survey is to determine the primary or home language of the student. The HLS must be given to all students enrolled in the school district / charter school. The HLS is administered one time, upon initial enrollment, and remains in the student's cumulative file.

Please note that the answers to the survey below are student-specific. If a language other than English is recorded for ANY of the survey questions below, the LAS Links placement test will be administered to determine whether or not the student will qualify for additional English language development support.

Please answer the following questions regarding the language spoken by the student:

1. What is the native language of the **student**? _____

2. What language(s) is spoken most often by the **student**? _____

3. What language(s) is spoken by the **student** in the home? _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

By signing here, you certify that responses to the three questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for English language development services, to help them become fluent in English. If entered into the English language development program, your student will be entitled to services as an English learner and will be tested annually to determine their English language proficiency.

For School Use Only:

School personnel who administered and explained the HLS and the placement of a student into an English language development program if a language other than English was indicated:

Name: _____ Date: _____



Home Language Survey (HLS) Spanish Version

El Título VI, del Acta de los Derechos Civiles de 1964 Procedimientos y Cumplimiento del Lenguaje de Minorías, contiene requisitos legales que guían a las escuelas para determinar el idioma o idiomas que se hablan en el hogar de cada estudiante. Esta información es esencial para que las escuelas puedan ofrecer instrucción significativa a todos los estudiantes como se requiere por Plyler v. Doe, 457 U.S. 202 (1982).

Esta encuesta del idioma que se habla en casa (HLS) establece el idioma principal de su hijo/a. Tiene que darse esta encuesta (HLS) a todos los estudiantes en el distrito escolar / escuela semi-autónoma. Esta encuesta (HLS) es administrada una vez, durante la matrícula inicial, y se queda en el archivo escolar acumulativo del estudiante.

Las respuestas de la encuesta son relacionadas con su hijo/a. Si se ha identificado que el idioma no es inglés a cualquiera de las tres preguntas, la escuela administrará la Prueba del Desarrollo del Inglés (LAS Links) para determinar si su hijo/a calificará para el programa de Desarrollo del idioma Inglés.

Respuesta las preguntas acerca del idioma(s) de su estudiante por favor:

1. ¿Cual es el idioma o el dialecto nativo de su **hijo/hija**?

2. ¿Cual idioma(s) es hablado más por su **hijo/hija**?

3. ¿Cual idioma habla su **hijo/hija** en casa con más frecuencia?

Nombre Legal del Estudiante: _____

Nombre del Padre, Madre o Guardián: _____

Firma del Padre, Madre o Guardián: _____ **Fecha:** _____

Al firmar aquí, usted certifica que las respuestas a las tres preguntas mencionadas arriba son relacionadas con su hijo/a. Usted entiende que si se ha identificado que el idioma no es inglés, su hijo/a tendrá un examen para determinar si él o ella califica para el programa de Desarrollo del idioma Inglés, para ayudarlo/a a que sea fluente en Inglés. Todos los estudiantes en el programa de Desarrollo del idioma Inglés tienen el derecho a servicios que lo ayudaran a aprender el idioma Inglés y tendrá un examen cada año para determinar el nivel de inglés.

For School Use Only:

School personnel who administered and explained the HLS and the placement of a student into an English language development program if a language other than English was indicated:

Name: _____ Date: _____

The U.S Department of Education requires all states to collect information on the race and ethnicity of public school students and staff. The federal government has developed a new way to report ethnicity and race that includes these new categories. The changes are intended to provide a more accurate picture of the nation's ethnic and racial diversity. Please complete both parts of the form below:

Student's Name _____

Grade _____

Parent Completing Form _____ Date _____

Race and Ethnicity: <i>(Note: Both Part 1 and Part 2 of the question must be answered.)</i>	
Part 1: Ethnicity	<p>Is this individual Hispanic/Latino? <i>(Choose only one)</i></p> <p><input type="checkbox"/> No, not Hispanic/Latino</p> <p><input type="checkbox"/> Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)</p>
Part 2: Race	<p>What is the individual's race? <i>(Choose one or more)</i></p> <p><input type="checkbox"/> American Indian or Alaska Native: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.</p> <p><input type="checkbox"/> Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><input type="checkbox"/> Black or African American: A person having origins in any of the black racial groups of Africa.</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><input type="checkbox"/> White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>

The Federal Guidance requires the use of observer identification at both the elementary and secondary school level, as a last resort, if racial and ethnic data are not self-identified by the student or by the student's parent/guardian.

Observer identification conducted by: _____ Date _____

Confidential

Military Children in Education

2020-21 School Year

Purpose: This questionnaire is the result of a Department of Defense (DOD) program supported by Indiana statute 20-19-3-9.4. Confidentially identifying military children and providing data on their attendance and educational outcomes, states can assist schools and districts by providing access to data to help inform policy and program decisions for this unique student population. In addition, DOD will benefit from this data in developing policy for military child education initiatives.

School Name: _____ Student's Grade Level: _____

Student's Full Legal Name: _____
Please print clearly

Please complete the questions that best describes your student's situation. It is possible to answer "yes" to both.

1. Is the above named student connected to an Active Duty military family: _____ Yes _____ No

Meaning a school-aged child, enrolled or in the process of enrolling in KG-12th grade, is claimed as a dependent by an Active Duty member of the Armed Forces of the United States; or the student and an Active Duty member(s) are of the same household whether or not the active duty member(s) claims the student as a dependent.

"Active Duty" means: full-time duty status in the active uniformed service of the United States.

2. Is the above named student connected to a Guard or Reserve military family: _____ Yes _____ No

Meaning a school-aged child, enrolled or in the process of enrolling in KG-12th grade, who is claimed as a dependent by a member of the National Guard or Reserve; or the student and National Guard or Reserve member(s) are of the same household whether or not the National Guard or Reserve member(s) claims the student as a dependent.

"National Guard or Reserve" means: members of the Reserve Component as defined in 10 U.S.C. Section 10101. Includes Army National Guard of US, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of US, Air Force Reserve or Coast Guard Reserve.

ONLY For Students of an ADULT High School (IC 20-24-1-2.3)

Is the above named student an active member of the Armed Forces of the United States _____ Yes _____ No

OR

Is the above named student a member of the National Guard or Reserve _____ Yes _____ No

Signature: _____ Date: _____

This form shall be handled by schools in a confidential manner in accordance with IDOE Guidance (IC 20-19-3-9.4)

***Confidencial* Año escolar 2020-2021**

La educación de los niños conectados con las fuerza armadas

Propósito: Esta encuesta es el resultado de un programa del Departamento de Defensa bajo la regla de Indiana 20-19-3-9.4. Por identificar los hijos conectados con las fuerzas armadas de manera confidencial y proveer la información de su asistencia y sus resultados académicos, los estados pueden ayudar las escuelas y los distritos escolares por proveerles acceso a la información que pueda afectar a las decisiones y las reglas para servir mejor a esta población estudiantil única. Esta información también ayudará al Departamento de Defensa desarrollar de mejor manera las reglas para la educación de los niños conectados con las fuerzas armadas.

Escuela: _____ **Grado escolar del estudiante:** _____

Nombre legal entero del estudiante: _____

Favor de escribir de manera precisa y clara

Favor de responder a la pregunta que mejor corresponde a la situación del estudiante. Es posible que contestar la dos con "sí".

1. ¿Está conectado el niño nombrado arriba con una familia militar del servicio activo?

Sí _____

No _____

Significa que un miembro del servicio activo de las fuerzas armadas estadounidense sostiene como su dependiente a o vive en la casa con un niño de edad escolar que está matriculado o está en el proceso de matricularse en los grados de K-12.

"Servicio Activo" significa el estado de servicion del tiempo complete en el servicio uniformado activo de los Estados Unidos.

2. ¿Está conectado el niño nombrado arriba con una familia militar de La Reserva or La Guardia Nacional?

Sí _____

No _____

Significa que un miembro de La Reserva o La Guardia Nacional estadounidense sostiene como su dependiente a o vive en una casa con un niño de edad escolar que está matriculado o está en el proceso de matricularse en los grados de K-12.

"La Reserva o La Guardia Nacional" significa los miembros de La Reserva que se define en la regla estadounidense (10 U.S.C. Seccion 120101). Incluye La Guardia Nacional del ejército, La Reserva del ejército, La Reserva de la armada, La Reserva de la infantería de marina, La Guardia Nacional del aire, La Reserva de la fuerza aérea, o La Reserva de los guardacostas.

SOLO para los estudiante de una escuela secundario de adultos (IC 20-24-1-2.3)

¿Es el estudiante nombrado arriba un miembro activo de las Fuerzas Armadas de los Estados Unidos?

Sí _____

No _____

¿Es el estudiante nombrado arriba un miembro de la Reserva o la Guardia Nacional de los Estados Unidos?

Sí _____

No _____

Firma: _____

Fecha: _____

Hay que mantener este document de manera confidencia según la regla del Departamento de Educación de Indiana (IC 20-19-3-9.4).



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

The Migrant Education Program (MEP) provides supplemental education and support services to eligible children through national funding. The purpose of the program is to ensure that all migrant students reach the academic standards and graduate with a high school diploma (or complete GED/HSE).

WORK SURVEY


Thank you for answering the following questions. If your child is eligible for the Migrant Education Program, they may receive additional educational support. This information is **strictly confidential**.

Student's Name: _____ Parent's Name: _____

Address: _____ City: _____ Telephone: (____) _____

Date: _____ Parent Signature: _____

1. Within the last **3 years**, have your children moved for any reason? **YES** ____ **NO** ____
2. Has anyone in your household moved from one school district to another within the United States, to look for seasonal or temporary work in agriculture? **YES** ____ **NO** ____

If you answered **NO** to either of these questions, please stop. 

If you answered **YES**, please continue.

3. When was the last time you or anyone in your household has moved to look for, or work in an agricultural activity within the United States? Month _____ Year _____
4. Please check any of the agricultural activities listed below that you have looked for or worked in:

- | | |
|--|--|
| _____ Plant or harvest vegetables or fruits | _____ Canning vegetables or fruits |
| _____ Detassel corn | _____ Sod farm |
| _____ Tobacco farm | _____ Planting, pruning or cutting trees |
| _____ Poultry and/or egg farm | _____ Dairy farm |
| _____ Duck, turkey, chicken, pork or beef processing plant | _____ Flora culture/gladiola farm |
| _____ Aquaculture/fish hatcheries | _____ Green house or plant nursery |

Please list the names of all of the children in the household under 22 years of age.

Child's Name	Date of Birth (D.O.B.)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____



El Programa de Educación Migrante (MEP) provee servicios educativos suplementarios a niños que califican a través de fondos nacionales. El propósito del MEP es asegurar que todos los estudiantes migrantes tengan éxito académico y que se gradúen con su diploma (o que completen el GED/HSE).

ENCUESTA DE TRABAJO

Gracias por contestar las siguientes preguntas. Si su hijo/a es elegible para el Programa de Educación Migrante, podría recibir apoyo educativo adicional. La información es **completamente confidencial**.

Nombre del Estudiante: _____ Nombres de los Padres: _____

Dirección: _____ Ciudad: _____ Teléfono: (____) _____

Fecha: _____ Firma de los Padres: _____

1. ¿Durante los **últimos 3 años**, se ha mudado su(s) hijo(s) por cualquier razón? **SÍ** _____ **NO** _____
2. ¿Se ha mudado alguien de su familia dentro de los Estados Unidos para buscar trabajo temporal o de temporada en algo relacionado con la agricultura? **SÍ** _____ **NO** _____

Si contestó **NO** a cualquiera de las dos preguntas, favor de parar aquí. 

Si contestó **SÍ**, favor de continuar.

3. ¿Cuando fue la última vez que usted o un miembro de su familia se mudó para trabajar en la agricultura? Mes _____ Año _____

4. Por favor marque en la parte abajo la actividad agrícola en que usted buscó trabajo o trabajó.

- | | |
|---|--|
| <input type="checkbox"/> Matadero de patos, pavos, pollos, cerdos o vacas | <input type="checkbox"/> Enlatar o congelar verduras o frutas en la bodega |
| <input type="checkbox"/> La espiga (maíz) | <input type="checkbox"/> Trabajar en la siembra o cosecha de césped |
| <input type="checkbox"/> Cultivar tabaco | <input type="checkbox"/> Plantar, emparejar o cortar árboles |
| <input type="checkbox"/> Pollería o granja de huevos | <input type="checkbox"/> Granja de vacas lecheras |
| <input type="checkbox"/> Plantar o cosechar verduras o frutas | <input type="checkbox"/> Cultivar y cosechar flores |
| <input type="checkbox"/> Trabajar en un criadero de peces | <input type="checkbox"/> Trabajar en la cría de plantas |

Por favor escribe los nombres de todos los niños, menores de 22 años de edad, que viven con Usted.

Nombre del niño(a)	Fecha de nacimiento
1.	
2.	
3.	
4.	
5.	

School City of Whiting McKinney-Vento Residency Form

Student Name _____ Date of Birth _____ Grade Level _____

The McKinney-Vento Homeless Assistance Act defines "homeless" as "individuals who lack a fixed, regular, and adequate nighttime residence." This includes children who "are temporarily sharing the housing of other persons due to the loss of housing or economic hardship."

☐ Does not apply; student is not homeless

Please check one of the following statements if your family is experiencing temporary homelessness:

☐ Living in a shelter, including transitional housing shelters. Please provide name of shelter and address _____

☐ Living on the streets, abandoned buildings, in cars, trailers, campgrounds, public places, housing not fit for habitation--Please provide information regarding area in which student is living: _____

☐ Living in hotels/motels for lack of other suitable housing – Please list name and address of hotel/motel: _____

☐ Doubled-up; temporarily living with family or friends due to lack of adequate housing or financial conditions. Please provide address of where student is living:

o Address: _____

Please answer the following if you checked one of the four boxes above:

How long do you expect to be at this address? _____

Are you seeking permanent housing? _____ Date student moved to this address: _____

Is a parent living in the home with the student? _____

If no, with whom is student living? _____ Relationship: _____

A McKinney-Vento Liaison representing the district may be in contact with for clarification or bus transportation.

We have read the information provided & indicated our living circumstances above specific to the McKinney-Vento Act:

Parent/Guardian/Unaccompanied Youth Signature

Date

Office Use Only: _____ Does Qualify under McKinney-Vento Act _____ Does NOT Qualify

McKinney-Vento Liaison/Appointee Signature

Date

McKinney-Vento Act Residency & Educational Rights Information

(Questionnaire must be completed for each student)

In Indiana over 29,000 children experience homelessness each year. The McKinney-Vento Homeless Assistance Act was created with the goal of ensuring the enrollment, attendance, and success of homeless children and youth in school.

The McKinney-Vento Act provides certain rights for homeless students. This includes waiving certain requirements such as proof of residency when students are enrolling and allowing eligibility for certain services, such as free textbooks.

When families and students find themselves in transition due to their housing situation, it is important that they know their rights regarding education. If students meet the requirements as stated in the McKinney-Vento Act (42 U.S.C 11431) (Title VII, Subtitle B), their rights are as follows:

- ✓ Students may attend their school of origin or the school where they are temporarily residing.
- ✓ Students must be provided a written statement of their rights when they enroll and at least two additional times per year.
- ✓ Students may enroll without school, medical or similar records.
- ✓ Students have a right to transportation to school.
- ✓ Students must be provided a statement explaining why they are denied enrollment or any other services.
- ✓ Students must receive services, such as transportation, while disputes are being settled.
- ✓ Students are automatically eligible for Title I services. *Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State or local programs, educational programs for students with limited English proficiency.*

According to the U.S. Department of Education, people living in the following situations are considered homeless:

- ✓ Doubled up with family or friends due to loss of housing or economic hardship
- ✓ Living in motels and hotels for lack of other suitable housing
- ✓ Runaway and displaced children and youth—Unaccompanied Youth
- ✓ Homes for unwed or expectant mothers for lack of a place to live
- ✓ Homeless and domestic violence shelters
- ✓ Transitional housing programs
- ✓ The streets
- ✓ Abandoned buildings
- ✓ Public places not meant for housing
- ✓ Cars, trailers (does not include mobile homes intended for permanent housing), and campgrounds
- ✓ Migratory children staying in housing not fit for habitation

Please complete the form on the reverse side of this document and return to your school office. Questions may be directed to your Principal, Social Worker/School Counselor, or: School Corporation Liaison contact information.

School City of Whiting
Random Drug Testing Consent Form

All Enrolled Students Must Have a Consent Form on File

I have received a copy and have read/understand the "School City of Whiting Extracurricular Activities Student Random Drug Testing Policy." I desire that _____ participate in this program, and in the extracurricular program of School City of Whiting, and hereby, voluntarily agree to be subject to its terms for the upcoming school year. I accept the method of obtaining urine specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

I understand that by signing this form I will be in the School City of Whiting Drug Testing Pool for the duration of my enrollment at The School City of Whiting.

Date: _____, 20____

Student Signature

Parent/Guardian Signature

I, _____, have decided **NOT** to participate in any extracurricular activities sponsored by The School City of Whiting. In order for me to participate in any extracurricular activity program at a later date, I understand that I will be required to sign the above Consent Form and enter the random drug testing candidate pool for the duration of my enrollment at The School City of Whiting.

Date: _____, 20____

Student Signature

Parent/Guardian Signature

School City of Whiting
Forma de Consentimiento de Actividades Extraescolares

Todos los Estudiantes Inscritos Deben Tener Una Forma Archivada

Yo e recibido una copia y e leído/comprendido la "Póliza de Pruebas de Drogas al Azar Para Actividades Extraescolares del Distrito Escolar de Whiting." Yo deseo que _____ participe en este programa, y el programa extraescolar del distrito escolar, y por la presente, voluntariamente acepto ser sujeto a sus términos para el próximo año. Acepto el método de obtener muestras de orina, pruebas y análisis de dichas muestras, y todos los demás aspectos del programa. Estoy de acuerdo en cooperar en el suministro de muestras de orina que pueden ser requeridas de vez en cuando.

Además, doy mi consentimiento para que las muestras, exámenes, y resultados sean divulgados a quien corresponda según el programa. Este consentimiento es dado en conformidad con todos los Estatutos de Privacidad del Estado y Nacionales, y es una renuncia de los derechos de no divulgar records o resultados de tales exámenes solo al grado de divulgar para este programa.

Comprendo que al firmar este formulario formare parte de la Lista del Distrito Escolar de Whiting por el resto del tiempo en el cual este inscrito/matriculado en una escuela del Distrito Escolar de Whiting.

Fecha: _____, 20____

Firma de Estudiante

Firma del Padre O Tutor Legal

Yo, _____, e decidido NO participar en cualquier actividad extraescolar patrocinada por el Distrito Escolar de Whiting. A fin de participar en cualquier programa extraescolar en el future, comprendo que es obligatorio firmar el acuerdo de arriba y entrar a la lista de candidatos para los exámenes de drogas para el resto de mis días como estudiante en una escuela de Whiting.

Fecha: _____, 20____

Firma del Estudiante

Firma del Padre O Tutor Legal



School City of Whiting Transportation
Sandy Espinoza, Supervisor
Ph: (219) 473-4034
Fax: (219) 473-1698

REQUEST FOR TRANSPORTATION

ROUTES

ROUTE #1 (ALL GRADES): Bus travels up Schrage and stops at 125th, 126th, 127th, and 128th. It turns right on 128th to White Oak. Travel continues up White Oak and stops at 128th, 127th, 126th, and 125th. It turns right on 125th, left on Schrage, and returns back to school.

ROUTE #2 (GRADES K-5 ONLY): Bus travels up 121st and stops at Kelly Place and Atchison. It turns right on Atchison and stops at West Fred, 120th, Euclid, and 119th. It turns right on 119th and travels back to school.

TIMES

Bus #2: Picks up middle/high school students on Route #1 who eat breakfast. First pick up is 7:00 a.m.

Bus #1: Picks up middle/high school students who do not eat breakfast. First pick up on Route #1 is 7:10 a.m.

Bus #1: Picks up Nathan Hale students. First pick up on Route #2 is ~ 7:25 a.m. First pick up on Route #1 is 7:30 a.m.

Bus #2: Leaves the middle/high school at the end of the day at 3:00 p.m.

Bus #1: Leaves Nathan Hale at the end of the day at 3:15 p.m. It returns to pick up detention, band, and YMCA students and leaves Nathan Hale at 3:45 p.m.

*******ALL TIMES ARE APPROXIMATE AND MAY VARY SLIGHTLY*******

If you are requesting transportation please fill out the form below **(one per child)**, detach, and return to the school office. **The form must be returned before your child's first day of school** in order for your child to ride the bus. If no form is on file, your child will not be permitted to ride. Please note that riding the bus is a privilege and proper behavior must be maintained at all times. Not following bus rules may lead to your child being suspended from the bus or not being allowed to ride at all. Rules can be found in the Student handbook. Please discuss these with your child(ren).

*****PLEASE PRINT CLEARLY*****CUT HERE *****PLEASE PRINT CLEARLY*****

Student: _____ Grade: _____ Route: _____

Parent/Guardian: _____

Address: _____ Phone: _____



Christine Wheeler, Principal

Whiting Middle School
1800 New York Avenue
Whiting, Indiana 46394
473-1344
Fax 219/473-4017

RECORDS REQUEST

Previous School: _____

Address: _____

Phone: _____ Fax: _____

Please send transcripts of the records that are checked for the below named student(s).
Also, please send any other information pertinent to the educational needs of the student(s).

- Transcript
- Recent report card/current grades in progress
- Test results (e.g., ISTEP/NWEA/WIDA)
- I.E.P./504/Rti
- Attendance and/or Behavioral Discipline
- Health/Immunization records
- Birth certificate/custody documents
- Indiana State Test Number (STN)
- Home Language Survey

Student's Name

Current Grade

Date

NOTE: It is not necessary for parents to sign a release when records are being passed from school to school. See Federal Register June 17, 1976, Part II H.E.W. Privacy Rights to Parents & Students, Vol. 41, No. 118-24673.

"As our school flourishes so does our community"

**WHITING MIDDLE SCHOOL
STUDENT INFORMATION
2020-2021 SCHOOL YEAR**

GRADE _____

NAME _____				SEX _____	
(Last)	(First)	(Middle)			
ADDRESS _____					
House/Apt. #	Street	City	State	Zip	
HOME PHONE _____		BIRTHDATE _____		S.S.# _____	

Father's Name _____		Cell Phone # _____	
E-mail Address _____			
Employer _____		Work Phone # _____ Ext. _____	
Mother's Name _____		Cell Phone # _____	
E-mail Address _____			
Employer _____		Work phone # _____ Ext. _____	

EMERGENCY CONTACT INFORMATION

Name _____	Relationship to student _____	Phone _____
		Cell Phone _____
Name _____	Relationship to student _____	Phone _____
		Cell Phone _____

STUDENT LIVES WITH (check one):

- ☐ Parents
- ☐ Mother
- ☐ Father
- ☐ Mother & Stepfather
- ☐ Father & Stepmother
- ☐ Grandparent(s)
- ☐ Guardian

ETHNICITY (check one):

- ☐ 1) No, not Hispanic/Latino
- ☐ 2) Yes, Hispanic/Latino
(Cuban, Mexican, Puerto Rican
South or Central American, or
other Spanish culture or origin,
regardless of race.)

RACE (check one):

- ☐ 1) American Indian or Alaska Native
- ☐ 2) Asian
- ☐ 3) Black or African American
- ☐ 4) Native Hawaiian or Other Pacific
Islander
- ☐ 5) White

<i>SIBLINGS:</i> (Attending School City of Whiting)			
Name (First/Last)	Grade	Name (First/Last)	Grade
_____	_____	_____	_____
_____	_____	_____	_____

PARENT/GUARDIAN SIGNATURE _____ **Date** _____

SCHOOL CITY OF WHITING
Office of the School Nurse
(219) 473-4019 or (219) 473-4029

School Year Entered 2020/2021

I will need to obtain your child's health record from his/her previous school. Please provide the necessary information below:

Student's Name _____ Date of Birth _____ Gr. _____

Name & address of previous school:

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

I, _____, give my permission to forward the
(parent and/or guardian's name)
above named student's health records to:

School City of Whiting
c/o School Nurse
1751 Oliver Street
Whiting, IN 46394

Or please fax a copy of all health records to the fax number circled below:

Nathan Hale Elementary School	(219) 473-1343
Whiting Middle School	(219) 473-4017
Whiting High School	(219) 473-1341

Thank you for your help and cooperation with this matter.

Sincerely,
Amy Segura, R.N.
School Nurse
School City of Whiting

Health records requested:

Date: _____

By: _____

Received: _____

School City of Whiting

I, _____, give the School City of Whiting, permission to release the following information concerning my child _____ to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP):

Name, Demographic Information, and Immunization Data

I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to recommended immunization schedules.

I understand that my child's information may be available to the immunization data registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3.

I hereby consent to the release of such information.

Signature

Date

Printed Name of Parent or Guardian

Address

()

Telephone Number

Child's Name

/ /

Child's Date of Birth

School

Grade

School City of Whiting Office of Health Services

The Nurse's office has a supply of the following over the counter medications. Please check below if you give permission for your child to receive any of the following medications, if needed, during the school day. A signed consent is necessary for medications to be given.

___Tums ___1 tablet as needed ___2 Tablets as needed

___ Acetaminophen (non-aspirin) 160 mg chewable tables

___ (age4-5) 1 ½ tablets

___(age 6-8) 2 tablets

___(ages 9-10) 2 ½ tablets

___(age 11) 3 tablets

___ 325 mg tablet

___ Redness relieving eye drops

___ Cough Drops

Student's name

Parent/Guardian Name

Student's Date of Birth

Parent/Guardian Signature

SCHOOL CITY OF WHITING
MEDICAL HISTORY/EMERGENCY AUTHORIZATION
SCHOOL YEAR
2020-2021

Student's Name _____ M ___ F ___ Date of Birth _____ Teacher _____ Gr. _____
Address _____ Home Phone No. _____
Parents/Guardian's Names _____ Guardian's Phone No. _____
Father's Work No. _____ Mother Work No. _____
Father's Cell No. _____ Mother's Cell No. _____
Name of previous school _____ Phone Number _____

PERSONS TO CONTACT IN AN EMERGENCY IF THE PARENT/GUARDIAN IS NOT AVAILABLE:

Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____
Physician's Name _____ Phone _____
Dentist's Name _____ Phone _____

Allergies ___ No known Allergies ___ food ___ medication ___ insect ___ other _____

Type of reaction _____

Medication for reaction _____

for severe reactions requiring an epi pen we need an action plan completed by a physician

Asthma ___ activity induced ___ allergy induced ___ anxiety induced ___ other _____

___ student should stay inside if the temperature is below _____

Medication _____ as needed ___ prior to exercise

We need an asthma control plan completed yearly by a physician

ADD/ADHD Medication _____ doctor _____

Diabetes ___ Type 1 ___ Type 2 Controlled by ___ diet only ___ diet and oral medication ___ insulin

A diabetes plan must be completed by a physician yearly and updated as needed

Vision ___ Glasses ___ Contacts ___ No problems **Hearing** ___ Wears aids ___ No Problem

Please check any Conditions that pertain to your student:

___ Seizures _____	___ Urinary/kidney problems _____
___ Lung Problems _____	___ Blood Disorders _____
___ Headaches _____	___ Gastrointestinal problems _____
___ Skin conditions _____	___ Other _____

Please list all daily medication with dosage, time given, and reason for medication.

Please list any other information the school nurse should be aware of:

This Information will be on file in the school nurse's office. All student health information is considered confidential and shared with teachers and administration only if the health condition may impact classroom achievement or to maintain the health and well-being of the student. Information is only shared on a "need to know" basis.

In the event of an emergency, your child will be taken to the nearest hospital for treatment.

1. I give Emergency Personnel permission to transport my child to an Emergency Room for treatment in my absence.
2. I grant permission for the school to release all medical information which they have to the Emergency Room personnel.
3. I also grant my permission for the staff at the Emergency Room to treat my child.

PARENT/GUARDIAN SIGNATURE REQUIRED:

X _____

Signature

Date

SCHOOL CITY OF WHITING
HISTORIA MÉDICA / AUTORIZACIÓN DE EMERGENCIA
AÑO ESCOLAR
2020-2021

Nombre de Alumno _____ M ___ F___ Fecha de Nacimiento _____
Maestro/a _____ Grado: _____
Dirección _____ Num de teléfono _____
Nombres del Padre/Madre _____ Num de teléfono _____
Num. de tel. del trabajo del padre _____ Num. de tel. del trabajo de la madre _____
Num. de celular del padre _____ Num. de celular de la madre _____
Nombre de la escuela anterior _____ Num. de teléfono _____

2 PERSONAS DE CONTACTO EN CASO DE EMERGENCIA SI EL PADRE NO ESTA DISPONIBLE:

Nombre _____ Relación _____ Num. de tel _____
Nombre _____ Relación _____ Num. de tel _____
Nombre del Medico _____ Num. de tel _____
Nombre del Dentista _____ Num. de tel _____

Que alergias tiene: _____ sin alergias conocidas _____ comida _____ medicina _____ insecto _____ otro: _____
describa la reacción _____
medicamento utilizado para la reacción _____

para reacciones severas que requieren un epipen necesitamos un plan de acción completado por un médico

Asma: _____ inducido por la actividad _____ inducido por la ansiedad _____ otra razón: _____
_____ el estudiante debe permanecer dentro si la temperatura está por debajo: _____
_____ medicamento: _____ según sea necesario _____ antes del ejercicio

necesitamos un plan de control del asma completado anualmente por un médico

TDA/TAH (Trastorno por Déficit de la Atención o Trastorno por Déficit de la Atención con Hiperactividad)

medicamento _____ médico _____

Diabetes: _____ Typo 1 _____ Typo 2

Controlado por _____ solamente la dieta _____ la dieta y medicina oral _____ insulina

** Un plan de diabetes debe ser completado por un médico anualmente y actualizado según sea necesario **

Vision: _____ lleva lentes _____ lentes de contacto _____ no hay problema

Audicion: _____ lleva un audífono _____ no hay problema

Por favor indique cualquier condición que pertenezca a su hijo/a:

_____ convulsiones _____ problemas urinarios o renales _____
_____ problemas pulmonares _____ trastornos de la sangre _____
_____ dolores de cabeza _____ problemas gastrointestinales _____
_____ condiciones de la piel _____ otro problema no indicado _____

Por favor nombre todos los medicamentos diarios con la dosis, el tiempo dado, y la razón por la medicación. _____

Por favor indique cualquier otra información que la enfermera debe tener en cuenta: _____

Esta información estará archivada en la oficina de la enfermera de la escuela. La información de salud del estudiante se considera confidencial y se comparte con los maestros y la administración sólo si la condición de salud puede afectar el rendimiento del salón de clases o para mantener la salud y el bienestar del estudiante. La información sólo se comparte en una "necesidad de saber" base. **En caso de una emergencia, su hijo será llevado al hospital más cercano para tratamiento.**

1. Le doy permiso al personal de emergencia para transportar a mi hijo a una sala de emergencias para recibir tratamiento en mi ausencia.
2. Yo doy permiso para que la escuela divulgue toda la información médica que tienen al personal de la Sala de Emergencias.
3. También doy mi permiso para que el personal de la Sala de Emergencias trate a mi hijo.

SE REQUIERE LA FIRMA DEL PADRE:

X _____
Firma

Fecha

SCHOOL CITY OF WHITING
PHYSICAL FORM
SCHOOL YEAR
2020-2021

Student Name _____ Date of Birth _____ Grade _____

Age _____ Sex M _____ F _____ Height _____ Weight _____ B/P _____

T.B. Test: (If at risk) Type _____ Date _____ Result _____ Date Read _____

Chest X-ray _____ Treatment _____

Sickle Cell Anemia Test (if needed) _____

Urinalysis _____

Hemoglobin _____

IMMUNIZATIONS: (Must show Month/Day/Year)

DTaP/DTP/DT _____

TDaP _____

TD _____

Polio (IPV) _____

Measles _____

Rubella _____

Mumps _____

Hepatitis A _____

Hepatitis B _____

Hib _____

Varicella _____

Meningococcal _____

3rd Dose at 6 mo. or after 6 mo. of age.

< OR > Had chicken pox disease at age _____ Month _____ Year _____
 (Dr.'s signature for verification of chicken pox disease)
 }

(Please check if Normal or Abnormal. If abnormal describe below)

	Normal	Abnormal		Normal	Abnormal
Physical Development	_____	_____	Throat	_____	_____
Nutritional	_____	_____	Lungs	_____	_____
Skin	_____	_____	Heart	_____	_____
Hair and Scalp	_____	_____	Abdomen	_____	_____
Eyes and Vision	_____	_____	Extremities	_____	_____
Ears and Hearing	_____	_____	Orthopedic	_____	_____
Nose	_____	_____	Scoliosis	_____	_____

Describe any abnormal findings or any instructions for student's specific needs _____

PHYSICAL FITNESS EVALUATION: (Please check one of these recommendations)

- I recommend the regular school P.E. program (includes running, basketball, tennis, etc.): _____
- *I recommend modified P.E. activity (includes ping-pong, shuffleboard, throwing, etc.): _____
 Specify degree and reason _____
- *I recommend exclusion from Physical Education: _____
(REASON MUST BE GIVEN) _____

*Recommendation for modified activity or exclusion is effective for the current school year only, unless specified below.

Comments and Recommendations _____

Physician's Signature _____

Date _____

Physician's Name (please print) _____

**SCHOOL CITY OF WHITING
DENTAL EXAMINATION FORM**

School Year _____

Grade _____

I have examined _____ on _____
(Student's Name) (Date)

Dental correction necessary _____

Dentist's correction completed _____

Mouth in good condition _____

Signature of Dentist _____ Date _____

Dentist's Printed Name _____

Address _____

Phone No. _____

SCHOOL CITY OF WHITING SCHOOLS

Health Services (219) 659-0738

INDIANA PUBLIC LAW NO. 140-1986 states that a screening be administered to all KINDERGARTEN students to determine defects in visual acuity, ocular health, and a binocular coordination. The above must be done by a LICENSED EYE HEALTH CARE PROFESSIONAL.

NAME _____ GRADE _____ DATE _____

SCHOOL _____ TEACHER _____

SCREENED WITHOUT GLASSES:

- | | | | | | |
|----|---------------|------------|----------|------------|------------|
| 1. | VISUAL ACUITY | NEAR | RT _____ | LT _____ | BOTH _____ |
| | | FAR | RT _____ | LT _____ | BOTH _____ |
| 1. | COVER TEST | PASS _____ | | FAIL _____ | |
| 3. | RETINOSCOPY | PASS _____ | | FAIL _____ | |
| 4. | OCULAR HEALTH | PASS _____ | | FAIL _____ | |

CORRECTED VISUAL ACUITY:

- | | | | | |
|--|------|----------|----------|------------|
| | NEAR | RT _____ | LT _____ | BOTH _____ |
| | FAR | RT _____ | LT _____ | BOTH _____ |
1. GLASSES NOT INDICATED _____ NEW GLASSES PRESCRIBED _____
2. IF CORRECTIVE LENSES ARE PRESCRIBED, THEY ARE FOR
- A. Constant Wear _____ B. Desk Work Only _____
3. SPECIAL COMMENTS AND RECOMMENDATIONS: _____
- _____
- _____

DATE: _____

DOCTOR'S SIGNATURE _____

ADDRESS _____

RETURN REPORT TO SCHOOL NURSE...THANK YOU

I have received the following documents from the School City of Whiting:

1. Acceptable Use Policy
2. Photo Release
3. School Handbook including additional inserts/updates

- I, the undersigned, accept responsibility for discussing acceptable use of technology as outlined in the AUP.
- I, the undersigned, understand that my child's likeness may be used in printed and digital publications and/or social media unless I submit a written statement prohibiting that use.
- I, the undersigned, accept responsibility for discussing behavior expectations as outlined in the School Handbook.

I look forward to partnering with the School City of Whiting to ensure my child has a safe learning environment.

Student Name (please print): _____

School: Whiting Middle School Grade: _____

Parent/Guardian Signature: _____

Date: _____

He recibido los siguientes documentos de School City of Whiting:

Política de uso aceptable

Lanzamiento de la foto

Manual de la escuela

Yo, el abajo firmante, acepto la responsabilidad de discutir el uso aceptable de la tecnología como se describe en la AUP.

Yo, el abajo firmante, entiendo que la similitud de mi hijo puede ser utilizada en publicaciones impresas y digitales y / o redes sociales a menos que presente una declaración escrita que prohíba ese uso.

Yo, el abajo firmante, acepto la responsabilidad de discutir las expectativas de conducta como se describe en el Manual de la escuela.

Espero con ansias asociarme con School City of Whiting para asegurar que mi hijo tenga un ambiente de aprendizaje seguro.

Nombre del estudiante (imprimir): _____

Grado escolar: _____

Firma del Padre / Tutor: _____

Fecha: _____

1:1 Policies and Procedures 2019-2020

VISION

Our vision is to provide opportunities for students to collaborate, to create, and to engage in their world while developing digitally responsible citizens, risk takers, and problem solvers of the future.

We believe that when students have a personal device in hand that the learning experience will be enhanced as students become more active participants in their learning as opposed to passive recipients of their education. The Internet and all that is available permits for learning to occur anytime. Additionally, students learn valuable 21st Century skills (e.g. communication, collaboration, critical thinking, and creativity) that will be demanded of them when they enter the job market as young adults. Finally, children today are technology natives. Because they have grown up with a device of some sort, they truly prefer to learn, create, research, investigate, discuss, and collaborate while equipped with a device.

DEVICE INFORMATION

Each student will have access to devices such as Chromebooks, iPads and laptops for the 2017-2018 school year.

- No food or drink should be next to the device.
- Cords, cables, and removable storage must be inserted carefully into the device.
- Heavy objects should never be placed on top of devices.
- Devices should only be used while they are on a flat and stable surface.

LOGGING ONTO A DEVICE

- Students will only be able to login to their Chromebooks using their school issued username and password.
- Students should never share their account passwords with others, unless requested by an administrator.

SCW GOOGLE ACCOUNTS

All SCW students are provided access to Google Apps for Education (GAFE) accounts. This allows access to Google Mail, Google Drive, Google Calendar and other web related apps. The accounts are maintained and monitored by SCW technology staff. Access to these tools can be restricted or removed from students by staff.

Google Mail service will be provided for students. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed.

DIGITAL CITIZENSHIP & 21ST CENTURY SKILLS

SCW students should always use the Internet, network resources, and on-line sites in a courteous and respectful manner.

Students should recognize that among the valuable content on-line there is also information that is erroneous and inappropriate to use in an educational setting. Students should only use trusted sources when conducting research and other on-line activities.

SCW values these statements and is committed to providing students with opportunities to learn and be engaged on-line. Therefore, SCW teachers and staff will provide students with resources to help them make sound decisions regarding appropriate behavior and conduct on-line.

SOCIAL MEDIA/WEB 2.0 TOOLS

Recognizing the benefits collaboration brings to education, SCW may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to conduct themselves in an exemplary manner, using appropriate, safe and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in on-line forum.

PRIVACY

There is no expectation of privacy. Students should have no expectation of confidentiality or privacy with respect to any usage of a school-issued device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. SCW may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Working together as a team, we can ensure that all students remain safe and are using devices to leverage the best educational experience available.

APPROPRIATE USES & DIGITAL CITIZENSHIP

School-issued devices should be used for educational purposes, and students are to adhere to the Acceptable Use Policy (AUP) and all of its corresponding administrative procedures at all times. We encourage you to study the International Society for Technology in Education Standards at: <https://www.iste.org/standards>

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of

websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

INAPPROPRIATE CONTENT

Inappropriate content on a student device will be handled on an individual basis. Based on the severity of the content, the consequences may change and/or be escalated. In all situations, notice/contact will be made home. Keeping the safety of the student in mind, notice will also be sent to all of the student's teachers to ensure all adults can be aware of possible harmful behaviors student is forming and help to re-direct these behaviors.

SECURITY

Illegal use of a proxy and/or a breach of security will result in disciplinary consequences.

TERMS OF USE

SCW reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the SCW network, Internet, and electronic resources.

SCW does not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

