

**Cowden-Herrick CUSD #3A  
2018-2019 Enrollment**

**Verification of Residency**

**I verify that the student named on the 2018-2019 enrollment form is residing with the parent/legal guardian within the Cowden-Herrick School District.**

**I also understand that if the student is not living with the parent/legal guardian within Cowden-Herrick School District that I will be required to pay tuition for the student if Cowden-Herrick School District chooses to enroll them. I agree to pay the out of district tuition.**

**Parent Medical Consent**

**I, the parent/legal guardian of the student named on the 2018-2019 enrollment form hereby authorize in advance any medical treatment required while my student is at school or participating in school functions. I will provide the following information on the enrollment form.**

**I will list an emergency contact number where I can most easily be reached. I will provide the school with any health concerns my student has and fill out the 2018-2019 Medicine Registration and Administration Form to be kept on file in the office.**

**If any medication needs to be administered to my child while at school, I will provide the following information.**

- |                              |                                   |
|------------------------------|-----------------------------------|
| <b>a. Name of child</b>      | <b>d. Time of day to be given</b> |
| <b>b. Name of medication</b> | <b>e. Physician's name</b>        |
| <b>c. Dosage to be given</b> | <b>f. Date of prescription</b>    |

**If any changes are made by physician or medication is to be stopped, I will notify the school immediately.**

## **The Use of the Computers, The Internet and Electronical Mail**

**Cowden-Herrick Schools is pleased to offer students access to a computer network. The purpose of this AUP (Acceptable Use Policy) is to state the terms and conditions of computer use (specifically the Internet) at Cowden-Herrick Schools.**

### **What is possible?**

**Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that despite our school's use of a content filter, some material may be accessible via the Internet that may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, and the majority of potentially offensive materials are blocked, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.**

**Email and social media services will only be used in conjunction with a specific educational project. Generally, students will not be allowed to access their personal Email accounts or social media services from school computers. When necessary, Email and/or social media will ONLY be allowed to conduct school business.**

**Many websites feature sound and video technologies. Many of our computers are equipped with headphones or speakers to allow student to take advantage of the technologies. As with other areas of use, Students will ONLY use audio-visual technologies to conduct school business.**

### **What is expected?**

**Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a playground. Communications on the network are public just as they are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see.**

### **What are the rules?**

**Privacy – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity-this will insure that students are using the system responsibly.**

**Email – Students will only use email to conduct school business. Use of email in any other capacity will forfeit rights.**

**Audio-Visual – Students will only use audio-visual equipment to conduct school business. Use of audio-visual technologies in any other capacity (such as internet radio/video sites not associated with classroom activities) will forfeit rights.**

**Storage capacity – Users are expected to remain within allocated disk space and delete materials which take up excessive storage space.**

**Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other peoples work or intrude into other people's files.**

**Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.**

## **Guidelines**

**These are guidelines to follow to prevent the loss of network privileges at Cowden-Herrick Schools.**

- 1. Do not use a computer to harm other people at work.**
- 2. Do not damage the computer or the network in any way.**
- 3. Do not interfere with the operation of the network by installing anything.**
- 4. Do not violate copyright laws.**
- 5. Do not view, send, or display offensive messages or pictures.**
- 6. Do not share your password with another person.**
- 7. Do not waste limited resources such as disk space or printing capacity.**
- 8. Do not trespass in another's folders, work, or files.**
- 9. Do notify an adult immediately, if by accident, you encounter materials which violate appropriate use.**
- 10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.**

**The student and parent/guardian named on the 2018-2019 enrollment form have read and agree to the computer and internet guidelines.**

## **Publication of Student Work/ Pictures**

**The student and parent/legal guardian named on the 2018-2019 enrollment form have read and understand that from time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or other news publications. The parent/legal guardian will indicate on the enrollment form if you prefer your student's work/pictures not be published.**

## **Student Code of Conduct**

The student and parent/legal guardian named on the 2018-2019 enrollment form have read and agree to the Extracurricular Code of Conduct found in the handbook and will abide by the conditions listed within.

### **Instructions to School Bus Riders**

School bus riders, while in transit, are under the jurisdiction of the school bus driver.

It is strongly recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

- 1. Be on time at the designated school bus stop.**
- 2. Stay off the road at all times while waiting for the bus.**
- 3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.**
- 4. Do not leave your seat while the bus is in motion.**
- 5. Be alert to a danger signal from the driver.**
- 6. Remain in the bus in the event of road emergency until instructions are given by the driver.**
- 7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.**
- 8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.**
- 9. Be absolutely quiet when approaching a railroad crossing stop.**
- 10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.**
- 11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.**
- 12. Carry no animals on the bus.**
- 13. Keep books, packages, coats and all other objects out of the aisles. These items should be placed under the bus seat while in transit.**

- 14. Leave no book, lunches or other articles on the bus.**
- 15. Be courteous to fellow pupils and the bus driver.**
- 16. Help look after the safety and comfort of smaller children.**
- 17. Do not ask the driver to stop at places other than the regular bus stop; they are not permitted to do this except by proper authorization from the school district.**
- 18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic can be observed in both directions. Wait for a signal from the bus driver to cross.**
- 19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.**
- 20. Damage to the seats or other bus parts is prohibited. Students responsible for any damage must pay for it.**

**The student and parent/legal guardian named on the 2018-2019 enrollment form have read and agree to the bus instructions.**

### **Student Handbook**

**The student and parent/legal guardian named on the 2018-2019 enrollment form have received a copy of the Student Handbook.**

### **Proof of Insurance for Students Participating in School Activities**

**All students must be covered under an insurance plan. You may provide parent/legal guardian insurance, medical card or school insurance that may be purchased through the school. Please list your insurance provider on the 2018-2019 enrollment form. Students cannot participate in sports or other related activities unless this information is provided.**

## **Student Driver Registration**

**Student agrees to abide by all the laws and rules of the State of Illinois and of Cowden-Herrick School District when driving to and from school and when parking on school property. All passengers and students will wear seatbelts as required by law. Failure to abide by these conditions may result in temporary or permanent loss of privileges.**

**Students are NOT allowed to park vehicles on school property without registering the vehicle in the high school office. Vehicles unknown to the school will possibly be towed at the owner's expense. Failure to register a vehicle does not exempt the student from possible vehicle searches nor from conforming to rules. All vehicles parked on school property are subject to search for drugs, alcohol, tobacco, weapons, or any other items which violate school rules or state laws. Searches may be made of vehicles whenever school officials have reasonable suspicions that rules are being violated. This includes the use of drug sniffing dogs whose behavior indicates the presences of items which violate school rules or state laws. ANY and ALL items in a vehicle will be assumed to be the property of the registered driver of the vehicle. Locked vehicles must be opened for searches when school officials request the student to open them. If student refuses a search of the vehicle, the police will be notified.**

**Student understands that vehicles must remain unoccupied following arrival at school until the student leaves for the remainder of the day.**

**Without this agreement signed by the student and parent/legal guardian on the 2018-2019 enrollment form, NO student may park a vehicle on school property. A \$30.00 parking fee is required before student can park any vehicle on school property.**

**\*\*If you would like to register online, please print and fill out the Medicine Registration and Administration Form and the enrollment form below and bring it to registration with you.**

**Cowden-Herrick CUSD #3A**  
**2018-2019 Student/Parent Signature Form**

Please initial by each form that you have read and agree to and put N/A next to those that do not apply to you. Your student may initial/sign if with you, or upon arrival at school. **\*For All Students**

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

(Initial the Following)

\*Verification of Residency Parent \_\_\_\_\_

\*Parent Medical Consent Parent \_\_\_\_\_ Contact # \_\_\_\_\_

\*Completed Attached Medicine Registration and Administration Form

\*Internet Agreement Parent \_\_\_\_\_ Student \_\_\_\_\_  
If you do not want your student using the internet circle NO

\* Publications Parent \_\_\_\_\_ Student \_\_\_\_\_  
If you do not want your student's work/pictures publicized circle NO

\*Code of Conduct Parent \_\_\_\_\_ Student \_\_\_\_\_

\*School Bus Agreement Parent \_\_\_\_\_ Student \_\_\_\_\_

\*Student Handbook Parent \_\_\_\_\_ Student \_\_\_\_\_

\*Proof of Insurance Parent \_\_\_\_\_ Ins. Provider \_\_\_\_\_

Student Driver Parent \_\_\_\_\_ Student \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ License \_\_\_\_\_

By signing and dating this enrollment form, I am completing enrollment for the 2018-2019 school year for my student.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_