



Every Student Matters, Every Moment Counts

Appendix D

Student Application

Forms in this section must be signed and returned to the 21st Century Community Learning Center Site Coordinator
RETURN THESE FORMS (pages 33- 42 within the parent application package) 10 pages

- Student Application Form: MCS 21st CCLC After School Program
- FERPA – Parent Release of Records and Information Consent Form
- Non-School Foods Permission and Release
- Permission and Release for Purposes of Production and Publication
- Parental Request to Grant/Deny Internet Access
- Release of Liability
- Handbook Acknowledgement Form
- Notice of Exemption

Student's First Name:		Middle Initial's:		Last Name:	
Student's Address:					
Date of Birth:		Student's Age:		Gender: Male Female	
Student's School Attending:			Current Grade Level:		
Language Spoken at Home:					
Parent/Guardian Name:					
Parent Email Address:					
Best Phone # (s) for Emergencies:		Receive Texts: Yes No		Work Phone # _____ Cell phone # _____	
Ethnicity: Hispanic		Not Hispanic			
Race:					
___ Asian		___ American Indiana or Native Alaskan			
___ White or Caucasian		___ Middle Eastern			
___ Black or African American		___ Other (Specify) _____			
___ Native Hawaiian or Pacific Islander					

Describe any disabilities or chronic illnesses (including food allergies) your child may have:



Is your child on any medications on a daily basis that we should know about? Please list them:

Transportation: Please tell us how you prefer your child to get home from 21st CCLC

***** Note... students must be in attendance 1.5 hours to be eligible for bus transportation.**

***** Note... Bus transportation is NOT permitted for anyone that is NOT enrolled in the 21st CCLC.**

Bus	Parent Pick-up	Parent Signature

In Case of Emergency, who shall we contact?

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Name: _____ Relationship: _____

Address: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

****If someone other than those listed above or yourself will be picking up your child, a NOTE or PHONE CALL to the school is REQUIRED OR WE WILL NOT RELEASE YOUR STUDENT.***

****** STUDENTS MUST BE PICKED UP AND SIGNED OUT BY AN ADULT******

PLEASE SIGN and RETURN THIS FORM
One form per student is required



21st Century Community Learning Centers Parent Release of Records and Information Consent Form



The Georgia Department of Education (“GaDOE”) would like to collect data on activities and events taking place in classrooms, schools, and school related programs throughout the state. The Family Educational Rights and Privacy Act (“FERPA”) requires the GaDOE and 21st Century Community Learning Center (“21st CCLC”) to obtain prior written consent from the parent, guardian, or eligible student before releasing any personally identifiable information about a student. The information requested will be used to calculate the impact the 21st CCLC has on student performance and to meet reporting requirements as a result of receiving state and federal funds.

21st CCLC Meriwether County Schools are dedicated to establishing a community learning center designated to provide students with academic and enrichment opportunities, as well as additional activities to complement their regular academic programs. Quality programs are those that demonstrate a high daily attendance rate and engagement with family members of active participants. Programs that demonstrate these characteristics are more likely to have higher student growth, increased passage rates of local and state assessments, and students pursue post-secondary education.

I understand that this authorization is made pursuant to the Family Educational Rights and Privacy Act (“FERPA”), set forth in 20 USC §1232g and its regulation in 34 CFR Part 99 (as amended in 2012). Furthermore, I understand that this consent is made pursuant to 34 CFR 99.30(a), which requires that (1) the parent or eligible student’s consent specify the records to be disclosed, (2) state the purpose of the disclosure, and (3) identify the party or parties to whom the disclosure may be made.

By signing this form, I grant my permission for the school that my child(ren) attends to disclose to the 21st CCLC the following information. I also grant permission to the 21st CCLC to re-disclose the following information to the re-disclosure parties.

1. **Records Disclosure:** School Registration Information/Demographic Data, Assessment Data, Student Grades, School Day Attendance, Survey Data, Free and Reduced Lunch Status, Attendance Data Student Grades, Assessment Data, Demographic Data
2. **21st CCLC Re-disclosure Parties:**
 - a. Georgia Department of Education
 - b. GaDOE contracted statewide evaluator
 - c. United States Department of Education
3. **Purpose of Each Disclosure:** Collect data to calculate the impact 21st CCLC has on student performance.

All records and information regarding services will be protected by FERPA, which governs the exchange of confidential information. The exchange of information will be limited to the authorized staff of the 21st CCLC and the aforementioned re-disclosure parties. No individual student data will be released beyond that which is specified in this authorization.

This authorization, to receive services from the 21st CCLC and to exchange confidential information, shall remain in effect for the period of my student’s enrollment in the 21st CCLC, or until rescinded in writing. I understand that this release may be revoked by me at any time with a written request dated and signed by me, except to the extent that the 21st CCLC has already acted in reliance upon this consent. Written revocations shall be sent to: Ms. Ida Freeman, Project Director: 21st CCLC Meriwether County Schools; 2100 Gaston Street; Greenville, GA 30222; 706-441-0601-Ext. 1048 or email at ida.freeman@mcsga.org

I understand the 21st CCLC program requires ten (10) business days to process my request. I understand that personal records are protected by FERPA and any additional disclosure or re-disclosure, not authorized by this consent or otherwise permissible pursuant to federal or state law, is prohibited.

I have read this authorization before signing and I fully understand the contents, meaning, and impact of this release.

Student Name: (Please Print) _____

Parent/Guardian Name: (Please Print) _____

Signature of Parent/Guardian: _____ Date: _____

Relationship to Student: _____

PLEASE SIGN and RETURN THIS FORM
One form per student is required



NON-SCHOOL FOODS PERMISSION AND RELEASE

The Meriwether County Schools Child Nutrition Program will provide a light snack, including a drink, based on USDA guidelines. If your child chooses not to eat the snack provided for the day, it is the parent’s responsibility to provide a healthy snack in place of the afterschool snack. Some suggestions: yogurt, fruit cups, vegetables (carrots, celery, etc.), fruit (apples, bananas, etc.), animal crackers, sunflower seeds, low-fat string cheese, vanilla wafers, beef jerky, and water. For more suggestions, please visit <https://foodplanner.healthiergeneration.org/calculator/>

We have a significant number of students with food allergies. For the safety of all, we will try to avoid nuts, fish products and shellfish products.

Does your child have any food allergies? Please explain.

Student Name: (Please Print) _____

Parent/Guardian Name: (Please Print) _____

Signature of Parent/Guardian: _____ Date: _____

Relationship to Student: _____

PLEASE SIGN and RETURN THIS FORM
One form per student is required



PERMISSION AND RELEASE FOR PURPOSES OF PRODUCTION AND PUBLICATION

I agree to complete surveys that may be required for the effective execution and /or evaluation of this program and its activities. (I understand that survey results will be published so that my child will not be personally identified to anyone except program staff.)

I agree to permit the release or exchange of demographic and academic information of my child to program staff and partnering agencies; some of which are, but not limited to, the Georgia Department of Education.

I give permission for my child/children’s photographs, artwork, and quotes to be used in any publicity and publication that the MCS 21st CCLC program may produce. Also, I give permission for my child/children’s photograph, artwork, and quotes to be used on the school corporation website and our sponsor’s websites.

Student Name _____ Grade _____

Your signature at the bottom of this notification will indicate your approval or disapproval of the publication of your child’s photograph, voice, and/or work.

____ I DO give permission for photographs, voice, and/or work of my child to be used in any available media format.

____ I DO NOT give permission for photographs, voice, and/or work of my child to be used in any available media format.

Parent Signature _____ Date _____

Printed Name _____

NOTE: It is the responsibility of the parent to notify the school in the event you want to change this information.

PLEASE SIGN and RETURN THIS FORM
One form per student is required



Parental Request to Grant/Deny Internet Access



Internet and Network Acceptable Use Policy Board Policy – Section 8.380 (Adopted by the Board of School Trustees, April 24, 2001) 8.381

The Meriwether County Schools firmly believes that there is a wealth of information and interaction on the Internet providing valuable resources for our students. With access to computers and people from all over the world through the Internet, it is impossible to control access to all materials found on the Internet, and an industrious user may discover controversial information. BTS staff will instruct and supervise their students in acceptable use of the Internet and proper Internet etiquette. The smooth operation of the School Corporation's Wide Area Network (the Network) and the Internet rely upon the proper conduct by users who must adhere to strict guidelines. Access to the Network and Internet through school machines and afterschool programming requires responsible, efficient, ethical, and legal utilization of resources. Users violating any of these provisions may be disciplined, and their access to Network and Internet services terminated and future access denied.

1) **Acceptable Use** – Internet and Network access must be in support of education and research, and consistent with the educational objectives of this school corporation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. You may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.

2) **Privileges** - The use of the Meriwether County Schools Corporation's Network and Internet services is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.

3) **Etiquette** - You are expected to abide by the generally accepted rules of Internet and Network etiquette. These include, but are not limited to, the following: (a) Be polite. Do not be abusive in messages to others. (b) Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing policies, rules and regulations governing harassment and discrimination. Illegal activities are strictly forbidden. (c) Do not reveal your personal address or telephone number, or those of other students or colleagues. (d) E-mail is not guaranteed to be private. System Operators may access e-mail. Users have no expectation of privacy or confidentiality in any of their email. Messages relating to, or in support of, illegal or improper activities will be reported to the proper authorities. (e) Enrolling in or participating in Chat Rooms is prohibited. (f) Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users. (g) All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws. (h) Word your messages carefully and be brief (i) Passwords may not be shared except with the teacher/supervisor and the System Operator. (j) You may not access another person's account without their permission.

4) **Warranties** - The Meriwether County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Meriwether County Schools will strive to provide error free, dependable access to the computing resources associated with Network and Internet use. However, this school corporation and afterschool program is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, missed deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. The 21st CCLC Meriwether County Schools specifically denies any responsibility for the accuracy or quality of information obtained through these Internet services.

5) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network, you must notify a sponsoring teacher or system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Network as a system administrator will result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to Network and Internet services.

6) **Vandalism** - Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user or other Networks that are connected to The Meriwether County Schools Wide Area Network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall

not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet or the Network.

7) **Computer Use** - Computers, Chrome Books, and iPads are available for students to use in the afterschool program. Bridge to Success uses technology to enhance learning and teaching, not replacing it. With the use of technology, students have the responsibility to use it appropriately. If students damage technology, a financial bill for repair or replacement will be issued.

As a parent or guardian of this student, I have read this Internet and Network Acceptable Use Policy. I understand that this access to the Internet and the Network is designed for educational purposes. I recognize that it is impossible for the Meriwether County Schools to restrict access to all controversial materials and I will not hold the sponsoring program or the school responsible for materials acquired on the Internet.

I accept full responsibility for supervision if and when my child's use is not in a school setting, and I certify that the information contained on this form is correct.

Signature _____ Date _____

Printed name _____

As the parent or guardian of this student, I do not authorize the school to make Internet access available to this student. Alternate activities of a suitable educational nature not requiring Internet access should be assigned to this student.

Signature _____ Date _____

Printed name _____

Sponsoring Staff: I have read this Internet and Acceptable Use Policy and agree to sponsor this student. Use of the Internet will be in support of educational research and consistent with the curricular goals and objectives of the Meriwether County Schools. I agree to instruct this student on acceptable use of the Internet and proper Internet etiquette. I understand that this student may use this privilege for individual work, and I will not be held responsible for inappropriate Internet use that is out of my control or in violation of this Agreement.

Signature _____ Date _____

Printed name _____

PLEASE SIGN and RETURN THIS FORM
One form per student is required



RELEASE OF LIABILITY

As Parent/Guardian of _____, I agree to release staff and volunteers from any and all liability which may be incurred that is in any way related to my child's participation in the 21st CCLC MCS program. This release of liability is given voluntarily in consideration of the time, effort, and financial outlay contributed by the afterschool program.

I agree that my child will be present for 80% of the scheduled program days during the school year. If my child's attendance falls below the 80%, I will allow another student to take my child's academic and enrichment place in the program. Parent(s) and/or families will attend a minimum of 3 family events (including Parent/Teacher Conferences) as required by 21st CCLC enrollment. Not meeting these requirements could result in dismissal from the program.

I hereby acknowledge receipt of the **21st CCLC MCS Parent and Student Handbook**. I understand that it is my continuing responsibility to read and know its contents.

Students Name _____

Signature Parent/Guardian's Signature _____

Parent/Guardian's Printed Name _____

Date _____

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One form per student is required



Handbook Acknowledgement Form



Student/Parent/Guardian Consent and Agreement: In the event I cannot be reached in an emergency, I hereby give permission to the appropriate medical personnel, selected by the Director, to provide medical treatment deemed necessary by such personnel. Also, my signature below signifies that I give permission for my child to be transported by the 21ST CCLC After-School Program if needed.

In consideration of the participant being permitted to enroll in the program, I hereby release, indemnify, and hold harmless 21ST CCLC, its employees, operators, counselors and instructors from any and all claims and demands, costs, charges, and expenses for harm, injury, damage, or loss which may be sustained by the participant as a result of or relating to participation in 21ST CCLC.

I have this day received my copy of the Parent / Student handbook. I understand that this handbook is not a complete statement of the Meriwether County School District's policies and procedures, but this is a summary guide meant to complement school board policy. Moreover, changing circumstances may require modifications to this handbook or the benefits it summarizes, and 21st CCLC and Meriwether County School District reserves the right to modify, delete or improve any of the benefits or policies at any time without notice.

I HAVE READ AND I UNDERSTAND

Student _____ Date _____

Parent/Guardian _____ Date _____

School /Site Location _____

PLEASE SIGN and RETURN THIS FORM
One form per student is required



Notice of Exemption

As Parent/Guardian of _____ I, _____ acknowledge that I have been informed that this program is not a licensed childcare facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

I HAVE READ AND I UNDERSTAND

Parent/Guardian Signature _____ Date _____

School/ Site Location _____

PLEASE SIGN and RETURN THIS FORM
One form per student is required