



# COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59

1001 Leicester Road \* Elk Grove Village, IL 60007 Phone: 847-593-4300 Fax: 847-593-4352

## PARENT/GUARDIAN VERIFICATION OF STUDENT RESIDENCE

All students attending District 59 schools must be legal residents of the District.

Generally, Illinois law provides that the residence of a student is the same as the person who has legal custody of the student.

**STUDENTS ENTERING 3rd & 6th GRADE MUST PROVE RESIDENCY AT THE SCHOOL BETWEEN AUGUST 1 - AUGUST 10**

**STUDENTS WILL NOT BE ALLOWED TO BEGIN SCHOOL UNTIL RESIDENCY IS PROVEN**

**NOTICE:** Registration of a student who is not a legal resident is a fraudulent act. Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the District. Board of Education policy authorizes the investigation of residency before or after enrollment in accordance with Illinois law and may require additional information to be considered in determining residency. Parents/guardians who fraudulently register a student will be charged tuition for the period the student had been in attendance. The District will seek prosecution to the full extent of the law of any person who the District believes has committed any residency-related crime. Additionally, a civil lawsuit may be initiated by the District.

<b>Student Name:</b> _____	<b>School Name:</b> _____
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**A total of three (3) original documents from the categories below are required to prove residency (If Unable to Provide Use Form SR-5).**

Category A: One (1) Document Required	Category B: Two (2) Documents Required		Military Personnel must provide one of the following within 60 days after the date of student's initial enrollment:
<input type="checkbox"/> Most recent Real Estate Tax Bill	<input type="checkbox"/> Driver's License or State ID	<input type="checkbox"/> Current Homeowners/Renters Insurance Policy and Premium Payment Receipt	<input type="checkbox"/> Postmarked Mail Addressed to Military Personnel  <input type="checkbox"/> Lease Agreement for Occupancy  <input type="checkbox"/> Proof of Ownership of Residence
<input type="checkbox"/> Mortgage Papers	<input type="checkbox"/> Vehicle Registration	<input type="checkbox"/> Most Recent Gas, Electric and/or Water Bill	
<input type="checkbox"/> Signed and Dated Lease or Letter from Manager or Proof of Last Month's Payment	<input type="checkbox"/> Voter Registration	<input type="checkbox"/> Mail Received at District Residence	
<b>IMPORTANT:</b> District 59 reserves the right to evaluate the evidence present and merely presenting the items listed below does not guarantee admission.	<input type="checkbox"/> Most Recent Cable or Credit Card Bill	<input type="checkbox"/> Receipt for Moving Company Services Showing Current Address	
	<input type="checkbox"/> Current Public Aid Card	<input type="checkbox"/> Other _____	

<b>Category C: None of the Documents in Categories A &amp; B are Applicable Because:</b>	<input type="checkbox"/> 1. The student is homeless and eligible for enrollment under the Illinois Education for Homeless Children Act <input type="checkbox"/> 2. The student is enrolling based on the determination of the Department of Children & Family Services ( <i>Attach DCFS Documentation</i> )
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*I affirm that I am a resident of Community Consolidated School District 59 and that the information presented in this form is true, complete and accurate.*

Printed Name of Parent / Guardian	Signature of Parent / Guardian	Date
<b>Residency Materials Received By:</b> _____	<input type="checkbox"/> All Materials Supplied	
<input type="checkbox"/> Referred for Further Review to: _____	<input type="checkbox"/> Principal <input type="checkbox"/> Homeless Liaison	



# NEW STUDENT REGISTRATION and EMERGENCY CONTACT FORM - CCSD59

*Directions: Print & Complete Both Sides. Shaded Section at Top is for Office Use Only.*

<b>Student Other ID:</b>	<b>Student State ID:</b>	<b>School:</b>	<b>Pre-School:</b>	<b>Kindergarten:</b>	<b>Grade:</b>
			<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> FULL DAY & <input type="checkbox"/> 4 Day <input type="checkbox"/> 5 Day	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> FULL DAY	

First Name:		Last Name:			Middle Name:		Birth Date: ____/____/____
							Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:					Apt. / Lot / Unit #:		
City & Zip Code:					Complex / Mobile Home Park Name:		
Primary Phone Number:					Has Your Student Been Enrolled in District 59 Before? :		<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Your Student Entered a U.S. School:	If Yes, Which School/s and What Year/s?		Name of Last School Attended & State:		Is Your Child Receiving Any Special Services?		
(Month/Day/Year) ____/____/____					<input type="checkbox"/> Bilingual <input type="checkbox"/> ESL <input type="checkbox"/> Special Education <input type="checkbox"/> Other:		
Country of Birth:	9 Digit Medicaid Number:		(Voluntary & Optional) Military Service Information:		<input type="checkbox"/> I am a member of the United States Armed Forces  <input type="checkbox"/> I am on active duty / expected to be deployed to active duty during the school year		
State of Birth:							
City of Birth:							

Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Gujarati <input type="checkbox"/> Other: _____		Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives With: <input type="checkbox"/> Yes <input type="checkbox"/> No
Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Gujarati <input type="checkbox"/> Other: _____		Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives With: <input type="checkbox"/> Yes <input type="checkbox"/> No
Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Gujarati <input type="checkbox"/> Other: _____		Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives With: <input type="checkbox"/> Yes <input type="checkbox"/> No
Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Gujarati <input type="checkbox"/> Other: _____		Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives With: <input type="checkbox"/> Yes <input type="checkbox"/> No

## EMERGENCY Contact and Sibling Information - CCSD59

Student First Name:	Student Last Name:	Student Middle Name:
Student ID:	School Name:	Date:

### Local Persons to Call in an EMERGENCY if Parents/Guardians Cannot Be Reached - List at least Two (2) People

	First and Last Names:	Relationship:	Language Spoken:	Phone Number:
1				
2				
3				
4				

### List ALL other Student's Siblings (Brother/s, Sister/s, Step-Brother/s, Step-Sister/s)

	First Name:	Last Name:	Name of School Attending:	Grade:	Age:
1					
2					
3					
4					
5					

Parent/Guardian Name (Please Print):	Parent/Guardian Signature :	Date:



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59  
1001 Leicester Road \* Elk Grove Village, IL 60007  
PHONE: 847-593-4300 \* FAX: 847-593-4352

## PERMANENT BIRTH RECORD

Parent/Guardian:

In accordance with Illinois law (325 ILCS 50/5, *Missing Children's Record Act*) students enrolling in the district for the first time, must provide within 30 days either:

- a) a certified copy of the student's birth certificate, **or**
- b) other reliable proof of the student's identity and age (i.e. passport or visa) **and** an affidavit explaining the inability to produce a copy of the birth certificate.

Upon the failure of the person enrolling the student to provide the required evidence, the District will notify the local law enforcement agency of such failure, and notify the person enrolling the student in writing that he/she has 10 additional days to comply, or the case will be referred to the local law enforcement agency for investigation. Any affidavit presented which appears to be inaccurate or suspicious in form or content will immediately be reported to the local law enforcement agency.

\_\_\_\_\_  
Student's Last Name                      First                      Middle                      Date of Birth

Place of Birth (City, State, Country)\_\_\_\_\_

Proof of Birth and Age (mark one and attach copy of document to this form):

Birth Certificate                      State\_\_\_\_\_

Number\_\_\_\_\_

Passport                      Country\_\_\_\_\_

Number\_\_\_\_\_

Visa                      Country\_\_\_\_\_

Number\_\_\_\_\_

Other\_\_\_\_\_

I am unable to provide a certified copy of a birth certificate for the above named student because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Parent/Guardian (PRINTED)                      Signature of Parent/Guardian                      Date

(for office use only)

Documentation Requirement:                       Met                       Not Met

Verified by:\_\_\_\_\_ School \_\_\_\_\_ Date\_\_\_\_\_



## HOME LANGUAGE SURVEY

All students new to the district must have this survey completed and signed by a parent/guardian in accordance with state regulations (*23 Illinois Administrative Code Part 228*). This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency.

\_\_\_\_\_  Male  Female  
 Student's Last Name      First      Middle      Date of Birth  
 School \_\_\_\_\_ SIS ID # \_\_\_\_\_

Has your child attended a District 59 Pre-school program?  
 a.  Yes School: \_\_\_\_\_  
 b.  No

If you answered yes, **do not continue as you have already completed this form upon entering Pre-school.** If your answer was no, please proceed to answer the following questions below.

1. Is a language other than English spoken in your home?  
 a.  Yes What language? \_\_\_\_\_  
 b.  No
  
2. Does your child speak a language other than English?  
 a.  Yes What language? \_\_\_\_\_  
 b.  No

If the answer to either question is yes, the law requires the school to assess your child's English language proficiency.

Parent/Guardian (Print) \_\_\_\_\_ Relationship to Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Staff Member who Registered Child \_\_\_\_\_

**(For Office Use Only)**

Language \_\_\_\_\_ Language Code # \_\_\_\_\_ Grade Assignment \_\_\_\_\_

Request for Language Assessment from ELL Personnel:  Yes  No Date \_\_\_\_\_



**Community Consolidated School District 59**  
**U.S. Department of Education Race and Ethnicity Data Standards**

**DATA COLLECTION FORM**

Student's Name: \_\_\_\_\_ School \_\_\_\_\_

**IMPORTANT INFORMATION:** The U.S. Department of Education requires this form to be completed upon a student's enrollment into a school district. The data is used in reporting and analyzing State-required test results by race and ethnicity. The information will not be used to check immigration status, and the confidentiality of the individual student information will be protected.

**INSTRUCTIONS:** This form is to be filled out by the student's parents or guardians, and both questions must be answered. Part A asks about the student's ethnicity (refers to culture and language) and Part B asks about the student's race (refers to geographic or national origin). PLEASE NOTE: If you decline to respond to either question, the school district is required to provide the missing information by observer identification.

**Part A. Is this student Hispanic/Latino?** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Choose only one:**

- No, not Hispanic/Latino**  
 **Yes, Hispanic/Latino**

*The question above is about ethnicity, not race. No matter which answer you selected, continue to respond to the question below by marking one or more boxes to indicate what you consider this student's race to be.*

**Part B. What is the student's race? Choose one or more.**

- American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)
- 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.)
- Black or African American** (A person having origins in any of the black racial groups of Africa.)
- Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59**

1001 Leicester Road \* Elk Grove Village, IL 60007

Phone: 847-593-4300 | Fax: 847-593-4352

**STATUS OF PHYSICAL & IMMUNIZATION RECORDS FOR INCOMING STUDENTS**

Date: \_\_\_\_\_

Dear Parent(s)/Guardian(s) of \_\_\_\_\_

In accordance with District 59 policy, students who enter District 59 are given a 30-day period to show evidence of a current physical examination and immunizations are up-to-date.

Your student who is named above, is being admitted to school on a provisional basis until his/her current physical examination and immunization records are received from the parent(s)/guardian(s) or the previous school of attendance.

The district is required by the Illinois State Board of Education to use a standard form furnished by the state to record and verify the physical examination and immunization data. This form, entitled "Certificate of Child Health Examination" is available at the school office.

Failure to comply with the 30-day timeline will result in exclusion from school.

Sincerely,

School Nurse/Health Care Assistant

***Parent/Guardian Completes This Section***

I understand my child's current physical examination (including immunization date) is to be submitted to \_\_\_\_\_ School by \_\_\_\_\_ which is 30 days from the above enrollment date. Failure to comply with the 30-day timeline will result in exclusion from school.

Previous school of attendance: \_\_\_\_\_

Address of previous school \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_



ANNUAL STUDENT HEALTH FORM  
20 \_\_\_ - 20 \_\_\_ SCHOOL YEAR

Student: \_\_\_\_\_ Birth date \_\_\_\_\_  
(last) (First)  
Grade \_\_\_\_\_ Sex \_\_\_\_\_ School \_\_\_\_\_

Annual Health History Update	YES	NO
1. Does this child have: Allergies to food, medications or insect stings	___	___
Asthma	___	___
Any chronic illness	___	___
A seizure disorder	___	___
Any physical limitations	___	___
Diabetes	___	___
Glasses	___	___

Explain: \_\_\_\_\_

2. During the past 12 months has this child been:	YES	NO
Hospitalized (include surgery)	___	___
Seriously injured	___	___

Explain: \_\_\_\_\_

3. Does this child take medication on a regular basis?	YES	NO
	___	___

Explain: \_\_\_\_\_  
(If medications, inhaler or glucose monitoring, etc., needs to be done at school, please refer to the appropriate forms "Medication Guidelines" H-24; "School Medication Authorization" H-25; "Hold Harmless and Indemnification for the Self-Administration of Asthma Medication and/or Possession of an Epinephrine Auto-Injector (Epi-Pen®)" H-26. Complete proper form(s) and return it to the school nurse.)

4. Are there any other health concerns that the nurse/teacher should be aware of?	YES	NO
	___	___

Explain: \_\_\_\_\_

**Physician Contact Information**

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Practice: \_\_\_\_\_

Physician Address: \_\_\_\_\_

Parent(Guardian) Name (please print): \_\_\_\_\_

Parent (Guardian) Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to your child's school health office.





Community Consolidated School District 59

**Transportation Request Form**

School Year 20\_\_ - 20\_\_

**INSTRUCTION TO PARENT OR GUARDIAN:** Please complete this form **ONLY** if the requested pick-up or drop-off location for your student is **DIFFERENT than the closest stop to your home address or if no transportation is required for drop-off and/or pick-up**. If this form is not completed, the default location will be assigned, which is the stop closest to your home address.

Any changes require a minimum of 3 days notice; changes at the beginning of the school year require 2 weeks notice. These instructions will remain in place for the entire program listed below and cannot be changed without further written authorization.

Submit this signed form to your child's school.

This request is being made for the following CCSD59 Program:  Regular School Year  Summer School Program (specify): \_\_\_\_\_

Please print: Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Kindergarten/PreK:  Full Day Program  AM Program  PM Program

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Language Spoken (if not English): \_\_\_\_\_

**Check only ONE option for pick-up and ONE option for drop-off. All pick-up and drop-off sites must be located within CCSD59 and School boundaries. Alternating days of the week or multiple locations for pick-up or drop-off are not allowed.**

**Pick-up Information**

- No bus is required, parent will transport
- Other: Please provide detailed information below:  
 Site Address: \_\_\_\_\_  
 City and Zip: \_\_\_\_\_  
 Phone # for this location: \_\_\_\_\_  
 Relationship to student: \_\_\_\_\_

**Drop-off Information**

- No bus is required, parent will transport
- Other: Please provide detailed information below:  
 Site Address: \_\_\_\_\_  
 City and Zip: \_\_\_\_\_  
 Phone # for this location: \_\_\_\_\_  
 Relationship to student: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This section is for IEP (504) students only: To be completed by CCSD59 authorized coordinators only. The following information must be based on IEP (504) requirements.**

Date for service to begin: \_\_\_\_\_ Type of bus authorized:  Lift  Able to ride gen ed bus

Type of service authorized:  Curb to curb  Curb to curb (no escort required)  Aide

Special Requirements:  Child Securement Child's Weight: \_\_\_\_\_ Other: \_\_\_\_\_

Notes: \_\_\_\_\_

LEA Coordinator Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This section is to be completed by Transportation Department Only**

Date received: \_\_\_\_\_ Route Assignment: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Contractor notification date: \_\_\_\_\_ Parent/School notification date: \_\_\_\_\_

Processed by: \_\_\_\_\_



## COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59

1001 Leicester Rd. | Elk Grove Village, IL 60007

Phone: 847-593-4300 | Fax: 847-593-4352

# Students

## ***Exhibit - Using a Photograph or Video Recording of a Student***

Student Name \_\_\_\_\_ School year \_\_\_\_\_

### Photographs, Videos or Digital Images of Students

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that appear in school publications, such as yearbooks, newspapers, or sporting or fine arts program are considered "directory information" under the *Illinois School Student Records Act* and 23 Illinois Administrative Code Section 375.80. "Directory Information" may be released to the general public unless a parent/guardian requests that any or all the directory information not be released on his/her child. In the absence of parent/guardian request that such information not be released, the school may use such photographs, videos, or digital images in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses photographs, videos, or digital images of students taken while they are at school or a school-related activity.

### **Request to Exclude Child from Release of Directory Information**

- I do NOT allow the school to release or publish my child's voice, image, works, photographs or audio or video recordings as directory information. I further understand that this means my child will not be featured in publicity about the achievements or activities of my child or my child's classmates or school.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student.

SR-37 Updated 1/8/19

7:340-AP1, E2

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## **Annual Authorization for Internet and Electronic Network Access**

### **INTRODUCTION**

The District's Electronic Network provides Internet and other electronic access in support of education and/or research. The goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, productivity, and communication. Parents (guardians) must annually grant permission for their student(s) to access these resources. Students must also agree to abide by the District's and school's electronic network rules and regulations. Violation of applicable policies, regulations or procedures may result in the loss of the privilege to use this resource, District disciplinary action, and/or referral to law enforcement.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. Each District computer with Internet access has a filtering device when on the district network that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. However, it is impossible to control all material and a user may discover inappropriate material. Ultimately, staff members and/or parent(s)/guardian(s) are responsible for setting and conveying the standards that their students, children, or wards should follow. To that end, the District supports and respects each individual's right to decide whether or not to authorize electronic network access. Parents are responsible for filtering home internet access.

Parents (guardians) and students are required to read Board Policy 6.235 and Administrative Regulation 6.235R2, and are required annually to authorize a student's use of this resource.

# Annual Authorization for Internet and Electronic Network Access

STUDENT'S NAME \_\_\_\_\_ STUDENT I.D. \_\_\_\_\_

SCHOOL \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

## **Student (or Parent on Behalf of the Student) Release**

I have read and will abide by Student Use of the District's Electronic Network Administrative Regulation 6.235-R2. . I understand that use of the Internet is a privilege and it may be revoked at any time. I also understand should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the Community Consolidated School District 59 and its Board of Education members, employees, and agents from any claims and damages arising from my use or inability to use the Internet.

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Student's Signature (student or parent on behalf of the student)

\_\_\_\_\_  
Date

## **Parent/Guardian Release (Required in Addition to Student Release)**

I have read this Authorization for Internet and Electronic Network Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless Community Consolidated School District 59, its employees, agents, or Board of Education members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet and Electronic Networks.

\_\_\_\_\_  
Parent/Guardian's Name (Please Print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



## **Availability of Student Disciplinary Policies and Procedures**

STUDENT'S NAME \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

SCHOOL \_\_\_\_\_

### **Parent/Guardian Release**

I have been informed that student disciplinary policies and procedures are available online through the [District 59 Family Reference Guide](http://ccsd59.org/family-reference-guide/) at [ccsd59.org/family-reference-guide/](http://ccsd59.org/family-reference-guide/) or in hard copy per my request. I have also been informed that I can obtain a paper copy of this document at the District 59 Administrative Office or my child's school.

I understand that it is my parental responsibility to review these policies and procedures with my child. I also understand that assistance will be made available to me if I am unable to read or understand these policies and procedures by contacting the District 59 Administrative Office or my child's school.

\_\_\_\_\_  
Parent/Guardian's Name (Please Print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



### **CCSD59 SOFTWARE APPLICATIONS PERMISSION FORM 2019-2020**

CCSD59 utilizes various technology resources to support student learning, including but not limited to third-party online and cloud-based service providers. These resources include third-party software applications, commonly known as “apps”. CCSD59 Board policies govern the use of third-party apps with students, including Policy 6:60 (Curriculum Content) and Policy 6:235 (Access to Electronic Networks). CCSD59 also has an approval process for using third-party apps. Your child’s personally identifiable information that is input into these apps by your child and/or school staff (for example, student name, school e-mail address, class work) may be accessed by the third-party providers that run the apps. This permission form must be completed and returned before your child will be granted access to any CCSD59-approved apps.

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### **BY SIGNING BELOW, I, THE PARENT/GUARDIAN OF THE STUDENT NAMED BELOW, CONFIRM THAT I UNDERSTAND AND AGREE TO THE FOLLOWING:**

1. I have had the opportunity to review CCSD59’s Board Policy 6:235 (Access to Electronic Networks). I understand that my child must comply with Policy 6:235 and all other District policies and rules concerning the use of CCSD59-approved applications.
2. I understand that my child is responsible for his/her use of CCSD59-approved applications at all times. I accept full responsibility for supervision if and when my child uses CCSD59-approved applications outside of school.
3. I understand that my child’s failure to follow all CCSD59 policies and rules for using third-party applications may result in the loss of privileges, disciplinary action (which may include suspension or expulsion), and/or appropriate legal action.
4. I understand CCSD59 has an approval process for third-party applications, and, once approved, the third-party provider is a CCSD59 “school official” that may access my child’s personally identifiable information that is available within the third-party provider’s application without my prior consent or prior notice given to me.
5. I understand that when my child uses CCSD59-approved applications, information about my child that has been input into the third-party provider’s application by my child and/or CCSD59 employees will be collected and stored electronically by the third-party provider. I understand that such stored information may be accessible to someone other than my child, me and CCSD59 employees or school officials by virtue of this online environment.
6. I understand that CCSD59 employees and school officials may access and monitor my child’s use of CCSD59-approved applications, including accessing and searching any material stored, transmitted, or received through the applications.
7. I understand that access to CCSD59-approved applications is designed for educational purposes and that CCSD59 takes precautions to eliminate controversial material. However, I also recognize that it is

impossible for CCSD59 to restrict access to all controversial and inappropriate materials. I will hold harmless CCSD59, its employees, agents, or Board members for any harm caused by materials obtained via CCSD59-approved applications.

8. I understand that I may revoke my consent for my child to access and use CCSD59-approved applications at any time in writing.

9. I understand that I may ask for my child's account/information to be removed from third-party application providers at any time.

\_\_\_\_ **YES**, I understand and agree with the above terms and give permission for my child to use any CCSD59-approved applications during this school year.

\_\_\_\_ **NO**, I do not give permission for my child to use any CCSD59-approved applications during this school year.

Student Name: (Print) \_\_\_\_\_ Grade: \_\_\_\_\_

Student ID # (if known): \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return this form to your child's classroom teacher.**



## CCSD59 1:1 STUDENT DEVICE RESPONSIBLE USE CONTRACT 2019-2020

CCSD59 is providing digital access to each student to advance the opportunity to learn in a 21st century context. In grades K-1, students will have access to an Acer Chromebook Tab 10 tablet to be used while at school. Students in grades 2-8 will have access to a C751T Chromebook (Spin 11) to be used while at school for grade 2, and at school and home for grades 3-8. As part of this program, students are expected to maintain a level of responsible use with the devices that support the mission and purpose of the program. The following is a list of expected responsible behaviors for students to engage when using their device.

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### RESPONSIBLE USE EXPECTATIONS:

- All aspects of the district's Acceptable Use Policy apply when using the devices.
- Students in grades 3-8 will be allowed to take their devices home in the evening and weekends. Students are responsible for any damage that occurs while the device is off the district premises.
- Parents are responsible for filtering home internet access.
- The devices are an educational tool and should be used in that capacity. Once issued, students are responsible for taking excellent care and caution in the protection, care and use of the devices.
- If a device malfunctions or is in need of repair, students will not attempt repair, but will return it to the school's Learning Resource Center for repair.
- The devices are property of CCSD59, and as such, all content (software, email, internet use, etc.) will be monitored. Messages and/or internet content relating to or in support of illegal activities will be reported to the authorities.
- Students have no expectations of privacy and can expect teachers and administrators to conduct checks of their internet history, documents, etc.
- The identification tags on the devices and cases must remain on the devices at all times.
- Passwords should be kept confidential.
- "Cyberbullying" will not be tolerated. Cyberbullying is bullying by use of any electronic communication device using, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Enjoy the use of your device and take advantage of the opportunity it offers to help you in your learning.

### GENERAL USAGE PRACTICES:

- Do not eat or drink near the devices.
- Do not place items on the Chromebook keyboard as accidentally closing the device with items on the keyboard can damage the screen.
- Do not mark the bags or cases in any way with markers, stickers, etc.
- Do not download, copy, or share copyrighted material. This includes music files, images, or software.
- Students are prohibited from attempting to bypass the district filter.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or activity, or inappropriate images are not allowed on the device and will result in disciplinary actions.
- Conduct yourself in a socially acceptable and positive manner at all times when using the device, the network, and the Internet.



The use of a CCSD59 Acer Tab 10 tablet and Chromebook is a privilege, not a right. As such, CCSD59 reserves the right to discipline, assess fees, and/or revoke access to the devices as deemed necessary for any action in violation of this responsible use contract or violation of the district's Acceptable Use Policy.

### CCSD59 DEVICE FINES

All technology materials, including but not limited to Acer Tab 10 tablets and Chromebooks, issued to students during the school year are property of CCSD59 and are checked periodically for damages. If a device is lost or damaged to the point it cannot be reused or repaired, the student will be responsible for the full replacement cost. Please note: devices will not be repaired until payment has been received. Depending on the circumstances, a loaner may be given as needed.

C751T Chromebook Service Cost		Acer Tab 10 Service Cost	
Keyboard	\$20.00	Screen	\$147.00
Screen	\$129.00	Device	\$313.00
Key	\$5.00		
Device	\$315.00		

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2019 - 2020

### CCSD59 RESPONSIBLE USE CONTRACT

#### Student

I have read and agree to the CCSD59 Responsible Use Contract. I understand my responsibilities as a student. If I violate the items in this contract, I will be subject to loss of use of the devices as well as other potential disciplinary consequences.

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Printed Student Name

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Student Signature

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Date

#### Parent/Guardian

I have read and agree to the CCSD59 Responsible Use Contract. I understand my student will be held to the expectations listed above. I understand if there is negligent damage, intentional damage, or multiple occurrences of damage to the devices, I could be held responsible for the total cost of repair or replacement.

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Printed Parent/Guardian Name

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Parent/Guardian Signature

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Date



# CCSD59 STUDENT DEVICE PROTECTION PLAN 2019 - 2020

CCSD59 is providing and administering a Protection Plan for students and parents as part of our provision of student devices to all K-8 students. Enrollment in the Protection Plan is optional with the understanding that parents/students carry the full liability without the Protection Plan. Enrollment in the Protection Plan is due no later than 30 days after the first day of school. Please keep a copy of this form for your records.

## ANNUAL FEE

- Non-refundable fee: K-1 Students (Acer Tab 10 Tablet) \$15  
2-8 Students (C751T Chromebook) \$25
- Checks should be made payable to: Community Consolidated School District 59
- Credit card payments are accepted via PaySchools **online payment** system on the Skyward Family Access page at [www.ccsd59.org](http://www.ccsd59.org)

## EFFECTIVE COVERAGE/EXPIRATION DATES

- Effective Date: Upon full payment
- Expiration Date: Last day of school year or date of enrollment withdrawal

## WHAT IS COVERED IF YOU PAID THE PROTECTION PLAN FEE?

- Accidental damage (student demonstrating due care) when device is at home or school
- Fire
- Electrical surge
- Natural disasters
- Cracked screen
- Cosmetic repairs (i.e. cracked outer shell, scratched screens)

## WHAT IS NOT COVERED EVEN IF YOU PAID THE PROTECTION PLAN FEE?

- Loss or damage of device accessories (i.e. bag, cords, chargers)
- Theft or loss
- Damage caused by negligence:
  - Intentional damage
  - Dishonest, fraudulent actions
  - Failure to demonstrate responsible care, including liquid damage

## WHO DECIDES WHAT IS COVERED WHEN DAMAGE IS INCURRED?

The school administrator, in consultation with teachers and technicians, makes the final determination as to what is considered covered.

## PRICE LIST FOR REPAIRS NOT COVERED BY PROTECTION PLAN OR IF THE PLAN FEE HAS NOT BEEN PAID

C751T Chromebook Service Cost		Acer Tab 10 Tablet Service Cost	
Keyboard	\$20.00	Screen	\$147.00
Screen	\$129.00	Device	\$313.00
Key	\$5.00		
Device	\$315.00		

\_\_\_ **YES**, I would like to purchase the optional protection plan for my K-1 grade student's device for \$15.

\_\_\_ **YES**, I would like to purchase the optional protection plan for my 2-8 grade student's device for \$25.

\_\_\_ **NO**, I would like to decline the optional protection plan for my student's device.

Student Name: (Print): \_\_\_\_\_ Student ID#: \_\_\_\_\_ Grade: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

School: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form and your payment to your child's school**

Office Use Only: Cash \_\_\_\_\_ Check \_\_\_\_\_ Check Number \_\_\_\_\_





# Elementary School Fee Payment Form - 2019/2020 School Year

## PLEASE READ THE IMPORTANT FOLLOWING INFORMATION:

Only Required Fees will be waived for families who have qualified for a Waiver of School Fees. Please reference Board Policy 4:140 and Administrative Procedures 4140AP and 4140-E2 for specific information. Optional School Fees cannot be waived. Consequences are applicable for non-payment of fees. Refunds are issued on a per diem basis dependent on the student's withdrawal date.

		Child 1			Child 2			Child 3		
		Student Name								
Please list each student who attends this school		Student I.D. Number								
Grade										
<b>Required School Fees</b>	<b>Instructional Materials Fee - All Grades</b>	Required	\$55.00							
<b>Optional School Fee</b>	Technology Protection Plan	Grades KG - 1	\$15.00							
	Technology Protection Plan	Grades 2 - 5	\$25.00							
		<b>TOTAL DUE</b>		<b>\$</b>						

Returned checks will be assessed a \$25 fee. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day your payment is received, and you will not receive your check back from your financial institution. Call 847-593-4348 if you have questions about electronic check collection or do not want your payments collected electronically.

**OFFICE USE ONLY**

School: \_\_\_\_\_

Cash \_\_\_\_\_  
Check \_\_\_\_\_  
Check # \_\_\_\_\_