



Great Opportunities for Learning and Developing

**PROGRAM**

**Parent & Student Handbook**



**Out of School Time Program**

Sponsored by Stanley County Schools and  
Community & Youth Involved Center

**2016 Summer Registration**

WELCOME to the Stanley County G.O.L.D. Program!

*Summer 2016*

- During the summer, the Stanley County School District #57-1, Community & Youth Involved Center, and Stanley County G.O.L.D. Program offer student centered activities and programs. Sign in and sign out will take place at the Community Youth Center, unless notified otherwise. The program runs Monday through Friday from **8:00 a.m. to 5:30 p.m.**
- Morning groups will begin at 9:00a.m. Please have your child to the Youth Center prior to group time, if your child arrives after this time you may be required to walk him/her to the appropriate group. If student arrives after groups have started it is possible for him/her to miss an important part of an activity or miss out completely on a particular activity.
- Dependent upon numbers a special Middle School programs will run from 10:00 a.m.-12:30 p.m. and will include career exploration, academic enrichment, and other age appropriate groups.
- The summer's focus will be on maintaining and increasing reading achievement, educational and engaging activities, community service activities, technology lessons, recreational activities, as well as other academic enriched opportunities.
- Your child is NOT required to be present every day; we know that summer time is a busy time and schedules are different for each family. We do hope that you will encourage and assist your child to attend as regularly as possible. Though it is not required, we do appreciate notification if your child will not be attending.
- If it is necessary for students to bring money along for field trips, we ask that it not be more than \$10.
- Snack options are available for purchase at the Youth Center beginning at 4:15. Students can bring money to place in their account either in an envelope kept by the G.O.L.D. staff or given to April, CYIC Staff. We strongly recommend that all money brought into the G.O.L.D. Program be placed in account to ensure safekeeping.
- Program information is available online at: <http://www.stanleycounty.k12.sd.us/gold.htm> and through the Stanley County School's Facebook page.

**For additional information contact:**

Director: Stephanie Cronin      (cell) 605-295-1188      (email) [Stephanie.Cronin@k12.sd.us](mailto:Stephanie.Cronin@k12.sd.us)

## GUIDELINES FOR PARTICIPATION

1. Present Stanley County School District #57-1 students in grades JK-12 and at least 5 years of age are eligible to participate in the After-School Program and in the Summer Program. Students who are open-enrolled in other school districts may participate if their family resides in the Stanley County School District #57-1, including proof of residency (utility, or cable bill etc.).
2. **State of South Dakota Regulations Require that Registration forms MUST be completed and handed in BEFORE your child can attend the After-School Program or the Summer Program.** These forms include: after-school enrollment, arrival/departure release, confidential/ communication release, medical release, media release, computer/internet use and field trip/transportation permission forms. The necessary forms are included in the separate Registration Packet.
3. Please read this Parent handbook carefully as you are responsible for the information contained in it. Please contact Stephanie Cronin, Director if you have any questions.
4. The Summer Program will follow the school district rules and dress code policies. The dress code policies restricts students from wearing clothing that advertises products illegal to minors; clothing that is physically revealing such as shorts that are too short, shirts with spaghetti straps or tank tops with oversized arm openings. **Children should be dressed appropriately for inside and outside activities.** If possible, label outerwear clothing to help avoid mix-ups.
5. Students will be expected to treat staff and each other with respect at all times.
6. It is the responsibility of the parents/guardians to keep the Program Director & Assistant Director up to date on all information pertaining to the child. Such information includes changes in telephone numbers, health information, emergency contacts, schedule changes, etc.
7. It is the parent's/guardian's responsibility to contact Program staff if their child will NOT be attending as scheduled. It is important that the Program staff always has an up to date contact person and telephone number. Our concern is for the safety and welfare of your child.
8. It is the responsibility of the parent/guardian to inform the Program staff of any individual(s) who is not to have contact with his/her child.
9. It is the responsibility of the parent/guardian to disclose any medication, medical condition, or medical concern on the provided Medical Release Form.
10. It is the responsibility of the Stanley County G.O.L.D. Program to notify the parent/guardian when there is a significant change in the Program's services or Policies.
11. The Stanley County G.O.L.D. Program welcomes parent and guardian involvement in program development. Parents and guardians are also encouraged to share any concerns they may have regarding their child's health, development or behavior.

## Stanley County G.O.L.D. Program Information

### Mission of the G.O.L.D. Program

The G.O.L.D. Program's mission is to provide Great Opportunities for Learning and Developing. The Program strives to help children experience academic success, discover unexpected interests, give back to the community through community service, reach deeper levels of self-knowledge, and help begin to consider different possibilities for future career choices. The goal is to offer a fun and enriching after school and summer program experience.

### Location

The G.O.L.D. Program operates among the Stanley County campus facilities and the Community & Youth Involved Center. On occasion, students and staff may also be at alternate locations throughout the community (i.e. Rawlins Library, Discovery Center) exploring and participating in community activities and learning environments.

### Registration

The G.O.L.D. Program is regulated by the State of South Dakota licensing laws and therefore, **all Registration Packet Forms Must Be Completed, Signed By The Parent or Guardian and Returned To The Youth Center Before Your Child May Attend The Program.** Note: The summer program will begin May 31, 2016.

<b><u>Summer Session Fees:</u></b>			
Two 5 week sessions:			
Session 1: May 31-July1			
Session 2: July 11-August 12			
<p style="text-align: center;"><b>Full Session:</b></p> <p><b>\$150 per Session</b> (7:30 a.m.-5:45 p.m. M-F)</p> <p><i>Includes:</i> Academic Enrichment activities, Lunch, Summer Rec Choices, Snack, Supervised Free Time, and Friday Field Trips</p>	<p style="text-align: center;"><b>Half days:</b></p> <p><b>\$75 per session</b> (mornings or afternoons)</p> <p><i>Mornings includes:</i> Morning academic enrichment groups and lunch.</p> <p><i>Afternoons includes:</i> Summer rec activities, snack, and free choice</p>	<p style="text-align: center;"><b>Friday's Only:</b></p> <p><b>\$50 per session</b></p> <p><i>Includes:</i> Friday Field trips</p>	<p style="text-align: center;"><b>Middle School Group:</b></p> <p><b>\$50 per session</b></p> <p><i>Includes:</i> Morning activities; community service, career exploration, peer mentoring, and lunch. *Afternoons are additional cost.</p>

**Please make checks payable to: Stanley County School District P.O. Box 370 Fort Pierre, SD 57532**  
While we will never turn an eligible child away from the opportunity to participate in the After School Program or the Summer Program, **parent/guardian monthly payments are very important** in our efforts to continue to offer this program for your child.

*If circumstances make it difficult for you to pay the monthly fee, please contact Stephanie Cronin, Director, at [Stephanie.Cronin@k12.sd.us](mailto:Stephanie.Cronin@k12.sd.us) 223-2007. Scholarships and volunteering opportunities are available for parents.*

### **Program Hours**

The Program will run from 8:00 a.m. to 5:30 p.m. Monday through Friday for grades K-8. **Doors will open at 7:30 a.m.**, please do not drop your child off before that time as doors will not be unlocked and staff are not available to supervise. **Program closes daily at 5:45 p.m. all children must be picked up by that time.** Please communicate with us if you are going to be late or someone else is picking up your child. In the rare event that children are not picked up by a parent/guardian and we cannot make successful contact via phone, it will be our policy to notify law enforcement.

**Note: In the event of school closings or early dismissals, due to weather related events, the SC G.O.L.D. Program will not be in session on those days.**

### **Contact Information**

To contact Stanley County G.O.L.D. Program Staff you can call the office phone at 605-223-2007.

Director, Stephanie Cronin can be reached by cell phone at 605-295-1188 or email

[Stephanie.Cronin@k12.sd.us](mailto:Stephanie.Cronin@k12.sd.us).

There will be times that we may not be able to immediately respond to your text, call, or email, but we will try to respond in the timeliest manner possible.

### **Communication**

Communication between parents, children, and SC G.O.L.D. staff is crucial. The SC G.O.L.D. Program strives to keep parents informed of program events through posters, monthly newsletters, email, Stanley County Facebook and our program website: [www.stanleycounty.k12.sd.us/GOLD.htm](http://www.stanleycounty.k12.sd.us/GOLD.htm). However, most updates are sent via email to parents who provide an email account.

### ***Remind Text/ Email***

We will be utilizing the Remind text/email site to help us better to keep communication open to you. In order for you to be added to my list you will have to do one of the following: To receive texts please send a text to 81010 with the message @scgo.

Please feel free to discuss any questions, comments, concerns or problems that you or your child may have. We will be more than happy to listen. Please give us as much info on the registration form as possible. We must be informed of issues in order to resolve them. SC G.O.L.D. staff will communicate with you in regards to your child's behavior, health and development. Staff will communicate information and/or issues that need to be addressed. If we are not aware of issues we can't help resolve them.

Our program follows a strict confidentiality policy. We will not share information about your child or family with anyone, but program and school staff.

### **Parental Involvement**

Parents are welcome to visit and volunteer at the program with approval from director. Our program encourages parental involvement and helps establish a positive relationship between staff, school, and parents in order to best meet the needs of your child.

### **Bathroom Training**

Students should be bathroom trained and able to use the bathroom on their own. In an unfortunate circumstance that a child has an accident the parents/guardians will be notified and will be requested to come and properly clean up the child while providing clean clothing.

### **Sign In & Sign Out Procedures**

During the Summer Program students will sign in and sign out at the Community & Youth Involved Center, unless notified otherwise. Students may be dropped off and picked up at the CYIC. When picking up your child(ren) please come inside to get him/her and make sure he/she is properly signed out.

In order for children to be allowed to sign themselves out, you will need to give specific written and signed permission indicating alternative plans for your child. If you give your specific written and signed permission as indicated in the registration packet, your child may sign him/herself out and walk/ride bike home **at the time you specify in writing.**

**\*\*\*Children will only be allowed to walk home with written permission at the time the parent/guardian chooses and puts in writing with a signature. The Program will not be responsible for children after they sign out and leave the Stanley County G.O.L.D. Program site. Children WILL NOT be released to persons not listed on the registration forms without written and/or verbal authorization from the parent/guardian. All verbal authorization must be spoken directly to Stanley County G.O.L.D. staff.**

### **If Child Fails to Arrive at Program:**

If you know your child will not be attending Program, please communicate with the staff. It is not mandatory for students to be at Program on a daily basis, so if a child does not show up we will not be responsible to call parents/guardians or go looking for the child.

### **Illnesses and Emergencies**

1. When a child becomes ill at the Program site, parents/guardians will be notified and asked to make arrangements to pick up their child immediately.
2. In case of emergency, as determined by program staff, every effort will be made to contact the parents/guardians. If parents/guardians are unavailable, emergency personnel will be contacted. (Please see Medical Information Release Form in the Registration Packet)
3. In the event of a minor accident, as determined by program staff, a written Incident report will be completed by staff and sent home with the child.
4. Parents/Guardians are responsible for any and all medical costs incurred by their Child in the event of an accident/injury. The Program is not responsible for any medical expenses.

### **Snacks/Meals and Nutritional Requirements**

Lunch and snack will be served daily during the summer program.

### **Medication Administration**

We strongly encourage parents to schedule medication administration around our programming hours, but in the event that your child will need to have medication during program hours you will need to fill out a *Medication Authorization Form*, available from the program office please see the director or assistant director. Medications will need to be kept in our possession during Program hours and administered by Program staff. Your child is not allowed to have medications in his/her possession.

**Note: This includes all prescribed prescription and over the counter medications.**

## **Rules for Students**

1. Use only acceptable language.
2. Respect fellow students: no teasing or harassing. Bullying will not be tolerated.
3. Treat materials and equipment with care.
4. Return materials to their proper place after using.
5. Share all materials.
6. Clean up your own messes.
7. Listen to and follow the direction of staff at all times.
8. Report problems to Supervisor in charge.
9. Keep hands and feet to self.
10. All school district rules and policies will be followed.

## **Discipline & Behavior**

Stanley County G.O.L.D. Program Rules and Expectations will be discussed with children throughout the sessions. These rules will be expected to be abided by at all Stanley County G.O.L.D. Program activities and functions. Staff will do their best to redirect the children and work with them to keep them an active part of the Stanley County G.O.L.D. Program.

The following are the discipline steps that we will take if necessary:

1. Redirect the child. (1<sup>st</sup> warning)
2. Give him/her time away from the group. (2<sup>nd</sup> warning)
3. Green/Reflection Sheet (3<sup>rd</sup> warning)
  - a) Students will be given a reflection sheet. This will require them to miss a group to meet with staff and reflect on their decision and actions.
  - b) Parents will be notified of the incident.
  - c) Future like actions will result in a blue sheet.
  - d) Two or more reflection/green sheets within one week will warrant field trip privileges to be withdrawn.
4. Incident/Behavior Report/Blue sheet (4<sup>th</sup>/Final Warning)
  - a) Students will be removed from Program for the remainder of the day.
  - b) The following field trip privileges will be taken away from child. Parents will be responsible for childcare for that day. G.O.L.D. Program will not have alternate staff available to care for child during this time.
  - c) Parents/guardians will be notified. They will be required to sign sheet.
5. If behavior continues:
  - a) Parent/Staff meeting will be required.
  - b) Possible suspension from Program.
6. Other:
  - a) In the event of physical actions (including but not limited to: fighting, hitting, kicking, throwing things, putting other students endanger) the child will need to be removed immediately from the program for the remainder of the day. Field trip privileges will be withdrawn.
  - b) If behavior on field trips is continually unacceptable, field trip privileges will be withdrawn and parents will need to provide alternate care for their child during these events.
  - c) If the student continues to be a disruption to the Program or unsafe for other children to be around, the student's parents/guardians will be notified and expected to pick up their child right away.  
\*Severity of situations will be determined by the G.O.L.D. Program staff. It will be the staff's discretion to appropriately handle each individual situation and choose the appropriate action to be followed.

**Discipline & Behavior continued:**

\*In the event that a child runs away from the program, staff will inform director and/or assistant director, parents will be notified, and law enforcement will be contacted if necessary.

**Continuous disregard for rules and authority will not be tolerated. The Stanley County G.O.L.D. staff will use a variety of documents to record inappropriate behavior. Three incident/behavior reports (blue sheets) may result in a one week suspension, parent/guardian meeting with Program Staff, and/or possible immediate termination from the program.** \*We encourage positive guidance, redirection, and offering clear cut limits for the youth. The program will not allow peers to administer discipline. Youth will be prevented from being placed in an environment that would be harmful or dangerous to the youth’s physical or emotional health. We also prohibit use of such humiliating and frightening punishment as withholding snacks or meals; use of substances such as soap, pepper, or hot pepper for punishment; hitting, pinching, shaking, spanking, or inflicting corporal punishment; restriction of movement by binding or enclosing in a confined space and verbal abuse, threats or derogatory remarks about youth or their family.

**Termination of Services**

Parents may choose to terminate the use of our services at any time without refund or credit. Notice of upcoming termination is appreciated, but not required. The SC G.O.L.D. Program reserves the right to terminate services at any time for any reason after reasonable efforts have been made to be accommodating. Verbal termination is acceptable and will be documented in writing. Termination for behavioral reasons is covered above.

**Personal Belongings**

Personal items are the total responsibility of the student. **We strongly encourage participants to not bring toys from home as they may get misplaced or broken.** Items such as iPods, MP3’s, Nintendo DS, etc. **need to be left home. Lost or broken items are not the program’s responsibility.**

**Cell phones:** We have a program phone for parents to contact their children or vice versa at 223-2007. However, children are allowed to have cell phones for communication with parents only with the permission from staff before doing so. We expect that the phones be put away during program hours. If a student is using his/her cellphone for use other than calling parents, staff will remove his/her phone and it can be picked up at the end of the program when the child signs out.

**Lost & Found**

Lost & found items will be located at the CYIC site, it will be available for you to check during the week. The last Friday of the month all lost & found items will be taken to Hospice as a donation. Please check it frequently!

**GUIDELINES FOR PARTICIPATION**  
**Stanley County G.O.L.D. Program**

I have read, and discussed, the Guidelines for Participation with my son/daughter.

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

\*I have read, and discussed, the Guidelines for Participation with my Parent/Guardian.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SAVE THIS SIGNED AND DATED FORM\* WITH THE PARENT/GUARDIAN HANDBOOK



## **Children's Internet Protection Act (CIPA)**

All Internet activity will pass through our FortiGuard firewall and content filter, which is regularly monitored, by the technology director as well as DDN. This appliance will provide protection to the internal network from outside intrusion and will provide content filtering of inappropriate sites.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The Superintendent is delegated authority to implement these educational requirements.

Each user is required to sign the Acceptable Network and Internet Use Policy, which must also be signed by a parent or guardian before access to the Internet is granted.

Parents or guardians will give explicit permission for student photos and/or work to be posted on the school web page by signing the district Web Page Permission agreement. Stanley County Internet Safety Policy

### **I. Introduction**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

### **II. Internet Safety**

- It is the policy of the district to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.
  - The district has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors. The Stanley County school district uses the FortiGate firewall and content filtering system as its technology protection measure. All Internet activity will pass through our FortiGate firewall filter.
  - In order to protect the safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.
  - All network users are prohibited from hacking and engaging in any unlawful online activity.
  - All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
  - All network users are prohibited from accessing sites or online materials that are blocked by the FortiGate firewall and content filter.

### **III. Implementation of Technology Protection Measures**

- A. All school owned computers (used on campus) are equipped with the FortiGate firewall and content filter.
- B. Adult users may request the FortiGate firewall and content filter to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The firewall must be reactivated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

#### **IV. Acceptable Use Policy**

Each network user shall be required to sign an Acceptable Use Policy annually. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or Acceptable Use Policy shall be subject to appropriate discipline and sanctions.

#### **V. Monitoring of Online Activities**

It shall be the responsibility of all personnel of this district to monitor students' online activities and use of the network to ensure that their use complies with CIPA and this Internet Safety Policy.

#### **VI. Cyberbullying and Appropriate Online Education**

CIPA regulations require students to complete an Internet safety course. Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms, and cyberbullying awareness and response. The course consists of a presentation and will be completed prior to the end of the first semester of the school year. Students enrolling after the first semester are required to participate individually with a designated presenter. All students in grades 3-12 will sign a verification form indicating they have participated in the course. Students in JK-2 will not be required to sign off, but the designated presenter will list the names of those who complete the JK-2 instruction. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

#### **VII. Definitions Used in this Policy**

- A. *Minor*: The term "minor" means any individual who has not attained the age of 17 years.
- B. *Obscene*: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. *Child pornography*: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- D. *Harmful to minors*: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. *Technology protection measure*: The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
- F. *Computer*: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

### **Acceptable Network and Internet Use Policy Stanley County School District**

#### **I. Introduction**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware or software, the District's local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct

electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

## **II. Acceptable Use**

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

## **III. Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

## **V. Prohibited Use**

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/FortiGuard filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;
- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites I. Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**V. Off-Premise Use of Network**

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times.

The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

**VI. Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

**VII. Enforcement**

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

**PENALTIES:** Unless under the direct supervision of a teacher:

First Offense: No computer use for two (2) weeks

Second Offense: No computer use for four (4) weeks

Third Offense: No computer use for the balance of the school year.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

\*\*\*I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy.

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

Student Name: \_\_\_\_\_ Staff/Parent/Guardian Name:

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Staff/Parent/Guardian

Signature: \_\_\_\_\_

**\*\*\*\*\*PLEASE GIVE THIS SIGNED AND DATED FORM\*\*\*\*\*  
TO STANLEY COUNTY G.O.L.D. PROGRAM WITH REGISTRATION FORMS**

**Confidential Information/ Communication Release Form**

I, \_\_\_\_\_ as the parent/guardian give the Stanley County G.O.L.D. Program and staff permission to discuss and release relevant information regarding my child, \_\_\_\_\_, with the Stanley County School District staff involved with my child's education and health. The purpose of this permission is to allow the SCSD staff and SC G.O.L.D. staff the ability to work together for purposes of behavior management, health management, education and homework help. In giving this permission, I am allowing the school and SC G.O.L.D. staff to view and discuss confidential information contained in documents, such as an IEP/504, about my child and family within the parameters listed above.

Student Name: \_\_\_\_\_ Grade 2015-2016 \_\_\_\_\_

Classroom Teacher \_\_\_\_\_

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

Note: Our program follows a strict confidentiality policy. We will not share information about your child or family with anyone, but program and school staff. ALL Stanley County G.O.L.D. staff are required to sign a confidentiality agreement stating that they will not share information with unauthorized personnel regarding your child or family.

**Medical Information/Release Form**

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

Dentist Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medication: \_\_\_\_\_

**Note: Administration will be done by staff. A separate medication administration sheet will need to be filled out by parent/guardians. Students WILL NOT be allowed to administer their own medications. All medications will need to be in Staff possession during Program hours.**

List any known allergies (insect stings, food, drugs):

\_\_\_\_\_

List any dietary restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical conditions (asthma, diabetes, heart condition...): \_\_\_\_\_

\_\_\_\_\_

In case of emergency, every effort will be made to contact the parents. If parents are unavailable, I agree as follows:

- ✓ I authorize Stanley County G.O.L.D. Program/Stanley County School District, its agents and employees to obtain and consent to any medical treatment which, in the discretion of Stanley County G.O.L.D. Program, may appear to be reasonably necessary or which may arise during the course of my child's participation in the program activity or event.
- ✓ I agree to be responsible for all costs and expenses that may arise out of medical treatment obtained on my behalf, or on behalf of my child and as authorized by this consent.
- ✓ I agree to indemnify and hold harmless Stanley County G.O.L.D. Program/ Stanley County School District from any claims or liabilities that may be brought against Stanley County G.O.L.D. Program/Stanley County School District because of any actions of my child while participating in the activity or event causing injury or damage.

Name/age of Child: \_\_\_\_\_

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

**MEDIA RELEASE**

Name of Child: \_\_\_\_\_

Age of Child: \_\_\_\_\_

From time to time the Stanley County G.O.L.D. Program has opportunities to promote the program through local media, websites, brochures, or other mediums. Pictures of the students are often used in these promotional or informational materials. Your permission is necessary for your child to be photographed for use in such materials.

\*At times other groups or programs (Discovery Center, National Guard Museum, Horsing Around, etc.) ask to use photos of our participants on their sites or for their promotional use. Please initial that you give your permission for others that request the use of media to use photos of your child to do so. \_\_\_\_\_

I give permission for photographed individually and/or in-group activities by a photographer authorized by the **Stanley County G.O.L.D. Program**. These photographs may be used in promotional or informational materials (including print, video, or electronic) for the **Stanley County G.O.L.D. Program**.

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

**TRANSPORTATION RELEASE**

Name of Child: \_\_\_\_\_

Age of Child: \_\_\_\_\_

In consideration of the participation of the above named minor in the Stanley County G.O.L.D. Program sponsored and conducted by 21st Century Community Learning Center Grant and Stanley County School District, the undersigned parent or guardian represents, agrees and releases as follows:

1. I am the natural parent or guardian of the minor named above who will be participating in the Stanley County G.O.L.D. program.
2. The participating minor does so at my request and with my/our approval and expressed permission.
3. I understand that transporting my child gives rise to certain risks of personal injury and/or damage, and that such risks are an inherent part of this participation, and cannot be totally avoided.

I waive any claim and release from liability, the officer, directors, employees, or agents of Stanley County G.O.L.D./ Stanley County School District/ Community & Youth Involved center for any loss or damage that may arise while transporting my child or during his/her participation in activities or events sponsored by the Stanley County G.O.L.D. Program/Stanley County School District/Community & Youth Involved Center.

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

\_\_\_\_\_  
**Date**

## BIKE RIDING PERMISSION FORM

Name of Child: \_\_\_\_\_

Age of Child: \_\_\_\_\_

My child has my permission to ride his/her bike during designated groups only while at G.O.L.D. Program. I understand that my child may be at risk for injury while riding bike or hiking and will not hold the Community & Youth Involved Center nor the Stanley County GOLD Program/ Stanley County School District responsible for injuries or damage to property.

**I will provide a helmet for my child to wear while riding his/her bike during Program hours.** I understand that if my child does not have a helmet he/she will not be able to ride. I also understand that if my child chooses to not follow directions and ride without a helmet that it was a choice made by my child and the above statement still applies.

Sincerely,

\_\_\_\_\_

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

Parent/ Guardian

**\*Please note that there are some changes in the Summer 2016 Handbook. Please take your time to look through it and discuss the rules and policies with your child(ren). Please sign and date this sheet and return it with your registration packet.**

### GUIDELINES FOR PARTICIPATION Stanley County G.O.L.D. Program

\*I have read, and discussed, the Guidelines for Participation with my son/daughter.

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

\*I have read, and discussed, the Guidelines for Participation with my Parent/Guardian.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Summer 2016 Registration G.O.L.D. Program

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Fall 2016: \_\_\_\_\_

This sheet is to be filled out ONLY if your child attended G.O.L.D. Program in school year 2015-16 or summer 2015.

If your child didn't attend during that time you need to fill out the complete registration packet.

**If any of the below information has changed please make the changes:**

**Allergies:**

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**People allowed to pick up your child:**

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**Address:**

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**Telephone numbers: (please include new work numbers)**

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**Email Address:**

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### Arrival/Departure Information

*My child will usually attend Program on: (check all that apply)*

Monday       Tuesday       Wednesday       Thursday       Friday

*My Child will usually be: (mark all that apply)*

Picked up: \_\_\_\_\_ ride bike/walk home: \_\_\_\_\_

\* \_\_\_\_\_ (child's name) has my permission to walk or ride his/her bike to/from the G.O.L.D. Program. I understand that he/she will be responsible for signing in/out of the Program and that Stanley County G.O.L.D. staff are not responsible for my child before he/she signs in and after he/she signs out.

**\*\*\*Please initial on each line stating you've read each policy and agree to it.**

**\*Note: changes have been made, so please make sure you read each section over carefully.**

\_\_\_\_\_ \*I have reviewed the Summer 2016 Stanley County G.O.L.D. Program handbook and understand the Guidelines for Participation for G.O.L.D. Program.

\_\_\_\_\_ \*I have read and reviewed the confidentiality and communication form and agree to terms stated.

\_\_\_\_\_ \* I have read the media release and the changes made to it and agree to the terms stated.

\_\_\_\_\_ \* I have read the transportation release and agree to the terms stated.

\_\_\_\_\_ \* I have read the biking release and agree to terms stated.

\_\_\_\_\_ \*I have read the internet policy and agree to terms stated.

Please sign stating that you are initialing in agreeance to each release/policy.

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

\_\_\_\_\_  
Date

I am the parent/guardian of the above named participant and do hereby give consent to his/her participation in the Stanley County G.O.L.D. Program and do further waive any claim for liability or damages against the Stanley County G.O.L.D. Program/Stanley County School District, or any of their employees, or any persons assisting in said activity for any damage or injury which may be sustained by my child during such activity. In consideration of the participation of the above named minor, in programs and activities sponsored, coordinated, and/or conducted by the Stanley County G.O.L.D. or any of its affiliates/program partners the undersigned parent or guardian represents, agrees and releases as follows:

1. I am the natural parent, or guardian, of the minor named above who will be participating in an event or activity sponsored in whole or part by the Stanley County G.O.L.D. Program.
2. The minor participating in the activity does so at my request with my/our approval and express permission.
3. I understand that any such activity gives rise to certain risks of personal injury and/or damage, and that such risks are an inherent part of this participation, and cannot be totally avoided.

I waive any claim and release from liability, the officer, directors, employees, or agents to Stanley Co. G.O.L.D. Program/Stanley County School District/ Community & Youth Involvement Center for any loss or damage that may arise during my child's participation in activities or events sponsored or conducted by the Stanley County G.O.L.D. Program. I agree to indemnify and hold harmless Stanley County G.O.L.D./Stanley County School District/Community & Youth Involved Center from any claims or liabilities that may be brought against Stanley County G.O.L.D./ Stanley County School District/Community & Youth Involved Center because of the actions of my child while participating in the activity or event causing injury or damage.

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