Columbia School District Enrollment Information

Student Information: Date of Enrollment: _____

Has this student ever previously attended any school in the Columbia School District? ___ Yes ___ No

Last Name: _____ First Name: _____

Middle Name: _____ Nickname/Preferred Name: _____

MSIS Number: _____ (Office Use Only) Social Security Number: _____

Race: (Check One) _____American Indian _____Asian _____Black _____Hispanic _____White

Gender: _____F _____M Date of Birth: _____ Grade: _____

Place of Birth: City _____ County _____ State _____

Address 1:_____
Physical Street address City Zip Code

Address 2: _____
Alternate (PO Box or Other Mailing Address) City Zip Code

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Name of person student lives with:_____

Relationship to student: (mother, father, etc.)_____

Has your child ever been enrolled in:

Special Education Classes ____**Yes** Gifted Classes ___**Yes** **S**peech/Language Therapy ____**Yes**

Please list any brothers and/or sisters who attend Columbia Schools: (first & last name):

_____ _____

_____ _____

Name of last school attended: _____

Address of school: _____

Has student ever been retained? ____ **Yes** ____ **No** If **Yes**, what grade(s) _____

Student/Parent Handbook: I have been informed that Student-Parent Handbooks outlining the district's policies and discipline guidelines can be accessed online at www.columbiaschools.org/parents/ or in each school office and library. A printed copy is available upon request. I understand that it is my responsibility to read its contents and explain them to my child.

Signature of Parent or Guardian_____ **Date:** _____

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Parent/Guardian #1

Name_____

Street Address_____

P. O. Box (if applicable)_____

City, State, Zip_____

Home Phone Number (___)_____

Cell Phone Number (___)_____

Relationship to Student_____

Employer_____

Employer Phone No_____

E-mail Address_____

Is this parent/guardian authorized to check your child out of school?

___Yes ___No

If no, is court documentation on file?

___Yes ___No

Parent/Guardian #2

Name_____

Street Address_____

P. O. Box (if applicable)_____

City, State, Zip_____

Home Phone Number (___)_____

Cell Phone Number (___)_____

Relationship to Student_____

Employer_____

Employer Phone No_____

E-Mail Address_____

Is this parent/guardian authorized to check your child out of school?

___Yes ___No

If no, is court documentation on file?

___Yes ___No

AUTOMATED ATTENDANCE AND INFORMATIONAL CALLS

CSD uses a web-based message delivery system used for community outreach, attendance notification, emergency communication, and surveys. In order for parents/guardians to receive these important messages from the school and/or district, current phone numbers must be available. Please inform the attendance clerk when phone numbers are changed.

Student's Name: _____

Parent/Guardian: _____

Phone Number: _____

(Provide phone number to receive automated emergency, attendance, and informational calls.)

Student's Name:_____ Student's Cell Phone #:_____

EMERGENCY CONTACT INFORMATION

Emergency contacts must be someone other than the parents/guardians listed on the previous page. I understand that a written note with a parent/guardian signature with a contact number is required when anyone other than the emergency contacts listed below comes to pick up my child.

_____ _____

Parent/Guardian Signature Date

Name #1: _____Relationship: _____

Home Phone: _____ Workplace:_____ Work Phone: _____

Cell Phone #_____

Is this emergency contact authorized to check your child out of school? ___Yes ___No

Name #2:_____Relationship: _____

Home Phone:_____ Workplace:_____ Work Phone: _____

Cell Phone #_____

Is this emergency contact authorized to check your child out of school? ___Yes ___No

Name #3:_____Relationship: _____

Home Phone: _____ Workplace: _____Work Phone: _____

Cell Phone # _____

Is this emergency contact authorized to check your child out of school? ___Yes ___No

COLUMBIA SCHOOL DISTRICT
RESIDENCY REGISTRATION AND DOCUMENTATION CHECKLIST

TO BE COMPLETED BY PARENT, GUARDIAN OR OTHER ADULT

Name of Student:_____

(***A separate form is required for each pupil***.)

Name of Parent, Guardian, or Other Adult:_____

Parent/Guardian/Other Adult Address:_____

(P.O. Box number is not acceptable for an address.)

I hereby certify that the information given above on this form is a true and correct statement of my legal residence. Should my legal residence change while the above listed student is enrolled in the above-cited school district, I will promptly notify the appropriate officials of this school district. Further, I understand that a pupil is not legally enrolled until this form is completed and signed by the parent, guardian, or other adult with whom the student may be living. I understand that a pupil admitted under false information is not legally enrolled and is subject to penalty.

_____	_____	_____
Signature of Parent, Guardian, or Other Adult	Date	Telephone Number

TO BE COMPLETED BY THE SCHOOL DISTRICT

_____ A. Documents provided by Parent/Guardian/Other Adult/or Student (minimum of **two** for every student)

- _____ 1. Filed Homestead Exemption Application Form
- _____ 2. Mortgage Documents of Property Deed
- _____ 3. Apartment or Home Lease
- _____ 4. Utility Bills
- _____ 5. Driver's License
- _____ 6. Voter Precinct Identification
- _____ 7. Automobile Registration
- _____ 8. a. Affidavit of Residency
  b. District Representative Personal Visit
- _____9. Other documentation that will objectively and unequivocally establish that the parent or legal guardian resides within the school district (Approval of school administrator is required). _____
  (Describe)
  _____

_____ B. Student is living with legal guardian, and a certified copy of the Court Decree, or petition if pending, was received declaring the district resident to be the legal guardian of the student and further declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.

_____ C. Student is living with an adult other than parent or legal guardian, and the adult has provided a sworn affidavit stating his/her relationship to the student and that the student will be living in his/her home full time and fully explaining the reasons (other than school attendance zone or district preference) for this arrangement, and the School Board or its designee has made the necessary factual determination under II.1(c) (2) of the State Residency Verification Procedures.

_____ D. Student's parent or legal guardian is an employee of the Columbia School District. (School Board approval required) MS Code §37-15-29

_____ E. Student has been released from _____ School District to attend Columbia School District as a tuition student. (School Board approval required) MS Code §37-15-31

_____	_____
Date	School District Representative

Revised 2015

STUDENT RESIDENCY QUESTIONNAIRE

Check one: ___Columbia Primary School ___ Columbia Elementary School
___ Jefferson Middle School ___ Columbia High School

This questionnaire is intended to address the McKinney-Vento Act. Your answers will help the administrator determine residency documents necessary for enrollment of this student.

1. Presently, where is the student living? **Check one Section A or Section B**

Section A	**Section B**
____ in a homeless shelter ____ with more than one family in a house or apartment ____ in a motel, car or campsite ____with friends or family member (Other than parent/guardian) CONTINUE*:* If you checked a box in Section A, complete #2 and the remainder of this form.	____ Choices in Section A do not apply **STOP**: If you checked this section, you do **not** need to complete the remainder of this form. **Submit to school personnel**.

2. The student lives with:

____ 1 parent
____ 2 parents
____ 1 parent and another adult
____ Relative, friend(s) or other adult(s)
____ alone with no adults
____ an adult who is **not** the parent or the legal guardian

REASON: ___ Personal choice
___ Lack of affordable housing
___ Poverty
___ Health problems
___ Domestic violence
___ Natural and other disasters
___ Abuse/neglect/abandonment
___ None of the above (**Explain below**)*

***Explanation:**_____

_____

_____

Please Print

Name of Student: _____

__ Male __ Female Birth Date: ___/___/___ Age:___

Name of Parent(s)/Legal Guardian(s): _____

Address: _____ Zip: _____

Home Phone: _____ Cell:_____ Work: _____

Signature of Parent/Legal Guardian: _____ Date: _____

SCHOOL USE ONLY

If the parent has check Section B above, completion of form is **not** required. For any choices in Section A, this form must be completed and faxed (or delivered) to the Attendance Clerk, the Guidance and Counseling Office, and the Federal Programs Office immediately after completion. All campuses must keep original forms separately **from** the Student Permanent Record for audit purposes during the year. Any parent enrolling a child at any time during the school year must complete this form. **Name and phone number of a School Contact person who may know of the family's situation:** _____ Date faxed/Delivered: _____

Revised 2015

Title X, Part C
Education for Homeless Children and Youth Program

Student Identification for Referral and Eligibility Form

Check one: ___Columbia Primary School ___ Columbia Elementary School
___ Jefferson Middle School ___ Columbia High School

Section 1: Student information-Fill in all blanks, if possible. Please read carefully and print.

Student Name:_____ _____
(First) (Last)

Current Age:_____ Current Grade:_____ Sex:_____ Race:_____

Parent/Guardian's Name:_____

Mailing Address:_____

_____ _____ _____
City State Zip Code

Home Phone:_____ Work Phone:_____

Section II: Eligibility Criteria—At least one (1) item must be marked.

_____Child does not reside (live) with a parent or legal guardian.
_____Family resides in sub-standard housing. (Lacks or has inadequate utilities, excessive holes in floors, cardboard walls/windows, etc.)
_____Parent/Guardians are migrant workers. (Type of work:_____)
_____Child/family resides in temporary shelter. (Runaway, throwaways, domestic violence shelter, substance abuse facility/shelter, etc.)
_____Child/family resides with relatives or friends temporarily. (i.e., due to job or housing loss, loss of income, "doubling up families," affidavit, etc.)
_____Child/family resides in non/sub-standard domiciles or on the "streets." (Tents, vehicles, buses, abandoned buildings, condemned areas, etc.)
_____Child/family has a primary nighttime residence in a supervised public/private operated shelter. (Shelters, transitional housing, transient/welfare hotels, etc.)
_____Parent, guardian in an institution. (i.e., jail, prison, mentally ill facility, etc.)
_____Child waiting foster care.

HOME LANGUAGE SURVEY

Check one: ___Columbia Primary School ___ Columbia Elementary School
___ Jefferson Middle School ___ Columbia High School

Our District is required to determine the **language(s) spoken at home** by each student in an effort to provide better instruction for all students. We would appreciate your cooperation in this matter. Please answer the following questions, and have your child **return this form to his/her teacher**. Thank you for your help.

(This **does not mean** that your child can say one or two words in another language but actually interacts in conversation with a degree of fluency in the other language.)

Name of Student: Last_____ First_____ Middle_____

Teacher: _____ Grade:_____ Age:_____

(1) Was the student named above **born in the United States**?
___Yes ____No

(2) What language did your son or daughter learn when he or she **first began to talk?**
___English ___Spanish Other_____

(3) What language does your son or daughter **most frequently** use **at home**?
___English ___Spanish Other_____

(4) What language do you **use most frequently to speak** to your son or daughter?
___English ___Spanish Other_____

(5) Name the **language most often spoken *BY THE ADULTS* at home**:
___ English ___Spanish Other_____

Signature of Parent/Legal Guardian: _____ Date: _____

SCHOOL USE ONLY

This form is to be placed in the student's cumulative record.

This form is to be completed by **new students only.*

EXPULSION STATUS

Upon registration, Section 39-15-9 of the MS Code, 1994 Supplemental, requires each student or his/her parent/guardian to indicate if the student has been expelled from public or private school or is currently a party to an expulsion proceeding. Thus, the following information must be provided as a condition for registration in the Columbia School District.

_____
Printed Name of Student

Check applicable statement:

_____ The above named student has been enrolled in an alternative program.

_____ The above named student has been enrolled in a day treatment program.

_____ The above named student **HAS NOT** been expelled from a public or private school or **IS NOT CURRENTLY** a party to an expulsion proceeding.

_____ The above named student **HAS** been expelled from a public or private school or **IS NOW** a party to an expulsion proceeding.

If expelled or in the process of being expelled, give name of school:

_____

Give details (reason or reasons, status of expulsion proceeding, etc.):

_____

_____

_____

_____

Signature of Student: _____

Signature of Parent/Guardian: _____

Date: _____

COLUMBIA SCHOOL DISTRICT School _____
Student Health Record Grade _____ Homeroom _____

(Confidential: Information shared with teaching staff as needed) Male _____ Female _____

Student's Printed Name**:**_____ Date of Birth: _____ Age: _____
Address: _____ Home Ph: _____
Parent(s)/Guardian: _____ Cell Ph: _____ Work Ph: _____
Emergency Contact Person: _____Relationship:_____ Phone: _____
Social Security #: _____ Medicaid #: _____ Health Ins: _____

Student's Medical History

Problem	No	Yes	List medicines needed and/or symptoms
Allergies to food			
…to medication			
…to insect bites or stings			
…other (including seasonal)			
Asthma *			
Attention deficit (ADD, ADHD)			
Birth defect/physical handicap			
Bone or joint problems			
Convulsions (seizure/epilepsy)			
Daily Medications (home? School) *			Home? ___yes ___ no School? ___ yes ___ no
Names of Medications	---	---	
Dental			
Diabetes (high blood sugar)			
Dizziness or fainting			
Earaches (frequent? tubes?)			
Emotional/Psychological disorder			
Headaches (frequent or takes medicine)			
Heart problem			
Hypertension (high blood pressure)			
Nose bleeds			
Sinus problems			
Skin problems (itching, rashes, acne)			
Sickle cell (anemia, trait)			
Speech and/or hearing problems			
Stomach or digestion problems			
Surgery			
Vision (seeing) problems			Glasses: ___yes ___ no Contacts: ___ yes ___ no
Other			

**Contact School Administrator for form.*

Student's Doctor or Primary Care Provider: _____ Phone: _____

I give my permission for my child to participate in the school's health program, which includes health education and basic screenings (vision, hearing, scoliosis, etc.) and to receive first aid as needed.

I give my consent for pertinent medical information to be shared between the medical provider and the school nurse and/or school personnel directly involved with my child at school.

Parent/Guardian Signature: _____ Date: _____

Revised 2015

Columbia School District
Medical Form

Student's Name: _____ Date: _____

Family Doctor: _____ Doctor's Phone: _____

The school needs to be informed of the fact that my child has the following medical conditions and/or allergies:
_____
_____

PRESCRIPTION MEDICATION

My child is taking the following medicine(s) prescribed by the doctor(s) listed:

MEDICINE	REASON	DOCTOR
_____	_____	_____
_____	_____	_____

If we are needed to assist in giving this medication, medication must be brought to school by the student's parent or legal guardian. All prescription medicine must be in a clearly labeled prescription bottle showing the student's name, doctor's name, and orders. Please notify us of any changes.

NON-PRESCRIPTION MEDICATION

Non-prescription medication will be administered in accordance with School Board policy.

PRESCRIPTION MEDICATION

1. The first dose of any medicine should be given at home in case of an allergic reaction.
2. School personnel/nurses are not responsible for giving missed or late home doses of medication.
3. Prescription medication will only be administered if:
    a. The **Permission to Assist with Medication Form** is complete and received at your child's school. **These forms are available in the school office.**
    b. All medication must be in the bottle dispensed by the pharmacy with child's name, name of the medication, how often the medication is to be given, and the dosage. Your pharmacist should dispense school doses in a separate prescription bottle.
4. Medication must be brought to school by the student's parent or legal guardian.
5. It is the responsibility of the parent to obtain any unused medication from the school. Any unused medication left at school will be disposed of by the school nurse or delegate.

(See Columbia School District Medication Policy JGCD)

In consideration of designated school personnel assisting my child, I state and agree as follows:

1. I understand that administration of medication is foremost the responsibility of the parent/guardian.
2. I understand that assistance with administration of medications will be provided by lay persons.
3. I have read and understand the school policies with respect to medication (JGCD July 8, 2004).
4. I release the District and its personnel from all liability related to the medicine and any responsibility or incidences related to assistance.
5. I will protect and defend the District and all personnel from all claims related to this respect.

Signature of Parent/Guardian:_____ Date: _____

Revised 2015

Columbia School District
Permission To Give Medications At School

Parents/Guardians:

The Columbia School District requires that all students who need medication during school hours must do the following:

1. Present this consent form signed by the parent or legal guardian.
2. The medication must be brought to the school in the **original prescription bottle**, properly labeled by the pharmacist as prescribed by law. It must be brought to the school by the parent or legal guardian. **Medications are NOT to be brought to the school by the student.**
3. **The doctor who prescribed the medication must fill out the "To Be Completed By Physician" section of this form.**

Name of the Student:_____ Grade: _____

Date of Birth: _____ School: _____

TO BE COMPLETED BY PHYSICIAN

Name of Medication: _____ Dosage: _____

If in liquid form, (ml, tsp): _____ For the treatment of _____

Specific time(s) and dose(s) **to be given at school:** _____

_____

Length of time student to continue on medication:
_____

Are there any restrictions or side effects ( ) no ( ) yes, (If yes, what?)_____

_____

Physician Phone: _____ Address: _____ Fax: _____

_____	_____	_____
Printed Name of Physician	**Signature of Physician**	**Date**

To Be Completed by Parent/Legal Guardian

I give my permission for my child, (name of child) _____

to receive the above medication(s) as directed by my child's physician.

Parent/Guardian Printed Name:_____ Phone: _____ Date: _____

Parent/Guardian Signature_____

Revised 2015

REQUEST AND AUTHORIZATION
TO ASSIST IN GIVING NON-PRESCRIPTION MEDICINES

TO: Columbia School District
and All School Personnel

Date: _____

_____, my/our child/ward, is under the care of (indicated medical doctor/s/ by name)
Student's Printed Name

_____

_____

_____

and she/he must take medicine during school hours. I/we request that you assist in giving my/our child/ward the following medicine according to the schedule shown opposite the indicated medicine:

	Medicine	Schedule
(a).	_____	_____
(b).	_____	_____
(c).	_____	_____

In consideration of principals, teachers, or other designated school personnel assisting my/our child/ward in taking the medicine indicated, I/we state and agree as follows:

(a). I/we understand that the District may not have trained personnel to administer medication and that the assistance will be provided by lay persons;

(b). I/we have read and understand the school policies with respect to medicine;

(c). I/we release the District and its personnel from all liability related to the medicine and any responsibility or incidences related to assistance given or omissions related thereto; and

(d). I/we will protect and defend the District and all personnel from all claims related to this request.

_____

_____
Signature/s/ of Parent/s/ or Ward/s/

Revised 2015

Columbia School District

Release Form for Student to Carry Prescribed Inhaled Asthma Medication on His/Her Person

Student's Printed Name: _____ Grade: _____ Age: ____

TO BE COMPLETED BY LICENSED HEALTH CARE PROVIDER:

1. Diagnosis: _____

2. Allergies: _____

3. Medication: _____

- Strength of Medication _____
- Dosage (amount to be given) _____
- Route _____
- Frequency _____

4. Desired Effect (Purpose): _____

5. Possible side effects of medication: _____

6. Length of time medications prescribed for: _____

I hereby certify that it is medically necessary for the above named student to be allowed to have the listed medication on his/her person on school premises. He/she has been instructed in and understands the purpose, method and frequency of use of the named medicine and the importance of assuring that the medication is kept away from other students.

_____

Physician's Signature Printed Name Date

_____

Phone Number Address

TO BE SIGNED BY PARENT OR LEGAL GUARDIAN: _____

I have read and understand the parent's role in the administration of medications in the school system. I agree to release from all liability the Columbia School District and its employees in regard to allowing my child to carry and self-administer his/her medication. I understand the medication must be labeled as required of any medication given at school.

_____ _____ _____

Parent's/Guardian's Signature Phone Number Date

Revised 2015

COMPUTER NETWORK ACCEPTABLE USE POLICY IFBDAA

The Columbia School District is compliant with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) and will comply with any additional state and federal regulations that pertain to technology use within the district and through the use of the Columbia School District network infrastructure and servers that are forthcoming from the local, state, and federal regulatory agencies.

CIPA

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Columbia School District receives these discounts for Internet Access through the E-Rate program and is, therefore, in compliance with the CIPA.

COPPA

The Children's Online Privacy Protection Act, effective April 21, 2000, applies to the online collection of personal information from children under thirteen years of age. The rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator has to protect children's privacy and safety online.

Computer Network and Internet Use

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Signed parent permission for minor students to use the Internet is required annually. All students from the sixth grade up, faculty, and all staff using the district's Internet access must sign a written contract annually as well. The contract that pledges compliance with this Acceptable Use Policy is a legally binding document.

Access to the Internet is a privilege, not a right, and, therefore, entails responsibility. All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language.
- Assume that email is not secure or confidential. Never send anything that you would hesitate to have viewed by others.
- Use upper and lower case letters. (All caps is considered the equivalent of shouting.)
- Be mindful of spelling.
- Keep paragraphs and messages short and to the point.
- Check email regularly, and delete unwanted messages as quickly as possible.
- Respect other people's privacy regarding mail and files.
- Avoid the use of sarcasm in electronic communications.

CIPA, COPA Compliance and Network Security

- Activities using the computer network in violation of local, state or federal laws or Columbia School District policy are strictly forbidden.
- Students will not reveal personal information over the network. This includes information about themselves as well as information about anyone else. Although teachers and other district personnel may reveal personal information about themselves over the network, they are strictly forbidden to disseminate any personal information about anyone else including but not limited to students and their colleagues. Information that is considered personal includes but is not limited to the following:
    - Home Addresses
    - Social Security Numbers
    - Personal Telephone Numbers (home and cell phone numbers)

- The school district staff is prohibited from disclosing personal information about students on its websites. Information that is considered personal includes but is not limited to the following:
    - Student's Name without permission of the student's parents
    - Home Address
    - Email Address
    - Personal Telephone Numbers
    - Internet Messaging Account Names
    - Social Security Numbers
    - Any information relating to the health of any student

- Posting, by the staff, of student names, will be limited to first names only for students in grades eight and below. Names will not be posted with images such that they would identify any student in the image.
- There is to be absolutely no expectation of privacy on the Columbia School District network. Activities at any workstation or transmission and receipt of data can be monitored at any time- both electronically or by staff observation. This includes transmission and receipt of email, email attachments, Web browsing, and any other use of the network.
- Users of the Columbia School District network are forbidden to transmit or retransmit copyrighted material (including plagiarism).
- Users of the Columbia School District network are forbidden to access, transmit, or retransmit threatening, harassing, obscene, pornographic, or trade secret material or any material deemed harmful to minors.
- Students will not be allowed to engage in any on-line chatting, including Internet messaging, unless it is a part of the curriculum and specifically designated as such by a teacher. Then the session will be monitored by the teacher and limited to the time frames, which must also be specified in the curriculum. Teachers must know with whom the student is communicating at all times.
- Users of the Columbia School District network are forbidden to access, transmit, or retransmit language that can be considered defamatory, abusive or offensive.
- Users of the Columbia School District network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal, prejudicial, or discriminatory attacks or that harasses or causes distress to another person.
- Users of the Columbia School District network are forbidden to access, transmit, or retransmit material that promotes violence or the destruction of persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material.
- All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority so that the district can take steps to prevent similar future access.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The use of the Columbia School District computer network is for educational, career development and limited high quality self-discovery activities as approved by the Columbia School District faculty and staff for a limited amount of time each week. Therefore, there are additional prohibitions with which users must comply. Non-compliance with these regulations will result in disciplinary and/or legal actions taken by Columbia School District authorities if deemed necessary. Prohibited activities include, but are not limited to, the following:

- Using the high-speed network to download, upload, or store large files such as music and video that are not directly related to project or activity that is part of the school curriculum. If large files are to be downloaded in compliance with the rule stated above, they must be done before or after school hours when network demand is low.
- Streaming music or video, unless associated with a specific curriculum related activity. Teachers are encouraged to use streaming technologies on a limited basis to enhance their curriculum. They must, however, be aware that such activities could hinder the use of the network by others because of the large demand on resources that such activities cause.
- Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent.
- Damaging computers, computer systems, or computer networks (hardware or software).
- Creating, uploading, or transmitting computer viruses, worms or any other disruptive software code.
- Making any attempt to defeat computer or network security on the district network or any other client, server, or network on the Internet.
- Downloading or installing unauthorized software on school computers. This applies to students, teachers, staff, and administrators. All software installed on district computers must be done by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.
- Taking action, whether deliberate or careless, that damages the computer's configuration or limits the computer's usefulness to others.
- Violating copyright laws as specified in the Columbia School District copyright policy.
- Providing, under any circumstances, the user's password to another person or using another person's password.
- Trespassing in another person's folders, work, or files. Hacking or attempting to gain access to unauthorized areas of the district network or the Internet is prohibited.
- Employing the network for commercial purposes or political lobbying.
- Performing any activity harmful to or reflecting negatively on the Columbia School District community.

Additional User Rights and Expectations

- The use of the Columbia School District computer network is a privilege, not a right. The network is provided for academic use only and is not for entertainment or other activities outside the curriculum for students or beyond the boundaries of the jobs of the faculty, staff and administration.
- The Columbia School District will block all access to free email sites. This blocking is for the protection of students from inappropriate spam as well as protection of the network against malicious programming codes such as viruses.

- Users shall have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by staff members with the approval of the administration or for those administrative computers which must access MSIS, the statewide student database, which will not function using the proxy server filtering system that the Columbia School District uses to comply with CIPA.
- The Columbia School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through any Columbia School District Internet account.
- User files stored on the network server or on individual computers are not to be considered private. Authorized district staff will periodically inspect folders and logs of network usage during routine maintenance. At this time, it may be discovered that users have violated one or more of the provisions of this Acceptable Use Policy. If so, the proper authorities will be notified.
- Parents of minor users may inspect their minor children's files at any time. Reasonable time must be given for district network administrators to access such data if the child's access codes are not readily available. This time should not exceed one hour.
- Individual schools may create additional electronic usage guidelines consistent with this document. Such guidelines will be appropriate for usage in their specific environment.
- All users of the network agree to report any observed violation of the Columbia School District Computer Network Acceptable Use Policy or additional school policies to the appropriate school or district official.
- Violation of this Acceptable Use Policy may result in the denial, suspension or cancellation of the user's privileges, as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials. Other actions not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention or any other actions deemed appropriate by the administrative authorities.
- Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the normal channels provided by the disciplinary policy of the Columbia School District.

TERMS AND CONDITIONS FOR USE OF THE
COLUMBIA SCHOOL DISTRICT COMPUTER NETWORK

Please read the following carefully before signing the attached contract. The contract is a legally binding document.

The Columbia School District is pleased to offer Internet access and Internet email accounts to its students, faculty and staff. It is imperative that users understand the terms, conditions and responsibilities associated with the use of the Columbia School District's Internet access.

All users of the Columbia School District's Internet access are required to adhere to the district's Computer Network Acceptable Use Policy (AUP). The attached policy describes in detail the purpose of the district's network and the rules governing its use. All students from the sixth grade up, faculty, staff, and the parents of all users under the age of 18 are required by the Columbia School District AUP to sign a contract stating that they will abide by the policy while using the district's computer network resources.

All users, including faculty and staff, must be aware that misuse of the network facilities could result in disciplinary action by Columbia School District officials including but not limited to termination of employment or legal action by local, state, and/or federal law enforcement officials. It is, therefore, incumbent upon all who sign the Internet Use Contract to read carefully the district's AUP and understand exactly what is expected and the penalty for non-compliance.

AUP Made Easy

(For Students of the Columbia School District)

You have been given what we call our "Computer Network Acceptable Use Policy." We usually refer to it as the AUP. The AUP tells you what your school board and a bunch of dudes in Washington have decided what your rules will be when you are on the Internet at school.

There are a bunch of big words in the AUP because lawyers in Washington like to use words like that, and they like to make others use them when they can. The school district has to use those big words or they will lose thousands of dollars that the government in Washington gives us so that you can get on the Internet. It would be much easier if we didn't have to use those words, but the lawyers make us.

The school district has written this document to help explain what some of the things in the AUP mean so that you will understand what you are signing when you sign your Internet Use Contract. You still must read the AUP and need to ask your teacher or other school people if you don't understand something. This document is just to help explain some things we feel may be confusing.

The main thing that the AUP says is that if you break the rules, you will get into trouble. It is not meant to scare you away from using the Internet; it is simply trying to make sure you understand that the school district is very serious about you being safe and secure while you are on the Internet. So remember: If you get caught breaking the rules, you are going to get into trouble.

Along with that, the AUP points out in no uncertain terms that the police will get involved in your punishment if you break any laws while you are using the Internet at school. The police are very serious about this, too, and you need to know that they might be watching.

What kinds of things will get you into trouble? Here is a list of some of the things that you need to stay away from doing. As you look at this list, you may realize that these are the same things you are not supposed to do at school anyway. As you read them, keep in mind that the Internet is in school to help you learn, not to help you play.

1. Cursing or using other bad language while using the Internet is not allowed. This would be like sending a bad word in an email to a friend. You know what those words are! This would also include your friend sending you a message with a bad word in it and you forwarding that message to another friend. If this happens, you should tell your teacher immediately so he or she can take appropriate actions.
2. When you sign the contract saying you will do what the AUP says, one of the things you are agreeing to is that if you see or find out about someone else not following the rules, you will tell your teacher immediately.
3. When you use the Internet to communicate with other people, be nice like you would be if you were talking to them in the hall and you knew a teacher was listening. That's because everything you do on the school computers can be seen and watched by the network people who run the system. Nothing you ever do on the school computer is really private, and you need to know that. When you sign the contract, you are saying you will be nice when you are on the computers or you could get into trouble.
4. Keep your account on the network cleaned up. Delete stuff you don't need anymore. Your files follow you through high school. If you are in the 9th grade, you really don't need most of the stuff you did when you were in the 7th grade, do you? Delete it. Do the same thing with email. Don't waste the district's computer space with old email.
5. Don't look at other people's stuff on the computer without their permission. Just like a locker, the stuff in there is theirs and for you to see only if they give you permission. Keep in mind that teachers and principals can look in that locker, and they can look in your files, too. If you are under age 18, your parents can look in your files as well.

6. Never put any personal information about yourself or others on the Internet. This is like if you go to a Web site and it asks for your name, your email address and your home address. This is all personal information that you should never put on the Internet. There may be some cases where you will need to put your first name, but you should do this only if your teacher says it is okay. Things like your phone numbers, credit card numbers and especially your social security number are other personal things that you should never put on the Internet or in an email message. If you are unsure of what you can put on the Internet or in an email message, ask your teacher.
7. There is a whole section in the AUP about what you can "access, transmit or retransmit" while on the Internet. These are some of those words that lawyers like to use. What they mean are things you can't pull up on a Web page or get in an email message, things you cannot type in the blanks on a web page or send in an email message, and things you can't forward to a friend even if you did not write it.--like the bad words discussed in number (1). Number 9 (below) is a list of stuff you can't get from the Internet or send to other people. Some of these things are illegal and could get you in trouble with the police if you get caught.
    a. If you follow a few simple rules while writing or working on the Internet, you will probably never get into trouble over these rules. Never look at anything you would not want to look at with your teacher standing over your shoulder watching. Never send anything to anyone that you would not allow your teacher to read or see first. Don't send something that is intended to make someone else mad or to hurt them.
8. You can't chat on the school's Internet. There are some bad people out there who like to chat with kids. We have promised your parents that you will not do that on our computers. Don't even ask.
9. Here are a few other things you are not allowed to do on the school network:
    a. Download big files like music and video
    b. Do video streaming like a rock video or something (unless you are told to do so by your teacher)
    c. Resending chain letters. (If you get an email message that says to forward it to your friends, delete it!)
    d. Intentionally damaging equipment. (This is stuff like deleting files so the computer will not work.)
    e. Trying to break security on a computer. This is like trying to figure out what the master password for the system is. You do this, and the dude in the central office will come down on you hard.
    f. Installing any software on a district computer. You are not allowed to install stuff on the computer. It is not yours. Okay?
    g. Using someone else's password to get to their files. It doesn't matter how you got the password. If you are caught doing this, it's off to the office you go.
    h. Trying to make money using the school's Internet. You can't use the school's Internet access to sell something on eBay.
10. Use of the Internet at school is a privilege, not a right. You can lose that privilege if you don't act right.
11. The district will block mail sites like Hotmail and Yahoo. Come on. You know why. All those dirty pictures that are sent to you on those things. You think we don't know? The other reason is that viruses can get into our system through email from some of those sites, so none are allowed. Don't bother to send a filter review. It is not going to happen.
12. The district filters the Internet. You go to a filtered site and the system tells you.
13. If you get busted by the police, you should not expect us to help you. We will help them.
14. The rules in the AUP apply to everyone. Your school may have more rules that you have to follow while working on the computers there.
15. If you get in trouble by the school (not the police), you can have your parents follow a procedure that will ask other school officials to look at your situation and possibly make your punishment less than what your building principal did. Don't get your hopes up, though. Most of the time those who try lose.

That is in a nutshell what the AUP is all about. Even in a nutshell, it is still long and a little complicated. If you remember these three main points, you will probably be okay:

Point 1 – Don't do anything on the Internet that you would not do knowing your teacher was watching.

Point 2 – Any time you use the computer, you could be being watched electronically-- so Point 1 is a good thing to follow.

Point 3 – If you get caught, you will get in trouble and that might mean the cops. The school district and the police are really serious about this stuff, so be careful.

COMPUTER NETWORK ACCEPTABLE USE POLICY

The Columbia School District is compliant with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) and will comply with any additional state and federal regulations that pertain to technology use within the district and through the use of the Columbia School District network infrastructure and servers that are forthcoming from the local, state, and federal regulatory agencies.

CIPA

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Columbia School District receives these discounts for Internet Access through the E-Rate program and is, therefore, in compliance with the CIPA.

COPPA

The Children's Online Privacy Protection Act, effective April 21, 2000, applies to the online collection of personal information from children under thirteen years of age. The rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator has to protect children's privacy and safety online.

Computer Network and Internet Use

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Signed parent permission for minor students to use the Internet is required annually. All students from the sixth grade up, faculty, and all staff using the district's Internet access must sign a written contract annually as well. The contract that pledges compliance with this Acceptable Use Policy is a legally binding document.

Access to the Internet is a privilege, not a right, and, therefore, entails responsibility. All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- **Be polite. Do not be abusive in your messages to others.**
- **Use appropriate language.**
- **Assume that email is not secure or confidential. Never send anything that you would hesitate to have viewed by others.**
- **Use upper and lower case letters. (All caps is considered the equivalent of shouting.)**
- **Be mindful of spelling.**
- **Keep paragraphs and messages short and to the point.**
- **Check email regularly, and delete unwanted messages as quickly as possible.**
- **Respect other people's privacy regarding mail and files.**
- **Avoid the use of sarcasm in electronic communications.**

CIPA, COPPA Compliance and Network Security

- **Activities using the computer network in violation of local, state or federal laws or Columbia School District policy are strictly forbidden including cyber bullying.**
- **Students will not reveal personal information over the network. This includes information about themselves as well as information about anyone else. Although teachers and other district personnel may reveal**

personal information about themselves over the network, they are strictly forbidden to disseminate any personal information about anyone else including but not limited to students and their colleagues. Information that is considered personal includes but is not limited to the following:

- **Home Addresses**
- **Social Security Numbers**
- **Personal Telephone Numbers (home and cell phone numbers)**

- **The school district staff is prohibited from disclosing personal information about students on its websites. Information that is considered personal includes but is not limited to the following:**
  - **Student's Name without permission of the student's parents**
  - **Home Address**
  - **Email Address**
  - **Personal Telephone Numbers**
  - **Internet Messaging Account Names**
  - **Social Security Numbers**
  - **Any information relating to the health of any student**

- **Posting, by the staff, of student names, will be limited to first names only for students in grades eight and below. Names will not be posted with images such that they would identify any student in the image.**
- **There is to be absolutely no expectation of privacy on the Columbia School District network. Activities at any workstation or transmission and receipt of data can be monitored at any time- both electronically or by staff observation. This includes transmission and receipt of email, email attachments, Web browsing, and any other use of the network.**
- **Users of the Columbia School District network are forbidden to transmit or retransmit copyrighted material (including plagiarism).**
- **Users of the Columbia School District network are forbidden to access, transmit, or retransmit threatening, harassing, obscene, pornographic, or trade secret material or any material deemed harmful to minors.**
- **Students will not be allowed to engage in any on-line chatting, including Internet messaging, unless it is a part of the curriculum and specifically designated as such by a teacher. Then the session will be monitored by the teacher and limited to the time frames, which must also be specified in the curriculum. Teachers must know with whom the student is communicating at all times.**
- **Users of the Columbia School District network are forbidden to access, transmit, or retransmit language that can be considered defamatory, abusive or offensive.**
- **Users of the Columbia School District network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal, prejudicial, or discriminatory attacks or that harasses or causes distress to another person.**
- **Users of the Columbia School District network are forbidden to access, transmit, or retransmit material that promotes violence or the destruction of persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material.**
- **All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority so that the district can take steps to prevent similar future access.**

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The use of the Columbia School District computer network is for educational, career development and limited high quality self-discovery activities as approved by the Columbia School District faculty and staff for a limited amount of time each week. Therefore, there are additional prohibitions with which users must comply. Non-compliance with these regulations will result in disciplinary and/or legal actions taken by Columbia School District authorities if deemed necessary. Prohibited activities include, but are not limited to, the following:

- **Using the high-speed network to download, upload, or store large files such as music and video that are not directly related to project or activity that is part of the school curriculum. If large files are to be downloaded in compliance with the rule stated above, they must be done before or after school hours when network demand is low.**
- **Streaming music or video, unless associated with a specific curriculum related activity. Teachers are encouraged to use streaming technologies on a limited basis to enhance their curriculum. They must, however, be aware that such activities could hinder the use of the network by others because of the large demand on resources that such activities cause.**
- **Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent.**
- **Damaging computers, computer systems, or computer networks (hardware or software).**
- **Creating, uploading, or transmitting computer viruses, worms or any other disruptive software code.**
- **Making any attempt to defeat computer or network security on the district network or any other client, server, or network on the Internet.**
- **Downloading or installing unauthorized software on school computers. This applies to students, teachers, staff, and administrators. All software installed on district computers must be done by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.**
- **Taking action, whether deliberate or careless, that damages the computer's configuration or limits the computer's usefulness to others.**
- **Violating copyright laws as specified in the Columbia School District copyright policy.**
- **Providing, under any circumstances, the user's password to another person or using another person's password.**
- **Trespassing in another person's folders, work, or files. Hacking or attempting to gain access to unauthorized areas of the district network or the Internet is prohibited.**
- **Employing the network for commercial purposes or political lobbying.**
- **Performing any activity harmful to or reflecting negatively on the Columbia School District community.**

Additional User Rights and Expectations

- **The use of the Columbia School District computer network is a privilege, not a right. The network is provided for academic use only and is not for entertainment or other activities outside the curriculum for students or beyond the boundaries of the jobs of the faculty, staff and administration.**
- **The Columbia School District will block all access to free email sites. This blocking is for the protection of students from inappropriate spam as well as protection of the network against malicious programming codes such as viruses.**

- **Users shall have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by staff members with the approval of the administration or for those administrative computers which must access MSIS, the statewide student database, which will not function using the proxy server filtering system that the Columbia School District uses to comply with CIPA.**
- **The Columbia School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through any Columbia School District Internet account.**
- **User files stored on the network server or on individual computers are not to be considered private. Authorized district staff will periodically inspect folders and logs of network usage during routine maintenance. At this time, it may be discovered that users have violated one or more of the provisions of this Acceptable Use Policy. If so, the proper authorities will be notified.**
- **Parents of minor users may inspect their minor children's files at any time. Reasonable time must be given for district network administrators to access such data if the child's access codes are not readily available. This time should not exceed one hour.**
- **Individual schools may create additional electronic usage guidelines consistent with this document. Such guidelines will be appropriate for usage in their specific environment.**
- **All users of the network agree to report any observed violation of the Columbia School District Computer Network Acceptable Use Policy or additional school policies to the appropriate school or district official.**
- **Violation of this Acceptable Use Policy may result in the denial, suspension or cancellation of the user's privileges, as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials. Other actions not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention or any other actions deemed appropriate by the administrative authorities.**
- **Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the normal channels provided by the disciplinary policy of the Columbia School District.**

INTERNET USE STUDENT CONTRACT

(This is a legally binding document.)

First Name:_____ Last Name: _____

Current Grade: _____ Date: _____

What Grade will you be in August 2014 ? _____

STUDENT CONTRACT AGREEMENT and APPLICATION FOR COLUMBIA SCHOOL DISTRICT INTERNET ACCOUNT

Directions

Carefully read the attached Columbia School District Computer Network Acceptable Use Policy (IFBG) and the "AUP Made Easy" for students. If you have any questions as to what will be expected of you when you are using the district's Internet access, ask a teacher, your librarian or someone in the office to help you with anything you do not understand.

When you feel that you understand the rules, sign the contract below so that you will be able to get an account on your school's network and an email account on the district's email server.

CONTRACT

I have read both the Columbia School District Computer Network Acceptable Use Policy (IFBG) as well as the "AUP Made Easy" for students and have asked an adult to help me with any part I did not understand. I now understand the rules that I am to follow while using the Internet at school.

I understand that if I break the rules, I will be punished based on the type of rule I break. If I break a rule made by the Columbia School District, the punishment will be determined by my building principal or assistant principal. If I break a law, however, I understand that the courts and law enforcement officials who enforce the law that I break will determine the punishment I receive.

Student's Name (please print): _____

Student's Signature: _____

INTERNET USE PARENT OR GUARDIAN SIGNATURE FORM

(This is a legally binding document.)

STUDENT'S FULL NAME (Please Print)_____

What Grade will your child be in August 2014 ? _____

As the parent or guardian of this student, I have read the Computer Network Acceptable Use Policy of the Columbia School District (IFBG) and understand the rules and regulations that my child is to follow while using the Internet at school. I understand that the school's Internet access is available for educational purposes only and have discussed the proper use of the Internet at school with my child.

I understand that if my child breaks the rules, he/she will be punished based on the type of rule broken just as it is with any other school activity. If he/she breaks a rule made by the Columbia School District, the punishment will be determined by the building principal or assistant principal. If he/she breaks a law, however, I understand that the courts and law enforcement officials who enforce the broken law will determine the punishment received by my child.

I also understand that the Columbia School District has taken available electronic precautions to eliminate controversial material. However, I also recognize it is impossible for the Columbia School District to restrict access to all controversial materials and will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision of my child's Internet access if and when my child's use is not in a school setting. I hereby certify that the information that I have entered onto this form is correct.

Initial one of the following options:

_____My child **HAS** permission to use the Columbia School District's computer network to access the Internet.

_____My child **DOES NOT** have my permission to use the Columbia School District's computer network to access the Internet.

Parent or Guardian (please print): _____

Signature: _____ Date: _____/_____/_____

Signature Verified By _____

Revised 2015

USE OF YOUR CHILD'S NAME AND IMAGE ON THE COLUMBIA SCHOOL DISTRICT'S WEB SITES AND IN THE NEWSPAPER

STUDENT'S FULL NAME (Please Print) _____

From time to time, the Columbia School District publishes pictures of its students showing them in activities to publicize events and activities taking place in the district. The primary publication media are newspapers and the district's World Wide Web server.

The School District uses the following guidelines regarding the use of your child's name and image:

For newspapers, magazines, radio and television communications, the child's image is used, as well as the child's whole name.

For the World Wide Web on the Internet, if the child's picture is used, the district will not use the child's name in such a way that the name can be associated with a particular person in the picture. Further, for students eighth grade and below, only the student's first name will be used. No name will be used without the parent's permission. Please check and initial one of the statements below then sign and date the statement at the end of the document.

Check( ) Initials ____ I agree to allow the Columbia School District to use my child's picture and name within the guidelines stated above for both newspaper articles and on the Internet.

Check( ) Initials ____ The Columbia School District has my permission to use my child's picture and name for newspaper, magazine, television and radio communications as described above but MAY NOT use my child's picture or name on the Internet. (Initialing this will prevent the district from listing your child's name in sports rosters, cheerleading squad rosters, honor roll list or any similar type lists on the Internet and it will mean they will not be in group pictures of sports teams that are routinely posted on the district Web sites.)

Check( ) Initials ____ The Columbia School District may not use my child's picture or name for either the newspaper or the Internet. (Initialing this will prevent the district from listing your child in the honor roll lists in the newspaper. It will prevent the district from using your child's picture for any reason in the newspaper such as senior class pictures, awards photos etc.)

Parent or Guardian (please print): _____

Signature: _____

Date: _____/_____/_____

Final checklist to complete with Counselor / School Representative prior to final enrollment:

SCHOOL USE ONLY

Printed Name of Student: _____

_____ Copy of Withdrawal Form from previous school

_____ Copy of Transcript/Grades from previous school

_____ Copy of Social Security Card

_____ Birth Certificate

_____ Mississippi Immunization Certificate

_____ Parent/Guardian received a copy of "School Handbook"
_____Signed Statement of Compliance and Cell Phone Letter on file (CHS)

_____ Automated Attendance and Informational Calls

_____ Emergency Contact Information

_____ Documentation of Residency *(Reference CSD Board Policy School Admission)*

_____ Student Residency Questionnaire
____ Student Identification for Referral and Eligibility Form *(if applicable)*
Title X, Part C McKinney-Vento Homeless Act

_____ Home Language Survey

_____ Expulsion Status Form *(If checked – refer parents/guardian to Central Office)*

_____ Student Health Record

_____ Medical Form
_____ Permission to Give Medications at School Form *(if applicable)*
_____ Request & Authorization to Assist in Giving Non-Prescription Medicines Form *(if applicable)*
_____ Release Form for Student to Carry Prescribed Inhaled Asthma Medication *(if applicable)*

_____ Internet Access Forms

_____ Lunch Application *(Send to Child Nutrition Program Supervisor)*