



Reed Union School District

Student Registration Packet

Dear New Families,

Please complete this entire NEW Student Registration Packet and bring all forms and required original documents to your scheduled registration appointment. A fully completed packet is required to complete the registration process.

Missing documents will result in rescheduling your appointment.

Appointments can be made by calling your school directly:

Reed School office: (415) 435-7840

Bel Aire School Office: (415) 388-7100

Del Mar School Office: (415) 435-1468

District Office: (415) 381-1112

Downloadable Forms in this packet

(must be completed and brought to appointment)

- Emergency Release and Authorization Form
- Primary Language Form
- Health Information Form
- Permissions Form
- Required Supplemental Forms

Proof of Identity and Residency Documents

(original copies from each category must be brought to appointment)

- Child's birth certificate **-or-** passport
- Valid CA driver's license **-or-** CA State ID card **-or-** valid passport
- Valid vehicle registration **-or-** current bank statement issued within 35 days of registration **-or-** current letter from a government agency with parent/guardian name & address
- Current property tax bill with parent name and address **-or-** current rental lease agreement with parent name, student name, address, manager name and phone number **-or-** Grant deed that is certified by the County Recorder's Office

Health Forms *(must bring to appointment)*

- Current Immunization Record
 - Polio #1 #2 #3 #4
 - DTP/DTap/DT/Td #1 #2 #3 #4 #5
 - MMR #1 #2
 - Hepatitis B #1 #2 #3
 - Varicella #1



Reed Union School District Emergency Release and Authorization Form

Student Name: _____ **DOB:** _____
(Legal Last Name) (Legal First Name) (Middle Name)

Primary Address: _____
(Street) (City) (Zip code)

Secondary Address: _____
(Street) (City) (Zip code)

First Contact Name and Number: _____

Mother's Name: _____ **Father's Name:** _____
Last Name, First Name Last Name, First Na

Mother's Cell: _____ **Father's Cell:** _____

Mother's Email: _____ **Father's Email:** _____

Critical health issues/allergies (brief): _____

List of emergency medications kept at school: _____

Health Insurance information _____ : _____
(doctors name) (Insurance provider) (policy number)

Please list the names of relatives/friends/neighbors, *in close proximity to the school*, to whom we may release your child or contact if you cannot be reached.

***No student will be released to anyone other than the parents or to those listed below.**

1. _____
(Last name, First name) (relationship) (phone number)

2. _____
(Last name, First name) (relationship) (phone number)

3. _____
(Last name, First name) (relationship) (phone number)

4. _____
(Last name, First name) (relationship) (phone number)

Custody issues: We will assume that the parent/guardians have custody of the student. Specify any conditions of custody prohibiting release of the student and specify any persons to whom the student is not to be released (you must file official papers with the school office).

Parent Signature: _____

Primary Language Form

Student Last Name: _____ First Name: _____ Middle: _____

School: _____ Teacher: _____ Grade: _____ DOB: _____

California Education Code contains legal requirements which direct schools to determine the language(s) spoken in the home of each student. This information is essential in order for the school to provide adequate instructional programs and services.

Please respond to each of the four questions listed below as accurately as possible:

1. Which language did your child learn when he/she first began to talk? _____
2. Which language does your child most frequently speak at home? _____
3. Which language do you (*the parents or guardians*) most frequently use when speaking with your child? _____
4. Which language is most often spoken by adults in the home? (*parents, guardians, grandparents, or any other adults*) _____

Signature of Parent or Guardian

Date

Primary Language Survey

Listening/Speaking:

My child is able to understand his/her primary language very well moderately not at all

My child is able to speak his/her primary language using correct grammar very well moderately not at all

Reading:

My child is able to read his/her primary language very well moderately not at all

My child is able to understand what he/she reads in his/her primary language very well moderately not at all

Writing:

My child is able to write effectively in his/her primary language using correct grammar and punctuation very well moderately not at all

Health Information Form

Student Name: _____ Date of Birth: _____

____ Known allergies? To what? _____

____ Allergic reaction? How treated? _____

____ Asthma? How treated? _____

____ Diabetes? How treated? _____

____ Epilepsy? _____

____ Heart Condition? Describe: _____

Severe injury or major operation? _____

____ Presently under medical care for any illness? If yes, please state the illness and medication: _____

Vision:

____ Wears contact lenses?

____ Wears glasses? If so, when? _____

Hearing:

____ Known hearing loss?

____ History of ear infections?

Speech:

Do you have any concerns regarding your child's speech? _____

Does your child have any health limitations while attending school? If yes, please explain: _____

Required Supplemental Forms

Student Name: _____

Date of Birth: _____

Parent/Guardian highest Education Level? (*select one*):

- | | |
|---|---|
| <input type="checkbox"/> Not a High School Graduate | <input type="checkbox"/> High School Graduate |
| <input type="checkbox"/> Some College or Associate's Degree | <input type="checkbox"/> College Graduate |
| <input type="checkbox"/> Graduate Degree or higher | |

FEDERAL ETHNICITY AND RACE

Ethnicity: *Is the student Hispanic or Latino?*:

- yes no

Race: *What is the student's race?*:

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> White | |
| <input type="checkbox"/> Black or African American | | |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Laotian |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Hmong | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Other Asian | | |
| <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Tahitian | <input type="checkbox"/> Other Pacific Islander | |

ENGLISH LEARNERS AND IMMIGRANT INFORMATION

If student is foreign born, or if the ELA status English Learner (EL):

Initial US School Enrollment Date: _____

Date

Has the student been enrolled in a US school less than three cumulative years?:

- yes no

Technology Use Agreement - Elementary School

Please click on the linked form at the end of this Technology Agreement to fill out your permission requests - one per child.

Part I: Educational Use Internet Account

RUSD provides students with access to the internet for the purposes of research, online learning programs, communication, and as a general resource for educational content. By giving permission, parents understand that access is designed for educational purposes. RUSD has CIPA compliant filters in place to help guard against exposure to inappropriate materials and RUSD has taken reasonable precautions to eliminate access to controversial material. Should a student commit any violation of the terms and conditions, his/her access may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued

1. *Acceptable Use:* The use of accounts must be in support of education and research and consistent with the educational objectives of RUSD. Students are expected to be safe, responsible, courteous, and appropriate.
2. *Unacceptable Use:* Students may not use, , or otherwise access, threatening, harassing, pornographic, or obscene material. Students should not download files, programs, or software updates over the school network or onto the school-issued laptop. They should also refrain from being off task on social media sites, online shopping or other media sites unrelated to curriculum during school hours.
3. *Digital Citizenship:* End users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite
 - Use appropriate language
 - Do not share personal information, including name, address, phone number, or birthdays of self, peers, parents, or staff.
 - Do not use the network in a way that would disrupt the use of the network by other users
 - Cite text and image resources that are used within school work

1. *Web-Based Social Networks:* RUSD students in grades K-8 will be utilizing web-based social media portals such as Edmodo to extend student's educational interactions. These types of services are controlled by classroom teachers in an online learning environment and are filtered using RUSD's content filtering system. Use of these programs directly ties to district curriculum goals related to digital citizenship and Internet safety.

1. *Security:* Do not use another individual's account. Attempts to log in as a system administrator or another student's information will result in cancellation of user

privileges. Please notify RUSD Technology department (415-383-1112) or a school administrator if you identify a security problem.

1. Vandalism: Vandalism is defined as any malicious attempt to harm or destroy devices or data of another user which includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

1. Content Filters: As required by CIPA, RUSD utilizes an internet content filtering service called "Lightspeed", which allows on-line interactions to be scanned for inappropriate, objectionable, and/or harmful content.

1. Disclaimers: RUSD uses a network provided by the Marin County Office of Education. MCOE and RUSD make no guarantees for services provided and are not responsible for any damages suffered. Users must recognize it is impossible for the Reed Union School District to restrict access to all controversial materials, and may not hold RUSD responsible for materials acquired by students on the network.

Part II: Educational Use Apple Accounts

This year, each student will have a personal Apple account, called an Apple ID. Apple IDs provide students access to important school materials including textbooks, documents, appropriate apps, iBooks, and iTunes U courses. Apple ID also provides students iCloud access so that content can be accessed from home devices. Visit the [Apple ID Parent Guide](#) for more information on Apple IDs and iCloud. Apple IDs for students under 13 include the following features:

- limited advertising
- disabled iCloud email by default
- account settings cannot be changed
- no credit card attached to the account
- parents or guardians are notified of account issues
- parental access to Apple support
- parental ability to set additional restrictions

Parent/Guardian Instructions For Creating Educational Use Apple ID

For students under 13, **the child's parent or guardian must create the Apple accounts.**

1. Parents will receive an email from Apple with your student's temporary password and instructions for creating your student's Apple ID.
2. Follow the instructions on the email.
3. If your student is under 13 as of August 12, 2013, you will be asked to review the online [Parent Privacy Disclosure and Consent Notice](#).
4. By providing consent, you will activate your student's Apple ID.
5. *Optional:* You can set parental restrictions such as allowing changes to accounts, preventing in-app purchases, and designating allowable content and privacy settings. Please refer to the [Apple ID Parent Guide](#) to learn how to set device

restrictions. We strongly encourage you to take this step promptly after creating your student's Apple ID.

Part III – Educational Use Google Suite Accounts

Students will need a Google Account in order to access Google Apps (i.e., Google Calendar, Google Sites, Google Docs, Google Drive). Google has already incorporated critical security features including student privacy, and data security. Student work can be created or uploaded for archiving, editing, live collaboration, and presentation. From home or from school, students can safely store their work, create documents, collaborate with classmates, and submit items for feedback. The Google suite also provides access to student website accounts and a calendar. While a Google account does provide students with an email address, ingoing and outgoing access will be restricted as follows:

Reed Student Email Accounts: Completely inactive; students have no access.

Bel Aire Student Email Accounts: Disabled at this time.

Del Mar Student Email Accounts: Del Mar students are issued an internal closed email account on the domain "rusdstudents.org". Each student will have a personal email account to facilitate use of Google Docs and provide a more protected means of online communication

Guidelines for Students with Laptop usernames, passwords and Email Accounts

- Students are responsible for keeping usernames and passwords confidential, and will not share this information with others.
- Students are responsible for their conduct and content that is created, displayed, stored or transmitted online
- Users may not send, save, view, forward, or create harassing or offensive content/messages. (Offensive material includes, but is not limited to, profanity, racist, sexist, discriminatory remarks, pornographic, sexually explicit material, sexual comments, jokes or images that would violate school policies.
- Users will refrain from sending spam or messages that contain viruses or other malicious content.
- Students agree to immediately notify a teacher of any unauthorized use of their password or account or any other breach of security.

Monitoring and Filtering

- Student safety is our highest priority. Mail that is sent within our district is monitored and filtered based on content.
- All student email passes through a Message Security system.
- Rules and filters are set up to monitor student email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery, and instead will be sent to school administration for review.

- Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary.

Part IV –Educational Use of Electronic Devices

RUSD provides students with access to a variety of electronic devices that include shared and individual computers and tablets. Students are required to follow proper care and handling guidelines. Failure to do so may result in disciplinary actions which include but are not limited to: parental contact, loss of privileges and restitution fees.

- *Ownership (K-8):* Laptops and iPads are the property of the Reed Union School District. They are provided for the exclusive use of Reed Union School District students and teachers.
- *Management:* All K-5 (*Reed & Bel Aire*) devices are to stay at school unless special permission is given. Laptops assigned to students in grades 6-8 (*Del Mar*) are entered into inventory and individually labeled. A student withdrawing from *Del Mar* must return the device before his/her last day. All *Del Mar* students will turn in laptops at the end of each school year.
- *Proper Handling (K-8):* Electronic devices are delicate learning tools and need to be treated with care. Students must agree to follow the care procedures listed below:
 - *Devices may only be used on a flat and stable surface.*
 - *Do not carry laptops while open.*
 - *Do not pick up laptops by the screen, or touch the screens with anything.*
 - *Keep magnets away from all devices.*
 - *Store devices in their proper cases or carts*
 - *Charge all devices at the end of the day so they are fully charged for the following morning.*
 - *Do not eat or drink while using an electronic device.*
 - *Protect devices from outdoor elements like sand, dirt, moisture, direct sunlight, and heat.*
 - *Shutdown, and unplug devices prior to cleaning. Only use cleaning supplies approved by the school.*
- *Consequences* for misuse of electronic devices may include the following:
 - Teacher warning
 - Parent contact by staff member
 - Loss of electronic device privileges
 - Detention or Suspension

