

Checklist for Enrollment of New K-12 Students 2020-2021

Eviden	ce of Proper Age and Legal Name
	Official birth certificate
	If such certificate is not available, the following forms of evidence are acceptable:

Official school records that provide evidence that the child has attended school for four years
 A passport or certificate of arrival in the U.S. showing the age and legal name of the child

Evidence of Immunization, Physical Exam and Medical Treatment

Immunization	Physical Exam	Medical Treatment
□Florida Certificate of Immunization (Form HD680)	☐If the physical exam within one year is not available at enrollment, evidence of an appointment must be submitted with the completed registration packet	□Parent must provide a written notification of any health/medical condition that requires staff awareness and/or supervision for the child.
□Religious exemption (Form 681), temporary exemption (Form DH680 Part B) or a medical exemption (Form DH680 Part C)	□Within 30 school days students grades K-12 and entering Florida school for the first time, must present evidence of a physical examination performed within twelve months prior to their initial enrollment, or the day student was brought to school to fill out necessary forms for the purpose of becoming a BCSD student.*	□Ensure all parent contact and alternate contact information is correct on the Registration Form. This information must be kept current by contacting the Data Secretary at your school as it will be used in case of emergency.

Evidence of Custody/Guardianship

According to School Board Policy and state law, a person who enrolls a minor student must have a *bona fide* relationship with the student such that they are the custodial parent or otherwise stands in the place of the parent ("in loco parentis") with respect to decisions concerning the student's enrollment and education. Accordingly, one of the following must be determined at the time of enrollment/registration:

□The person registering/enrolling the student is the biological parent of the student, and has advised that their custodial/parental rights have been voluntarily relinquished or modified by court order. Please provide most recent custody paper .	□The person registering/enrolling the student is the adoptive parent or legal guardian of the student and has presented court and/or state agency records which establish their custodial rights or authority to make decisions concerning the student's enrollment and/or education.	☐ The student lives in a residence licensed by the Florida Department of Children and Families.
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Proof of Residence

THREE documents (one from each column) are required by the Bradford County District School to establish residence.

COLUMN 1	COLUMN 2	COLUMN 3
□Driver's License	☐ Homeowner: Mortgage/HUD Statement	☐Utility/Water Bill with current address
□Photo ID Card	☐Renter: Renter's Agreement /Lease	□Vehicle Registration with current address
	□Living w/Homeowner or Renter: Notarized statement that you reside with them plus: (1) their homeowner or renter documents above and (2) evidence from column 3	

Estudent Social Security Card: Required to request by FS 1008.386, but not required as a condition for enrollment or
graduation. May be used for processing Medicaid eligibility and billing, scholarship applications, Driver's Education, and state student assessments.
□ Requested: Most recent report card, current I.E.P. A records request will be submitted to last school of enrollment.

□Completed Registration Packet: (Registration Form, Home Language Survey, Occupational Survey, McKinney-Vento Info, Network Use Agreement, Parent & Student Acknowledgement)

Registration is not considered complete until all* required documents are received by the school Data Secretary.



SCHOOL YEAR 2020-20	21	STUDENT	REGISTF	RATION & MED	ICAL INFOI	RMA'	TION	STUDEN	NT NUMBER		
THIS AREA IS FOR OFFICE USE ONLY											
Entry Date:	Homeroom:		Grade:		IEP	EP	504	Records	s Requested:		
Birth Verification YES NO	Immunizations:	YES NO	Health Exam:	YES NO P	Proof of Residence:	YES	NO	Military	y Family: YES NO		
Out-of-Zone: YES NO	Zoned District #:	:	Zoned School #	#:C	Out-of-Zone Approve	d: YES	NO	Medical	l Alert Condition: Yes NO		
Has the student previously been enrolled in a	Bradford County	School?		Transportatio	on: Bus: AM#_		PM# Pa	arent/Pick	k-upOther		
STUDENT'S LEGAL NAME:											
First Mi	iddle	Last			DOB:		Grade:	;	Gender: □] Female	□Male
SSN () Confidential		equest by FS 1008.386, but no bility and billing.	ot required as a	a condition for enrollment	or graduation. May	be used	for processing sch	ıolarship app	plications, Driver's Education, st	tate student as	ssessments,
Primary Address of Student					City		State	9	Zip		
Mailing Address (if different than above	;)				City		State	ē	Zip		
Primary Phone Number: ()											
Student Lives with: □Both Parents (ir	n same house)	□Mother □Father	□Guardian	□Other	_ Under Court	t Ordei	r NO DY	YES If yes,	, are documents provided?	□ NO □	YES
Mother's Name/Legal Guardian:					Legal Custody	•	□YES □	□ NO	Resides w/Student	□ YES	□ NO
Email Address:				Phone # in call order	r 1.			H C W	2.		нсw
Father's Name/Legal Guardian:					Legal Custody		□ YES □	⊐ NO	Resides w/Student	□YES	□ NO
Email Address:				Phone # in call orde	r 1.			нсw	2.		нсw
List alternate contacts & phone numbers who can pick up student in case of an emergency. Indicate relationship of each contact to student. (Ex: grandmother, neighbor, step-father)											
		Relationship	p	Prima	ry Phone #				Alternate Phone #		
1st Contact Name					1	Circle: I	Home Work Cell		C	ircle: Home V	Work Cell
2 nd Contact Name:					(Circle: H	Home Work Cell	l	C	Circle: Home \	Work Cell
3 rd Contact Name						Circle: I	Home Work Cell	1		Circle: Home	Work Cell
Previous School Name:			C	City:	State	e:	Is	s the school	l change due to a natural dis	saster? 🗆 N	o □Yes
Immigrant Student: □No □Yes Mil	Immigrant Student: □No □Yes Military Family Student: □No □Yes Foster Student: : □No □Yes Has this student been previously retained? □ NO □ YES If so, what grade(s)?										
Ethnicity: Is student of Hispanic/Latino/Spanish Origin? □No □ Yes Race: (check all that apply) □American Indian or Alaska Native □Asian □Black □Native Hawaiian or Pacific Islander □White											
Location of Birth: City/State			C	Country of Birth:							
Was your child in the MTSS/RTI Proce	ess? □ No □	lYes Does	your child ha	ave a 504 plan? □No	□Yes	Wa	as your child en	rolled in a	n alternative education pr	rogram?□N	o □Yes
Does your child have an IEP or EP?	□ No □Yes	If Yes, □ ASD □EBI	D □Gifted	□ID □SLD □Sp	eech/Language	□Othe	er Did you	r child atte	end a VPK program? 🗖 No	Yes	
Is the child currently suspended or av	waiting an expu	ılsion? □ No □Yes I	Explain								
Disclosure at School Registration. A district shall note previous school expulsions									a a school Comp	lete Both	Sides



STUDENT'S LEGA	L NAME:					2020 2021 CCHOOL VEAD
First	Middle		Last	Grade		2020-2021 SCHOOL YEAR
— MEDICAL INFORM	MATION: Please check ALL that	t apply as current med	ical problems. If allergies, p	olease list.		
ADD / ADHD	Asthma	Headaches	Hypertension	Seizure Disorders	MEDICATIONS: List M	1ed & Dosage
Allergies:	Cancer – Specify Type:	Autism	Hypoglycemia	Sickle Cell		
		Hemophilia	Nosebleed	Speech Impairment		
VP Shunt	Diabetes: Type I Type II	Hernia	Cerebral Palsy	Urological Condition		
Kidney Disease	Downs Syndrome	Hearing Impairment	Muscular Dystrophy	Visual Impairment		
Anemia	Ear Infections Repeated	Heart Condition	Physical/Motor Impairment	Leukemia		
Arthritis	Emotional/Mental Disorders	Heart Murmur	Pregnancy	Scoliosis		
	Gastrointestinal Disorders					NS OF CHILDREN REQUIRING MEDICATION OURS MUST CONTACT THE SCHOOL FOR RES AND FORMS.
consent to the school information to officia Florida for the purpo my child. I understand	to provide medical information on al school personnel & Bradford Cou ose of determining possible Medical d that I may withdraw consent at an	this emergency card with unty Health Dept. I author uid eligibility. If applicable ny time. This consent will	nemergency medical personnel s rize the Bradford County Distric e, I further authorize the School	should the need arise for eme at Schools to release my child District to receive Medicaid p	ergency medical services. I had be a list of birth, and payments for any exception	esulting from rendition of said services. I give my hereby give permission to release pertinent health social security number to agencies of the State of nal student services/medical services provided to riate public education. Upon request, I may receive
•	closed pursuant to this authorization	on.				
OTHER CHILDREN IN THE FAMILY: Name:			Grade:		School:	
enrollment informa	ny responsibility as the Parent/ lation is true and accurate, that considered complete until all r	providing fraudulent in	nformation shall result in wi	thdrawal and reassignme	-	
Parent/Guardian Signa	ature		Date		ENTERED IN FO	OCUS BY/DATE:





Escuelas Del Condado de Bradford

HOME LANGUAGE SURVEY

Encuesta de Lengua Materna

Student Name:	_ Date of Entry	/:				
Nombre del alumno	Fecha de entra	ada				
School: Student Nur Escuela Numero de es						
Grade: <i>Grado</i>						
PLEASE RESPOND TO THE QUESTIONS BELOW:						
1. Is a language other than English used in the home? ¿Se usa otro idioma además del inglés en el hogar?	-	YES	NO			
2. Did the student have a first language other than English? ¿El estudiante tiene un primer idioma que no sea inglés?	-	YES	NO			
3. Does the student most frequently speak a language other the ¿Habla el estudiante con más frecuencia un idioma que no sea ingle		YES	NO			
4. Home language of student						
5. National origin of student						
Signature of person completing survey/Firma de la persona que completa	a el formulario	 Dat	e/ Fecha			

Please send a copy of this form to the Director of Exceptional Student Education if an individual responds "**YES**" to any of the first three questions listed above.

STS-0244 03/9/2020



BRADFORD COUNTY SCHOOL DISTRICT DISTRICT OCCUPATIONAL SURVEY

ESCUELAS DEL CONDADO DE BRADFORD- ENCUESTA LABORAL DEL DISTRITO

Have you or anyone in your family crossed state or county lines to work, or seek work, in one of the following occupations, either full-time or part-time during the last three years?

¿Usted o alguien en su familia cruzó las fronteras estatales o del condado para trabajar o buscar trabajo, en una de las siguientes ocupaciones, ya sea a tiempo completo o a tiempo parcial durante los últimos tres años?

YES	NO			SI	NO			
		FARMING (plowing, planting, cultivation, harvesting and/or processing of farm crops)				AGRICULTURA (labrado, plantación, cultivo, cosecha y procesamiento de cultivos agrícolas)		
		DAIRY WORK				LECHERÍA		
		LIVESTOCK WORK (hoofing, cutting, banding, feeding and/or rounding up)				GANADERÍA (faenado, identifiación, alimentación y acorralamien)		
		POULTRY OR EGG WORK				PRODUCCIÓN AVÍCOLA O TRABAJO CON HUEVOS		
		PLANTACIÓN, CULTIVO O COSECHA DE ÁRBOLES						
		COMMERCIAL FISHING (all fresh/saltwater fishing including crabbing and/or shrimping)				PESCA COMERCIAL (toda pesca de agua dulce/salada,incluyendo pesca de cangrejos y camarónes)		
		WORKING ON FISH FARM				TRABAJO EN CRIADEROS DE PECES		
		PROCESSING OR HAULING OF FARM/FISH PRODUCTS				PROCESAMIENTO O TRANSPORTE DE PRODUCTOS DE CRIADEROS DE PECES O PESCA		
		ked NO to all items, you may stop at this point. If you checked YES in any category above, ple				có NO en todos los puntos, puede dejar de responder. en SÍ alguna categoría antedicha, continúe y		
D:4.		continue with next question. child(ren) move with you? _Yes _No		responda ¿Se trasladó su hijo o hijos con usted?SiNo				
The sch family membe assist u	nool sy have er of t	rstem is interested in providing help to children vehad to move from one school district to another the family could work/seek work in certain jobs. Inding out which children we will be able to serve control to the completing one of these forms.	er so a Please	Este cuya para emp a av	sistem as fami a que u oleo. P erigua	na escolar está interesado en brindar ayuda a los alumnos lias han tenido que mudarse de un distrito escolar a otro no de sus miembros puede trabajar / buscar algún tipo de or favor llene uno de estos formularios para que nos ayude r a qué niños les prestaremos servicios mediante este special.		
СНП	D'S I	NAME:				DL:		
		L ALUMNO			CUELA			
		NAME:						
NOMBI	RE DEI	L PADRE/LA MADRE						
PRES	ENT	OCCUPATION:						
OCUPA	CION/7	ΓRABAJO						
Parent's	s Signa	nture/ Firma del Padre/la madre				Date/Fecha		

Address & Phone Number/ Dirección y Número de Teléfono

INTERNAL USE: Send any forms checked "YES" to Administrative Secretary/Department of Teaching, Learning & Curriculum. All others may be properly discarded at the school level.



Bradford County School District McKinney-Vento Student Residency Questionnaire 2020-2021

CONFIDENTIAL - FOR SCHOOL USE ONLY

This questionnaire is in compliance with the McKinney-Vento Act, U.S.C. 42 § 11432(a). Your answers will help the administrator determine residency documents necessary for enrollment of your student(s).

SECTION A: HOUSING IS FIXED, REGULAR AND ADEQUATE	
 ☐ I currently RENT/OWN my home <u>OR</u> ☐ I live with someone by choice (not due to financial hardship) 	If you checked either of these boxes, please stop here.
SECTION B: HOUSING IS NOT FIXED, REGULAR AND ADEQUATE	
PLEASE PLACE AN "X" IN THE APPROPRIATE BOX My family lives in an emergency or transitional shelter or FEMA trailer. (A) My family is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; doubled-up. (B) My family is living in a car, park, temporary trailer park or campground due to lack of alternative adequate accommodations, public space, abandoned building, substandard housing, bus or train station, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings. (D) My family lives in a hotel or motel. (E)	CAUSE OF YOUR CURRENT LIVING ARRANGEMENT Mortgage Foreclosure (M) Natural Disaster-Type: Other – i.e., lack of affordable housing, longterm poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc. (O)
PLEASE PRINT VERY CLEARLY, COMPLETE ONE PER FAMILY, an ¿Habla Ud. Español? Por favor doble este papel al o Names of Students Currently Enrolled in a Bradford County School (PK – 12th C	tro lado para llenar este estudio.
First Name MI Last Name	Birth Date Grade School
First Name MI Last Name	Birth Date Grade School
First Name MI Last Name Parent or Guardian Name (Print):	
BEST Contact Number: Current Street Address:	
Length of time at this TEMPORARY address:Former Address:	
SECTION D: UNACCOMPANIED YOUTH (Age 16 or older complete this sect	on)
☐ Student is living with an adult that is not a parent or legal guardian. Caregiver Name:	☐ Student is living alone without an adult. How long has student been living alone?
Relationship to Student:	now long has student been living alone?
ndersigned certifies that the information provided is accurate.	Date:
rections for school staff: For forms with completed SECTIONS B-D, ease send a copy of this form to the district liaison by county mail or fax (904) 966-6818, and keep the original for student file.	District Liaison Intake Information Make a copy for each student listed. Student # MV Eligible NOT MV Eligible



Network Acceptable Use Agreement 2020-2021

- I. The District network is available for all employees and students of the District in order to provide them with equal access to computing resources which serve public education. The network is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The term network may include electronic mail (E-Mail), Worldwide Web browsing, or any method of connecting with other computer equipment. All personnel having authorization to use the network will have access to a variety of information.
- II. Some material on the network may not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. The District network will filter inappropriate material. At each school, each student's access to the network will be under the teacher's direction and monitored as a regular instructional activity.
- III. The District cannot entirely prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District. This is particularly possible since access to the network may be obtained at sites other than school.
- IV. At each school and facility owned and operated by the District, in each room where computers are present, notices shall be conspicuously posted that states the following: Users of the network of the School District of Bradford County are responsible for their activity on the network. The School District has developed a Network Acceptable Use policy. All users of the network are bound by this policy. Any violation of the policy could result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. This notice shall also become part of the login process.
- V. The use of the network shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in the network requires that all its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network.

Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. For compliance with the requirements of the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA), please see procedures entitled "Student Internet Use Procedures."

Examples of unacceptable uses of the network include, but are not limited to:

- 1. Violating the conditions of the Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida dealing with student's rights to privacy, employee rights to privacy, or violating any other section of the Code;
- 2. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images such as pornography, profanity or obscenity;
- 3. Reposting personal communications without the author's consent.
- 4. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material;
- 5. Using the network for financial gain or other commercial or illegal activity;
- 6. Using the network for political advertisement or political activity;
- 7. Taking any actions that affect the ability of the District to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission.
- 8. In accordance with applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) rules, sending any student identifying information, via e-mail, is strictly prohibited;
- 9. Creating and/or forwarding advertisements, chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
- 10. Gambling or conducting any illegal activity;

BC SD

BRADFORD COUNTY SCHOOL DISTRICT

Network Acceptable Use Agreement 2020-2021

- 11. Posting personal views on social, political, religious or other non-business related matters;
- 12. Creating and/or forwarding messages, jokes, etc. which violate School Board harassment policies and/or create an intimidating or hostile environment.
- VI. The e-mail system developed by the District and the hardware owned by the District are intended for District business use. Minor personal use of email and the internet by school district employees is acceptable, but should not interfere or conflict with District business.
- VII. District business conducted by e-mail must be done using the email account provided by the district. When an employee conducts official business of the District via e-mail, the employee must retain a copy of the email including attachments in paper form or store these documents electronically on district owned equipment in accordance with the Florida Public Records law
- VIII. Failure to adhere to this agreement may result in suspending or revoking the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee or expulsion in the case of a student.
- IX. Any student shall be exempt from accessing the internet upon written request from the parents, as defined by Florida Statutes, to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request yearly.
- X. The District reserves the right to monitor and/or retrieve the contents of email messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.
- (I. District employees' passwords are confidential, and in order to maintain network security, employees shall:
 - 1. Change passwords at least four (4) times a year, or whenever the employee feels his/her password may have been compromised;
 - 2. Use passwords that contain letters and numbers and that are difficult to guess;
 - 3. Not share passwords and shall not set passwords to automatic log in mode;
 - 4. Give his/her password to authorized computer maintenance personnel, only as part of maintenance activities, and shall change his/her password at the completion of the activity.
 - 5. Student passwords are maintained by the District Office.
- XII. Each employee and student shall lock their device when leaving it unattended. This would include but not be limited to interactive boards, desktops, laptops, chromebooks, tablets, and mobile devices. Leaving the devices unattended before an auto lockout or shut down process occurs will leave that device vulnerable to use by anyone who chooses to use it. Any Home Directory, My Documents, Email, applications (such as Skyward or FOCUS), assignments, gradebook, etc that are available to the device owner would be accessible by this person. Furthermore, activity that this person may perform would not be traceable as it would be done using the device owner's account. Locking the device when unattended protects the network from unauthorized use as well as protects the device owner from unauthorized activity performed with their accounts.
- XIII. All Web sites representing any District employee pursuant to their official District role and duties must have their Web site hosted on a school district server or a district sponsored Web site. Using other free or paid outside Web servers for public dissemination of District business is not permitted.

STATUTORY AUTHORITY: 100.41, 100.42, FS LAW(S) IMPLEMENTED: 1000.21, 1001.43

BY SIGNING THIS DOCUMENT, I AGREE TO ALL TERMS AND CONDITIONS.

Student & Parent Printed Name or Employee Printed Name

Date

Revised: 3/10/20



Parent and Student Acknowledgement

Please complete, sign at all appropriate places, and return to your child's school.

- **1. School Day Supervision Limitations:** Per Florida Statute, the school is responsible for the supervision of your child for no more than $\frac{1}{2}$ hour before the start of the school day and $\frac{1}{2}$ hour after the day ends. Video surveillance is used at school sites and on buses. These videotapes will be used to enforce rules associated with the Code of Student Conduct.
- **2. Provision & Coverage:** I have been provided access to a copy of the Code of Student Conduct at www.bradfordschools.org and I have the opportunity to ask questions by calling the principal or district office.
- **3. Network Acceptable Use Agreement:** I have received a copy of the agreement (also available in the Code of Student Conduct at www.bradfordschools.org) and understand my child is expected to comply with the terms of the agreement.

4. Anonymous student/district surveys: If you do NO	want your child to participate write your specific remarks
below. REMARKS:	

- **5. Release of Name/Directory Information/Media Release:** Pursuant to federal, state and local school board rules, a student's right of privacy is to be protected. The district may only release your student's protected information to those entities and agencies authorized by law. Unless you make remarks below, *you are consenting to the release of your child's photograph or video image & the level of information necessary for:*
 - Class Portraits Photographer
 - School Annuals/Yearbooks
 - Videos & photographs for school/class purposes only
 - College representatives for scholarship (transcripts, test scores, etc.)
- School related athletic events
- Graduation needs & related events
- Military recruiters
- Local, regional, and social news media for school events, recognition, and academic excellence

If you do NOT want your child's information released REMARKS :	for the above purposes write your specific remarks below:
6. Request to abstain from corporal punishment: your specific remarks below. REMARKS:	If you do NOT want corporal punishment used with your child, write

Parent and Student Acknowledgement:

*This is to acknowledge with signatures below that we have read the five statements above regarding:

- 1. School Day Supervision Limitations: Video Surveillance is used at school sites and on buses. These videotapes will be used to enforce rules associated with the Code of Student Conduct.
- 2. Code of Conduct (provision & coverage)
- 3. Network Acceptable Use Agreement
- 4. Anonymous student surveys to gather pertinent school information.
- 5. Release of Name/Directory Information/Media Release
- 6. Use of Corporal Punishment

Failure to return this acknowledgement will not relieve a student or the Parent(s)/Guardian(s) from responsibility to know the contents of the Code of Student Conduct and will not excuse the student's non-compliance with the Code of Student Conduct. Contact your school principal or the district office if you have questions or concerns.

,	rent last names, please write out the complete name.
Parent or Guardian (Signature):	
Student Name (Print or Type):	
Date:	School: