



# Firelands Digital Academy

Powered by VCS

Application Packet

Grades K-12

2011-12

## Steps for enrollment

### Submit the following documentation

#### Application Form & Enrollment Paperwork

- Application & Enrollment Form (3 Parts)
- Emergency Medical Authorization
- Consent for Release of Student Records
- Previous School History
- Computer Deployment Form
- Open Enrollment Form (If applicable)
- Signed Handbook
- Signed Computer Network & Internet Acceptable Use Form

**Proof of Residency** - Must have two proofs of residency (utility bills, lease agreement, or mortgage in guardian's name.

**Birth Certificate** - A copy of the student's birth certificate

**Transcript** - Please provide a transcript for all high school students

**Grade Card** - Please provide grade cards for students in grades 1-12

**Immunization History** - Under the Ohio Revised Code, the parent or legal guardian is required to submit written evidence that his/her child has had all the required immunizations. It is the parent's or guardian's responsibility to furnish this information

**Copy of Custody Order or Divorce Decree** (if applicable) - Under the Ohio Revised Code, proof of custody MUST be presented for any student for which custody has been determined by a court. **Please provide adoption papers or other guardianship documents.** If you've had a recent name change, please provide the appropriate documentation for that as well.

**Special Needs Documentation** (if applicable) - Please provide the most recent Individual Education Plan (IEP) and Evaluation Team Report (ETR). Also, please provide copies of any psychological testing.

**Talented & Gifted Documentation** (if applicable) - Please provide nationally normed academic scores and IQ

**OAA or OGT Score** - Please provide the Ohio Achievement Assessment scores for students in grades 3-8 and Ohio Graduation Test scores for students in grades 10-12, along with the dates of those results.

### Applications must be mailed or delivered to The Firelands Digital Academy

Mailing Address:  
FDA: Attn: David Brand  
152 W. Main St.  
South Amherst, OH. 44001

Phone Number: 440.986.7021  
Fax Number: 440.986.7022





*All information will remain confidential*

Today's date \_\_\_\_\_

**Student Information**

Name \_\_\_\_\_  
First Middle Last

Gender:  Male  Female

Date of Birth (month/day/year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Student grade \_\_\_\_\_

Was this student using an IEP or 504 form?  Yes  No

Has this student participated in a talented and gifted program?  Yes (please provide Iowa scores, IQ test, etc.)  No

Is this student a parent?  Yes  No

Is this student an expectant parent?  Yes  No

Does this student hold a job or do volunteer work?  Yes  No

City of Birth \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address \_\_\_\_\_

P.O. Box (if applicable) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_  Listed  Unlisted

Student e-mail \_\_\_\_\_

**Emergency Contact Information**

Please provide two emergency contacts in the event that the parent/guardian is unreachable.

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Relationship to student \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Relationship to student \_\_\_\_\_

Signature of parent/guardian authorizing these emergency contacts: \_\_\_\_\_

Name of Student \_\_\_\_\_

**Enrollment Application - Part II**

**Primary Residential Parent/Guardian**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
First Middle Last

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Mother's Cell Phone ( ) \_\_\_\_\_ Father's Cell Phone ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_

- Does this student reside with this individual?  Yes  No
- Does this individual have legal custody?  Yes  No
- May this individual access this student's records?  Yes  No

Comments \_\_\_\_\_

**Step-Parent or Non-Residential Parent**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
First Middle Last

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

- Does this student reside with this individual?  Yes  No
- Does this individual have legal custody?  Yes  No
- May this individual access this student's records?  Yes  No

Comments \_\_\_\_\_



Name of Student \_\_\_\_\_

**Enrollment Application - Part III**

**Internet Service Provider**

Do you currently have internet service?  Yes, my provider is \_\_\_\_\_  No

**Ethnic Code**

- White, Non-Hispanic  Hispanic/Latino  Asian  
 Black or African-American, Non-Hispanic  American Indian or Alaskan Native  Multiracial

**Native Language**

Is English the student's native language?  Yes  No

If no, what is the student's native language? \_\_\_\_\_

What language is spoken most frequently in the household? \_\_\_\_\_

**Migrant or Homeless Status**

Is this student, this student's parent, guardian or spouse a migratory worker?  Yes  No

Does this student lack a fixed, regular and adequate nighttime residence?  Yes  No

I certify that the information reported on this application is accurate.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to student \_\_\_\_\_

***Statement of Non-Discrimination***

It is the policy of the Firelands Digital Academy powered by VCS to provide equal opportunities in all of its educational programs and operations and in all areas of employment practice, and to ensure that there shall be no discrimination against any employee or applicant or student on the basis of age, race, color, religion, disability, sex, national origin or ancestry. The Firelands Local School District and The Virtual Community School of Ohio is an Equal Opportunity Employer.







## Firelands Local Schools Emergency Medical Authorization

Please complete both sides and keep a copy for your records.  
Remember to contact your child's school if information changes.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Last First Middle

Birthdate \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Homeroom Teacher \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street/Apt. No.

\_\_\_\_\_ Home phone: \_\_\_\_\_  
City/State/Zip County

Student resides with the following adults (circle all that apply):  
mother father stepmother stepfather grandparent guardian other \_\_\_\_\_  
relationship

Custodial parent(s) is/are: \_\_\_\_\_

### Contact list in case of illness or emergency, in order:

1. \_\_\_\_\_  
Parent/Guardian -Last Name/First Name relationship to child weekday email address

\_\_\_\_\_ Home Phone Work Phone Cell Phone Other Number

2. \_\_\_\_\_  
Parent/Guardian -Last Name/First Name relationship to child weekday email address

\_\_\_\_\_ Home Phone Work Phone Cell Phone Other Number

3. \_\_\_\_\_  
Contact -Last Name/First Name relationship to child weekday email address

\_\_\_\_\_ Home Phone Work Phone Cell Phone Other Number

4. \_\_\_\_\_  
Contact -Last Name/First Name relationship to child weekday email address

\_\_\_\_\_ Home Phone Work Phone Cell Phone Other Number

*If there are additional contacts, you may list them on back.*

### Medical information:

Known allergies:

Chronic illnesses/conditions:

Daily medications:

Other pertinent information:

Please complete reverse side

Grade

Student Last Name/First Name





**FDA** *Powered by VCS*

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize:

\_\_\_\_\_  
Name of School or Agency

\_\_\_\_\_  
Address

\_\_\_\_\_

TO RELEASE ALL  
INFORMATION  
INCLUDING:

- |  |   |
|--|---|
| <input type="checkbox"/> Academic            | <input type="checkbox"/> Psychological                          |
| <input type="checkbox"/> Attendance          | <input type="checkbox"/> Social/Behavioral                      |
| <input type="checkbox"/> Immunization        | <input type="checkbox"/> Speech/Language/Hearing                |
| <input type="checkbox"/> Proficiency Results | <input type="checkbox"/> MFE Multi Factored Evaluation          |
| <input type="checkbox"/> EMIS Number         | <input type="checkbox"/> IEP Individualized Educational Program |

Information On:

\_\_\_\_\_  
Name of Student

\_\_\_\_\_/\_\_\_\_\_  
Date of Birth / Grade

\_\_\_\_\_  
School District

This Information Should Be Forwarded To:

**Firelands Locals Schools**  
**Firelands Digital Academy**

152 W. Main St.

South Amherst, OH. 44001

\_\_\_\_\_  
Date

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

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

Date Records Received: \_\_\_\_\_





**Previous School History** \_\_\_\_\_

Printed Student Name \_\_\_\_\_ Grade \_\_\_\_\_

List previous schools attended (do not abbreviate)

1) Name of school \_\_\_\_\_

District \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

2) Name of school \_\_\_\_\_

District \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

3) Name of school \_\_\_\_\_

District \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Currently being home-schooled:

Name of last school attended \_\_\_\_\_ Date of last attendance \_\_\_\_\_

Not attending school:

Name of last school attended \_\_\_\_\_ Date of last attendance \_\_\_\_\_

Is this student currently on probation by the juvenile court system?  Yes  No

If so, what county? \_\_\_\_\_



New Issue     Swap     Share

Student Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_

State ID or driver's license number: \_\_\_\_\_

Name on license: \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Part One: When Receiving a VCS Computer** *Initial each line when read:*

\_\_\_\_\_ The equipment listed below will be issued to each student. It is the responsibility of the parent or guardian and the student to safeguard it. You are required to report any damages, loss or equipment problems immediately to the VCS help desk. No modifications are to be made to the system without prior permission.

\_\_\_\_\_ You will be issued a CD so, if necessary, you will be able to re-image your computer. You will be able to re-image the computer three times during the school year. If the computer needs to be re-imaged four or more times, the student/family will be charged a re-image fee. If the computer is brought into our office, the fee will be waived.

\_\_\_\_\_ It is recommended that you add the equipment to your homeowner's or renter's insurance. If you do not have insurance, it is advisable to get insurance to cover loss of equipment due to theft, fire, flood or other instances where the equipment may be destroyed.

\_\_\_\_\_ Upon student's departure from VCS, all equipment must be returned. The family must return the system to the school upon withdrawal from VCS Ohio or face legal actions and the possibility of court costs.

\_\_\_\_\_ It is understood and agreed by and between the parties that any litigation involving the parties shall be filed in Franklin County Municipal Court, Franklin County, Columbus, Ohio, irrespective of the county of residence of a parent or student or the location of the equipment. Student and parent hereby consent to jurisdiction and venue in Franklin County, Ohio.

\_\_\_\_\_ It is understood that the parent/guardian is liable for the cost of replacement or repair for willfully damaged equipment, software and other school property loaned to the student. This may include viruses which have been downloaded to the system.

\_\_\_\_\_ I swear and affirm the information provided is true and complete to the best of my knowledge.

Signature of parent, guardian or student (if over 18) \_\_\_\_\_

Printed name \_\_\_\_\_ Relationship to student \_\_\_\_\_

**Part Two: When Waiving a VCS Computer**

By signing this form, I am waiving the computer and accessories offered to my student by VCS Ohio. I understand I am responsible for ensuring my student has access to all equipment necessary to attend VCS Ohio.

Signature of parent/guardian: \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

Computer/Tower	Issued By	ID # Returned	Printer _____
			Scanner _____
			Speakers _____
Monitor	Issued By	ID # Returned	Keyboard _____
			Components _____

OFFICE USE ONLY: DATE CHANGED IN DATABASE \_\_\_\_\_

# **Firelands Local School District**

## **Computer Network and Internet Acceptable Use Policy for Students**

The Firelands Local School District (the "School District") is pleased to make available to each student access to interconnected computer systems, computer equipment, computer programs, the Internet, electronic mail and other new technologies within the School District (collectively, the "Network").

Access to the School District's Network is provided as a privilege and as an educational tool only. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for professional behavior on the Network just as they are in a classroom, school hallway or other School District property. While the School District may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student, under the guidance of their parents.

This document shall constitute the School District's Computer Network and Internet Acceptable Use Policy for Students ("Policy"), and applies to all students who use or otherwise access the Network either on-site or remotely. A copy of this Policy shall be provided to students and their parents.

Each student is responsible for reading and abiding by this Policy. If you have any questions about the provisions of these policies, you should contact the building administration. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses or damages arising from student violations of these policies.

### **1. Reporting Misuse of the Network**

In addition to following the terms of this Policy, you should report any misuse of the Network to a teacher or to a building administrator. Misuse means any violation of this Policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this Policy but has the intent or effect of harming another or another's property.

### **2. Term of the Permitted Use**

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the School District at any time for any reason. The School District may also limit access depending on student and staff schedules, equipment availability, or other constraints.

### **3. Access**

Network resources are only for use by authorized users. Anonymous use is not permitted, and access accounts may not be shared or transferred. Students at 5<sup>th</sup> grade and above are assigned a User ID and password. Students from K-4<sup>th</sup> grade should use their student ID number as the User ID with no password. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet. If you think someone may know your password, tell a teacher or building administrator and it will be changed. A student is subject to disciplinary action for any violations of this Policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Network with the student's password.

### **4. Purpose and Use**

The School District is providing you access to its Network primarily to support and enhance your educational experience. Uses that interfere with normal District business or violate District policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you may consult with a teacher or building administrator to help you decide if a use is appropriate.

### **5. Netiquette**

All users must abide by the rules of Network etiquette. Among the uses and activities that violate Network etiquette and constitute a violation of this Policy are the following:

- (a) Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.
- (b) Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- (c) Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
- (d) Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.

- (e) Attempting to reach internet sites blocked by the software on school computers or to “hack” into other accounts or restricted information.
- (f) Using the network in a manner inconsistent with the expectations of Firelands Schools for the conduct of students. When using the network, students should remember that they are representing themselves and their school to others.

## 6. **Unacceptable Uses**

Among the uses and activities that are known to be unacceptable and constitute a violation of this Policy are the following:

- (a) **Uses or activities that violate the law or District policy**, or that encourage others to violate the law or District policy. Among such uses or activities are the following:
  - (i) Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.
  - (ii) Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
  - (iii) Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or District policy.
  - (iv) Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others.
  - (v) Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
  - (vi) Downloading and/or saving music, images or movies, unless given permission by a teacher.
  - (vii) Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities
  - (viii) Engaging in or supporting any kind of business or other profit-making activity.
- (b) **Uses or activities that cause damage to property**. Among such uses or activities are the following:
  - (i) Uploading, downloading, creating or transmitting a computer a virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, and data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks.
  - (ii) Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
- (c) **Commercial uses**. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as “junk e-mail”).
- (d) **Uses or activities that is unrelated to legitimate District purposes**. Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or weblog that is not part of a class project, receiving or posting messages to web sites or weblogs not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing unless it is during non-class time
- (e) **Using non-district e-mail**. All use of e-mail must be through the School District’s e-mail service, if provided. The use of other providers of e-mail (such as Hotmail or Yahoo) through the Network is prohibited. Use of e-mail for non-district purposes, such as for operation of private business enterprises, is strictly prohibited.
- (f) **Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper or telephone resources**. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently “harmless” purposes, as these, like “junk e-mail,” use up limited Network capacity resources.
- (g) **Uses that mislead others** or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other’s access to the

Network.

- (h) **Political uses:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the network from any person or entity or conduct any type of campaign business.
- (i) **Installing or downloading software or hardware** without the prior consent of a School District administrator. Students may not move, repair, reconfigure, modify or attach any external devices to Network equipment, computers or systems. Students shall not remove, alter or copy District software for their own personal use or for the use of others.

## **7. Confidentiality**

The confidentiality of any information stored in, or created, received or sent over the e-mail system or through internet access cannot be assured. To the extent feasible, students should therefore avoid transmitting personal information over the e-mail system or through internet access.

## **8. Privacy**

Network access is provided as a tool for educational uses. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including email) and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be and remain the property of the School District and you should not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

## **9. Web Sites**

Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. All external web sites linked with any School District web page must prominently display the following disclaimer:

This is not an official web site of the Firelands Local School District. The Firelands Local School District does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.

As appropriate, the School District may also request such a disclaimer on external web sites that relate directly to School District activities, programs or events.

## **10. Failure to Follow Policy**

Your use of the Network is a privilege, not a right. If you violate this Policy, you may be subject to disciplinary action. At a minimum you will be subject to having your access to the Network terminated, which the School District may refuse to reinstate for the remainder of your time as a student at the Firelands Local School District. At the maximum, you may be suspended or expelled.

You breach this Policy not only by violating the above Policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or internet activities that would otherwise be a violation of this policy.

## **11. Warranties and Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, you are agreeing to cooperate with the School District in the event of the School District's initiating an investigation of use or access to the Network through your account, whether that use is on a School District computer or on another computer outside of the Network. By accessing the Network, you are further agreeing to indemnify and hold the School District and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

## **12. Personally Owned Equipment**

Personally owned equipment by students is not permitted without prior approval of the Technology Coordinator or building principal. Personal owned equipment is not maintained by district technology staff. Network access to personally owned equipment can by

terminated if the equipment impairs the use of the network. Priority of network capacity is given to district owned equipment. The same restrictions of network use apply to personally owned equipment as it applies to district owned equipment when on the network. Allowed personal equipment should be marked as "Personal Property of (Student's name)" for auditing reasons. The district administration reserves the right to not allow personally owned equipment on school property. The district is not responsible for the cost of consumables for personally owned equipment.

### **13. Updates**

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology. You must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Director of Technology or other person designated by the School District to receive this information.

### **14. Policy Length**

This acceptable use policy is to remain in effect for the duration of the student's education at the district. Parents or legal guardians can revoke the AUP for their child at any time by contacting the office staff and issuing written notification. Revoking the AUP will disable the student's account; they will no longer be permitted to use the network for any reason. Students will still be held liable if they damage district owned equipment or if they attempt to access the network. All reasonable steps will be taken to ensure that the student will not access the network, but cannot be guaranteed; it is the parent's or legal guardian's responsibility to ensure that the student will not attempt unauthorized access.





# FIRELANDS LOCAL SCHOOL DISTRICT

11970 Vermilion Road Oberlin, Ohio 44074

Fax: (440) 965-5990

**Gregory D. Ring**  
Superintendent  
(440) 965-5821

**R. Bradley McCracken**  
Treasurer  
(440) 965-5701

## FIRELANDS LOCAL SCHOOLS INTERDISTRICT ENROLLMENT PROGRAM

### APPLICATION FOR ADMISSION

**PLEASE PRINT One application form per child - All applications must be postmarked by August 1<sup>st</sup>**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School District of Residence: \_\_\_\_\_

Has your child been Expelled or Suspended during the last school year? \_\_\_\_\_ YES \_\_\_\_\_ NO

School Year: 20\_\_ -- 20\_\_ Intended grade level for next school year: \_\_\_\_\_

Special Education Program requested: No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, list special services needed below:

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

I have read and understand the regulations listed on the reverse side of this application. I further attest that my child is eligible for Interdistrict Open Enrollment at Firelands under these regulations.

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

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Received by: \_\_\_\_\_

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

Time: \_\_\_\_\_

Approved: \_\_\_\_\_

Rejected: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_

Principal

\_\_\_\_\_  
Date

Approved By: \_\_\_\_\_

Superintendent

\_\_\_\_\_  
Date

## INTERDISTRICT OPEN ENROLLMENT ADMINISTRATIVE REGULATIONS

Students qualifying for Interdistrict Open Enrollment must adhere to the following regulations:

1. Application forms for Interdistrict Open Enrollment should be submitted to the Superintendent's Office of the Firelands Local School District between April 11<sup>th</sup> and August 1<sup>st</sup>. Applicants will be notified of approval and the Superintendents of home districts will be notified within 30 days of approval.
2. A separate application form must be submitted for each child.
3. Interdistrict open enrollment limits for the coming school year are as follows:

Grade	Number of students per grade level	Grade	Number of students per grade level
Kdg	(see below)		
Grade 1	15	Grade 7	30
Grade 2	15	Grade 8	20
Grade 3	6	Grade 9	20
Grade 4	15	Grade 10	20
Grade 5	10	Grade 11	20
Grade 6	20	Grade 12	15

NOTE: The superintendent can enroll additional students beyond the initial enrollment dates and limits if circumstances warrant it and if room is available.

4. The administration will determine the building assignment.
5. All approved transfers are in effect for one school year and may be renewed at the discretion of the administration in subsequent years.
6. Applicants shall be considered on a first come, first served basis, with an assurance that native students will not be displaced. Participants in the previous year's open enrollment and previous year tuition students will be given the highest priority. Students previously enrolled in the Firelands District would have preference over first-time applicants and efforts would be made to place all members of families making multiple applications.
7. The Firelands District may deny enrollment to students who have been expelled or suspended for 10 or more consecutive days in the current term or the immediately preceding term.
8. Applicants to the Firelands Local District may be rejected should the racial balance of either the sending or receiving school become negatively impacted.
9. Approved transfers from outside the district **MUST** accept primary responsibility for transportation to assigned school buildings. Consideration **MAY** be given for pick-up and drop-off at existing bus stops within the District, following administrative review and approval.

\*Kindergarten limits: Interdistrict transfer will only be permitted if the regular education classroom student enrollment in Kindergarten is less than 22 per classroom. No student, once accepted, will be displaced should enrollment exceed those limits during the school year.

(Board approved: March 14, 2011)  
Firelands Local School District, Oberlin, Ohio

**Firelands Local School District**  
**Computer Network and Internet Acceptable Use Policy for Students**

I have received a copy of the Student Network Acceptable Use Policy on this date, and I agree to abide by its provisions in my use of the Firelands Local School District Network and technology equipment.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Legal Guardian Name (Printed)

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Date

**DO NOT SIGN THE SECTION BELOW IF YOU AGREE TO THE POLICY**

I have received a copy of the Student Network Acceptable Use Policy on this date, and I elect not to have my child/ward use the network at the Firelands Local School District. I understand the student will not be issued an account to access the network. All reasonable steps will be taken to ensure that the student does not use the network; ultimately it is my responsibility to ensure that the student does not attempt to use the network.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Legal Guardian Name (Printed)

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

\_\_\_\_\_  
Date

**Student/Parent Handbook**

**Please Sign & Return**

Please take the time to review the Handbook with your child. An understanding of the rules, regulations, and procedures are important for the safety and securities of the entire school community. Together we can keep our children safe, and ready to learn. **I acknowledge that I have reviewed the procedures and guidelines as presented in the 2011-12 Firelands Digital Academy and Firelands Alternative Academy Student-Parent Handbook.**

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature