

Southeast

CHRISTIAN SCHOOL



"To provide a Christ-centered education, preparing God's children and young adults for works of service, so the body of Christ may be built up." Eph. 4:12

Dear Parent:

Thank you for your interest in Southeast Christian School. Education is paramount in your child's development and we look forward to partnering with you. It is our desire to help train up your child with a Christ-centered education, and prepare them for the road God has for them. Thank you for allowing us to be a part of their continued growth and development so they may be used to help build the body of Christ.

Attached you will find the application for admission at Southeast Christian School. Upon receipt of this **completed** application, we will contact you to arrange a student assessment. Once the student assessment has been completed, the admission application and supporting documents will be submitted to the Admissions Committee for review. A family interview is also required prior to admission. If you have any questions regarding this process, or this application packet, please feel free to contact our Admissions Coordinator, Dana Glassier at 720-842-5657 or dana.glassier@sechristian.org

Again, we look forward to partnering with you!

Serving Him,

Vernon W. Walters, MD
Headmaster

Southeast Christian School
Preschool/Elementary/Middle School

ACSI Accredited
AdvancED Accredited

9650 Jordan Road
Parker, CO 80134
303-841-5988

www.sechristianschool.org

Our Mission

To provide a Christ-centered education, preparing God's children and young adults for works of service, so the body of Christ may be built up. (Eph. 4:12)

Our Vision

Southeast students will be prepared to:

- ❖ Transition academically to higher education.
- ❖ Accept personal responsibility in their relationship with Christ.
- ❖ Serve others with their unique giftedness.
- ❖ Develop a Christian world view in order to build the body of Christ.

Our Core Values

TO DEVELOP a close home-school relationship through complementary teaching for the improvement of students' development and progress.

TO DEVELOP the spiritual life of students. This is the unique quality of the Christian school which enables the student to gain the true perspective on life.

TO DEVELOP students socially in order to equip them for healthy relationships with other people. The teachers and staff will contribute by living and teaching a Christian example to promote proper social growth.

TO DEVELOP students academically in the practical application of all knowledge by teaching them the fundamental subjects. This will allow them to proceed to higher goals.

TO DEVELOP a spirit of patriotism and appreciation for the principles of freedom that we have inherited from our founding fathers.

TO DEVELOP the physical health and well-being of students necessary to the growth of mind and body.

Non-Discriminatory Policy

Southeast Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of faculty or administrative staff.

Parent signature

date

Parent signature

date

Please keep a copy of this form for your reference.

Statement of Faith

Southeast Christian School was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by every Southeast Christian School employee and by which every school family agrees to abide.

- I believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
- I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, John 10:30, John 10:37-38)
- I believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in his personal return in power and glory. (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, Hebrews 7:25, John 2:11, Hebrews 9:12, Ephesians 1:7, Colossians 1:14, John 11:25, Acts 1:11, Revelation 19:11-16)
- I believe that humankind is sinful by nature and that regeneration by the Holy Spirit is essential and the only way for his salvation. (Romans 3:19, 23, John 3:16-19, John 5:24, Ephesians 2:8-10, Titus 3:5-6)
- I believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is able to live a Godly life. (Ephesians 5:18, Ephesians 4:30, I Corinthians 3:16, I Corinthians 6:19-20)
- I believe in the resurrection of both the saved and the lost—they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29)
- I believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- I believe in the creation of man and woman by the direct act of God. (Genesis 1:26-28, Genesis 5:1-2)
- I believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) I believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5, Hebrews 13:4) I believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- I believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26-27)

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The SECS Board holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

Parent signature

date

Parent signature

date

Please keep a copy of this form for your reference.



Student Name _____

School Year Applying for ____/____ **Grade** _____

Kindergarten: Please indicate preference: ____**AM** ____**All-Day**

- \$60 Application Fee (ck# _____) Alumni Waiver Fee to Acctg. _____
- Mission/Core Values Form Statement of Faith Form
- Family Profile Student Profile (one page per student, please)
- Parent's Spiritual Background/Paragraph MS Student Paragraph (6th – 8th grades only)
- Family Support Systems Admissions Agreement
- Family Commitment Agreement Volunteer Service/Fee Agreement
- Waiver and Indemnity Agreement Google Suite for Education Student Agreement
- Technology Acceptable Use Agreement Allergy/Health Information Form
- Handbook Acknowledgement Page
- Current and **complete** Immunization Card, signed by authorized medical personnel.
(Immunization requirements for K-5th are 5 DTPs, 4 Polio, 3 Hep B, 2 MMR and 1 Varicella or history of chicken pox disease; 6th – 8th grade must also show a Tdap vaccine given on or around their 12th b'day)
- Birth Certificate (copy is fine)
- Previous School Appraisal Date Sent _____ Date Received _____
- Records Release Form: Date Sent _____ Date Received _____
- Current photograph of your entire family with members' names written on back with a non-smear pen. The photo helps us for a variety of reasons, including security.
- Background Check form(s) – one form per parent, please

Office Notes:

- Student Assessment Scheduled _____
- MS Student Interview Scheduled _____
- Parent Interview Scheduled _____



Family Profile

School Year Applying For ____/____

FAMILY'S LAST NAME

Child's Legal Name _____ Birthdate _____ M / F Entering Grade _____

Child's Legal Name _____ Birthdate _____ M / F Entering Grade _____

Child's Legal Name _____ Birthdate _____ M / F Entering Grade _____

Child's Legal Name _____ Birthdate _____ M / F Entering Grade _____

Please list any other names the child(ren) use: _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Email _____ **Include in Family Directory? Y N**

Parent 1 _____ Employer _____

Home Address _____ City _____ State _____ Zip _____

Relationship to child _____

Work Phone _____ Cell Phone _____ E-mail _____

Parent 2 _____ Employer _____

Home Address _____ City _____ State _____ Zip _____

Relationship to child _____

Work Phone _____ Cell Phone _____ E-mail _____

Child(ren) live with: Both Parents _____ Mother only _____ Father only _____ Shared _____ Guardian _____

Are there any unique, blended or restricted family situations? Y N

Are both parents in agreement with the admission of your student at Southeast? Y N If not, please explain: _____

Please note: All current legal documents must be provided to SECS. It is the parents' responsibility to keep the school current of any changes in this area.

Parent or legal guardian signature _____ Date _____

Parent or legal guardian signature _____ Date _____

Student Profile

Student Name: _____ Grade _____

HEALTH: List here specific health concerns (asthma, allergies, seizures, medication) that may require special attention: _____

PREVIOUS SCHOOL

Previous school(s) attended (use back if necessary) _____

Address _____

Has this student ever been under academic or disciplinary suspension, disqualification, expulsion, dismissed, refused admission, or similar action at any school? Yes _____ No _____

If yes, please explain. _____

May this student re-enroll at this previous school? Yes _____ No _____

If no, why? _____

Reason for leaving current/previous school _____

Does the student have any behavioral or learning difficulties that you are aware of? (Please be specific)

Indicate academic level of student's previous work. EXCELLENT _____ GOOD _____ AVERAGE _____ POOR _____

List any subject areas in which he/she has had difficulty: _____

Has this student ever had: Tutoring _____ Speech Therapy _____ Remediation _____ Psychological Evaluation _____
Therapy _____ Other _____

Has this student ever been identified as gifted and talented? If so, in what area(s)? _____ Academic (please specify:
_____ Verbal/Linguistic, _____ Mathematical); _____ Artistic; _____ Creative; _____ Intellectual

Has your student ever been on any academic or behavioral plans? Yes _____ No _____

Has this student ever received additional resources, accommodations, or adjustments to regular instruction methods?
Please explain: _____

Has this student ever skipped or repeated a grade? Yes _____ No _____ If yes, please explain:

Briefly describe your student's character, personality, taste, and interests: _____

All applicants to Southeast Christian School are expected to be truthful in all responses. Applicants found to have misrepresented themselves or submitted false information on the application may forfeit admission status both pending and future.

I/We certify that all above information is correct and complete. _____ (initials) _____ (initials)

Rev. 1/6/17

PARENTS' SPIRITUAL BACKGROUND AND PARAGRAPH

Present Church _____ Phone # _____

Father a Christian? Yes _____ No _____ Mother a Christian? Yes _____ No _____

Has your child(ren) ever made a profession of faith in Jesus Christ? Yes _____ No _____ Not Sure _____

In the space below, please share briefly about your personal relationship with Jesus Christ, where you go to church and your involvement, if any, in that church.

How do you demonstrate Christ in your home on a day-to-day basis?

If you are searching for a new church home, or would like additional information about Southeast Christian Church, please check here. _____

Parent or legal guardian signature _____ Date _____

Parent or legal guardian signature _____ Date _____

STUDENT PARAGRAPH

*To be completed by Middle School applicants only.
(6th- 8th grades)*

As a part of the registration process, in the space below, write two paragraphs in your own handwriting.

Please explain your current relationship with Jesus Christ.

Yes, I desire to attend Southeast Christian School. *No, I do not desire to attend Southeast Christian School.*

Please explain your answer below.

Student signature _____ Date _____

Student e-mail (if different than parent) _____

Student cell phone number (if applicable) _____



Previous School's Student Appraisal

Dear Parent/Guardian:

Please read and sign the statement below before giving this form to your student's most recent school. The previous school must mail it back to us before the admission process is complete.

*I understand and agree that the information on this form will only be used for admission purposes, and will not become part of my student's permanent record. I also understand that the completed form will be kept confidential—I, as the parent **will not** have access to it. **By signing I acknowledge this document to be a confidential piece of my student's cumulative file.***

Signature of Parent/Legal Guardian: _____

Dear Homeroom/Core Content Teacher/Administrator:

_____ has applied for admission in Southeast Christian School for the upcoming school year. Please help us serve this student better by candidly completing *both sides* of the following appraisal and returning it to us as soon as possible to the address below. If by FAX please mail original as well. Thank you very much for your help.

Admissions
Southeast Christian School
9650 Jordan Rd.
Parker CO 80134

PH: 303-841-5988
FAX: 1-866-831-9594

How long have you known this student? _____ Current Grade: _____

How often do you have contact with the student? _____

Please check all that apply. Student is on a/an:

- IEP for _____
- 504 for _____
- Accommodation Plan for _____
- Behavior Plan for _____
- Student is gifted in the area(s) of _____

Trustworthiness/Maturity Excellent Good Fair Poor

Remarks: _____

Disciplinary Record Excellent Good Fair Poor

Remarks: _____

Participation/Cooperation Excellent Good Fair Poor

Remarks: _____

Responsibility/Initiative Excellent Good Fair Poor

Remarks: _____

Leadership Excellent Good Fair Poor

Remarks: _____

Caring for Others Excellent Good Fair Poor

Remarks: _____

Attitude of Peers Towards student Excellent Good Fair Poor

Remarks: _____

Home environment Excellent Good Fair Poor

Remarks: _____

Please comment on the student's strengths:

Please note any area of concern:

- on the student's challenges, health concerns, special needs:

- on the student's attendance, or ability to be prompt to class or arriving/departing school:

- regarding parents' cooperation or relationship with the school:

- regarding any other pertinent information of which we should be made aware:

I recommend this student for admission at Southeast Christian School.

I DO NOT recommend this student for admission at Southeast Christian School.

Please explain: _____

This section must be filled out for the form to be valid.

Name of person completing this form (printed): _____ **Title:** _____

Signature: _____ **Date:** _____

School Name/Address: _____

School Phone: _____ **e-mail:** _____

You may call me if you have any further questions about this student: Yes No



Family Support Systems

School Year ____/____

FAMILY NAME _____

LOCAL EMERGENCY CONTACT PERSON(s) (friend, neighbor, relative) if parent is unavailable:

Name _____ Relation to Child _____ Phone (H) _____

Authorized to pick up student(s) **Y N** (C) _____

Name _____ Relation to Child _____ Phone (H) _____

Authorized to pick up student(s) **Y N** (C) _____

ADULTS AUTHORIZED TO PICK UP YOUR CHILD, OTHER THAN PERSON(S) LISTED ABOVE:

Name _____ Relation to Child _____ Phone (H) _____

(C) _____

Name _____ Relation to Child _____ Phone (H) _____

(C) _____

Name _____ Relation to Child _____ Phone (H) _____

(C) _____

Name _____ Relation to Child _____ Phone (H) _____

(C) _____

Note: Please keep the office advised of any changes to this information throughout the school year.

**Southeast Christian School
FAMILY ADMISSION AGREEMENT
2017-2018**

I hereby enroll _____ at Southeast Christian School.

(please include all student names)

To ensure stability and continuity in your child's Christian education and socialization, the School Board deems it essential that upon admission/re-admission, families commit to a full school year.

ADMISSION TERMS AND CONDITIONS

1. I agree to abide by the policies and procedures outlined in the Family/Student Handbook.
2. Upon acceptance, I understand and agree that my child(ren) is/are enrolled for the full school year. I recognize that Southeast Christian School (SECS) may not be open on all dates set forth in its calendar for reasons including, but not limited to, weather and/or the inability to use facilities. There will be no deduction in tuition for snow days, breaks, holidays, illnesses or absences.
3. I agree to pay all fees for the class in which my child is to be enrolled in accordance with the Tuition & Fees Schedule, as is provided annually. My signature below acknowledges my responsibility of verifying receipt of said schedule as it is provided in the admission/re-admission process. I realize the entire school year's tuition must be paid or completed per my FACTS Agreement by June 30th of the school year.
4. I agree to invest 40 hours per family per year in volunteer service at SECS. I understand that I have a choice to opt out of this service and pay a volunteer service fee of \$350. Partial completion will result in the \$350 fee being prorated at the discretion of the administration. Donations to the school are not allowed to offset the volunteer agreement.
5. WITHDRAWAL/REFUND POLICY:
 - a. Any withdrawal occurring after April 1st DOES NOT relieve the enrolling parent or legal guardian (undersigned) of the responsibility for tuition payment for the entire school year. A withdrawal prompted by the enrolling entity must be provided in writing to the Headmaster's office.
 - b. Should a student be expelled from school for serious misconduct, the enrolling entity shall remain responsible for payment of tuition and fees for the entire school year.
 - c. Registration and application fees are non-refundable.
6. PAST DUE ACCOUNTS/LATE AND INSUFFICIENT FEES:
 - a. Tuition payment is due and payable as per the FACTS Agreement. Fees outlined in your Agreement will be assessed for returned transactions by FACTS Management. Any returned check, written to SECS, for a second deposit or insufficient funds will be subject to a return fee.
 - b. Families who are more than two months behind may be subject to dismissal at the discretion of the Headmaster.
 - c. Families who are experiencing financial difficulties should contact the accounting office.
7. ENTIRE AGREEMENT: My signature below confirms that I have read this contract and accept its terms and conditions. I further attest that I am the billing party and have full authority as parent or legal guardian of the above student(s) to enter this Agreement. Additionally, the signature below verifies that **both** parents are in agreement to the admission of the above student(s) at Southeast Christian School.

Billing Party Information

Parent/Legal Guardian Name (Billing Party 1): _____

Address: _____

Phone: _____ **Email:** _____

Parent/Legal Guardian Name (Billing Party 2): _____

Address: _____

Phone: _____ **Email:** _____

Parent/Legal Guardian Signature: _____ **Date:** _____

Parent/Legal Guardian Signature: _____ **Date:** _____

****If more than one parent is responsible for payment, each "billing party" must indicate the amount they are responsible for following their signature. If FACTS is set up via a third party and not a parent/legal guardian listed above, AND they default on their payment, THEN the parent/legal guardian that signed this document becomes responsible for the remaining balance.**

Please keep a copy of this form for your reference.

FAMILY COMMITMENT AGREEMENT

For SECS to flourish as a spiritual and educational environment, we must have the full support and cooperation of both our students and their parents regarding administrative decisions and operations. Together with your enrolling child, please prayerfully and thoughtfully review the following statements and sign below if you are in agreement.

1. I agree with the Core Values and Statement of Faith of SECS as outlined in the Student/Family Handbook and in this Admission Application, and I commit to pray for SECS students, faculty and administration. I commit to following the biblical problem-solving guidelines as listed in the handbook and as discussed in Matthew 18.
2. Recognizing that private education requires strong parental support, I agree to regularly participate at school events, including fundraisers, as I am able. I understand that fundraisers are optional but encouraged. At any time I may choose to make a tax-deductible donation to the school in lieu of my participation in fundraisers. I may also freely choose to not participate.
3. I will help my child succeed by: being on time, facilitating homework, communicating properly with necessary staff/teachers, reading weekly folders and correspondence, and sending necessary materials such as forms, money, etc.
4. I understand our continuing admission at SECS is dependent upon the student's spiritual growth and academic progress, as well as the parents and/or student behavior and attitude that demonstrate sympathy with all SECS goals, whether academic, social, or spiritual.
5. For the benefit and welfare of the entire student body, I agree to adhere to SECS's policies, rules and regulations, as described in the Student/Family Handbook, including disciplinary action.
6. I invest authority in SECS to discipline my child as necessary in accordance with the Parent/Student Handbook. I agree to cooperate with and support the School's disciplinary action regarding my child's attitude and behavior by further addressing such issues at home. Failure to abide by official school disciplinary decisions will result in loss of admission for the family.
7. If my child has difficulties with other students or with the School's rules of behavior, I will not register any disputes with the other student families involved, realizing such discussions could breed contention rather than resolution. Rather I will discuss the matter with the principal or involved staff.
8. I agree that SECS has full discretion over grade placement and teacher assignments for my child.
9. I understand that assessments will be made to cover any damages to school property. If my child is found responsible, I agree to reimburse the school in a timely fashion.
10. I agree to abide by the Volunteer Code of Ethics, a copy of which is detailed in the Student/Family Handbook.
11. I agree to submit an Background Screening Authorization Form every two years as required.

----- I understand and hereby faithfully pledge to uphold the rules and policies of SECS -----

Parent or legal guardian signature _____ Date _____

Parent or legal guardian signature _____ Date _____

VOLUNTEER SERVICE/FEE AGREEMENT

Our families are giving families. Time and time again they give more than we ask. We are humbled by their attitudes. Many of our families already volunteer way beyond 40 hours for Full Day Kindergarten-8th grade/20 hours for Half Day Kindergarten a year. SECS needs and values our volunteers, who make our school better in many ways. This document attempts to formally recognize the need:

1. To reward those families who already are giving their service,
2. To support more of our volunteer programs by providing an official "encouragement" from the school,
3. To enable our school to manage costs while providing the best program.

We wish to continue to enjoy our warm family atmosphere without "professionalizing" our volunteers. We hope to simply encourage and administrate a clear program that benefits the students. We understand that such a formal agreement may seem out of place to some. We trust that our heartfelt desire to manage costs and involve families is recognized by most.

- I agree to invest 40 hours per family per year in volunteer service at SECS. I understand that I have a choice to opt out of this service and pay a volunteer service fee of \$350. Partial completion will result in the \$350 fee being prorated at the discretion of the administration. Donations to the school are not allowed to offset the volunteer agreement.
- As is currently the case, each volunteer job will be assigned a sponsoring staff person who will be the resource person for questions about the various duties, and also will provide verification of service. At no time will volunteers be solely responsible for the supervision of SECS students.
- Volunteers will abide by the Volunteer Code of Ethics, as outlined in the Student/Family Handbook, while supporting SECS goals.
- A volunteer coordinator will keep a list of volunteer opportunities accessible on-line, and help administration oversee the program. Volunteer service opportunities can be performed during summer months.
- Volunteer service fee balances will be invoiced and sent home by the Accounting Office at the end of the school year.

I have read the "Volunteer Service Agreement" as listed above and agree to honor these guidelines.

Parent or legal guardian signature _____ Date _____

Parent or legal guardian signature _____ Date _____

Please keep a copy of this form for your reference.

WAIVER AND INDEMNITY AGREEMENT

In the acceptance of my child as a student at SECS, and having satisfied myself that supervision and attention to safety are prudent and reasonable, I agree to indemnify, defend and hold harmless SECS and its agents, employees and representatives against any and all actions, claims, costs, expenses and damages of any kind, (including legal fees) made by me, my spouse or the legal guardian of the child on behalf of the child arising out of any school activities, including transportation to and from those activities. I understand that my child(ren) may incur personal injury or bodily harm while participating in School sponsored activities.

I hereby permit SECS and/or its agents to take my child to functions, lunches, sports outings and other field trips beyond the church grounds. I understand I will be given prior notification of such field trips and *I have the right to accept or deny the opportunity of each individual field trip*. In your transport of my child to and from these activities I release you from any and all liability in the event my child is injured during an accident associated with SECS or its agents.

In case of illness or accident, I give SECS permission to provide any emergency care for my child deemed necessary, including, but without limitation, treatment by public or private facilities or personnel. It is understood that a conscientious effort will be made to locate me (or the emergency contact persons designated by me) before any action is taken. I accept and agree to pay any charges incurred by SECS for such care. Any provider of care can rely on this Waiver as conclusive authority to treat my child, as appropriate, and to bill me directly for the costs therein.

I hereby permit SECS to receive any information necessary from my child's doctor to provide proper school guidance and academic instruction. I further understand it may be necessary for SECS to communicate about my child's health (which, otherwise, will be kept confidential) directly to appropriate teaching staff and administration, in which case I permit SECS to use its discretion in communicating about my child's health to his/her teachers. I also agree to provide complete immunization records as required by the state.

I hereby permit SECS to administer routine testing such as vision and hearing screenings.

I hereby permit SECS to allow my child to view television and videos, within reasonable limits, as deemed beneficial by SECS. Viewing will be done in accordance with the curriculum, with a specific learning purpose and/or as recreation. I understand videos shown to my child will primarily be rated "G".

I understand my child will have access to the Internet for educational purposes. Any child who fails to use the Internet in a responsible, ethical, efficient and legal manner will have his or her access revoked and face disciplinary action up to and including expulsion.

I hereby understand that, when my child is engaged in outdoor activities (e.g. field trips, camps, etc.), SECS will encourage my child to bring and apply his/her own sunscreen and take appropriate precautions for sun exposure.

I give SECS permission to use photographs or video images of my child(ren) for the purpose of occasional promotion of the School in print, electronic media or on the School website (www.sechristianschool.org). I understand students' last names will not be published without specific parental approval. This agreement constitutes permission to use photographs and video footage of my child(ren) in presentations about the School. All photographs and video footage shall remain the sole property of Southeast Christian Church and School. I understand that no compensation will be made to me for such use.

I have read and understand this Waiver and Indemnity Agreement, and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein. I further attest that I have full authority as parent or legal guardian of the above child to enter this agreement.

Parent or legal guardian signature _____ Date _____

Parent or legal guardian signature _____ Date _____

SECS Google Suite for Education Student Agreement

Southeast Christian School (SECS) will provide students with Google Suite for Education (GSFE) accounts. Google Suite for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. Google Suite for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using GSFE for lessons, assignments, and communication. Google Suite for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Suite when students are at school. Parents are responsible for monitoring their child's use of GSFE when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

Acceptable Use (Privacy and Safety) GSFE is primarily for educational use. Students may use GSFE for personal use subject to the restrictions below and additional school rules and policies that may apply.

☒ **Privacy** – The SECS Google Ed administrator will have access to student accounts, including email for monitoring purposes. If a situation warrants, access may also be granted to other school staff and the parents of that student. Students should have no expectation of privacy on the GSFE system.

☒ **Limited personal use** - Students may use GSFE tools for personal projects but may not use them for:

- Unlawful activities and/or threatening another person
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Inappropriate sexual or other offensive content
- Misrepresentation of Southeast Christian School, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

☒ **Safety**

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone met online without their parent's approval and participation.
- Students will tell their teacher or other responsible school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from using their account. A user should never provide his/her password to another person.

☒ **Access Restriction - Due Process**

- Access to Google Suite for Education, as with use of any school provided technology resource, or the ability to use a personal device (i.e. iPad, laptop, phone) at school, is considered a privilege accorded at the discretion of the school. The school maintains the right to immediately withdraw the access and use of GSFE when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to school authorities for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, Southeast Christian School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Consumer Safety (Advice for Students and Parents)

☒ **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

☒ **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Digital Citizenship (Advice for All)

☒ **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind and follow the principles in Mark 12:31. [*"The second is this: 'Love your neighbor as yourself.' There is no commandment greater than these."*] Many people are able to see what you write so think before you type. Be careful with what you say about others and yourself.

☒ **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

☒ **Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

These are the laws and policies that help to protect our students online: **Child Internet Protection Act (CIPA)** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked. -- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html> **Children's Online Privacy Protection Act (COPPA)** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for GSFE users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. -- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm> **Family Educational Rights and Privacy Act (FERPA)** FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

☒ The school may publish student work and photos for public viewing with restricted personal information.

☒ Parents may request that photos, names and general information about their children not be published.

☒ Parents have the right at any time to investigate the contents of their child's email and GSFE files. FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>. Google Ed may collect some personal information from students based upon student activity for the use and benefit of the school, *and for no other commercial purpose*.

➔ I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student Signature

Date

Parent Signature

Date

← Printed Student name

For 2017-2018 School year verification

User's Name: _____

Current Grade _____

Southeast Christian School Student Acceptable Use Agreement (SAUA) Consent Form For Information Technology (IT) and Networked Resources

General Information: In support of our educational mission, Southeast Christian School (SECS) may provide IT, computers of various kinds, networks, Internet access, and electronic mail accounts, and various peripherals (printers, headsets, mice, etc.), to our students and staff to promote educational excellence, student achievement, and biblical stewardship. It is our goal to successfully equip and encourage students in 21st century learning skills so that they may efficiently use technology in ways that honor God and serve others. SECS teachers and staff will make every effort to ensure that students use IT resources responsibly. Specific resources may include access to/use of Accelerated Reader, Typing Pal, Common Sense Media, Google Ed accounts and resources, Reading Plus, Microsoft Live.edu, RenWeb, and various Web 2.0 programs and resources. Parents and the students themselves are ultimately responsible for behavior and use of IT resources especially outside school hours. Periodically, the school will require that consent forms be updated and signed by parents and students to verify continued use of SECS IT. This form must be signed by a parent (and each student grade 4 and above) to allow continued access to SECS IT resources.

These basic guidelines are provided so that you are aware of the responsibilities you are about to assume. If a user violates any of these provisions, his/her account may be suspended or terminated and future access may be denied. Possible disciplinary action may also result. If possible criminal activity is discovered, the proper authorities will be notified. Disciplinary action for students will be in accordance with existing discipline policies and may include suspension and/or expulsion. The signature(s) at the end of this document indicate(s) the party /parties who signed this agreement has/have read the terms and conditions carefully, understand(s) their significance, and agrees to fully comply with them.

User Guidelines

1. Use of all technology resources at SECS Net must be in support of the school educational objectives. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use for commercial activities is prohibited unless prior written consent from the Southeast Christian School has been granted.
2. Southeast Christian School does not represent or warrant that the functions of the system will meet any specific requirements or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the system.
3. The user acknowledges that not all student access to the Internet can or will be supervised, however any action by a user that is determined by Southeast Christian School to constitute an inappropriate use of SECS resources or to improperly restrict or inhibit other members from using SECS resources is strictly prohibited and may result in termination of privileges and/or disciplinary action. The user specifically agrees not to access, submit, publish, display or print using SECS resources any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive or illegal material. The user further agrees to use SECS resources in accordance with all copyright laws. Copying, saving or redistributing copyrighted material is not allowed and users should assume material is copyrighted unless explicitly notified otherwise.
4. Southeast Christian School attempts to provide filtered Internet access through a third party vendor. However SECS does not and cannot absolutely control Internet content or access thereto. Some Internet content may be deemed offensive. The school shall not be responsible for any material or information accessed on the Internet by any user and shall not be responsible for the impact or effect of the information on the user. Use of any information obtained via SECS resources is at the user's own risk.

User's Name: _____

Current Grade _____

Southeast Christian School specifically denies any responsibility for the accuracy or quality of information obtained through SECS resources, and it exercises very minimal control over the content of the information residing on or passing through the system. Products or services may not be purchased through SECS resources. Files stored on school servers, electronic mail, and the uses of SECS resources are not private, and may be subject to inspection and/or monitoring.

5. Miscellaneous prohibited activity includes but is not limited to:

- Using any camera for inappropriate pictures or movies or for capturing someone without their knowledge.
- Intentionally visiting websites with inappropriate content or impersonating someone else online
- Accessing another student's account, sending email from another account, or altering another student's work.
- Using another student's assigned or owned device or computer without teacher permission.

6. Vandalism shall result in cancellation of privileges. Vandalism includes any malicious attempt to harm, destroy alter data associated with SECS resources, or **to alter system settings**. Attempts to access restricted data may result in termination of privileges and/or disciplinary action. SECS IT administrators and authorities reserve the right to monitor any and all activity on the system. Users are expected to properly handle, store, and protect all IT resources including using clean hands and isolating use from **all** foods and liquids.

If any electronic device is being used by a student on school property (personal or school owned) and it is suspected that the use is either in conflict with the school user agreements for technology or illegal, the device may be confiscated immediately, put in airplane mode, and turned over to school authorities and/or law enforcement.

I/We hereby agree to comply with the forgoing terms and conditions and if a parent or guardian, hereby consent to my child's or ward's use of SECSIT resources. I/We understand that this form applies to my child or ward for the entire time he/she is enrolled at Southeast Christian School.

I/we further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

User Name (Please print)

User Signature and Date

Parent/Guardian Signature (if user is under 18 years of age) and Date

For 2017-2018 school year records

ALLERGY/HEALTH INFORMATION FORM

Please mark below any allergies your child may have that the school needs to be aware of. Due to food allergies and other complications, we do not allow food to be shared with a child who has forgotten their lunch.

My child _____

_____ does NOT have any known food allergies/health concerns.

_____ has food allergies. (Please list.)

_____ has allergies other than food. (Please list.)

_____ **This/These allergies are life threatening and require immediate medical attention. I understand it is my responsibility to provide the school with appropriate documentation and medicine(s) as listed above.**

_____ has health concerns. (Please list.)

_____ is on the following **medications** (dose, time given) on a regular basis:

*****Special Note: Any over-the-counter and/or prescription medications needing to be kept at school must be accompanied by appropriate permission/documentation from the physician. All medications must be clearly marked and labeled, in their original containers and submitted in a Ziploc bag with a picture of the student. Medications will be administered through, and secured in, the front office.***

Child's Physician _____ Phone _____

Child's Dentist _____ Phone _____

Phone number to reach you in the case of an emergency: _____

Parent or legal guardian signature _____ Date _____

Parent or legal guardian signature _____ Date _____

Office use only:

_____ Medication is clearly labeled and has been turned into the SECS office.

_____ Permission Form signed by physician and parent is on file in the office.

_____ RenWeb updated in student's record.



RECORDS RELEASE

Southeast Christian School will mail this release to the school you cite below. Please fill out the form completely.

Name of my child's last school _____

School District _____

School's *full mailing address* _____

City _____ State _____ Zip _____

Phone Number _____

Student's name _____

Student's grade when enrolled in your school _____

I hereby permit and request you to directly provide a **copy** of the individual records for my child to include but not limited to:

- Official Transcript/Cumulative Record
- Immunization/Health Record
- Complete Special Education Record
- 504 Plan
- Response To Intervention and/or Academic Intervention Plan
- Scholastic/Achievement Records
- Standardized Tests
- Proficiency Test Results
- Psychological/Social Assessment
- Discipline Records/Behavior Plan
- English Language Learner Data and Plan
- Intelligence/Aptitude Test Scores
- Gifted/Talented Programming
- Other _____

Please forward to:

Admissions
Southeast Christian School
9650 Jordan Road
Parker, CO 80134
Phone: 303-841-5988
Fax: 1-866-831-9594

Please note this request for records does not infer admission to Southeast Christian School but is required for admission review and consideration. Thank you for your cooperation and time!

Parent's or legal guardian's name _____

Parent's or legal guardian's signature _____

Date _____

Acknowledgement Page

Please print and return with your admissions or readmissions application to Admissions Coordinator Dana Glassier.

I have received, read, and agree to uphold the 2017-2018 Southeast Christian School Parent-Student Handbook.

Parent Signature(s)

Date

Student Signature (6th-8th)

Southeast Christian School

Background Screening Authorization Form

Please complete all areas of this form so we can accomplish a thorough Background check. Thank you!

Legal Name (as shown on Driver's License) _____

Please list any names you have used in the past (such as maiden name): _____

Marital Status: _____ Spouses Name: _____

Please list your children and their grade: _____

Current Address: _____
Street City State Zip Length of residence

Phone Number: _____ Email Address: _____

Please list any previous addresses you have lived in within the last 5 years:

Street City State Zip Length of residence

Street City State Zip Length of residence

Emergency Contact: _____ Phone Number: _____

Do you attend Southeast Christian Church? _____ If yes, for how long? _____

Do you currently volunteer for Southeast Christian Church? _____

Is there anything that may come back on your background check that we will need to know? If yes, please explain: _____

Have you ever been arrested for a criminal offense? If yes, please explain: _____

Have you been charged with or convicted of child abuse or a similar crime involving sexual misconduct, abuse, or molestation of a minor? If yes, please explain: _____

Legal Name (as shown on Driver's License)

Date

Social Security Number

Date of Birth

Driver's License #

Issuing state of driver's license

Signature

This authorization and consent for release of personal information acknowledges that Southeast Christian Church and School (hereafter referred to as "Company") and/or its agent, SecureSearch, may now, or at any time I am assigned to, volunteer with or am employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information on file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to SecureSearch, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the Company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from my employer who has contracted with SecureSearch (558 Castle Pines Pkwy., Unit B-4, #137; Castle Rock, CO 80108 at telephone number (866) 891-1954). After reading this document, I fully understand its contents and authorize the background verification.

Southeast Christian School

Background Screening Authorization Form

Please complete all areas of this form so we can accomplish a thorough Background check. Thank you!

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Please list any names you have used in the past (such as maiden name): _____

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Street City State Zip Length of residence

Phone Number: _____ Email Address: _____

Please list any previous addresses you have lived in within the last 5 years:

Street City State Zip Length of residence

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Have you been charged with or convicted of child abuse or a similar crime involving sexual misconduct, abuse, or molestation of a minor? If yes, please explain: _____

Legal Name (as shown on Driver's License)

Date

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Signature

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