

Kennedy Charter Public School

1717 Sharon Rd. West

Charlotte, NC 28210

Phone: (704) 688-2939/Fax: (704) 688-2962

Enrollment Checklist for Parent(s)/Guardian(s)

STUDENT'S NAME

GRADE

SOCIAL SECURITY NUMBER

PARENT/LEGAL GUARDIAN'S
NAME

HOME NUMBER

WORK NUMBER

CELL NUMBER

_____ Student Enrollment Application

_____ Student Transcript from School Last Attended (High School)
Student previous report card and grades (Middle School)

_____ Birth Certificate

_____ Social Security Card

_____ Immunization Record - All enrollees must have the HEP B Vaccine and all other immunizations must be up to date. (Included in High School Transcripts only).

_____ I.E.P. Documentation if Student Receives Special Education Services

_____ Testing records from 3rd grade till present

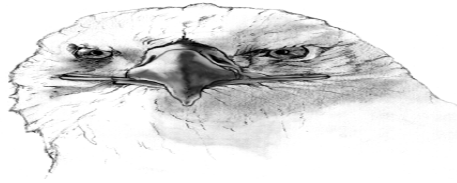
_____ Withdrawal Slip – (from previous school if transferring after school year has begun)

I understand that at any point in time that I change addresses, I MUST IMMEDIATELY notify the School Office and present proof of residency for the new address.

DATE

SIGNATURE

PLEASE NOTE THAT THE ENROLLMENT PROCESS WILL NOT BE COMPLETED UNTIL PROPER DOCUMENTATION HAS BEEN RECEIVED.



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Student Information

Student's Name: _____ Nickname: _____

Social Security Number: _____ Grade Level: _____ Sex: _____ DOB: _____

Ethnic Heritage: (circle one) White Hispanic American Indian
 Black Multi-racial Asian/Pacific Islander

Address: _____

City _____ State: _____ Zip: _____

Student resides with: _____

Name of Last School: _____

Address of School: _____ Year: _____ Grade: _____

Parent/Guardian Information

Mother (Stepmother)'s Name: _____ Living: _____ Deceased: _____

Email address: _____

Employer: _____ Telephone: _____

Father (Stepfather)'s Name: _____ Living: _____ Deceased: _____

Email address: _____

Employer: _____ Telephone: _____

Guardian's Name: _____ Relationship: _____

Email address: _____

Employer: _____ Telephone: _____

Medical Information

Allergy or medical conditions: _____

Family Doctor: _____ Telephone: _____

If the parent/guardian is not available, I give permission to the school to contact the following person(s):
 _____ Telephone: _____

Academic Information

Exceptional Student? Yes No Unknown Exceptionality: _____ (Attach current IEP)

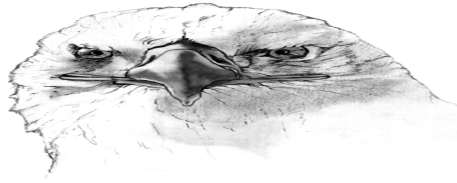
AIG Student? Yes No Unknown (Attach testing information)

I have filled out this form to the best of my ability and knowledge.

Signed: _____ Date: _____

Relationship to Student: _____

How did you hear about us? _____



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Consent for Release of Confidential Records

I, _____, Parent/Guardian of _____ (Child's Name)

Do hereby authorize: _____ (Previous School)
_____ (Previous School)
_____ (Previous School)
_____ (Previous School)
_____ (Previous School)

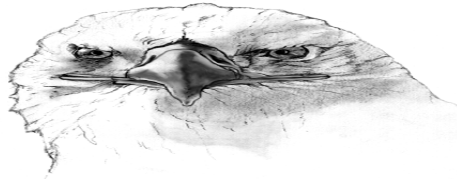
to release all requested school records to Kennedy Charter Public School . This information shall include observations, psychological, medical, and educational evaluations.

I hereby acknowledge that this consent is truly voluntary and is valid for a period not to exceed one year. I further acknowledge that I may revoke this consent, in writing, at any time except to the extent that action based on this consent has been taken.

Signed: _____ Date: _____
(Parent/Guardian)

Please forward records as soon as possible to: Student Services
ATTN: Erica Scott
Kennedy Charter Public School
1717 Sharon Road West
Charlotte, NC 28210
(704) 688-2939 ext. 541

Thank you,
Erica Scott, Administrative Assistant



Kennedy Charter Public School

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Photo Release Form

I, _____, hereby consent and authorize Kennedy Charter Public School to photograph _____ for publication used in connection with public relations and/or the dissemination of information regarding agency programs i.e. newsletter, photo albums, display board etc. I release Elon Homes for Children and Kennedy Charter Public School from any and all claims, which may arise from such publication.

Signed: _____ Date: _____
(Parent/Guardian)

Textbook Policy

I, _____, have read and understand that I am responsible for the cost of damages or non-returned textbooks issues to _____.

Signed: _____ Date: _____
(Parent/Guardian)

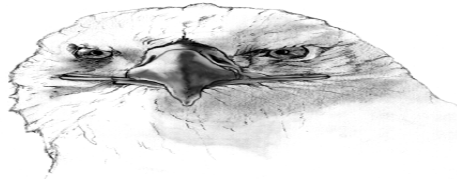
Home Language Survey

1. What is the first language you learned to speak? _____

2. What language do you speak most often? _____

3. What language is spoken most often in your home? _____

Signed: _____ Date: _____
(Parent/Guardian)



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Field Trip Permission and Medical Liability Form

Dear Parents/ Guardians:

In an effort to provide experiential learning experiences and to reinforce positive behavioral choices, occasional activities/outings are planned for students at Kennedy Charter Public School. Therefore, authorization for the students to participate in these activities/outings is needed.

In addition, we would like to provide the students with the best possible care in the event there is an accident. Therefore, your authorization is also needed in order to treat the student if this should occur.

Please take a moment to fill out the bottom portion of this form.

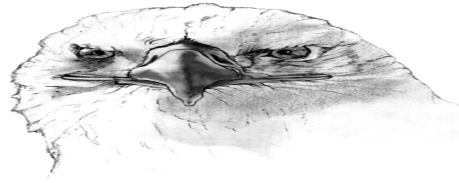
I grant permission for _____ (Student's Name) to participate in any outing or field trips during the school year.

I also authorize routine and/or emergency medical or dental care in the event that _____ (Student's Name) becomes ill or has an accident while participating in these activities. This shall include emergency first aid by authorized personnel of the agency. I further understand that I will assume financial responsibility for any necessary medical care cost that are incurred, including payment of physician, emergency room, rescue unit, and other supplies which are recommended by a physician.

Emergency Contact if parent can not be reached

Name: _____ **Number:** _____

Signed: _____ Date: _____
(Parent/Guardian)



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Internet Acceptable Use Policy

Kennedy Charter Public School offers an electronic communications network (hereinafter the “KCPS network”) that allows students internal access to KCPS information resources and external access to the Internet. Access to the KCPS network and the Internet is provided to students solely to support student education, research, and career development. Use of the KCPS network is a privilege, not a right. Therefore, students who violate any part of this policy or its accompanying regulations shall be subject to cancellation of their privilege to use the KCPS network and possible disciplinary actions.¹

The Internet connects thousands of computers, computer networks, and individual subscribers around the world. Through the KCPS network, students may have access to information and news, some of which may include advertisements, public domain information, and information in university libraries, the Library of Congress, and other research institutions. Students may also create individual web pages and help to create and maintain school web pages.

The KCPS network is not a public access service or a public forum. KCPS retains the right to place restrictions on material accessed or transmitted by students. Further, students should have no expectation of privacy for any information created, transmitted, recorded, stored, or posted on or through the KCPS network. KCPS employees may access student accounts, e-mail messages, or web pages at any time in order to assure that the system has not been used for inappropriate purposes. Students shall be directed not to access information that does not have an educational purpose, is obscene, advocates or condones unlawful or dangerous acts, or advocates or condones violence or discrimination towards other people. Other restrictions on student use are included in the Regulations accompanying this policy.

KCPS will use filters that, within the limits of technology, control and screen out information that is inappropriate, obscene, pornographic, or harmful to minors. Further, teachers and other staff will monitor student activity while using the KCPS network. However, despite the filtering of information and monitoring by teachers and staff, students might access information that parents² consider objectionable. Parents should instruct their child(ren) regarding any additional parental restrictions on information that is allowed to be accessed. However, KCPS is not able to accept responsibility for enforcing restrictions imposed by parents.

Before students are given access to the Internet from KCPS computers or otherwise allowed to use the KCPS network, they must accept the terms of the “Student Internet Use Agreement.” This Agreement defines the educational objectives and guidelines for use, informs minor users that their online activities are subject to monitoring and sets forth unacceptable uses that may lead to revocation of access and possible legal action. Parents of students younger than age 18 who do not want their children to use the KCPS network and/or to access the Internet at school must notify the school in writing.

KCPS shall not be responsible for damages or any injuries suffered as a result of a student’s use of the KCPS network.

Anyone who becomes aware of suspicious or inappropriate use of data, KCPS network, or computer system abuse, or breaches of security should alert a teacher or other supervisory staff as soon as possible. Any person who accidentally accesses sites that violate this policy should report such sites to the appropriate teacher or other staff member.

¹School disciplinary actions for violations of this policy will be taken according to the rules set forth in the Student Code of Conduct, which is contained in the Student Rights and Responsibilities Handbook. The “Student Code of Conduct” means the behavior guidelines published by the district for the current school year, and includes all equivalent publications in subsequent school years that may have different titles. A copy of the Student Code of Conduct is given to each student at the beginning of the school year and it is also published on the KCPS website (www.kennedycharter.org).

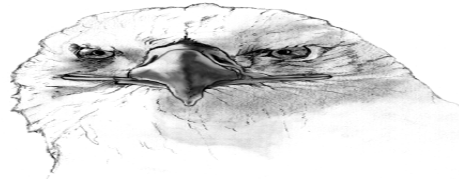
²Unless otherwise stated, references to “parents” includes one or both parents, legal guardian, or legal custodian of a student, or person acting in loco parentis to the student.

I, _____, have read and understand the Internet Acceptable use policy. By signing, I give permission for my
Parent/Guardian Name
student to use the internet as outlined in the above policy.

I, _____, have read and understand the Internet Acceptable use policy. By signing, I will use the internet as
Student Name
outlined in the above policy.

Signed: _____ Date: _____
(Parent/Guardian)

Signed: _____ Date: _____
(Student)



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Dear Parent/Guardian:

Children need healthy meals to learn. **Kennedy Charter Public School** offers healthy meals every school day. Lunch costs **\$2.00**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$0.40** for lunch.

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: Kenney Charter Public School**

2. Who can get free meals? Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.

3. Can homeless, runaway and migrant children get free meals? Please call **the school** to see if your child(ren) qualify, if you have not been informed that they will get free meals.

4. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.

5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals? Please read the letter you got carefully and follow the instructions. Call the school at **704-688-2939** if you have questions.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

7. Will the information I give be checked? Yes, we may ask you to send written proof.

8. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

9. What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Stacey Rose**.

10. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

11. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

12. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

13. We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call **704-688-2939**.

Si necesita ayuda, por favor llame al teléfono: 704-688-2939.

Si vous voudriez d'aide, contactez nous au numero: 704-688-2939.

Sincerely,
KCPS

INSTRUCTIONS FOR APPLYING

If your household gets FOOD STAMPS OR TANF, follow these instructions:

Part 1: List child(ren)'s name, school, grade, and a Food Stamp or TANF case number.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

Check the appropriate box and contact [your school, homeless liaison, migrant coordinator].

Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

If you are applying for a FOSTER CHILD, follow these instructions:

Part 1: Use a separate application for each foster child. List the child's name, school, and grade.

Part 2: Skip this part.

Part 3: Check the box and list the child's personal use monthly income, if any.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is not necessary.

Part 6: Answer this question if you choose to.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List each child's name, school, and grade.

Part 2: Check the appropriate box, if any.

Part 3: Skip this part.

Part 4: Follow these instructions to report total household income from last month.

Column 1–Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if you need to.

Column 2 –Gross income last month and how often it was received. Next to each person's name list each type of income received last month, and how often it was received. For example, *Earnings from work*: List the **gross income** each person earned from work. This is not the same as take-home pay.

Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). *All other income*: List the amount each person got last month from welfare, child support, alimony, (second column) pensions, retirement, Social Security (third column), and ALL OTHER INCOME SOURCES (fourth column). In the All Other column, include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

Column 3–Check if no income: If the person does not have any income, check the box.

Part 5: An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.

Part 6: Answer this question if you choose to.

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1. Children in School (Use a separate application for each foster child)

Names of all children in school (First, Middle Initial, Last)	School Name	Grade	Food Stamp or TANF case # (if any). Skip to Part 5 if you list a Food Stamp or TANF case #

Part 2. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [your school, homeless liaison, migrant coordinator at phone #] Homeless Migrant Runaway

Part 3. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, check this box and then list the amount of the child's personal use monthly income: \$ _____. Skip to Part 5.

Part 4. Total Household Gross Income—You must tell us how much and how often

1. Name (List everyone in household) <i>(Example)</i> <i>Jane Smith</i>	2. Gross income and how often it was received <i>Example: \$100/monthly \$100/twice a month \$100/every other week \$100/weekly</i>				3. Check if NO income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
	\$200/weekly	\$150/weekly	\$100/monthly	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____	<input type="checkbox"/>

Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)
I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.
 Sign here: X _____ Print name: _____ Date: _____
 Address: _____ Phone Number: _____
 Social Security Number: ____ - ____ - _____ I do not have a Social Security Number

Part 6. Children's racial and ethnic identities (optional)

Mark one or more racial identities: Mark one ethnic identity:
 Asian American Indian or Alaska Native Hispanic or Latino
 White Native Hawaiian or Other Pacific Islander Not Hispanic or Latino
 Black or African American Other

Don't fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12

Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____
 Categorical Eligibility: ____ Date Withdrawn: _____ Eligibility: Free ____ Reduced ____ Denied ____ Reason: _____
 Temporary: Free ____ Reduced ____ Time Period: _____ (expires after ____ days)
 Determining Official's Signature: _____ Date: _____
 Confirming Official's Signature: _____ Date: _____ Follow-up Official's Signature: _____ Date: _____

2007-2008 School – Student – Parent Compact

School Commitment – *The administration, faculty and staff at Kennedy Charter Public School commit to:*

- Give specialized instruction in the skill areas of mathematics, language arts, and the sciences in order to build a base for learning and understanding our world.
- Provide meaningful learning opportunities in which your son/daughter is able to use academic skills in practical settings. These learning encounters will focus on exploring the natural world and local community and understanding interconnection with the rest of the world.
- Work with your son/daughter toward an understanding of our individual responsibility to be a contributing member of the community and natural environment
- Encourage all students to do their best in school and help both the students and the parents in order for all students to achieve needed skills.
- Communicate will all parents consistently so that all parents are aware of classroom activities, their child’s involvement, and how they can participate, including positive activities in which the students are engaged.
- Ensure that all parents are aware of the North Carolina Standard Course of Study and curriculum outlines that are developed of each class and/or subject.
- Ensure that parents know how to contact the school and the teachers, emphasizing the importance of helping their child succeed, and conduct face-to-face conferences with parents.
- Ensure that parents are fully informed of school policies and opportunities for parental involvement beyond the classroom.

Student Commitment – *I, _____, as student at Kennedy Charter Public School commit to:*

- Work hard in school and do my very best on all assigned learning activities.
- Contribute to a stimulating, ordered, and positive learning environment for students, faculty, and other members of the community.
- Arrive prepared to learn and nurture a safe, supportive, and respectful environment.
- Show respect to teachers, school staff and other students and follow rules and regulations developed by the school.
- Complete and discuss homework with parents so that they can see that new things that are being learned and be an active part of the education of the students.
- Contribute individual talents helping to make a better school community.

Parent Commitment – *I, _____, as a parent of a student at Kennedy Charter Public School commit to:*

- Encourage students to do well in school and be good citizens in the classroom respecting teachers, school staff, and other students.
- Serve as the home advocate for my student's education. As an advocate, I will communicate directly with advisors and other faculty members regarding my student's progress.
- Provide a working environment at home that fosters learning, actively participate and help with homework, and ensure that my student attends school regularly.
- Help contribute to a safe learning community within the school.
- Monitor out of school activities to ensure the well-being and safety of all students and to provide enough time for parent/child learning.
- Read and respond promptly to all correspondences concerning the well-being and educational activities of my student.
- Seek ways to assist in learning by reinforcing lessons from school and to provide outside educational opportunities that will expand my student’s knowledge.
- Communicate all circumstances that may directly impact my student’s ability to learn.
- Make myself knowledgeable of the North Carolina Standard Course of Study and my student’s progress towards completion off all requirements.
- Volunteer personal time to the school community to ensure that the school meets the educational needs of all of the community.

Signed: _____ Date: _____
(Parent/Guardian)

Signed: _____ Date: _____
(Student)