

The Springstone School Intake Forms

Academic Year 2021-2022



Student Name:

Guardian 1 Name:

Guardian 2 Name:

Date Completed:

Contains:

- *Emergency Card*
- *Emergency Authorization*
- *Transportation Authorization*
- *Confidentiality Notice*
- *Medication Release*
- *Access Medical Release*
- *Anti-Harassment Agreement*
- *Release to Publish Authorization*
- *Technology Loan Agreement*
- *Textbook Loan Contract*
- *Attendance Policy*
- *Vaccination Verification*
- *Immunization Requirements*

Please attach current Immunization Records for your child and submit with this package to the school office either by mail, drop off, or email to info@thespringstoneschool.org

2. EMERGENCY AUTHORIZATION:

In an emergency, due to serious illness or accident, we the undersigned give The Springstone School Staff permission to seek medical assistance, as they deem necessary for the benefit and health of the student named below.

Student Name

Guardian Signature Date

3. TRANSPORTATION AUTHORIZATION:

The California Education code, Section 35350 requires guardian’s permission, authorizing the school to transport the students in a school vehicle or other authorized vehicle, for any reason.

We the undersigned give The Springstone School Staff permission to transport the student named above in a school vehicle or other authorized vehicle, for purposes of the ACCESS program or an emergency. We have been informed of the destinations associated with the ACCESS program.

Student Name

Guardian signature Date Phone Number

4. CONFIDENTIALITY NOTICE:

All students and their guardians are hereby notified that The Springstone School adheres to Pursuant to Ed. Code 56366.12 as follows - “With regard to pupil's rights of confidential communication. A non-public, nonsectarian school shall ensure private and confidential communication between a pupil of non-public, nonsectarian school and members of the pupil's individualized education program team, at the pupil's discretion.

Print Guardian Name

Print Student Name

Guardian Signature

Student Signature

Date

Date

5. ACCESS MEDICAL RELEASE:

I give my child, _____, permission to attend all Community Access Program outings, on and off campus. I have received and read a copy of the parent handbook. I understand that I will receive notices that inform me of the location, and times of the access activities.

I give Springstone Staff permission to seek medical attention that they deem appropriate in the event of an emergency or in the event that I cannot be reached.

Guardian Print Name

Guardian Signature Date

6. MEDICATION RELEASE:

I give Springstone Staff permission to administer the following medications to my child, _____, during school hours. I understand that I am responsible for updating this information. I have attached a doctor's order with this release.

Medication	Dosage	Time

Please indicate all current medications that your child is taking. Thank you.

Present medication	Dosage	Time

Guardian Signature Date

7. ANTI-HARASSMENT AGREEMENT

The Springstone School complies with the policy of the State of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, equal rights and opportunities in the educational institutions of the state pursuant to Ed. Code 200.

Springstone is committed to providing a safe, positive, productive learning and working environment for everyone in our community. All students have the right to go to a school that is a welcoming and safe environment free from harassment, including but not limited to sexual harassment, discrimination, intimidation, bullying, cyberbullying, threats, insults, or violence of any kind for any reason are strictly prohibited and shall not be tolerated.

All families are required to review the Springstone Parent Handbook section on Harassment with their child at the start of each academic year and to sign below that they have read and understood the Springstone behavior guidelines and the anti-harassment policy.

EXPECTATIONS:

Words, looks, gestures, and actions must be respectful of all community members' feelings, bodies, and things.

No student on or about school property or at any school activity shall behave in the following activities:

- Threatening, insulting, spreading and starting rumors of any kind
- Starting or creating a hostile environment: gossiping, name calling, threatening, and excluding others from activities
- Cyberbullying: creating or writing posts or comments on social media platforms including while gaming, on Youtube, Snapchat, Facebook, Instagram, Tik Tok, etc. as well as emails, or text messages that demean, threaten, or are otherwise relentlessly intimidating to other students
- Placing a student in fear of physical or emotional harm or damage to the student's property
- Physically or emotionally harming a student or damaging a student's property
- Retaliation of students who have reported harassment or bullying behavior by others

CONSEQUENCES:

Violations of the above expectations may result in disciplinary action which may include suspension and/or expulsion.

AGREEMENT:

1. I have read the above statement and parent handbook rules. I understand that failure to follow it may lead to severe consequences, including suspension and/or expulsion from school.
2. I understand that it is the responsibility of all students to report any harassment, bullying, and/or intimidation to a trusted adult at school as soon as possible.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

8. RELEASE TO PUBLISH AUTHORIZATION

Child Name: _____

_____I hereby give Springstone full unrestricted rights to publish, copyright, distribute electronically and/or use any still or motion pictures, photograph of myself or my child for use in editorial content, art, advertising, trade or any other lawful purpose. I understand my likeness or my child's likeness may be used in advertising and/or promotions. I hereby release and hold harmless the above named, its successors, employees, agents and assigns from any liability or claims of damage whatsoever in connection with said use of my likeness or my child's likeness. I have read and understand this Release, and certify that the information provided is true and accurate.

_____I do not give permission for publication of pictures or photographs of myself or my child.

Guardian Print Name

Guardian Signature Date

Note: Springstone will make every effort to inform you of situations or events in which a photo of you or your child will be used and will NOT use names alongside photos unless additional permission is given by guardian.

9. SPRINGSTONE TECHNOLOGY LOAN AGREEMENT

Student Name: _____ HomeRoom Teacher: _____

Equipment Description: _____ Security Tag # _____

Date Loaned: _____ Date Due: _____ Date Returned: _____

The Borrower (named above) has been provided with the loan of Technology Equipment (listed above) by the Springstone School (the school) for the purpose of providing a tool for the educational use of the Borrower. The terms of this Agreement shall include the following:

1. The term of this agreement is listed above. All loaned items shall be returned promptly and in good working condition by the due date. This agreement may be rescinded at any time at the discretion of the school or the school principal.
2. All equipment and software shall remain the property of the school.
3. The Borrower and their Parent/Guardian accepts responsibility for the equipment while it is in the Borrower's possession. The Borrower agrees to use an appropriate method of transporting the equipment and also agrees to keep the equipment secure at all times. Damage, loss or theft will be promptly reported to the school Technology Coordinator.
4. This equipment is provided only for the use of the Borrower. The Borrower agrees, by signing this Agreement, that no one else, other than School staff, will be allowed to use this equipment.
5. The Borrower must have a signed Acceptable Use Policy on file with the School and agrees to comply with all sections of the Policy. The Borrower shall not attempt to upgrade, open, or make hardware modifications to any equipment. Software should not be copied onto other computers, or installed without the consent of the Technology Office.
6. By the signatures below, the Borrower and their Parent or Guardian indicates intent to use this equipment for purposes of facilitation of the educational program of the school. The undersigned agree that this property will be treated with care, with the understanding that the Parent or Guardian will be fully responsible for any costs associated with damage, loss, or theft.

Borrower Student Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

School Representative Name (printed)

School Representative Signature

Date

10. STUDENT TEXTBOOK LOAN CONTRACT

Terms and conditions

1. Textbooks may be checked out at no cost for one semester to students in The Springstone School.
2. Students are personally responsible for The Springstone School textbooks at all times.
3. Students are not allowed to mark, highlight or write in The Springstone School textbooks.
4. Textbooks must be kept in good condition and must be returned in the same condition as when checked out.
5. Students are responsible for all replacement costs of textbooks if damaged, lost, stolen, or sold.
6. Any violation of The Springstone School textbook policies will result in restrictions in future use of textbooks.
7. All textbooks must be returned by the next business day following the last day of final each semester. If students withdraw from The Springstone School, they are responsible for returning the associated book(s) within one week.

My signature on The Springstone School loan agreement form indicates that I have read and agree to these terms.

Student Name Grade Homeroom Teacher

Course Books Loaned

Title	Date Loaned	Date Due	Date Returned

Student Name (printed)

Student Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

11. THE SPRINGSTONE SCHOOL ATTENDANCE POLICY/AGREEMENT STATEMENT

Daily attendance at the Springstone School is essential for student success and academic achievement. All students and parent/guardians need to know that each day the Springstone School is in session students are expected to be on time and in attendance for the full school day. While attending afternoon clubs is optional, we encourage participation and regular attendance in clubs to support social skills and peer connections.

We expect students to be at school on time every day. Being on time to class and attending school every day are essential to a student's success. The content, skills and strategies are most effectively learned in the classroom or at school with daily practice. It is important to understand that we have a program of study and incomplete participation will result in incomplete acquisition of the skills that we are trying to impart. School commitments are firm obligations.

State law requires that parents call or email the school for every absence and every late/tardy attendance day, as well as for every day during extended absences. If the school has not heard from the parent/guardian of a student absent all day, we will call or email the parent/guardian. However, this is very time-consuming for the administration, and your student will be better served if our limited resources can be devoted to more educational purposes.

Absences, tardies, and missed classes create anxiety in our students as well as puts them behind academically. Parents are encouraged to schedule appointments after the school day is over, during break periods, or on a professional development day. Please do not schedule vacations that are longer than the school vacation periods. Vacation days are considered unexcused absences.

Students are expected to fully participate in all Community Access days. These are not days that can be made up through independent study and no points will be recorded for missed days.

Consequences for Unexcused Tardies/Absences

Any unexcused absence or tardy will result in makeup work to be done by the student within one week of the tardy or absence. The student will be responsible for all their 'regular' work in addition to this work. **A tardy student is more than five (5) minutes late to class. If the student has three (3) or more unexcused 'tardies', the student will attend a school team attendance meeting, and serve detention after school to make up for missed class time.**

If a student has five (5) or more unexcused absences, they will be put on an Attendance Contract. If the student does not fulfill the contract, a school team meeting will be called involving an administrator, homeroom teacher, parent, and/or student. **If a high school student exceeds five (5) absences in any class, no credit will be received for that class.**

High school students must attend a minimum of eighty-five (85) days (out of ninety (90) total) per semester in order to receive credit for each class. Of the five allowed absences, no more

than two can be unexcused. **If a high school student exceeds five (5) absences in any class, no credit will be received for that class.**

Chronic tardiness: When a student is tardy for a third (3) time, an attendance contract will be entered upon. For every subsequent two (2) tardies, a student will accrue one (1) unexcused absence.

Chronic absenteeism: Five (5) days of absence in a semester, will be cause for a school team meeting (involving school administrator, homeroom teacher, parent, and student).

How To Call Out A Student and How Absences are Classified

A student may be called out for the day for one (1) of these “Excused Absences” by a parent/guardian ten (10) times in academic school year. After ten (10) parent/guardian calls outs, it will no longer be an unexcused absence, without a doctor’s note or some other form of verification. **Parents may call or email the school to report an absence. Email info@thespringstoneschool.org to call out a student for the day or excuse tardiness.** Absences are classified as either “Excused” or “Unexcused” as indicated below:

Excused absences include:

- Personal illness/
- Medical appointment
- Death of a relative
- Quarantine for contagious disease
- Observance of religious holiday
- Court appearance
- Force majeure such as fires, floods, earthquakes, etc.
- Emergency deemed as sufficient cause by the administration (if possible, this should be approved in advance.)

Unexcused absences include, but are not limited to:

- Unverified absence
- Over sleeping
- Birthday
- Vacation
- Personal appointments (non-medical)
- Attaining drivers permit/license
- Shopping
- Babysitting
- Elopement/Cutting Class
- Haircut/beauty appointment

These attendance policies come into effect the first day of enrollment for a new student or the first day of physical attendance for returning students.

I have read the following attendance policies related to the Springstone School and understand the need for regular attendance at school and the consequences for excessive unexcused absences from school.

Student Printed Name

Parent Printed Name

Student Signature

Parent Signature

12. COVID-19 VACCINATION VERIFICATION

Has your child received a COVID-19 Vaccination?

Yes No Waiting

Date your child had their second vaccination shot or one shot for Johnson & Johnson:

__/__/2021

13. IMMUNIZATION REQUIREMENTS

Please attach your student's current immunization records to this intake package when returning it. Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school. Requirements are listed below and more information is included on the following page.

Students Admitted in 6-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) – 5 doses**
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) – 4 doses**
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B – 3 doses**
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) – 2 doses**
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) – 2 doses**

Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) –1 dose**
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) – 2 doses**
(Usually given at ages 12 months and 4-6 years)
- **Meningococcal (serogroup A, C, W, Y) – 1 dose**

12th NEW Requirement

- **Meningococcal (serogroup A, C, W, Y) – 1 - 2 doses**

(if only one dose has been received, and it was before the age of 16, a second dose is required. If one dose is received at age 16 or older, no additional doses are required.

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry.

Parents must show their child's Immunization Record as proof of immunization.

Please attach Immunization Records to this document and return to the school office or email to info@thespringstoneschool.org.

Immunization Requirements for the 2020 - 2021 School Year

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or a childcare program operated by a school. Below are the requirements for the indicated school year. Please carefully review the requirements. The usual number of doses required are listed; however there are exceptional circumstances that could alter the number of doses a child needs. If you have questions about your child's immunization status, contact your child's primary care provider or local health department.

Proof of receiving the required immunizations must be provided to the school prior to the student attending the first day of school.



Early Childhood Program Operated by a School Ages 4 Years and Under

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	4 doses
IPV (polio)	3 doses
MMR (measles, mumps, rubella)	1 dose
Varicella (chickenpox)	1 dose*
Hepatitis A	2 doses
Hepatitis B	3 doses
Hib (haemophilus influenza type B)	4 doses**
Prevnar (pneumococcal conjugate)	4 doses**

KDG - Grade 3 New Requirement!

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis A - New Requirement!	2 doses
Hepatitis B	3 doses

Grades 4 - 6

Vaccine	Requirement
DTaP/DT (diphtheria, tetanus, pertussis)	5 doses
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Grade 7 - 8 New Requirement!

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses
NEW Requirement!	
Meningococcal (serogroup A, C, W, Y)	1 dose

Additional ACIP RECOMMENDED Vaccines Not Required for School Entry

- **Influenza (Flu):** Annual vaccine recommended for everyone 6 months of age and older.
- **HPV (Human Papillomavirus) Vaccine:**
2 doses recommended at age 11 years
2 doses needed if started at 11-14 years
3 doses needed if started at 15 years or older

Grades 9 - 12

Vaccine	Requirement
Tdap (tetanus, diphtheria, pertussis)	1 dose~
IPV (polio)	4 doses ***
MMR (measles, mumps, rubella)	2 doses
Varicella (chickenpox)	2 doses*
Hepatitis B	3 doses

Grade 11 - 12 New Requirement! In addition to above vaccines for Grades 9 - 12

Meningococcal (serogroup A, C, W, Y)	1-2 doses See Below
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If only one dose has been received, and it was before the age of 16, a second dose is required.

If one dose is received at age 16 or older, no additional doses are required.

Notes

* Varicella (chickenpox) vaccine is not required if child has had chickenpox disease **and** disease is documented by a physician signature. Without physician signature, vaccine is still required even if you believe your child has had chickenpox disease.

**Total doses needed are dependent on vaccine type and age the doses were administered.

***All Students in grades K-8, all new students and students currently completing the polio series must have 6 months between the last 2 doses of polio vaccine, and one dose must be after the 4th birthday.

~All students in grades 7-12 must have one dose of Tdap regardless of the interval since the last dose of DTaP or Td.