

You're Invited!

Dear CCMS Parent,

Your child has been cordially invited to join "Club 21"!!!

Club 21 is a new extended day program that will incorporate homework help, physical activity, enrichment clubs, and a snack. It is free of cost and bus transportation will be provided home. Included within this packet is an informational flyer in addition to a registration packet. This program will begin on September 3, 2013. Please have registration packets turned in as soon as possible, but no later than **August 30th**. I look forward to having your child join us!

If you have any questions, please feel free to email or call me. My contact information is included within the packet.

Sincerely,

Nina Chable

CCMS Club 21 Program Coordinator

21st Century Community Learning Center's
 Extended Day Program!
 "CLUB 21"

"WIN" in the 21st Century!!!
 The WIN (What I Need?)

in the 21st Century Program will provide:

- * Academic and Enrichment Activities that Promote Success
- * College and Career Preparation
- * Exposure to Diverse Recreational, Social, and Cultural Activities
- * Physical Activity and Education surrounding Health and Wellness
- * Improved Social and Emotional Well-Being
- * Family Nights

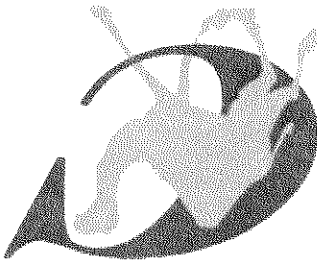
This program is free of cost. It will run Monday thru Friday from 2:30-5:30 pm. It will incorporate homework help, multiple club/enrichment activities, and a snack. Bus transportation will be provided home. Students who attend this program must meet specific criteria and will be personally invited to the program.

Don't just survive...
 Thrive with Club 21!



CMS Program Coordinator:

Nina Chable
 Cell: 859-991-2231
 Email: Christina.Chable@campbellkyschools.us



Club 21

“Don't just survive... thrive!”

Monday-Friday 2:30pm-5:30 pm

Starts September 3rd, 2013

21st Century
Community
Learning Centers



Name _____

Date of Birth _____

Grade _____

Guardian Information Please note that the individuals listed

in this space will be permitted to sign the child out.

#1 _____

#2 _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Work Phone _____

Work Phone _____

Pick up Authorization Please include everyone who has permission

to pick up the above student. Please fill out completely.

Name _____

Relationship to Student _____

Phone Number(s) _____

Dear Parent/Guardian,

Club 21 promotes the consistent attendance of our students within the program. Please indicate how often your child plans to attend the program.

_____ Monday thru Friday

_____ Monday, Wednesday & Friday

_____ Tuesday & Thursday

Please, if there are any changes regarding transportation or attendance, call the program coordinator or send a signed note with the student. If there is no phone call or note, program staff will not permit any discrepancy from what is indicated on the original registration form. Thanks for your understanding in this matter.

In addition, please indicate whether your child will be a bus rider or a car rider.

_____ Please bus my child home

_____ I will pick my child up

Sincerely,

21st CCLC Coordinators

CAMPBELL COUNTY SCHOOLS
PARTICIPANT BEHAVIOR CONTRACT

1. ALL CAMPBELL COUNTY SCHOOL RULES AND REGULATIONS APPLY TO THE EXTENDED DAY PROGRAM.
2. All participants and their parents are expected to know the rules per the Campbell County Schools Discipline Handbook and follow them.
3. Participants must be respectful to the staff and other participants. Staff must also be respectful of students.
4. Students are not allowed to leave school grounds without the supervision of staff.
5. The schedule for the 21st CCLC Program schedule is from 2:30-5:30 pm Monday thru Friday.
6. The use of foul language and/or profanity is not acceptable.
7. Participants are responsible for all of their belongings. Please keep up with your materials. Do not leave belongings or books in the classroom. The room may be locked when you come back later.
8. If there is a discipline problem, a Campbell County staff member will fill out a discipline referral. Any participants who are given a discipline referral will have to see an administrator to remedy the situation. If the problem is severe or persistent, the administrator will determine if further action is needed.
9. Most importantly, work hard and HAVE FUN!

I have read and understand the rules for the extended day program. I agree to follow these rules. I also understand that if I break these rules, I may be subject to disciplinary action.

Student signature: _____
Date: _____

Parent/Guardian signature: _____
Date: _____

Acknowledgement of Campbell County School Disciplinary Code of Conduct

I _____ (Parent/Guardian) acknowledge that I have
read the Campbell County Middle School Handbook and promise to abide by
the discipline code set by the Campbell County School District.

Student Name _____

Parent/Guardian Signature _____

Date _____

CONSENT TO PHOTOGRAPH

Video tapes, photographs, and web page photos may be produced by school personnel and by outside media during the course of the extended day program. Please sign and return this form if you consent to your child being video taped, photographed, or having a photo placed on a web page.

Parent/Guardian

Program Coordinator Contact List

Crossroads Elementary School

Coordinator- Michael Whalen

Cell: 859-991-0510

School: 859-441-9174

Email: Michael.Whalen@Campbell.kyschools.us

Cline Elementary School

Coordinator- Camy Bankemper

Cell: 859-991-0503

School: 859-781-4544 X142

Email: Camy.Bankemper@campbell.kyschools.us

Campbell Ridge Elementary School

Coordinator: Erin Comfort

Cell: 859-991-2229

School: 859-448-4780 X1401

Email: Erin.Comfort@campbell.kyschools.us

Campbell County Middle School

Coordinator: Nina Chable

Cell: 859-991-2231

School: 859-635-6077 X 181

Email: Christina.Chable@campbell.kyschools.us

Volunteer Program Guidelines

1. I will conduct myself in a friendly, courteous manner to all and not show partiality toward any student, and will remain neutral in my speech and actions with respect to religion and politics at all times that I am engaged in volunteer activities with students.
 2. While serving as a volunteer or when no longer in a volunteer role, the content of any specific student education records shall not be disclosed. Disclosing information would include but is not limited to the following types of disclosure: verbal, written or allowing others to view a particular record whom are not school officials that have a legitimate need to know the information.
 3. I understand and agree that questions about the content of student education records must be directed to a CCS employee who is authorized to review the records and provide information regarding their content to those who are entitled to the information. As a volunteer, I understand and agree that I am not authorized to provide information regarding student records.
 4. I must report any breach or suspected breach in the confidentiality of student education records immediately upon my discovery thereof to the Site Supervisor/Director or Principal, or his/her designee. I understand and agree that my failure to maintain the confidentiality of student education records and personally identifiable information to which I am given access may disqualify me from further service as a volunteer in Campbell County School District.
 5. I understand and agree that as a Campbell County School Volunteer, I will be subject to the direction and control of the Site Supervisor/Director or Principal of the school, or their designees, with respect to the location, duration, and nature of my volunteer assignment.
- I have read the above agreements and understand and agree to abide by these terms.

Volunteer Name (please print)

Signature

Date



YOUTH LEADER REQUEST

MAIL REQUESTS TO:
 ADMINISTRATIVE OFFICE OF THE COURTS
 RECORDS UNIT
 100 MILLCREEK PARK
 FRANKFORT, KENTUCKY 40601
 502-573-1682 or 800-928-6381

The process to obtain the information contained in CourtNet is as follows:

Individuals serving as Youth Leaders

FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact the Records Unit at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUAL'S INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____ DLN: _____

NAME: _____

MAIDEN NAME(S) AND/OR ALIAS: _____

DATE OF BIRTH: _____

STREET ADDRESS / P.O. BOX: _____

CITY, STATE, ZIP CODE: _____

*I understand that failure to accurately provide the information requested may result in my prosecution under KRS 523.100. I have provided the basic information necessary to qualify for record processing. * ALL INFORMATION BELOW IS REQUIRED.*

Kathy Lauer
 Requestor/Contact Person

Date _____

Campbell County Board of Education
 Agency

101 Orchard Lane
 Address

Alexandria, KY 41001
 City, State, Zip

Verified with Driver's License by
 CCS employee's initials _____

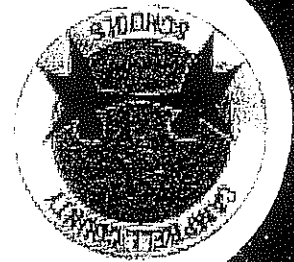
School Name _____

School Year _____

Phone Number (859) 635-2173

E-mail Address kathy.lauer@campbell.kyschools.us

Sign up & stay informed



Would you like to receive updates about Campbell County Schools in your email inbox? Return this form to school and you'll soon start receiving e-newsletters from Superintendent Miller.

Name _____

Email address _____

Select schools and/or district

Select notifications to receive

- District
- Campbell County High School
- Campbell County Middle School
- Campbell Ridge Elementary
- Crossroads Elementary
- Donald E. Cline Elementary
- Grant's Lick Elementary
- John W. Reiley Elementary

- Superintendent Announcements
- District Announcements
- Community Residences
- Alumni
- Camel Athletics
- Camel Athletic Boosters
- Youth Athletics
- Band of Pride Boosters
- Campbell Connection eNewsletter

Students' Acceptable Use Policy

Campbell County Schools: 2012 - 2013

Directions: Completely review this Student Acceptable Use Policy. Read and discuss with your child the following contract completely. The signature of a parent or guardian in the code of conduct (page 1) is required for direct access for all students.

In partnership with the Kentucky Department of Education, the Campbell County School District provides access to and use of various technologies including the Internet and Email as part of the instructional process.

Students and parents must sign receipt of an Acceptable Use Policy agreement before direct hands-on access to any network services is provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic mail. However, educators may use the Internet during class directed group demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action may be taken. For K-5 students this agreement must be completed each school year. For 6-12 students this agreement, once signed and filed, remains in effect at that school until revisions require that a new AUP agreement be sent home for signature.

CAMPBELL COUNTY SCHOOLS NETWORK ACCESS (including Internet and electronic mail) TERMS AND CONDITIONS VERSION 1.3

Acceptable Use – Use of any organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene or sexually explicit material, or material protected by trade secret. Use for product advertisement or other commercial use, or political lobbying is not consistent with the purposes of the Campbell County Schools and is inappropriate. Illegal activities are strictly prohibited.

Rights, Responsibilities, and Privileges – An Acceptable Use Policies document and form containing these Terms and Conditions Version 1.3 must be signed by all students and adults before directly using network and Internet resources provided by Campbell County Schools. The AUP is designed to enable all users to understand clearly their responsibilities as users of the Internet via the Campbell County Schools Network. If you have any questions about these responsibilities, please contact the Chief Information Officer.

Social Networks- District employees, teachers, and activity sponsors upon approval from the district, may set up blogs and other social networking sites for use in the classroom. Teachers and sponsors may ask students to sign up for an account on these sites in order to participate in online instructional activities and discussions. Students shall not reveal their name or personal information about themselves or others. By signing the Acceptable Use Policy, you accept and agree to the use of instructional social networking sites by your child. Use of personal social networking sites (e.g. Facebook, MySpace and all other blocked sites) by students is prohibited. Violation of the following terms and conditions could result in the loss of network services including, but not limited to the Internet, and could eliminate future access.

General Network Guidelines

- Internet access through the school is to be used for instruction, research, and school administration. School access is not to be used for private business or person, non-school related communications.
- The use of your account must be in support of education and research and consistent with the educational objectives of Campbell County Schools.
- You may not create or share computer viruses.
- You may not give your password to anyone.
- You may not destroy or alter another person's data.
- You may not log in, share or alter anyone else's local or Internet accounts.
- You may not use the network for commercial purposes.
- You may not monopolize the resources of the Campbell County Schools Network by such things as running large programs and applications over the network, sending massive amounts of e-mail to other users, or using the system resources for games or streaming music.
- You may not break or attempt to break into Campbell County Schools Network or other computer networks.
- You may not play multi-user games via the network.
- No illegal activities may be conducted via the Campbell County Schools Network.

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices as defined by law, provided they observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall not be visible nor shall they be turned on and operated while on buses to and from school or other events. During the school day, devices may only be used before and after the regular school day and must not be seen or turned on at any other time. Some district campuses have a Bring Your Own Device policy enabling students to use their own devices for educational purposes throughout the school day. Students must have successfully participated in the Digital Citizenship training, have permission slip on file and have followed all procedures for registering their device(s) through the personal owned network provided. Students are expected to use the wireless access provided by the district during the school day.

TELECOMMUNICATION DEVICES

Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.

- You may not send electronic messages using another person's name or account.
- You may not send electronic messages anonymously.
- Do not reveal your personal address or phone number or those of other students unless a parent or a teacher has coordinated the communication.
- You may not access, copy or transmit another users' messages without permission.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not swear, use vulgarities or any other inappropriate languages.
- You may not access third party email accounts from the Campbell County Schools Network
- that are not directly related to instruction or sanctioned school activities. Do not use electronic mail, for instance, for private business or personal, non-related communications. Do not forward chain letters, jokes or other emails not related to school.
- You may not use your electronic mail account provided by Campbell County Schools, on or off campus, for communication without their consent and permission from school officials.
- You may not take photos, videotape or record students or staff members in the classroom or otherwise during school hours abusive, harassing, insulting, or threatening messages to others.
- are repeated against the same student over time Harassing or bullying others is prohibited. Be polite. Do not write or send to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts
- 09.422 / Bullying & Hazing refers to any intentional act by a student or groups of students directed against another student through third party providers. Only Kentucky Education Technology Systems email can be used. Currently KETS offers Microsoft as an email solution.

ELECTRONIC COMMUNICATION REGULATIONS

Access and use of this site is for educational use and must support educational objectives.

- As a user of this educational system, users should notify a network administrator or a teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- No Privacy Guarantee- The Superintendent/designee has the right to access and review files and communications to maintain system integrity and insure that individuals are using the system responsibly.
- You may not use technology to threaten or intimidate anyone.
- You are not permitted to get from or put onto the network any copyrighted material (including software). Copyrights must be respected.
- You may not transmit obscene, abusive or sexually explicit language or material.
- net, unless a parent or teacher has coordinated the communication.
- Students should not reveal their names and personal information to or establish relationships with "strangers" on the Internet.
- A student who does not have a signed AUP on file may not gain access to the Network by sharing with another student.
- things as continuous talk requests and chat rooms.
- Purposefully annoying other Internet users, on or off the Campbell County Schools system, is prohibited. This includes such site or program to access web pages that have been blocked.
- You may not offer Internet access to any other individual via your or any other users, account.
- You shall not circumvent security measures of the computer or Network. This includes using a "proxy or site redirect" web-

Student Internet Safety

- I will talk with my parents or guardian about their expectations and ground rules for going online.
- I will keep my identity private.
- I will never respond to any online communication that makes me feel uncomfortable.
- I will never meet in person with anyone I have first "met" online without discussing it with my parents or guardian.
- This is the biggest danger to your safety.
- I will respect other people's rights while online.

Consent for Use

By signing receipt of this information, you hereby accept and agree that your child's rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also are advised that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Parental Internet Safety Tips

<http://www.ccs.campbellcountyschools.org/main/parents/documents/PCAKY-InternetSafetyToolKitIL.pdf>

NOTE: Access for use of electronic resources is granted by signing this form. If you do not wish for your child to have access to electronic media including internet and email, please check here

STUDENTS SIGNATURE: _____

PARENT'S SIGNATURE: _____

DATE: _____

- Students may not possess, display, distribute or transmit obscene, abusive or sexually explicit language or pictures while on school property or while attending school-sponsored or school-related activities.
- Students are responsible for keeping up with devices they bring to school.
- Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.
- The District shall not be responsible for loss, theft or destruction of devices brought onto school property.

Violations of these usage policies will result in confiscation and other disciplinary actions as specified in the Code of Acceptable Behavior and Discipline. If a device has been confiscated, a parent/guardian will need to pick up the device from the school office. Chronic non-compliance shall result in PERMANENT loss of privileges.

LOSS OF NETWORK SERVICES

The Chief Information Officer may suspend or close an account at any time as required. The administration, faculty, and staff of the Campbell County Schools may also request the system administrator or the Chief Information Officer to deny, revoke, or suspend specific user accounts. Revocation of unsupervised network and Internet access will be for a period of not less than one calendar year. Students whose accounts are denied, suspended, or revoked do have the following rights:

- To request in writing from the Chief Information Officer a written statement justifying the actions. This must be done within two weeks of the suspension or termination of services.
- To submit a written appeal to the Superintendent.
- Pending the decision of the Superintendent, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

RELIABILITY

The Campbell County Board of Education will not be responsible for any damages including, but not limited to, loss of data, delays, non-deliveries, or service interruptions.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on the Campbell County Schools Network, s/he must notify a system administrator, or the Chief Information Officer. Do not demonstrate the problem to others.

VANDALISM

Vandalism shall result in the cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operation system or applications of another user, the Campbell County School Network, or any of the above listed agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Student:

I have read this Student Acceptable Use Policy. I will abide by the stated Terms and Conditions. I am advised 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 and/or appropriate legal action may be taken.

Campbell County Schools Health Services

Consent Form for Administering Medication at School

Student's Name _____ Grade _____

Name of Medication _____

Dosage _____

Time(s) to be Given _____

Route of Administration _____

Diagnosis or Reason for Medication to be Given _____

Possible Side-Effects: _____

Student's Allergies: _____

Name of Prescribing Doctor _____

Signature of Prescribing Doctor _____
Date _____

I request my child be permitted to take medications as outlined above and expressly
waiver any liability on behalf of the school as a result of administration of the above
drug(s) and do hereby give permission for a mutual exchange of medical information
between the physician that authorized this medication and a designated representative of
Campbell County Schools.

Signature of Parent/Guardian _____
Date _____

Name of School Submitted to _____

Campbell County Schools Health Services

Administration of Medication at School

Since it is recognized that some students are able to attend school because of the effectiveness of medications in the treatment of chronic disabilities and illnesses, this procedure has been adopted to help insure safe administration of medications in school.

A. No medication, prescription or over-the-counter, may be administered to students by an employee of the Campbell County Board of Education unless the Consent Form for Administering Medications at School form is filled out and signed by both the physician and parent/guardian. No handwritten notes by parent/guardian will be accepted.

B. Only doses of medication that cannot be administered at home will be given at school. Medication will not be administered at school due to convenience.

C. Any student who is required to take medication during regular school hours shall comply with the following:
1. No medication will be supplied by the school.
2. Prescription medications shall be brought to school in the original container that is properly labeled with the following information:
a. Name of student
b. Name of medication
c. Dosage of Medication
d. Time medication is to be administered

3. Nonprescription medication must be brought to school in original container and will only be administered with a physician signature on the appropriate Campbell County Schools

Medication Consent form.

4. No medication, prescription or nonprescription, may be transported by the student on the

school bus.

5. Medications should be provided in the form that it is to be administered. School staff will

not divide tablets, etc.

6. School staff will not administer the first dose of any newly prescribed medication.

7. All medication will be kept in the school office in a specified safe place. Students are not

permitted to have medication in their possession.

8. Self-managed/self-carry administration of emergency medication (insulin, inhalers, Epi-

Pens) will be permitted with written authorization of parent and physician on the

appropriate Campbell County Schools Self-Carry form.

9. It is the student's responsibility to comply with the doctor's order concerning administration

of medications. Upon receipt of the signed consent form, school personnel will endeavor to

assist students with medications.

10. All prescription medication amounts will be verified by nurse and parent/guardian upon

initial arrival to office.

11. Every dose of medication administered by school personnel shall be recorded on a

prescribed form.

****School personnel responsible for administration of medications will refuse to administer medication if the above guidelines are not followed. In such situations, the parent/guardian will be notified.*****