



Architecture, Construction & Engineering (ACE) CHARTER HIGH SCHOOL
570 Airport Way
Camarillo CA 93010
Office (805) 437-1410 * Fax (805) 437-1491
ENROLLMENT APPLICATION

Student Name: _____ Gr. _____ School Year: _____

Welcome to ACE Charter High School!

In order to complete the enrollment process, please return this entire packet, completed and signed, along with the supporting documentation. **NOTE: Acceptance at ACE is based on several factors including availability. Completion of this packet DOES NOT guarantee enrollment.**

REQUIRED DOCUMENTS, are to be submitted with this packet.

<i>Office Use</i>	Mandatory Documents:
	Proof of Date of Birth: Acceptable documents are a birth certificate, baptismal record or passport.
	Proof of Immunizations: Copies of immunization records are acceptable or the official health records from the previous school may contain the proof. Note the TDAP is mandatory for high school. -
	Residence Verification Documentation: Proof may be any utility bill, bank statement, rental/lease agreement, insurance documents, etc
	IEP, 504 or any Special Education Documents pertinent to your child's educational needs. Including Transition to High School IEP. These forms are MANDATORY to enroll at ACE.
	Current Transcript is MANDATORY if TRANSFERRING from another high school.
	Current Copy of Withdrawal Form & Grades if transferring from another high school.
<i>Staff Initials</i>	Required Documents and Forms
	Enrollment Form
	Acceptable Use Policy Form
	Bus Application
	Bus Behavior Contract
	Dress Code Form
	Free and Reduced Lunch Application. Mandatory, must have one for all students.
	Parent Connection Application: If you would like to stay up to date with your student's attendance, grades, behavior, etc, please read; fill out, sign and date. A PIN and password will be emailed to you
	Parental Consent/Objection Form
	Print/Electronic Publication Permission Form
	>Chromebook Student Pledge & Laptop Contract
	>Chromebook Insurance Contract: Insurance for your students Chromebook is \$45. You may pay by cash check or money order, made out to "ACE Charter High School".
	When Applicable
	Caregiver's Authorization Affidavit: This is only required if someone other than the parent/guardian is enrolling the student.
	School Enrollment for Foster and Kinship Care Children
	Proof of Guardianship: This will be needed by anyone other than the parent to authorize academic decisions.
	Custody and/or Court documents: Must be up to date and specific.

Office Use Only: Completed Packet Date Rec'd: _____ **by:** _____

Updated Enrollment Accepted Date: _____ **by:** _____

Dec 2018 Enrollment Denied: _____

ACE CHARTER HIGH SCHOOL

Office Use Only

ENROLLMENT INFORMATION PACKAGE

570 Airport Way, Camarillo, Ca 93010
Phone (805) 437-1410 • Fax (805) 437-1491

Entered in Q: _____

Start Date: _____

Student Legal Last Name: _____ First: _____ Middle: _____

Birthdate: _____ Birth City: _____ Birth State: _____ Country: _____

Gender: M ___ F ___ Grade: _____ School Year: _____

Address: _____
Street Apt/Unit # City Zip

Primary Phone Number: _____ Cell phone: _____
Land line if applicable; leave blank if none Circle one: mother or father cell number

IMPORTANT: Please complete the following MANDATORY questions:

Does your child have or has had an IEP for a *Special Education Program*?** Circle: Yes No
and/or Transition to High School IEP (mandatory for High School)

Does your child have a 504 plan in place?** Circle: Yes No

****IMPORTANT NOTICE: Enrollment at ACE and/or Special Education Services will be pending, upon receipt and review of proper updated documentation. Parent MUST provide these documents before enrollment is approved.**

What is your child's residential home HIGH school?: _____

Has your child attended ACE Charter High School before? Please circle: Yes No

In what year did your child first attend a California School? _____

In what year did your child first attend school on a full time basis in the U.S? _____

NAME OF LAST SCHOOL ATTENDED:

NAME: _____

ADDRESS & PHONE: _____

ETHNIC ORIGIN: Is the child Hispanic or Latino? Yes ___ No ___ Please check all that apply:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> African American/Black | <input type="checkbox"/> Asian Indian |
| <input type="checkbox"/> Caucasian/White | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian |
| <input type="checkbox"/> Hmong | <input type="checkbox"/> Korean | <input type="checkbox"/> Laotian |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Tahitian |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Samoan | <input type="checkbox"/> Vietnamese |

HOME LANGUAGE:

Which language is most often spoken at home:

Father: _____

Mother: _____

Student: _____

STUDENT RESIDENCY QUESTIONNAIRE:

Complete ONLY if student is not living at home with parents; check one	Please check who students lives with;
<p>Section 1:</p> <p><input type="checkbox"/> in a Shelter</p> <p><input type="checkbox"/> with more than one family in a house or apartment (other family rents or own house or apartment)</p> <p><input type="checkbox"/> in a motel, car or campsite</p> <p><input type="checkbox"/> with friends or family members (other than parent/guardian)</p> <p>Section 1A:</p> <p><input type="checkbox"/> Choices in Section above do not apply to my child.</p>	<p>Section 2: The student lives with:</p> <p><input type="checkbox"/> One Parent</p> <p><input type="checkbox"/> Both Parents</p> <p><input type="checkbox"/> Parent and another adult</p> <p><input type="checkbox"/> Relative, friend or other adult</p> <p><input type="checkbox"/> Alone, no adult</p> <p><input type="checkbox"/> An adult whom is not the legal parent or guardian</p>

I understand falsifying information may result in the student being referred back to their home school.

Print Parent Name/Signature _____ Date _____

PARENT INFORMATIONRELATIONSHIP: MOTHER STEP-MOTHER Legal Guardian Foster Parent**Phone Numbers:**

Last Name _____ First Name _____ Initial _____

Home: Area code/number _____

Address _____ Unit # _____

Cell: Area code/number _____

City _____ State _____ Zip _____

Is this parent currently living with student?
Yes _____ No _____**Print Parent E-mail:** _____

Occupation: _____

Employer _____

Employer Address _____

Work: Area code/number _____

Parent Education Level: Please check appropriate box: Not a High School Graduate Some College Graduate School/Post Grad. Training High School Graduate College Graduate Decline to stateRELATIONSHIP: FATHER STEP-FATHER Legal Guardian Foster Parent**Phone Numbers:**

Last Name _____ First Name _____ Initial _____

Home: Area code/number _____

Address _____ Unit # _____

Cell: Area code/number _____

City _____ State _____ Zip _____

Is this parent currently living with student?
Yes _____ No _____**Print Parent E-mail:** _____

Occupation: _____

Employer _____

Employer Address _____

Work: Area code/number _____

Parent Education Level: Please check appropriate box: Not a High School Graduate Some College Graduate School/Post Grad. Training High School Graduate College Graduate Decline to state**EMERGENCY STUDENT CONTACTS - Other than parent:**

Name _____ Relationship _____ Phone: Cell _____ Home _____

Name _____ Relationship _____ Phone: Cell _____ Home _____

Student Cell Phone Number _____

In an event of illness or injury, I hereby authorize school officials on my behalf to obtain emergency transportation and treatment:

Name of family Physician: _____ Phone: (____) _____

Medical Insurance _____

Describe any allergies, illness's, injuries, surgery's or medications that your child may have: _____

*The school district does not assume financial responsibility for payments of physicians' fees or ambulance transportation.**NOTE: STUDENT ACCIDENT POLICY IS AVAILABLE to all students for a nominal fee from another agency.***Parent Signature** _____**Student Signature:** _____

ACE Charter High School

Dress Code

The dress code at ACE Charter High School is in place for the safety of your student and will be enforced. Please read and discuss with your student the items that are appropriate and inappropriate for school. Thank you.

Dress Code Goals:

1. Promote a productive school environment where students feel safe and learning can take place.
2. Set a tone that ACE Charter High School is an educational institution where students should present themselves in a dignified manner that promotes success.
3. Affirm our commitment to a “Zero Tolerance” for drugs, alcohol, tobacco, e-cigarettes, and gang attire.
4. To allow self expression without being vulgar, crude or offensive to others.

Clothing/Apparel that is disruptive and should not be worn at ACE Charter High School:

1. Clothing which compromises modesty including, but not limited to:
 - Bare midriff/crop tops/strapless tops/halter tops/see-through tops
 - Clothing that resembles undergarments
 - Clothing that resembles sleepwear
2. Clothing that allows underwear to be exposed.
3. Clothing/apparel considered to be dangerous or a health hazard including but not limited to: chains, wallet chains, stud/spike bracelets or collars.
4. Clothing that advertises controlled substances, denotes membership in a group that advocates drug use, gang or disruptive behavior, is considered to be offensive or that is distracting to the learning process.
5. Clothing associated with negative group behavior.
6. Hats, beanies, or other head coverings, also any that contain logos, or insignias other than the ACE Charter School logos or colors. Hats and/or hoodie caps should not be worn in class.
7. Dark sunglasses may not be worn in class.
8. Slippers are not allowed and open toed shoes may not be allowed in some classes for safety reasons. Open toes shoes are not allowed in the construction class and students will be sent to the office and parents will be called to bring appropriate shoes.

I have read, understand and will follow the dress code for ACE Charter High School. I understand that dress code violations will result in the item being confiscated, a parent conference, and/or the parent/guardian taking the student home to remedy the dress code violation.

Signature of Student: _____

Signature of Parent/Guardian: _____ Date: _____

ACE CHARTER HIGH SCHOOL

Parental Consent/ Objection Form

Please read each item below. Please initial each item if you do not wish to have information released, complete this form and return it to the school with your enrollment packet.

_____ Do not release of Directory Information about my son/daughter to the military service representative under Education Code 49073, Title V, Section 430-438. Federal public law 107-110, section 9528 or the ESEA, "No Child Left Behind Act". Schools are required to release student names, addresses, and phone numbers to military recruiters upon their request. Students are then called at home by recruiters. The completion and return of this form serves as your request to withhold private information.

_____ Do not release of Directory Information about my son/daughter to private or public colleges or universities under Education Code 49073, Title V, Section 430-438.

_____ Do not release of Directory Information to companies working with our school to provide school services such as rings, school photos, graduation caps and gowns, SAT or ACT preparation programs, and/or drivers education programs.

_____ I wish to be notified in advance of the content of instruction in health education/ human reproductive studies.

_____ My child may not have a physical examination without my consent. (E.C. 49451)

_____ Other (please specify area of concern)

Student _____ Date of Birth _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Date: _____

Signature of Parent/Guardian

ACE CHARTER HIGH SCHOOL

Bus Application

Date: _____

In order to ride the bus, *we must have an application on file for all students* if they ride the bus AT ANY TIME. Please complete the information below and return this form:

Student Name: _____ Grade: _____

Address: _____

Telephone: _____

Bus Route Boarding/Drop off Location Name:

Pick Up Name stop: _____ Route #: _____

Drop Off Name stop: _____ Route #: _____

Please note that all students riding the bus are required to read and follow the Bus Behavior contract. Student should be at their bus stop 5 – 10 minutes early as the bus cannot wait for late students.

Students are to be picked up and dropped off at their designated location every day.

NOTE: Students are required to exit at their designated drop off location as mentioned above, but in an emergency if a student needs to be dropped off at a different location on any given day, please call our office or put your request in writing ON THAT DAY to the office so that we may notify the bus driver. No exceptions will be made WITHOUT written documentation. *School bus may not be used for personal transportation purposes.*

NOTE: School bus WILL NOT STOP at a non-designated location.

Student Signature: _____

Parent Signature: _____

ACE Charter High School Student Bus Behavior Contract

Student Name: _____ Date: _____

ACE Charter High School Home to School transportation is a privilege provided to students. Home to School transportation is not a right. In order to make the riding experience safe for all, there are rules that all students must follow while under the supervision of the school bus driver. If students are unable to follow the rules of safe school bus riding, students may be denied the privilege of riding the school bus.

Rules and Regulations for Riding School Bus

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road **drivers shall enforce the following rules at all times:**

1. Skateboards are to be placed on the floor, not on the seat or in the aisle.
2. Students shall not leave their seats while the bus is in motion.
3. No unnecessary noise or commotion shall be permitted on the bus.
4. There shall be no tampering with the bus or bus equipment.
5. All students shall sit facing the front of the bus.
6. Students shall not use vulgar or profane language.
7. Students shall not eat on the bus.
8. Students shall not leave debris of any kind on the bus.
9. Students shall not shout or throw anything while on the bus.
10. Students shall not put head or arms out of the window.
11. Students shall not smoke or light matches on the bus, this includes VAPING. Vaping is absolutely not allowed on the bus at any time.
12. Students shall not cross street or highway to the rear of the bus.
13. Students shall ask for permission before opening windows.
14. Students shall be respectful of other passengers and driver at all times.

When a student's behavior is unacceptable, the driver will file a written report with the school administrator. The school principal or designee will investigate the circumstances surrounding the incident and take appropriate action. When a student's misconduct is of a nature that does not jeopardize the safety or welfare of other students or interfere with the safe operation of the bus, counseling may be appropriate. Suspension is considered when counseling fails, there is a safety concern or when a student damages the bus.

Bus service may be terminated if a student's behavior threatens the safety of other passengers or operation of the bus. The parent will be notified of disciplinary action taken by the school administrator. Parents are required to reimburse the bus company for any vandalism to a school bus committed by the student.

I have read the expectation and rules for the bus. I understand that if I chose not to follow the expectations and the rules and regulations, I may be denied my privilege of riding the school bus. I further understand that I will be subject to school discipline as well. **Initial** _____

I understand that my school day begins at my designated school bus stop and my school day ends after school at my designated school bus stop. I agree to follow the direction of the school bus driver in a courteous and respectful manner. I agree to treat other students on the school bus or at my school bus stop in a courteous and respectful manner. I agree to treat the property of the school bus and the school bus stop in a respectful manner. **Initial** _____

Student Signature

Parent Signature

Date

Ref: 5 CCR 14103. (a) Pupils transported in a school bus ... shall be under the authority of, and responsible directly to, the driver of the bus... while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. ...

ACE CHARTER HIGH SCHOOL

APPLICATION FOR PARENT CONNECTION

To participate in Parent Connection, you must have an E-mail address and complete this application. Password and PIN will be given only to the Legal Guardian(s) listed on the student's official school record. The PIN number remains the same for the entire time your child is an ACE Student. You can change your password as needed.

STUDENT NAME: _____

STUDENT CELL PHONE #: _____

Mothers Name:
Fathers Name:
Address:
Phone Number:
<i>Please print your email address below:</i>
E-mail Address for mother:
E-mail Address for father:

ACE Charter High School User Agreement for Zangle Parent Connection

I understand that it is my personal responsibility to safeguard my confidential PIN and Password.

I understand that the privacy of my student's school information may be at risk if this PIN or Password is lost or share with others. I agree to change my password at the Parent Connection website if I believe others may have gained access to my PIN or Password. I agree to notify my student's school if I need assistance changing my password.

Parent Signature: _____	Date: _____
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List any other students/siblings attending ACE Charter High School

Student Name	Birthdate	Relationship to Student

FOR SCHOOL USE ONLY

Date Rcvd at School: _____	Rcvd by: _____	Date Notified: _____
Student ID: _____		

ACE Charter High School Print/Electronic Publication Permission Form

Please complete this form and return to student's school.

Student Name: _____ **Grade:** _____

Authorization for still photos/videos and first name use on ACE Charter High School print and electronic media publications website.

YES

I authorize ACE Charter High School to use still photos and/or videos of my child and first name on school's/District website or publications. Children's last name will not be used on the website.

NO

I do not authorize ACE Charter High Schools to use my child's image and first name on the school's/District website or publications.

Authorizations for still photos/videos and full name use on public media print and electronic media such as newspaper publications/website/television, etc.

YES

I authorize ACE Charter High School to allow still photos and/or video of my child and full name in public newspaper publications/television, or other media.

NO

I do not authorize ACE Charter High School to allow my child's picture and full name in public newspaper publications/website/television/other media.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

ACE Charter High School

Student Pledge for Chromebook Use

Please read CAREFULLY and CHECK each statement below:

- I understand that the Chromebook issued to me remains the property of ACE Charter High School.
- I will follow the policies outlined in the *ACE Charter High School Chromebook Handbook and Technology Acceptable Use Policy Book* while at school, as well as outside of the school day.
- I understand that the chrome book and accounts are subject to inspection at any time without notice
- I will take good care of the Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave the Chromebook unattended.
- I will never loan out the Chromebook to other individuals.
- I will know where the Chromebook is at all times.
- I will charge the Chromebook battery daily and have it fully charged by the time I arrive on campus.
- I will charge the Chromebook when as necessary throughout the day, but only during my permitted charging time.
- I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of the Chromebook or attempt any repairs.
- I will protect the Chromebook by only carrying it while in the bag provided or an approved case.
- I will use the Chromebook computer in ways that are appropriate and educational.
- I will not place decorations (such as stickers, markers, etc.) on the school Chromebook.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the school's Chromebook and power cords in good working condition.
- I will not reveal my own or anyone else's personal address, phone number, or passwords using the school's computer network.
- I agree to abide by all copyright and license agreements.
- I agree that no financial transactions of any kind will be allowed using the school Chromebook.
- I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
- While at school, I will not stream or play any music, games, or videos without the direct permission of the supervising instructor. If given permission, I may only play music, games, or videos that are educational and school related. No other music, games, or videos are allowed at any time.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

ACE CHARTER HIGH SCHOOL

CHROMEBOOK RESPONSIBLE USE AGREEMENT FOR STUDENTS

ACE recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship in the 21st century. To that end, we provide access to technologies for student and staff use. This Responsible Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus. Before using online services, the student and parent/guardian shall sign the Responsible Use Agreement indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

Usage Policies

All technologies provided by the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind.

Technologies Covered

ACE may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. ACE will attempt to provide access to new technologies as they emerge. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. This includes Personal Electronic Devices (PEDs) when allowed by school policy.

Network and Computer Use Conduct/Acceptable Use:

ACE's computer system is expected to be shared and available to all approved users. The computer system may not be used in such a way as to disrupt or interfere with its use by others. The student, in whose name an online services account is used, is responsible for its proper use at all times. Students shall use the system responsibly and solely for education purposes. Inappropriate conduct in the use of the system includes, but is not limited to:

1. Installation/Downloading/Utilization of unauthorized/unapproved software.
2. Use of the system to communicate unlawful information or to transmit computer viruses.
3. Accessing information which is pornographic, obscene, sexist, racist, gang-related, or abusive.
4. Violation of copyright (piracy).
5. Use of the system for commercial purposes or for political campaigning.
6. Attempting to gain and/or Subvert/Bypass ACE computer security/file management system.
7. Attempting to gain unauthorized access to the ACE Network and/or computer workstations (e.g. using a login/password that is not the users).
8. Deliberate attempts to disrupt the computer system or network, destroy computer data or student assessment/grade/progress data, or physically modify, harm, or destroy any computer or network hardware (Vandalism).
9. Harassment/Cyberbullying is defined as the persistent annoyance of other users, or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail. Bullying is defined as unwelcomed verbal, written or physical conduct meant to harass, threaten, intimidate or threaten. Cyberbullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) directed at a student by another student that has the effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm.
2. Placing a student in reasonable fear of extortion, damage to or loss of personal property.
3. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

10. Any violations of the classroom rules, school conduct code, educational code or Penal Code.

Netiquette

Users should remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Students are expected not to attempt to remove viruses themselves or download any programs to help remove the virus. ACE's computer system is intended for the exclusive use of its registered users who are responsible for their password and their account. Any problems that arise from the use of the account are the responsibility of the account holder. Any misuse of the account or system will result in disciplinary action and/or the suspension or termination of privileges.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users are expected to recognize that communicating over the Internet brings anonymity and associated risk, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If students see a message, comment, image, or anything else online that affects personal safety they must bring it to the attention of an adult immediately.

Plagiarism

Users are expected not to plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users are expected not to take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Email

ACE may provide users with email accounts for the purpose of school-related communication. If users are provided with email accounts, they are expected to be used with care. Users are expected to communicate in the same appropriate, safe, mindful, and courteous conduct online as offline. Email usage may be monitored and archived.

Internet Access / Monitoring

It is possible that students may find material on the Internet that would be considered objectionable. Although students' use of the Internet will be supervised by staff, and Internet firewalls and filters are employed, ACE cannot guarantee that students will not gain access to inappropriate material. Staff members of ACE will determine the appropriate use of technology resources. The school reserves the rights to any materials stored in files which are generally accessible to others and will remove any material that is believed to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The school staff will refer for disciplinary action any student who does not comply with the provisions of this agreement. Suspension of user privileges will be at the discretion of the principal or designee.

Music/Games/Videos

While during instructional periods, students will not stream, game, access social media, or play videos, without the direct permission of the supervising instructor. If given permission, students may only play music, games, access social media, or play videos that are school or course related.

Printing

With the 1:1 ratio of student to Chromebook, the majority of course work will be completed and submitted electronically. Therefore, students will not have access to nor are given permission to print, unless otherwise directed by the instructor.

Mobile Access / Monitoring

ACE may provide users with mobile computers or other devices to provide learning outside of the classroom. Users are expected to abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care; these are expensive devices that the school is entrusting to student care. Users are expected to report any loss, damage, or malfunction to school IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personal Electronic Devices (PED) Introduction and Definition

This policy relates to any personal electronic device (PED) that could be used for communications or data storage and retrieval. This includes, but is not limited to, mobile phones, USB drives, MP3 players, PDAs, laptop computers, tablet computers, and calculators. RECORDING with any mobile device, in the classroom is illegal and strictly prohibited without the permission of the teacher and the principal. ACE provides wireless network access for PEDs. Network access for PED equipment will only be allowed via wireless technology not via direct Ethernet cabling. ACE will not be held responsible for the loss, theft or destruction of any personal electronic devices. ACE reserves the right to review files on any mobile device brought into a school. The Responsible Use Agreement for Students applies to all personally-owned electronic devices. Any violation of these rules will result in the loss of the student's privilege to bring mobile electronic devices to school. PED's are not allowed to be used in class unless given permission by the teacher.

PED Policy

Students are expected to keep PEDs turned off and put away during classroom instructional hours unless instructed by a teacher or staff for educational purposes, or unless approved by school sites policies. The following applies to PEDs when connecting to the school wireless network:

1. Students are expected to use PEDs for positive purposes: for learning and for legitimate communication – when given permission to do so.
2. PEDs must not be used to harass or victimize other students or staff, or to abuse a person's right to privacy (for example, taking, storing and then using a digital photo/video without a person's permission).
3. The device is not to be running any Internet or web hosting services and may not have Internet Connection Sharing services turned on.
4. Administrative staff or designees who suspect a PED is being used inappropriately may inspect any PED brought onto the school campus by a student.
5. During school operation hours, the internet may only be accessed through the school site wireless network, not through any other Internet access.
6. When using their PEDs students are expected to comply with the Responsible Use Agreement for Students.

Controversial Material

ACE does not have control over the kind or quality of information that is accessible to Internet users. Although ACE utilizes Internet content filtering technologies to provide an academic computing environment, it is the responsibility of the user to utilize networking technologies solely for obtaining academic content.

No Expectation of Privacy

The computer system provided by ACE is the property of the school. No person using the system has a right to expect privacy with respect to any material stored on that system, including email and material downloaded from the Internet, and internet activity. ACE reserves the right to monitor and access all such material and activity.

Penalties for Improper Use

One of the critical factors that contribute to a business-like learning environment is student conduct. Any user violating this agreement, ACE policy, and classroom and/or school rules, is subject to loss of network privileges and other disciplinary actions. In addition, pertaining to State and Federal laws, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Section 502 California Penal Code or applicable federal laws and is subject to severe disciplinary action.

Note that breaking of any of these rules may result in checking in your Chromebook everyday afterschool into the office and not taking it home. This will also apply to mis-use, such as late night or early morning 2 am game playing or Netflix. ACE reserves the right to randomly check all computer usage for all students at any time.

Important that you and your student please read & keep pages 12 to 15 of this contract for reference.

ACE CHARTER HIGH SCHOOL
RESPONSIBLE CHROMEBOOK USE AGREEMENT FOR STUDENTS

I understand and will abide by the ACE Responsible Use Agreement for Students. I further understand that any violation of the agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may face other disciplinary measures.

 PARENT SIGNATURE DATE

 STUDENT SIGNATURE DATE

Agreement for Chromebook Insurance

Name of Student: _____

Replacement costs:

Chromebook **Serial Number:** _____

Chromebook \$279.00

Chromebook **Asset Tag #:** _____

Screen/Shell \$100.00

Condition of Equipment: **-RE-issued**

Cover \$ 30.00

Check Date of Chromebook to Student: _____

Charging cord \$ 19.00

Keyboard \$100.00

Mouse \$ 50.00

Battery \$100.00

CHROMEBOOK IS TO BE TURNED IN AT THE END OF EACH SCHOOL YEAR

By signing this agreement, all parties agree with the value assigned to this school district equipment and the assessment of its condition as noted above. Borrower/Student agrees to return the equipment to ACE Charter High School on or before the return date stipulated above.

Borrower agrees to indemnify ACE Charter High School from any and all losses, claims, actions, damages, expenses or liabilities including reasonable attorneys' fees, to which ACE may become subject in connection with borrower's use of equipment or negligence.

Insurance does not cover lost or misplaced chargers, if you lose your charger you may purchase another one on line or in the office upon availability.

Insurance Plan Option:	Cost and Coverage:	Paid Yes/No
ACE Chromebook Insurance Protection Plan	Please pay the ACE Charter High School Parent Association an annual insurance protection plan of \$45.00 for 100% coverage of any and all damage to the Chromebook.	

Paid: _____ cash _____ Check & # _____ money order _____ non-pay

Borrower agrees to keep the terms outlined in the Chromebook Care, Use and Protection Agreement signed when your student received their Chromebook. You may pay by cash, check or Money Order, made out to ACE CHARTER HIGH SCHOOL. We will issue a receipt.

Note: Failure to return the Chromebook at the end of the school year may result in payment in full and/or a police report.

Parent Signature: _____ **Student Name:** _____

Student Cell Phone Number: _____
 2018

**ACE Charter High School
570 Airport Way
Camarillo CA 93010**

For Record Request Purposes and California State ID Identification, please list the names of the schools your son/daughter has attended:

Student Name _____ **Date:** _____

Grade	Name of School – City	
Kinder		
Gr. 1		
Gr. 2		
Gr. 3		
Gr. 4		
Gr. 5		
Gr. 6		
Gr. 7		
Gr. 8		
Gr. 9		
Gr. 10		
Gr. 11		
Gr. 12		

Please include any private schools/summer schools/special programs. Thank you.

Parent Signature: _____



Architecture, Construction & Engineering

ACE Charter High School

570 Airport Way, Camarillo, California 93010

Office: 805-437-1410 Fax: 805-437-1491

Principal - Joseph Clausi

Request for Student Records

Date: _____

Atten: Records Department

I Authorize _____
 (Name of previous school your son/daughter attended)

Previous School Address: _____

Fax Number: _____ Office Phone Number: _____

To release my child's school records to ACE Charter High School:

PLEASE PRINT STUDENTS NAME.

Student Name (please print)	Birthdate	Notes:

- Cumulative Folder
 Transcript
 Test Scores
 Discipline File
 Report Card/Withdrawal Grades
 Health Records

Special Education File or Records – Please expedite SPECIAL ED RECORDS IF APPLICABLE.

Please FAX or MAIL the records to ACE Charter High Records Dept. Thank you!

Parent Signature: _____ Date: _____

*****STUDENT RECORDS SHALL NOT BE WITHHELD FROM THE REQUESTING DISTRICT BECAUSE OF ANY CHARGES OR FEES OWED BY THE PUPIL OR PARENT. THIS PROVISION APPLIES TO PUPILS IN GRADES K-12 IN BOTH PUBLIC AND PRIVATE SCHOOLS. CALIFORNIA E.C. 44809.SEC.438.***

The mission of Architecture, Construction, and Engineering (ACE) Charter High School is to provide high school students an alternative educational opportunity to explore construction related careers through rigorous contextual, hands-on, curriculum that prepares them for direct entry into college, professional apprenticeship programs, or a career.