

## Welcome to iQ Academy California-Los Angeles!

The faculty and staff of iQ Academy California-Los Angeles thank you for choosing us as your 6-12 school. If you have any questions about the enrollment process, please call us at 888-997-4722 or email us at [info@losangeles.iqacademyca.com](mailto:info@losangeles.iqacademyca.com).

## Enrollment Form

Complete the attached Enrollment Packet and return to us by fax or email\*.

- Fill out the Enrollment Packet online by typing in the fields on your screen, or print and fill out by hand.
- Please fill out a separate Enrollment Packet for each student.
- When complete, print out, sign, and send completed form(s), including the required documents listed below.

## Required Documents

Gather and email or fax additional documents to complete your enrollment file.

- Copy of Birth Certificate or Passport
- Current Proof of Residency (copy of current utility bill, tax statement, lease, or mortgage statement)
- Copy of the most recent Report Card (grades 6-8)
- Copy of Multifactorial Evaluation/504 or IEP, if applicable
- Copy of Immunization Record
- Copy of parent identification (must be state-issued ID card or driver's license)
- Unofficial high school transcripts if you are expecting to transfer credits (grades 9-12)

## Send all documents to iQ Academy California-Los Angeles:

VIA FAX: 1-866-398-5515

VIA EMAIL: [info@losangeles.iqacademyca.com](mailto:info@losangeles.iqacademyca.com) (please attach documents to your email†)

## Select Your Courses

Once your Enrollment Application is processed, your school counselor will contact you to help you select your courses.

\*Required prior to the start of school

†Please note that emailing attachments containing personal information is considered less secure than sending via fax. All forms requiring signature must be printed, signed, and scanned if sending via email.

**STUDENT INFORMATION**

STUDENT'S LEGAL NAME (first, middle, last):			TODAY'S DATE:
BIRTHDATE:	AGE:	GENDER:	LAST GRADE LEVEL COMPLETED:
MAILING ADDRESS:			APT:
CITY:		STATE:	ZIP:
SHIPPING ADDRESS (If mailing address is PO Box):			APT:
CITY:		STATE:	ZIP:
HOME PHONE: (w/ area code)	CELL PHONE: (w/ area code)	WORK PHONE: (w/ area code)	
STUDENT'S PERSONAL EMAIL:			
STUDENT'S PRIMARY LEGAL ADDRESS IS WITH:		<input type="checkbox"/> BOTH PARENTS	<input type="checkbox"/> FATHER
		<input type="checkbox"/> MOTHER	<input type="checkbox"/> OTHER (please explain):
PLEASE LIST ALL SIBLINGS ENROLLING IN iQ ACADEMY CALIFORNIA – LOS ANGELES FOR THE 2010-2011 SCHOOL YEAR (name and age):			
LAST SCHOOL ATTENDED:		COUNTRY OF BIRTH:	
IS THE STUDENT CURRENTLY EXPELLED FROM ANOTHER SCHOOL: <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE STUDENT HAVE MEDICAL CONDITIONS THAT MAY REQUIRE ACCOMODATION BY iQ ACADEMY: <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, please explain):			

**EMERGENCY CONTACT INFORMATION**

NAME:		RELATIONSHIP:	
HOME PHONE:	WORK PHONE:	CELL PHONE:	
ADDRESS:			
NAME:		RELATIONSHIP:	
HOME PHONE:	WORK PHONE:	CELL PHONE:	
ADDRESS:			

**STUDENT DIRECTORY**

DO WE HAVE PERMISSION TO PUBLISH THE PARENT'S AND STUDENT'S NAME, ADDRESS, EMAIL AND PHONE NUMBER IN THE STUDENT DIRECTORY: <input type="checkbox"/> YES <input type="checkbox"/> NO
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**PARENT/GUARDIAN #1 CONTACT INFORMATION**

PARENT/GUARDIAN NAME:		
RELATIONSHIP TO STUDENT: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> LEGAL GUARDIAN <input type="checkbox"/> OTHER:		
HOME ADDRESS:		APT:
CITY:	STATE:	ZIP:
PARENT/GUARDIAN #1 PLACE OF WORK:	PARENT/GUARDIAN #1 EMAIL:	
HOME PHONE: (w/ area code)	CELL PHONE: (w/ area code)	WORK PHONE: (w/ area code)

**PARENT/GUARDIAN #2 CONTACT INFORMATION**

PARENT/GUARDIAN NAME:		
RELATIONSHIP TO STUDENT: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> LEGAL GUARDIAN <input type="checkbox"/> OTHER:		
HOME ADDRESS:		APT:
CITY:	STATE:	ZIP:
PARENT/GUARDIAN #2 PLACE OF WORK:	PARENT/GUARDIAN #2 EMAIL:	
HOME PHONE: (w/ area code)	CELL PHONE: (w/ area code)	WORK PHONE: (w/ area code)

**CUSTODY INFORMATION**

<p>IF PARENTS ARE DIVORCED OR SEPERATED, PLEASE PROVIDE THE FOLLOWING INFORMATION. <b>COURT DOCUMENTATION IS REQUIRED</b></p> <p><input type="checkbox"/> JOINT CUSTODY   <input type="checkbox"/> SOLE CUSTODY MOTHER   <input type="checkbox"/> SOLE CUSTODY FATHER   <input type="checkbox"/> OTHER <input type="checkbox"/> SOLE CUSTODY GRANDPARENT</p> <p>SPECIAL CONDITIONS:</p>
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PRIMARY PARENT/GUARDIAN NAME (please print):
SIGNATURE:
DATE:

**ETHNICITY/RACE OF STUDENT: Both parts A and B must be answered**

PART A: Is the student Hispanic/Latino (choose one):

- NO Student **is not** Hispanic/Latino
- YES Student **is** Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South American, Central American or other Spanish culture or origin regardless of race

PART B: What is the student's race (choose one or more):

- |                                                                   |                                             |
|-------------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> American Indian/Alaskan Native           | <input type="checkbox"/> Chinese            |
| <input type="checkbox"/> Japanese                                 | <input type="checkbox"/> Korean             |
| <input type="checkbox"/> Vietnamese                               | <input type="checkbox"/> Asian Indian       |
| <input type="checkbox"/> Laotian                                  | <input type="checkbox"/> Cambodian          |
| <input type="checkbox"/> Other Asian                              | <input type="checkbox"/> Hawaiian           |
| <input type="checkbox"/> Guamanian                                | <input type="checkbox"/> Samoan             |
| <input type="checkbox"/> Tahitian                                 | <input type="checkbox"/> Filipino           |
| <input type="checkbox"/> Other Pacific Islander                   | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Black or African American (not Hispanic) | <input type="checkbox"/> White              |
| <input type="checkbox"/> Declined to state                        |                                             |

PARENT/GUARDIAN NAME (please print):

PARENT/GUARDIAN SIGNATURE:

DATE:

**SPECIAL PROGRAMS**

To help us better serve your student's needs and transition, we would like to know about any special services he or she has received or is required to receive under state/federal law. This information will not be used to determine enrollment eligibility, but will be used to ensure that your student is provided with proper service.

HAS YOUR STUDENT PARTICIPATED IN ANY OF THE FOLLOWING SPECIAL SERVICES:

- |                                              |                                                             |                                              |
|----------------------------------------------|-------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Gifted and Talented | <input type="checkbox"/> English as a second language (ESL) | <input type="checkbox"/> Title 1 / Chapter 1 |
| <input type="checkbox"/> 504 Plan            | <input type="checkbox"/> Special Education / IEP            |                                              |

IF YES, PLEASE SUBMIT ANY AND ALL OF THE FOLLOWING WITH YOUR APPLICATION: IEP, MULTIFACTORED EVALUATION, 504 PLAN.

**FAMILY INCOME FORM FOR THE 2010-2011 SCHOOL YEAR**

In order to determine if iQ Academy California-Los Angeles will receive federal Title I funds for reading and/or mathematics or other services, certain information is needed. Please complete this form and submit it with your enrollment documents. List only those students enrolled in iQ Academy California-Los Angeles.

**STUDENT INFORMATION**

Please print the names of all students enrolling or currently enrolled in iQ Academy California-Los Angeles.

NAME	BIRTHDATE	SEX	GRADE	DISTRICT OF RESIDENCE	FOSTER CHILD, WARD OF COURT, FOOD STAMP RECIPIENT

**CALCULATING HOUSEHOLD INCOME**

To determine if iQ Academy California-Los Angeles will receive Title I funds, you will have to calculate the total amount of income in your household. Include all income for all household members (include yourself, all children in the home, your spouse, grandparents and all others related and unrelated in your household). See lists below of the type of income to report.

**Earnings from work:**

- Wages/salaries/tips
- Strike benefits
- Unemployment compensation
- Worker's compensation
- Net income from self-owned business or farm

**Other income:**

- Disability benefits
- Interest dividends
- Cash withdrawn from savings
- Estate/trusts/investments
- Regular contributions from person(s) not living in household
- Net royalties/annuities/net rental income

**Pensions/Retirements/Social Security**

- Pensions
- Supplemental security income
- Retirement income
- Social security

**Public assistance /Child support/Alimony:**

- Public assistance/welfare payments
- Alimony/child support payments

**HOUSEHOLD INCOME**

TOTAL OF ALL HOUSHOLD MEMBERS (whether they receive income or not):			
TOTAL OF ALL HOUSEHOLD MEMBERS' INCOME BEFORE TAXES OR OTHER DEDUCTIONS. <b>FILL IN WHAT IS EASIEST TO CALCULATE:</b>	ANNUAL: \$	MONTHLY: \$	WEEKLY: \$

**CERTIFICATION AND SIGNATURE**

I certify that all of the above information is true and correct, and that all income is reported. I understand this information is being given for the receipt of federal funds, and that school officials may verify the information on the form.

PARENT/GUARDIAN SIGNATURE:	DATE:
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## iQ ACADEMY CALIFORNIA – LOS ANGELES ENROLLMENT AGREEMENT 2010-2011

A student enrolled in iQ Academy is a part of a learning team that includes the student, parent/guardian, teachers and school counselor. Every member of the learning team is important to the student's success in the online learning environment. Please confirm that you agree to your role on this team by completing this Enrollment Agreement and returning it to our office.

STUDENT NAME:
PARENT/GUARDIAN NAME:

I agree that my student and I will participate in the required Student and Parent Orientation at the beginning of the school year.

I agree to ensure my student is meeting mandatory attendance requirements.

I agree to contact the school if my student will be absent for more than 3 consecutive days.

**I understand my child may be filed truant if inactive for 3 consecutive school days.**

I agree to ensure my student attends all state-mandated testing and required proctored semester exams at regional test sites across the state.

I agree to return iQ laptops and resources upon request, to avoid charges.

I agree to help me student create a work space that allows for quiet concentration.

I agree to help my student create a regular learning schedule.

I agree to provide my student with continuous internet access and to find an alternative internet connection should home internet service be interrupted.

I agree to report technical problems to the Technical Support Team immediately, in order to receive timely assistance.

I agree to contact course instructors on any questions related to course content, assignments, exams or grades.

**I understand that I am required to participate in regular conferences with my student's teachers.**

I agree to check my parent iQ email account on a regular basis to receive communications from iQ administrative staff and teachers.

I agree to contact the school with my telephone number or address changes in a timely manner so I will continue to receive regular communications from iQ Academy California – Los Angeles.

PARENT/GUARDIAN SIGNATURE:
DATE:

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) CONSENT FORM**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age (“eligible students”) certain rights regarding the student’s education records. One of those rights is the right to consent to disclosures of personally identifiable information contained in the student’s education records.

iQ Academy California – Los Angeles and its designated curriculum provider, K12 Inc., have found that to best serve the student’s education needs, it is necessary to disclose a student’s name and address to the following classes of vendors that provide important services related to your student’s education. In all cases, these vendors will have agreed to ensure the confidentiality of the student’s name and address and not to use the information for purposes other than contracted for the student’s education needs.

- Suppliers of computers and educational materials for purposes of shipping to and from student’s home
- Customer care providers that handle support calls for K12 Inc.
- Internet service provider
- Companies that enter the student information into a computer database for use by school officials
- Speakers or presenters presenting or participating in synchronous web-conferencing sessions
- Computer professionals that host and maintain K12 Inc.’s student account management systems
- Other contractors and subcontractors that iQ Academy California – Los Angeles and/or K12 Inc. identify as necessary to providing education services.

To best serve the student, iQ Academy California – Los Angeles requests the following parental consent to disclose the student’s name and address to the specified class of contractors.

I hereby agree that my student’s name, address and other information as necessary, be provided to the above identified contractors to ensure that iQ Academy California – Los Angeles can best meet my student’s education needs.

PARENT/GUARDIAN SIGNATURE:
DATE:

### HOME LANGUAGE SURVEY

Please complete questions 1-4 with the **Code and Language Name** (see following page for codes and languages) that best answers each question.

STUDENT'S LEGAL NAME (first, middle, last):	
1. WHAT LANGUAGE DID YOUR STUDENT LEARN WHEN HE/SHE FIRST BEGAN TO SPEAK?	
2. WHAT LANGUAGE DOES YOUR STUDENT USE MOST FREQUENTLY AT HOME?	
3. WHAT LANGUAGE DO YOU USE MOST FREQUENTLY TO SPEAK TO YOUR STUDENT?	
4. NAME THE LANGUAGES IN THE ORDER MOST SPOKEN BY THE ADULTS IN YOUR HOME:	A. B. C.
5. IF A LANGUAGE OTHER THAN ENGLISH IS INDICATED ON ANY LINE ABOVE, CAN YOUR STUDENT COMMUNICATE IN THAT LANGUAGE?	UNDERSTANDS: <input type="checkbox"/> YES <input type="checkbox"/> NO SPEAKS: <input type="checkbox"/> YES <input type="checkbox"/> NO READS: <input type="checkbox"/> YES <input type="checkbox"/> NO WRITES: <input type="checkbox"/> YES <input type="checkbox"/> NO
6. WAS YOUR STUDENT BORN IN ANOTHER COUNTRY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DATE ENTERED THE U.S.?	
7. HAS YOUR STUDENT HAD INSTRUCTION IN A LANGUAGE USED AT HOME OTHER THAN ENGLISH?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, HOW MANY YEARS OF INSTRUCTION?	
8. DID YOUR STUDENT ATTEND SCHOOL IN ANOTHER COUNTRY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, FOR HOW LONG?	
9. HAS YOUR STUDENT ATTENDED SCHOOL IN THE US?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, WHAT WAS THE BEGINNING DATE?	
10. DO YOU FEEL YOUR STUDENT CAN COMMUNICATE WELL IN ENGLISH?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PARENT/GUARDIAN NAME:
PARENT/GUARDIAN SIGNATURE:

### HOME LANGUAGE SURVEY (Codes and Languages)

CODE	LANGUAGE	CODE	LANGUAGE
00	ENGLISH	09	KHMER
56	ALBANIAN	50	KHMU
37	AMERICAN SIGN LANGUAGE	04	KOREAN
11	ARABIC	51	KURDISH
12	ARMENIAN	47	LAHU
42	ASSYRIAN	07	MANDARIN (PUTONGHUA)
58	BOSNIAN	48	MARSHALIESE
13	BURMESE	44	MIEN (YAO)
23	CANTONESE	49	MIXTECO
36	CEBUANO	40	PASHTO
54	CHALDEAN	05	PHILIPINO (TAGALOG)
20	CHAMORRO (GUAMANIAN)	41	POLISH
39	CHAOZHOU (CHAOCHOW)	06	PORTUGESE
14	CROATIAN	28	PUNJABI
15	DUTCH	45	RUMANIAN
16	FARSI (PERSIAN)	29	RUSSIAN
17	FRENCH	30	SAMOAN
18	GERMAN	52	SERBO-CROATIAN (SERBIAN)
19	GREEK	01	SPANISH
43	GUJARATI	46	TAIWANESE
21	HEBREW	32	THAI
22	HINDI	57	TIGRINYA
23	HMONG	53	TOISHANESE
24	HUNGARIAN	34	TONGAN
25	ILOCANO	38	UKRANIAN
26	INDONESIAN	35	URDU
27	ITALIAN	02	VIETNAMESE
08	JAPANESE	99	OTHER NON-ENGLISH

**MEDIA RELEASE STATEMENT**

iQ Academy California – Los Angeles periodically uses electronic and traditional media (e.g. photographs, video or audio footage, testimonials and student art) for publicity or educational purposes.

**My signature on this form acknowledges the receipt of this document and understanding of the release outlined below and thus gives/denies permission for iQ Academy California – Los Angeles to use such reproductions for educational publicity purposes.**

I grant to iQ Academy California-Los Angeles, its subsidiaries and affiliates and their legal representatives and assigns the right to photograph, videotape or film me, I consent to iQ Academy California-Los Angeles' use of my likeness in those media in iQ Academy California-Los Angeles' publications, promotional and advertising materials and on any website (whether in their original or an altered form) for an lawful purpose and acknowledge that those media are the sole property of iQ Academy California-Los Angeles.

I further grant to iQ Academy California-Los Angeles the irrevocable and unrestricted right and license to use my content, to the extent that I may make such content available to iQ Academy California-Los Angeles, either by transmitting it directly or indirectly to iQ Academy California-Los Angeles or posting it on any website. For purposes of this Release, "my content" includes any and all (i) images, written and literary materials, documents, electronic files, films, videos, recordings, drawing, pictures, compositions and interviews, and, to the extent included in any of the foregoing (ii) my likeness, image and voice. I represent and warrant to iQ Academy California-Los Angeles that my content is original content and that I have the right and authority to grant the rights and make the representations, warranties and covenants included in this Release.

Permitted uses include the reference to or inclusion of my content and/or likeness in any type of medium, in any location and for any of the following uses, all to be determined in iQ Academy California-Los Angeles' sole discretion: use in publications, promotional, print and advertising materials: posting on any website (whether in original or an altered form) or any other broadcast media: reproduction, in whatever format: creation of any derivative works: distribution to the public by sale or otherwise: display and public or liver performance: and any other lawful commercial or noncommercial purpose. iQ Academy California-Los Angeles may reproduce, back-up or archive my content as necessary in connection with any permitted use.

I waive any right to originals or copies of my content and to inspect or approve my content and how it may be used by iQ Academy California-Los Angeles as permitted under this Release. I also waive an and all claims that I or any person who may have a claim through their relationship with me, whether now or in the future, against iQ Academy California-Los Angeles or any third party relating to iQ Academy California-Los Angeles' use of my content, including any right to payment, royalty or any other compensation. I agree to release, indemnify, hold harmless, release and forever discharge iQ Academy California-Los Angeles from all claims, demands, and causes of action (whether known or unknown by me) asserted against iQ Academy California-Los Angeles arising out of any matter contemplated by this Release.

I warrant to iQ Academy California-Los Angeles either that (i) I am at least 18 years old and have the right to contract in my own name or (ii) I am the legal parent or guardian of the undersigned minor whose content is referred to as "my content" in this Release. I have read this release and am familiar with its contents and understand its meaning. By signing this Release, I intend that I and my heirs, legal representative and assigns be bound by this Release.

- STATEMENT OF ASSURANCE – Student Media Release**  
I have read and agree to the contents of this release.
- STATEMENT OF DECLINE – Student Media Release**  
I decline to give permission for any photograph, digital image, videotape, other picture, voice, comments or art to be used for promotional or educational purposes by iQ Academy California – Los Angeles.

I am the parent/guardian (if the student is under 18) of the minor named below and hereby agree to this release.

STUDENT NAME:
STUDENT SIGNATURE:
PARENT SIGNATURE:
DATE:

*\*\*\* I understand that I will need to notify iQ Academy California – Los Angeles if any changes to my situation occur that will impact this media release permission.*

## ONLINE CODE OF CONDUCT CONTRACT

### INTRODUCTION

Access to iQ Academy data and information, and access to IT accounts, systems, and applications, is based on your need for access and your consent to use that access appropriately. These services are integral to the operation of the school, and security and privacy laws and other school policies protect much of the information. Therefore, before you can be granted access, you must read and agree to follow these acceptable usage standards, and must accept responsibility to preserve the security and confidentiality of information that you access, in any form, including oral, print, or electronic formats. Read the information below carefully. It sets our user responsibilities.

### PASSWORDS

Students and parents will all be issued user names and passwords to be used in accessing their courses and their school-provided e-mail accounts. Students and parents are required to keep their login information private. Passwords should never be shared with other iQ Academy students or with any individuals outside of iQ Academy. This information is used to identify a student or parent online and to help in the tracking of student progress. Students or parents who suspect that their login information has been accidentally compromised should contact the school office immediately to request a change of password.

### EMAIL ACCOUNTS

iQ Academy email accounts are to be used for school-related communication only. Students and parents are also required to use their iQ academy email account for all school-related communication. Students and parents are required to check their school-assigned email account on a daily basis for important communications from the school or from their teachers. Teachers will be identifying student e-mails by their assigned email accounts, and so students should never use another student's webmail account for any purpose. Students or parents should report any problems with their school-assigned email account to the school office or the technology support desk by phone for prompt assistance.

### INTERNET SAFETY

iQ Academy provides a secure, password-protected online learning environment for students. All course materials are located within this system. At times, teachers will provide students links to appropriate internet sites for students to do additional research or exploration. At no time will an iQ Academy teacher or staff member direct students to an internet site with sexually explicit or other inappropriate internet content. Students should only access internet sites that are approved by iQ Academy.

Parents need to be vigilant in monitoring their child's internet use. Laptop computers that are loaned to students have internet filtering software loaded on them that will block inappropriate internet content. iQ Academy recommends that parents providing a home computer for their student to purchase internet filtering software for their home computer to provide internet protection for times when parents may not be working directly with their student. Some practices that can help keep students safe when working online include: keeping student work areas in a public area of the home where their internet use can be more easily monitored, talking with your child about the importance of keeping their personal information private, to only visit internet sites approved by iQ Academy, make use of internet filtering and other programs that track student access to the internet so that parents can periodically review their child's web surfing habits. Students or parents who have concerns about internet sites that are required for school should feel free to contact the school office or the student technical support team to report the issue for prompt response.

## SUBMISSION OR POSTING OF INAPPROPRIATE CONTENT

Students are not allowed to submit, post, write about, or otherwise promote any inappropriate content in any of their courses, in the iQ Commons area of the learning management system or on iQuad. This included drug-related content, sexually explicit content, or anything that violates laws or the generally accepted standards of school.

## VIRTUAL CLASSROOM CONDUCT

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Student's written and oral communications must be free of vulgar, belittling, or offensive language
- Students must abide by rules established by the course instructor
- Students must comply with usage instructions communicated orally or in writing by the instructor

Students who violate the virtual classroom rules of conduct will be warned by the instructor to correct their behavior. If the student does not comply with the instructor's instructions, he/she will be removed from the virtual classroom for the rest of the session.

## USE OF LANGUAGE AND IMAGES

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictured, signs or acts in written or oral communications, including e-mail, discussion board, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites.

## PERSONAL RESPECT

Administrators, instructors and students know that personal respect is the foundation of learning. Language, comments or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

## DEFIANCE

Student should follow the requests of school staff; failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority and/or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

## HARASSMENT, INTIMIDATION AND BULLYING

No one should be subjected to harassment at school for any reason. Therefore, it is school policy that all students will deal with all persons in ways which convey respect and dignity. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, slurs or ridicules is prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action. The school has a zero tolerance policy towards intimidation, harassment, bullying and/or fighting. Intimidation, harassment, bullying, fighting and racial and/or sexual harassment are violent acts against others. These behaviors cannot be tolerated, and the natural consequence is to be barred from interaction with others. The school will promptly and thoroughly investigate reports of harassment and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, the school will act appropriately within the discipline codes of the school and will take reasonable action to end bullying.

## USEAGE RESPONSIBILITIES

The following points detail your responsibilities as you access, use, or handle information or information technology (IT) at iQ Academy.

### SECURE USAGE

- Be mindful that different computer systems and applications provide different levels of protection for information, and seek advice on supplemental security measures, if necessary. For example, a mobile laptop provides inherently less protection than a desktop computer in a locked room.
- Respect the school's information and system security procedures (i.e., never attempt to circumvent or "go around" security processes)
- Make appropriate use of the tools provided (e.g., virus detection, training, etc.) to uphold the security of the school's IT systems and applications, and the confidentiality of information stored on them
- Take steps to understand "phishing attacks", computer viruses, and other destructive software, and take steps to protect your accounts from such threats (e.g., never reply to emails asking for account passwords or passphrases, never open unsolicited email attachments, never click unknown links, use virus scanning software, etc.)
- Secure unattended computers (e.g., log off, lock, or otherwise make inaccessible), even if you will only be away from the computer for a moment

### LEGAL USAGE

- Use information and IT for legal purposes only
- Respect and comply with all copyrights and license agreements
- Never use your access to information or IT to harass, libel, or defame others
- Never damage equipment, software, or data belonging to others
- Never make unauthorized use of computer accounts, access codes, or devices
- Never monitor or disrupt the communications of others, except in the legitimate scope of your assigned school duties
- Report unauthorized access to, inadequate protection of, and inappropriate use, disclosure and/or disposal of information immediately to your school office

### ETHICAL USAGE

- Access institutional information only in the conduct of school business and in ways consistent with furthering the school's mission of education and public service
- Use information and IT in ways that foster the high ethical standards of the school
- Never use information or IT to engage in academic, personal or research misconduct
- Never access or use institutional information (including public directory information) for your own personal gain or profit, or the personal gain or profit of others, without appropriate authorization
- Respect the confidentiality and privacy of individuals whose records you may access

## **FACILITATIVE USEAGE**

- Never cause community or shared resource to be inaccessible or unusable
- Use shared information technology resource efficiently
- Regularly delete unneeded files and information from your accounts
- Never send mass email (i.e. unsolicited bulk email or spam) without appropriate approval
- Never send or respond to chain emails

## **DISCIPLINARY ACTION**

Failure to comply with these standards will be dealt with seriously, and may result in disciplinary actions, including but not limited to withdrawal from iQ Academy.

## **ASSENT**

To be entrusted with access to iQ Academy data and information, and access to IT accounts, systems, and applications, new or continuing students and affiliates must accept these responsibilities and standards of acceptable use. By accepting these terms, you agree to follow these rules in all of your interactions.

## **STATEMENT OF ASSURANCE – Online Code of Conduct Contract**

I have read, understand and agree to follow each of the statements listed on the previous three pages in the Online Code of Conduct. I will adhere to all policies listed above or risk being dropped from the program.

STUDENT NAME:
STUDENT SIGNATURE:
PARENT/GUARDIAN NAME:
PARENT/GUARDIAN SIGNATURE:
DATE:

## RELEASE OF STUDENT RECORDS

Please accept this document as formal approval for the release of all official school records (including the **transcript / last report card, birth certificate, immunization records/health exam, SPED/ELL/504 documentation, state test scores and proof of guardianship.**

### STUDENT INFORMATION

STUDENT'S FULL NAME (first, middle, last):			
STUDENT'S DATE OF BIRTH:			
STUDENT'S LEGAL ADDRESS			APT:
CITY:	COUNTY:	STATE:	ZIP:
HOME PHONE:			

### HOME SCHOOLED (fill only if applicable)

CHECK IF APPLICABLE: <input type="checkbox"/> STUDENT WAS ALWAYS PREVIOUSLY HOME SCHOOLED
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### PRIOR SCHOOL INFORMATION

NAME OF PRIOR SCHOOL:			
SCHOOL'S ADDRESS:			
CITY:	COUNTY:	STATE:	ZIP:
SCHOOL'S PHONE:			

### SIGN AND DATE BELOW

NAME OF PARENT/LEGAL GUARDIAN:	
PARENT/GUARDIAN SIGNATURE:	DATE:

SCHOOL OFFICIALS ONLY  
SEND STUDENT RECORDS TO:

iQ Academy California – Los Angeles  
Rowland Unified School District  
1830 Nogales Street  
Rowland Heights, CA 91748

FAX STUDENT RECORDS TO:

866-728-4791

## COMPUTER OPTIONS

Attendance in the iQ Academy California – Los Angeles program is measured by academic success and time spent in each course. Therefore, it is extremely important for the student and family to have a plan in place to access both computer and internet hardware at all times.

DO YOU HAVE INTERNET INSTALLED AND WORKING IN YOUR HOME?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
DO YOU NEED TO USE AN iQ ACADEMY CALIFORNIA – LOS ANGELES LOANER LAPTOP? <small>(Student must be full-time, complete laptop eligibility forms and insure the laptop to qualify for an iQ Academy laptop)</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO

### PRIMARY COMPUTER – The hardware you plan to use almost 100% of the time

COMPUTER BRAND, YEAR AND LOCATION:
INTERNET PROVIDER AND SPEED:

### SECONDARY COMPUTER – The hardware you plan to use if your primary option is unavailable

COMPUTER BRAND, YEAR AND LOCATION:
INTERNET PROVIDER AND SPEED:

### EMERGENCY COMPUTER – The hardware you plan to use if both primary and secondary options are unavailable

COMPUTER BRAND, YEAR AND LOCATION:
INTERNET PROVIDER AND SPEED:

## STATEMENT OF ASSURANCE

We have computer access and internet installed and working inside our home. We know that it is our responsibility to keep the primary computer and internet source active and working at all times. When or if our primary computer and internet source is unavailable, we will implement the secondary or emergency plan to maintain adequate attendance in the iQ Academy California – Los Angeles program.

STUDENT NAME:	
STUDENT SIGNATURE:	
PARENT SIGNATURE:	DATE:

**Table 1: Immunization Requirements**

<i>Institution</i>	<i>Age</i>	<i>Vaccine</i>	<i>Total Doses Received</i>
Child care center, day nursery, nursery school, family day care home, development center	Less than 2 months	None	
Same as above	2–3 months	1. Polio <sup>1</sup> ..... 2. DTP..... 3. Hib..... 4. Hepatitis B.....	1 dose 1 dose 1 dose 1 dose
Same as above	4–5 months	1. Polio <sup>1</sup> ..... 2. DTP, or combination of DTP and diphtheria-tetanus toxoids..... 3. Hib..... 4. Hepatitis B.....	2 doses 2 doses 2 doses 2 doses
Same as above	6–14 months	1. Polio <sup>1</sup> ..... 2. DTP, or combination of DTP and diphtheria-tetanus toxoids..... 3. Hib..... 4. Hepatitis B.....	2 doses 3 doses 2 doses 2 doses
Same as above	15–17 months	1. Polio <sup>1</sup> ..... 2. DTP, or combination of DTP and diphtheria-tetanus toxoids..... 3. Measles, rubella, and mumps..... 4. Hib..... 5. Hepatitis B.....	3 doses 3 doses 1 dose of each separately or combined on or after the 1st birthday <b>1 dose at any age. (Changed from “On or after the 1st birthday.”)</b> 2 doses
Same as above	18 months–5 years	1. Polio <sup>1</sup> ..... 2. DTP, or combination of DTP and diphtheria-tetanus toxoids..... 3. Measles, rubella, and mumps..... 4. Hib <sup>3</sup> ..... 5. Hepatitis B <sup>2</sup> ..... 6. Varicella.....	3 doses 4 doses 1 dose of each separately or combined on or after the 1st birthday <b>1 dose at any age. (Changed from “On or after the 1st birthday.”)</b> 3 doses 1 dose
Elementary school at kindergarten level and above	4–6 years	1. Polio <sup>1</sup> ..... 2. DTP, or combination of DTP and diphtheria-tetanus toxoids..... 3. Measles, rubella, and mumps..... 4. Hepatitis B <sup>2</sup> ..... 5. Varicella.....	4 doses, except that a total of 3 doses is acceptable if at least one dose was given on or after the 4th birthday 5 doses, except that a total of 4 doses is acceptable if at least one dose was given on or after the 4th birthday. 1 dose of each, separately or combined, on or after the 1st birthday. Pupils entering a kindergarten (or first grade if kindergarten skipped) are required to have 2 doses of measles-containing vaccine, both given on or after the first birthday 3 doses 1 dose
Elementary school, secondary school	7-17 years	1. Polio <sup>1</sup> ..... 2. Diphtheria and tetanus toxoids, given as DTP, DT, or Td (pertussis not required)..... 3. Measles and rubella (mumps not required)..... 4. Varicella <sup>5</sup> .....	4 doses, except that a total of 3 doses is acceptable if at least one dose was given on or after the 2nd birthday At least 3 doses. One more Td dose is required if the last dose was given before the 2nd birthday. (See below for additional recommendations for 7th grade enrollment, effective 7/1/99.) 1 dose of each, separately or combined, on or after the 1st birthday. (See below for additional requirements for 7th grade enrollment, effective 7/1/99.) 1 dose aged 7 through 12 years for students not admitted to California schools before July 1, 2001. 2 doses for students aged 13 through 17 years not admitted to California schools before July 1, 2001.
Seventh Grade <sup>4</sup>	Any	1. Hepatitis B..... 2. Measles.....  Recommended but not required: Tetanus-diphtheria, given as DTP, DT, Td or Tetanus.....	3 doses 2 doses of measles-containing vaccine, both given on or after the first birthday.  One Td dose is recommended if 5 years or more have elapsed since the last dose.
Any	18 years and older	None	

**2010 Special Schedule affects ONLY the Hib vaccine**

<sup>1</sup> Oral polio vaccine (OPV) or inactivated polio vaccine (IPV) or any combination of these vaccines is acceptable.  
<sup>2</sup> Applies only to children entering at kindergarten level (or at first grade level if kindergarten skipped) or below on or after August 1, 1997.  
<sup>3</sup> Required only for children who have not reached the age of 4 years 6 months.  
<sup>4</sup> Applies only to children (of any age) entering or advancing to the seventh grade on or after July 1, 1999.  
<sup>5</sup> Children admitted to California schools at the Kindergarten level or above before July 1, 2001 are exempt from this requirement.

**Table 2: Conditional Admission Immunization Schedule**

<i>Vaccine</i>	<i>Dose</i>	<i>Time Intervals</i>
Polio <sup>1</sup>	1st dose..... 2nd dose.....  3rd dose.....  4th dose (Required only for entry to kindergarten level or above).....	Before admission As early as 6 weeks but no later than 10 weeks after the 1st dose. Before admission if 10 or more weeks have elapsed since the 1st dose at the time of admission. As early as 6 weeks but no later than 12 months after the 2nd dose. Before admission if 12 or more months have elapsed since the 2nd dose at the time of admission. Age 4-6 years: If the 3rd dose was given before the 4th birthday one more dose is required before admission. Age 7-17 years: If the 3rd dose was given before the 2nd birthday, one more dose is required before admission.
Diphtheria, Tetanus, and Pertussis FOR PUPILS UNDER AGE 7 YEARS:  Diphtheria-tetanus-pertussis (DTP) or combination of DTP and diphtheria-tetanus toxoids  OR  FOR PUPILS AGE 7 YEARS AND OLDER:  Diphtheria-tetanus (Pertussis not required)	1st dose..... 2nd dose.....  3rd dose.....  4th dose.....  5th dose (Required only for pupils ages 4-6 years for entry to kindergarten level and above).....  1st dose..... 2nd dose.....  3rd dose.....  4th dose.....  Recommended but not required for 7th grade entry <sup>2</sup> : Booster dose of Td.....	Before admission. As early as 4 weeks but no later than 8 weeks after the 1st dose. Before admission if 8 or more weeks have elapsed since the 1st dose at the time of admission. As early as 4 weeks but no later than 8 weeks after the 2nd dose. Before admission if 8 or more weeks have elapsed since the 2nd dose at the time of admission. As early as 6 months but no later than 12 months after the 3rd dose. Before admission if 12 or more months have elapsed since the 3rd dose at the time of admission. If the 4th dose was given before the 4th birthday, one more dose is required before admission. Before admission. As early as 4 weeks but no later than 8 weeks after the 1st dose. Before admission if 8 or more weeks have elapsed since the 1st dose at the time of admission. As early as 6 months but no later than 12 months after the 2nd dose. Before admission if 12 or more months have elapsed since the 2nd dose at the time of admission. If the 3rd dose was given before the 2nd birthday, one more dose is required before admission. Before entry, 1 Td dose is recommended if 5 years or more have elapsed since the last dose of DTP, DT, Td or Tetanus.
Measles  Note: For children entering kindergarten (or first grade if kindergarten is skipped) on or after August 1, 1997, two doses are required. For children entering 7th grade on or after July 1, 1999, the series shall be in process or completed.	One dose only..... 1st dose..... 2nd dose.....	Before admission. If the pupil is under age 15 months, this dose is required when age 15 months is reached. Before admission. As early as 1 month but no later than 3 months after the 1st dose.
Rubella	One dose only.....	Before admission. If the pupil is under age 15 months, this dose is required when age 15 months is reached.
Mumps (Not required for pupils age 7 years and older)	One dose only.....	Before admission. If the pupil is under age 15 months, this dose is required when age 15 months is reached.
Hib Children 2-14 months old	Two doses.....	1st dose before admission. 2nd dose as early as 2 months but no later than 3 months after the 1st dose.
Children 15 months–4 1/2 years old	One dose.....	<b>At any age.</b> (Changed from "Before admission.")
Hepatitis B—For children entering at kindergarten level (or first grade if kindergarten skipped) or below on or after August 1, 1997. For children entering 7th grade on or after July 1, 1999, the series shall be in process or completed.	1st dose..... 2nd dose..... 3rd dose.....	Before admission. As early as 1 month but no later than 2 months after the first dose. Infants and children under age 18 months: As early as 2 months but no later than 12 months after the 2nd dose. Also, no earlier than 4 months after the 1st dose. Children age 18 months and older: As early as 2 months but no later than 6 months after the 2nd dose. Also, no earlier than 4 months after the 1st dose.
Varicella <sup>3</sup> – For children aged 13 through 17 years not admitted to California schools before July 1, 2001.	1st dose..... 2nd dose.....	Before admission As early as 4 weeks but no longer than 3 months after first dose

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<sup>2</sup> Applies only to children (of any age) entering or advancing to the 7th grade on or after July 1, 1999.  
<sup>3</sup> Children admitted to California schools at the Kindergarten level or above before July 1, 2001 are exempt from this requirement.