

# REGISTERING FOR 2020/2021

HOW TO COMPLETE THE “INTENT TO RETURN” PAPERWORK



# MOVING INTO THE DIGITAL AGE

- **DUE TO COVID, THIS YEAR ENCORE IS MOVING ALL PAPERWORK ONTO A DIGITAL PLATFORM.**
- **ENCORE IS USING THE TIME ON “PAUSE” TO CLEAN UP OLD PAPERWORK AND UPDATE ADDRESSES, PHONE NUMBERS, AND EMAILS**
- **IF YOU ARE A RETURNING STUDENT, THE PAPERWORK THAT YOU WILL RECEIVE VIA “DOCUSIGN” IS HOW YOU WILL CHOOSE YOUR COURSES FOR THE FALL.**



# WHAT IS DOCUSIGN?



- **DOCUSIGN IS A DIGITAL TRANSACTION MANAGEMENT PLATFORM DESIGNED TO ASSEMBLE AND DISSEMINATE DOCUMENTS IN A SECURE AND AUTHENTICATING MANNER.**
- **USING DOCUSIGN HELPS REDUCE TIME NEEDED TO GET TO EACH DEPARTMENT (COUNSELING, ATTENDANCE, RECORDS, NURSE, ETC.)**
- **USING DOCUSIGN HELPS TO MAKE SURE THAT NO SIGNATURE IS MISSED SO ALL OF ENCORE'S DOCUMENTS WILL BE CLEAN AND COMPLETE.**



# HOW DOES IT WORK?



- **THE EMAIL IS SENT TO THE ENCORE STUDENT EMAIL ADDRESS AND THE PARENT EMAIL ADDRESS ON FILE.**
- **YOU WILL BE PROMPTED TO SIGN PAGES AS YOU GO. IT WILL PROBABLY TAKE ABOUT THIRTY MINUTES TO COMPLETE.**
- **ONCE YOU HAVE COMPLETED ALL OF THE PAGES, YOUR REGISTRATION PAPERS AUTOMATICALLY SEND TO FIVE DEPARTMENTS AT ENCORE TO MAKE SURE THAT YOU HAVE THE SUPPORT YOU NEED IN THE FALL.**
- **COURSE SELECTION IS TIED INTO THIS DOCUMENT SO IT IS CRITICAL THAT YOU COMPLETE THE DOCUMENT AS SOON AS YOU RECEIVE IT.**











# THERE ARE 24 PAGES IN THE REGISTRATION DOCUMENT

**ONCE YOUR REGISTRATION DOCUMENT  
STARTS TO BE COMPLETED, IT WILL SHUFFLE  
THROUGH A HOST OF PEOPLE.**

**ONCE THE DOCUMENT IS COMPLETE, YOU  
WILL RECEIVE A COMPLETED COPY FOR YOUR  
RECORDS.**

## DocuSign® eSignature

### Recipients

- 1  Enrollment Marketing Director:
- 2  Parent:
- 3  Student:
- 4  Enrollment Marketing Director:
- 5  Head Counselor: Esther Haskins  
ehaskins@encorehighschool.com
- 6  Nurse: Christine Glass  
christineglass@encorehighschool.com
- 7  IS Attendance Clerk: Michelle Peterson  
mpeterson@encorehighschool.com
- 8  CEO: Denise Griffin  
ceo@officerteam.com

# PAGE 1

- We start with confirmation that a sports physical may be required. You will initial here.
- The next initial is confirmation that any IEP or 504 documents that you may have are already given to the school. You will initial here.
- Encore is a school of choice, so you must initial where it says that you do not have to attend Encore if you do not wish to. You will initial here.
- The last part of this page is Encore's Non Discrimination statement.



## RETURNING STUDENT ENROLLMENT PACKET

IF YOUR STUDENT WILL BE TAKING ANY BASKETBALL, CIRQUE ACROBATICS, OR CONSERVATORY LEVEL DANCE CLASSES, YOU WILL NEED TO SUBMIT A SPORTS PHYSICAL BY SEPTEMBER 1, 2020. INITIAL: \_\_\_\_\_

\*Information on special services including copies of IEP / 504 documents (including Psychologist report) must be provided by the guardian and added to the student file at time of enrollment. By not providing a copy of a current IEP or 504 you are declining services and enrolling the student without modifications or services. INITIAL: \_\_\_\_\_

### Public School Attendance Alternatives

Encore High School for the Arts is a public school of choice. Any student in a district where an Encore Education Corporation School is located is not obligated or required to attend Encore High School. Students that are not enrolled in Encore will still be able to enroll in the middle / high school within their jurisdiction. Students attending Encore High School have not right of admission to a particular school of any local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency. INITIAL: \_\_\_\_\_

**Non Discrimination** - Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, mental and physical disability, marital or parental status, sex, sexual orientation, or military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association with a person or group with one or more of these actual or perceived characteristics. Encore Education Corporation is an equal opportunity employer.

# PAGE 2

- The next page talks about the types of programs offered at Encore.
- There will be a place to initial in the left margin. This is confirmation that you have seen the programs, not that you are enrolling in those programs.
- Parents will be asked to sign under the programs so we can confirm that you have received information on all programs.
- Under your signature, there are three boxes where you will choose which attendance program your student will enroll with.



## RETURNING STUDENT ENROLLMENT PACKET

### Enrollment –

There are three different ways to enroll into Encore High School. In order to properly support our students, we ask that each family considers all three ways to enroll before making a decision. All students enrolled, regardless of program, are eligible for all extracurricular activities and teams as long as they are academically and attendance eligible.

#### Traditional Seat Based Program –

Encore's traditional program calls for the student to attend school five days per week according to the school calendar for each school year. Students will have the opportunity to enroll in up to six classes for junior high (grades 7 & 8) and up to eight classes for high school. This program is recommended for students that have over a 90% attendance rate at their current school. Attendance record for the traditional program are recorded by physical attendance at school. Missing 10 or more school days in a year is defined as chronically absent by the state of California.

#### Hybrid Seat Program –

Encore's hybrid program calls for the student to attend classes on campus two days per week and every other Friday for the entire school day. Students are required to log on to their classes on the school days that they do not come on campus and complete activities to stay on academic pace. Attendance records for Hybrid Seat students are recorded based on their daily computer login (not physical attendance), however, participation points based on class attendance given for seat based classes that a student is enrolled in will count toward their overall grade. Hybrid students can enroll in up to five classes at a time (4 on campus and 1 semester course via independent study). Hybrid students are assigned an Independent Study Coordinator for their independent study courses. This Coordinator works with the credentialed teachers and the students to help give appropriate support to the students.

#### Independent Study Program –

Encore's independent study program calls for the student to attend study meetings on campus one day per week for three hours. Students are required to log on to their classes on every school day according to the Encore school calendar. Attendance records for Independent Study students are recorded based on their daily computer login and activities completed. Full time Independent Study students are generally assigned one semester class at a time with a requirement of completing a unit each week. Students on Independent study complete a semester credit class about every five weeks during the school year.

I have read all of the program options for Encore High School enrollment. \_\_\_\_\_

At this time, my child will be enrolling into the following program (Initial one).

Traditional Seat Based Program:	Hybrid Program:	Independent Study Program:
---------------------------------	-----------------	----------------------------

For the Hybrid Program and the Independent Study Program, you will be assigned a Programs Coordinator. Programs coordinators will meet with, email, and send phone calls to student and parents to update academic progress regularly.



# PAGE 3

- This page talks about Guardianship and Photo releases.
- You will be asked to initial the policy that states that if there is a court ordered guardianship that the school must be given a copy of this. Whether or not you have a court order, you are required to initial that you are aware of this policy.
- The next part of the form asks who your child lives with and if there are court orders. If you have a court order, indicate here. You will need to provide a copy of that court order so Encore can accommodate it.
- Encore uses and shares videos and photos of our students all the time. It is critical that this Photo Information Release is signed by the guardian. We want to show off your student's accomplishments.



Junior & Senior High School for the Arts

## RETURNING STUDENT ENROLLMENT PACKET

### Legal Guardianship

NOTICE: By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children. The school MUST have a copy of the court order on file or either parent may sign the child out of the school with proper identification. INITIAL: \_\_\_\_\_

Are there any court orders involved in the custody of this student? YES \_\_\_\_\_ NO \_\_\_\_\_

Does the child live with you? YES \_\_\_\_\_ NO \_\_\_\_\_

Who has legal physical custody of the child? Guardian Name: \_\_\_\_\_  
(Please check one)

<input type="radio"/> Living with both parents	<input type="radio"/> Living with Legal Guardian	<input type="radio"/> Living with Foster Parents
<input type="radio"/> Living with Bio Father Only	<input type="radio"/> Living with Bio Father and Stepmother	<input type="radio"/> Ward of the Court
<input type="radio"/> Living with Bio Mother Only	<input type="radio"/> Living with Bio Mother and Stepfather	<input type="radio"/> Other

### Photo Information Release –

I give authorization and consent for Encore Education Corporation and organization/associations connected with Encore High School and Encore Education Corporation to use my student's name, photograph(s), video camera recordings, and interview comments for educational and promotional purposes. I understand that articles, photographs, video and information may be distributed to individuals, groups, and the news media through (but not limited to) publications in news releases and newsletters, slide shows, video presentations, news magazines, and school based social media posts. Being an arts campus, there will be several opportunities for students to receive recognition. Release is very important for every student of the school. Any student that does not have this release signed cannot participate in any arts conservatory due to the public nature of Encore's arts curriculum.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PAGE 4

- The Parent Code of Conduct is critical to making sure that everyone within the Encore organization is supported. In a growing world of ugliness, Encore relies on parents to help us teach our kids how to not become the ugly in the world.
- You will be required to initial each parent policy and sign the bottom of the code of conduct.
- Volunteer Pledge – Running programs at the capacity that Encore does requires both monetary and physical help every year. Encore requests that every family pledges and follows through with support of 8 hours each semester. This pledge is critical to the successful operation of Encore.



## RETURNING STUDENT ENROLLMENT PACKET

### Parent Code of Conduct

Parents are an important part of creating the culture at Encore. It is important that parents make the pledge to follow the policies of Encore to set a good example. Thank you in advance for your cooperation.

This code of conduct must be read, initialed, and signed by a parent/guardian as a condition of enrollment. If either a guardian or a student do not adhere to the Code of Conduct, action up to and including dismissal from the school will occur. A copy of the Code of Conduct is available on the Encore website.

As the legal parent/guardian of a child of Encore High School, I understand that there are certain ways to carry myself as a positive role model on campus, online, and off campus at all Encore related activities.

1. I will call the office with questions rather than turn to unofficial social media posts for answers regarding the school	Initial
2. I will adhere to all dress code rules at all school functions	Initial
3. I will not engage in bullying behavior toward any student, staff, or administrator online or in person.	Initial
4. I will encourage all students of EHS to do their best both in person and online	Initial
5. I will not harass nor intimidate any staff member online or in person	Initial
6. I will not contact minor students via social media	Initial
7. I will not post false information on social media	Initial
8. I will not contact my student during class time via cell phone. I understand that their approved cell phone time is during nutrition and lunch only	Initial
9. I will not call or visit a classroom during scheduled class time to discuss personal issues about my student	Initial
10. I will monitor my student's social media sites regularly to make sure that they are not a victim or aggressor of cyber bullying	Initial
11. I will discuss school happenings and student progress with my child regularly	Initial
12. I will work to make sure my student attends school as outlined	Initial
13. I will keep an open line of communication with the school through either email or phone	Initial
14. I will update my phone/email/address information as soon as/if they change	Initial
15. I will call the District Office 760-949-2036 if ANYTHING out of the ordinary needs to be reported. SEE SOMETHING, SAY SOMETHING	Initial
16. I will visit the <a href="http://www.encorehighschool.com">www.encorehighschool.com</a> website for access to the latest school policies and rule book.	Initial

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### VOLUNTEER PLEDGE

When a family enrolls their student in Encore High School, the family pledges to volunteer their time (or donate goods) for the equivalent of 8 hours each semester. Without fulfillment of these pledges, Encore cannot provide the programs that the students count on. We qualify each volunteer hour as \$20 of donation of goods. Thank you in advance for helping us get everyone to act on their pledge of 8 hours per semester. Initial: \_\_\_\_\_

Volunteer pledge is not mandatory.

# PAGE 5 & 6

- Course selection is what students (and parents) are most concerned with within this packet.
- Depending on who gets the packet first (the student or the parent) there are initials in the right margin to help everyone see what has been selected.
- There are three boxes indicating where you would like to be placed in each general education course. Make sure to check one box in each row for the grade level that you are entering.
- At the end of the section after 12<sup>th</sup> grade, there is a spot where you can add any specific academic classes that you want, need, or need to make up. Indicate those classes here.

## ENCORE

Junior & Senior High School for the Arts

### RETURNING STUDENT ENROLLMENT PACKET

#### COURSE SELECTION

Encore offers a wide variety of courses on campus. Enrollment into many courses relies on prerequisites being met for those classes. All new students are enrolled in non-conservatory elective classes based on the ARTS HOUSE they are most interested in. If a student wishes to enroll in conservatory level classes, they will notify the Enrollment Manager and the student will be contacted for an audition into those programs. Auditions are based off of knowledge of industry standard skills within a specific House or Conservatory. Students will demonstrate mastery of skills to be able to qualify for advanced/conservatory level courses.

STUDENT NAME: \_\_\_\_\_

GRADUATION YEAR: \_\_\_\_\_ ENCORE START DATE: \_\_\_\_\_

GRADE 7 — 4 academic classes are traditional. Encore does not offer separate classes for honors in seventh grade. But students can request the honors extension to receive the general credits to earn honors credit for courses in 7 <sup>th</sup> grade.	WOULD LIKE REVENUEATION FOR THIS COURSE (not guaranteed)	TRADITIONAL COURSE	WOULD LIKE HONORS EXTENSION FOR THIS COURSE (not guaranteed)
SCIENCE 7			
MATH 7 — PRE ALGEBRA			
ENGLISH LANGUAGE ARTS 7			
WORLD HISTORY 7			

GRADE 8 — 4 academic classes are traditional. Encore offers separate classes for honors in eighth grade. Students must have an equivalent of a grade "A" for the prior 4 quarters in the subject that honors is desired.	WOULD LIKE REVENUEATION FOR THIS COURSE (not guaranteed)	TRADITIONAL COURSE	WOULD LIKE HONORS CLASS FOR THIS COURSE (not guaranteed)
SCIENCE 8			
MATH 8 — ALGEBRA			
READING LANGUAGE ARTS 8			
UNITED STATES HISTORY 8			

GRADE 9 — 4 academic classes are traditional. Encore offers separate classes for honors in ninth grade. Students must have an equivalent of a grade "A" for the prior 4 quarters in the subject that honors is desired.	WOULD LIKE REVENUEATION FOR THIS COURSE (not guaranteed)	TRADITIONAL COURSE	WOULD LIKE HONORS CLASS FOR THIS COURSE (not guaranteed). These courses require alternative summer project completion by the first day of school.
ENVIRONMENTAL SCIENCE or (BIOLOGY HONORS)			
MATH I or (MATH I/II HONORS)			
ENGLISH I or (ENGLISH I/II HONORS)			
SPANISH I or (SPANISH I/II HONORS) or (ASL online)			

GRADE 10 — 5 academic classes are traditional. Encore offers separate classes for honors in tenth grade. Students must have an equivalent of a grade "A" or "B" for the prior 4 quarters in the subject that honors is desired. Some courses may require completion of	WOULD LIKE REVENUEATION FOR THIS COURSE (not guaranteed)	TRADITIONAL COURSE	WOULD LIKE HONORS CLASS FOR THIS COURSE (not guaranteed). These courses require alternative
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#### HONORS ONLY — CHEMISTRY II HONORS

#### HONORS ONLY — CALCULUS HONORS

#### ENGLISH IV or (AP ENGLISH)

#### GOVERNMENT/ECON or (AP GOVERNMENT, ECONOMIC HONORS)

#### ADDITIONAL ACADEMIC CLASSES WANTED OR NEEDED:




# PAGE 7

- Elective Selection – Page 7 is for students that have NOT assessed for or auditioned into a conservatory level class
- The red arrow is filled out if you are a conservatory student. If not, leave blank.
- The black arrow is filled out if you are going into grade 7 or 8. If you are high school, fill in each box with the number “0”. If you are in junior high, choose the classes from 1 to 5 in the order you would want to take them.
- The grey arrow is filled out if you are going into grades 9 – 12. If you are junior high, fill in each box with the number “0”. If you are high school, choose the classes from 1 to 10 in the order that you would want to take them.
- If you are a conservatory student and want to take one of more of these classes, you can write that in the box to indicate this.
- If you are a conservatory student and do not want to take any of these classes, type a “0” in all of the boxes.

## ARTS CLASSES AND OTHER ELECTIVES

New incoming students to Encore have the option of enrolling in a variety of non-conservatory classes based on their interests. If a student has auditioned into a house or conservatory, they will have a separate meeting to fill out their electives. If you have auditioned and leveled into a conservatory class, please indicate in the space below. You will need your audition date, conservatory, and conservatory level. If you have not auditioned, leave blank.

Audition Date: Conservatory: Level: Verified:

If a student has not auditioned into a conservatory, they are still able to choose electives based on interest. Number the following classes from 1 – 5 for grades seven and eight in order of interest. Students will be enrolled according to availability.

	JUNIOR HIGH BASKETBALL - PE
	JUNIOR HIGH CHOIR
	DANCE TECHNIQUE - PE
	JUNIOR HIGH EXPRESSIVE ARTS
	JUNIOR HIGH PERFORMING ARTS

If a high school student has not auditioned into a conservatory, they are still able to choose electives based on interest. Number the following elective choices from 1 – 10 grades nine through twelve in order of interest. Students will be enrolled according to availability.

	ARCHERY – PE
	ARTS EXPLORATION
	BASKETBALL - PE
	BEGINNING MUSIC / INSTRUMENTS
	CONDITIONING – PE
	DANCE TECHNIQUE - PE
	DRAMA I
	GAMING
	HIGH SCHOOL CHOIR
	CROSS COUNTRY - PE

# PAGE 8

- If you are a conservatory student, this page is where you request to receive the house/conservatory course selection sheet.
- Parent and student will be required to initial next to the house table in the left margin so they can see what the selections are.
- You must select a box next to the house name if you wish to receive a course selection sheet for the conservatories within a house.
- Parent and student will also be required to initial next to the advanced professional arts programs. This is so you can see what the offerings are. Only if you are interested in receiving information about these programs should you check the box of the program you are interested in.
- Once this packet is complete, if you are a conservatory student, you will be sent an alternate course selection sheet in another DocuSign agreement.

I NEED A HOUSE/CAREER/CONSERVATORY PROGRAM COURSE SELECTION SHEET FOR (Check all that apply):

CAREERS <input type="checkbox"/>	CULINARY ARTS CAREERS	PERFORMANCE CAREERS	TEACHING/MANAGEMENT CAREERS	TECHNICAL CAREERS
MUSIC <input type="checkbox"/>	VOCAL ARTS CAREERS	INSTRUMENTAL MUSIC CAREERS		
PERFORMING <input type="checkbox"/>	CIRQUE ACROBATICS CAREERS	DANCE CAREERS	THEATER / FILM ACTING CAREERS	
EXPRESSIVE <input type="checkbox"/>	VISUAL ARTS CAREERS	TECHNICAL ARTS CAREERS		

Initial  
↓

Initial  
↓

Initial  
↓

I WOULD LIKE INFORMATION ON THE ADVANCED PROFESSIONAL ARTIST DEVELOPMENT PROGRAMS:

(2 AVAILABLE IN 20/21 SCHOOL YEAR. Must audition into at least a level 2 in Conservatories. Check all that apply.)

PROFESSIONAL PERFORMING ARTIST DEVELOPMENT PROGRAM <input type="checkbox"/>	PROFESSIONAL FILMMAKERS AND FILM ACTORS DEVELOPMENT PROGRAM <input type="checkbox"/>
---	--

Initial  
↓

Initial  
↓

Initial  
↓

# PAGE 9

- This is the student emergency card for the 2020/2021 school year.
- We all know that this part is tedious, but in the event of an emergency it is critical that we have updated information about parents, guardians, and emergency contacts so we can provide the support that your student needs.
- Throughout the school year, if you ever change your address or phone number, please make sure to let us know about it.



RETURNING STUDENT ENROLLMENT PACKET

## STUDENT EMERGENCY CARD 2020-2021

Name (Legal) Last:	First:	Middle:	Birthdate:	Sex:
Address:	City:	State:	Home Phone:	Grade:
Primary Guardian Name:			Email:	
Primary Guardian Address:			Phone:	
Secondary Guardian Name:			Email:	
Secondary Guardian Address:			Phone:	
Health Plan/Insurance:	<input type="radio"/> Medi-Cal <input type="radio"/> Kaiser <input type="radio"/> Blue Cross <input type="radio"/> Other	Health Plan / Medi-Cal ID#:	Physician:	Physician's Phone #:
I give the school permission to bill for medical services rendered at the school site: YES ___ NO ___ Initial: _____				
List local person(s) who may act for parents when parent or guardian cannot be reached for illness or emergency. These persons should be able to provide transportation when needed, or make arrangements:				
Relative Name: _____		Relative Name: _____		
Other Phone: _____		Other Phone: _____		
Relative Name: _____		Relative Name: _____		
Other Phone: _____		Other Phone: _____		
<b>MEDICAL HEALTH ALERT</b>				
Health problems/physical conditions that emergency care should know:				
Medications taken at home & dosage:		I have provided the school with a 72-hour supply of medications for emergency use.		
		YES ___ NO ___ Not Applicable ___ Guardian's Initials: _____		
I have completed the medication consent form and returned it to the school.				
YES ___ NO ___ NOT APPLICABLE ___		GUARDIAN'S INITIALS: _____		
Allergies: _____				
History of Seizures: YES ___ NO ___ If yes, please explain: _____				
I hereby authorize pursuant to the provisions of Section 25.8 of the Civil Code of California, to give such attention as may be thought necessary by the physician/medical advisor in charge, in case of an emergency and I cannot be reached. I also authorize the hiring of an ambulance to transport child to a suitable place for medical care. I understand that the local police may be called in certain circumstances, in order to ensure emergency procedures.				
Signature (Guardian)			Date:	
Court Order / Restraining Orders: YES ___ NO ___ On file with the school: YES ___ NO ___				
Student Transportation: WALK ___ BUS ___ CAR ___ OTHER ___				
Medical Exemption Statement: _____				



# PAGE 9

- This is the student emergency card for the 2020/2021 school year.
- We all know that this part is tedious, but in the event of an emergency it is critical that we have updated information about parents, guardians, and emergency contacts so we can provide the support that your student needs.
- Throughout the school year, if you ever change your address or phone number, please make sure to let us know about it.



RETURNING STUDENT ENROLLMENT PACKET

## STUDENT EMERGENCY CARD 2020-2021

Name (Legal) Last:	First:	Middle:	Birthdate:	Sex:
Address:	City:	State:	Home Phone:	Grade:
Primary Guardian Name:			Email:	
Primary Guardian Address:			Phone:	
Secondary Guardian Name:			Email:	
Secondary Guardian Address:			Phone:	
Health Plan/Insurance:	<input type="radio"/> Medi-Cal <input type="radio"/> Kaiser <input type="radio"/> Blue Cross <input type="radio"/> Other	Health Plan / Medi-Cal ID#:	Physician:	Physician's Phone #:
I give the school permission to bill for medical services rendered at the school site: YES ___ NO ___ Initial: _____				
List local person(s) who may act for parents when parent or guardian cannot be reached for illness or emergency. These persons should be able to provide transportation when needed, or make arrangements:				
Relative Name: _____		Relative Name: _____		
Other Phone: _____		Other Phone: _____		
Relative Name: _____		Relative Name: _____		
Other Phone: _____		Other Phone: _____		
<b>MEDICAL HEALTH ALERT</b>				
Health problems/physical conditions that emergency care should know:				
Medications taken at home & dosage:		I have provided the school with a 72-hour supply of medications for emergency use.		
		YES ___ NO ___ Not Applicable ___ Guardian's Initials: _____		
I have completed the medication consent form and returned it to the school.				
YES ___ NO ___ NOT APPLICABLE ___ GUARDIAN'S INITIALS: _____				
Allergies: _____				
History of Seizures: YES ___ NO ___ If yes, please explain: _____				
I hereby authorize pursuant to the provisions of Section 25.8 of the Civil Code of California, to give such attention as may be thought necessary by the physician/medical advisor in charge, in case of an emergency and I cannot be reached. I also authorize the hiring of an ambulance to transport child to a suitable place for medical care. I understand that the local police may be called in certain circumstances, in order to ensure emergency procedures.				
Signature (Guardian)			Date:	
Court Order / Restraining Orders: YES ___ NO ___ On file with the school: YES ___ NO ___				
Student Transportation: WALK ___ BUS ___ CAR ___ OTHER ___				
Medical Exemption Statement: _____				

# PAGE 10

- In order to make sure that Encore is appropriately supporting all of our students, this questionnaire is critical to help.
- You will be required to initial in the right margin, but we also need you to indicate the answers to the first two questions.
- Please fill out the information as completely as you can. This is a confidential form.
- All parents will be required to sign the bottom.
- Should your residency change, please contact Encore Homeless Liaison, Mrs. Esther Haskins so she can make sure that you get the support your family needs.



## RETURNING STUDENT ENROLLMENT PACKET

### STUDENT RESIDENCY QUESTIONNAIRE

The answers to this residency questionnaire help in determining eligibility of services that may be received through the federal McKinney-Vento Homeless Assistance Act 42 U.S.C. 1143.

1. Where is your child/family currently living? (please check one of the following)
- ☐ Rent/own home
  - ☐ Living with someone by choice
  - ☐ Other

If you answered A or B to question number 1, STOP and sign below.

2. Where is your child/family currently living?
- ☐ In an emergency/transitional shelter
  - ☐ Temporarily with another family due to loss of housing, economic hardship, or similar reason
  - ☐ In a vehicle of any kind, trailer park or campground, abandoned building or other substandard housing
  - ☐ In a hotel/motel due to loss of housing, economic hardship, or similar reason
  - ☐ Awaiting foster care placement

If none of the situations described in number 1 or 2 explain where the student is presently living.

Other: \_\_\_\_\_

Cause of temporary residence:

\_\_\_\_ Natural Disaster / Type: \_\_\_\_\_

\_\_\_\_ Foreclosure

\_\_\_\_ Other: \_\_\_\_\_

Student information, including all school-aged siblings living together in the above living situation:

Name	Gender	Date of Birth	Grade	School

The undersigned certifies that the information above is accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# PAGE 11

- COVID-19 has created a lot of changes in the world of education.
- To make sure that Encore is prepared for anything, all students are required to have a short term independent study agreement on file.
- On any day that your student misses school, if they log on and complete activities during that school day they will still get credit for completing work during that day rather than being marked absent.
- You will be sent another agreement like this in December that will need to be filled out for second semester.
- Thank you for your cooperation. This helps your child's rating for truancy and the school's rating for attendance.



## RETURNING STUDENT ENROLLMENT PACKET

### SHORT TERM INDEPENDENT STUDY AGREEMENT

This agreement is for the duration of one semester. Students that are enrolled in a traditional seat based program should sign this agreement at the beginning of each semester. When a student in a seat based program that has a signed short term independent study agreement misses a day of school, they can log on to their daily classes and complete assignments to get credit for attendance when they miss. The student must log in to their online portion of their class and complete work on the day missed in order to receive attendance credit for the day missed.

#### SECTION 1 – STUDENT INFORMATION

Student Name:	Student #:	Grade Level:
Address:	Age:	Birth Date:
City:	Zip Code:	Phone:
Parent/Guardian email:		Parent Cell:
Duration of agreement not to exceed current semester	Beginning Date:	Ending Date:

Reporting: All classes will be graded by the credentialed teacher assigned to the student for that class. Students are required to log on to their online coursework in the event that they miss a regularly scheduled school day. Only work completed on the day of absence can count toward credit for attendance. This attendance will be cleared by the attendance clerk at Encore via online course completion logs.

In the event that a student is unable to complete any work on the day of absence, they will be marked absent on that day. Students should strive to have at least a 95% attendance rate at school. This independent study option is for short term IS only, less than 5 days in a row.

**PARENT/GUARDIAN REQUIREMENT:** In order to insure student success, parents / guardians are responsible for two critical parts of the short term independent study agreement.

1. Parents / Guardians will make sure that their students log on to the online curriculum to complete activities in the event of an absence.
2. Parents / Guardians will check with student regarding academic completion on otherwise absent school days.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

ATTENDANCE OFFICE: Attach to this IS contract: a)work samples, b)attendance printout, c)semester grade report, and d)work completion log notes for auditing purposes.



# PAGE 12 & 13

- Pages 12 and 13 only need to be filled out if you wish to ride the bus to school.
- There will be a charge of \$20 per month for the bus starting this fall due to rising costs. We appreciate your cooperation.
- If you do not wish to ride the bus, do not fill out any of the elective contact information.

ROUTE: _____	<b>APPLICATION FOR SCHOOL BUS PASS</b>	<input type="text" value="Full Name"/>
STOP: _____	<b>2020/2021</b>	
Seat # _____	ENCORE EDUCATION CORPORATION, TRANSPORTATION DEPARTMENT	
	16955 LEMON STREET, HESPERIA, CA 92345	
	<a href="http://www.encorehighschool.com">www.encorehighschool.com</a> – <a href="mailto:jthibodeaux@encorehighschool.com">jthibodeaux@encorehighschool.com</a>	
	760-949-2036 Ext. 1102	

Bus seats are limited and seats are assigned on a **first come, first serve basis**. You will be notified as to if they have been approved to ride and which designated stop they will be assigned. Filling out the application does not guarantee a seat on our busses. **THE COST FOR BUS TRANSPORTATION IS \$20.00 PER MONTH.**

1. **Parent or Guardian Contact Information (please print legibly):**

Full Name	<input type="text" value="Full Name"/>	Home Phone	<input type="text" value="Text"/>
Mailing Address	<input type="text" value="Text"/>	City	<input type="text" value="Text"/> Zip _____
Email Address	<input type="text" value="Email"/>		

2. **Student(s) Information (Please print):** (One student per line ONLY)

# PAGE 14 - 17

- Pages 14 - 17 outline exactly how someone can complain and how complaints are reviewed by the executive team and Encore's School Board.
- You will be required to initial in the right margins to indicate that you have read and have received a copy of the complaint policy.
- Encore always asks that if you have a complaint, to please let us know first rather than blowing us up on social media outlets that cannot help to resolve the issue at hand. We want to support our children and tearing apart their school (for a lot of them their second home) online hurts the children. Thank you.



## GENERAL COMPLAINT REVIEW POLICY

Full Name

Full Name

### Complaint Process

Title II & IV Coordinators	Title IX Coordinator	Homeless Student Coordinator
Title II complaints deal with perceived or actual discrimination based on disability.	Title IX complaints deal with perceived or actual discrimination based on sex, gender, gender identification, and sexual orientation.	Families that are homeless should contact their homeless student coordinator to make sure that all programs are implemented. Encore and the state want to help.
Title IV complaints deal with perceived or actual failure to provide equal access to education for all pupils.		
Complaints regarding these to specific categories should be forwarded to: Dean of Academics	For all Title IX complaints, please contact the General Executive Manager for Encore Education Corporation.	For services for homeless youth, Encore's homeless Student Coordinator is the head administrative counselor.

Initial  
↓

Initial  
↓

# PAGE 18

- Page 18 is a liability release agreement for extracurricular activities that require physicality.
- If your student has limitations, please let the school nurse know and any coaches or advisors that may lead these activities so appropriate modifications can be created.



Full Name

## LIABILITY RELEASE AGREEMENT

Student Name:  Grade:

This is a legally-binding liability release, waiver, discharge, and covenant not to sue made by me, the above named student in agreement with Encore Education Corporation, and the legal guardian of the student named in this agreement.

I fully recognize that there are dangers and risks to which I may be exposed to by participating in extracurricular events that require physicality (for example: basketball, cirque acrobatics, and dance) while at Encore High School for the Arts. These activities pose risks of bodily harm up to and including death.

I understand that Encore Education Corporation does not require me to participate in this activity, but I want to do so, despite the possible dangers and risks.

I, therefore, agree to assume and take on myself all of the risks and responsibilities in any way associated with this activity. In consideration of and in return for the services, facilities, and other assistance provided to me by the school in this activity, I release Encore Education Corporation (and governing board, employees, and agents) from any and all liability, claims, and actions that may arise



# PAGE 19 - 20

- Page 19 - 20 covers how to watch for Sudden Cardiac Arrest in your child.
- Encore requires parents and students to read and sign this information from the Red Cross.

## Keep Their Heart in the Game

Full Name

### A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

#### What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens blood stops flowing to the brain and other vital organs. SCA is NOT a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure.

#### How common is sudden cardiac arrest in the United States?

As the leading cause of death in the U.S., there are more than 300,000 cardiac arrests outside hospitals each year, with nine out of 10 resulting in death. Thousands of sudden cardiac arrests occur among youth, as it is the #2 cause of death under 25 and the #1 killer of student athletes during exercise.

#### Who is at risk for sudden cardiac arrest?

SCA is more likely to occur during exercise or physical activity as student athletes are at greater risk. While

**FAINTING**

#### The Cardiac Chain of Survival

On average it takes EMS teams up to 12 minutes to arrive to a cardiac emergency. Every minute delay in attending to a sudden cardiac arrest victim decreases the chance of survival by 10%. Everyone should be prepared to take

# PAGE 21-23

- Page 21-23 is the sports physical form that you will need to take to provider of your sports physical.
- This (or an equivalent provided by a physician or health care provider) must be submitted by September 1, 2020 for any student taking a circus class, dance class, snowboarding team, basketball team, dance team, or Professional Artist Development Program.
- When this physical is complete, please turn in to the school nurse.

Full Name \_\_\_\_\_  
Revised May 2017

### School Sports Pre-Participation Examination – Part 1: Student or Parent Completes HISTORY FORM

*(Note: This form is to be filled out by the patient and parent prior to seeing the provider. The provider should keep this form in the medical record.)*

Date of Exam: \_\_\_\_\_

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_ Sport(s): \_\_\_\_\_

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking.

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.

☐ Medicines ☐ Pollens ☐ Foods ☐ Stinging Insects

Explain "Yes" answers below. Circle questions you do not know the answers to.


GENERAL QUESTIONS		YES	NO
1. When was the student's last complete physical or "checkup?" Date: Month/ Year ____/____/____ (Ideally, every 12 months)			
		YES	NO
2. Has a doctor or other health professional ever denied or restricted your participation in sports for any reason?			
3. Do you have any ongoing medical conditions? If so, please identify below.			
4. Have you ever had surgery?			
HEART HEALTH QUESTIONS ABOUT YOU		YES	NO
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?			

BONE AND JOINT QUESTIONS		YES	NO
14. Have you ever had an injury to a bone, muscle, ligament or tendon that caused you to miss a practice, game or an event?			
15. Do you have a bone, muscle or joint problem that bothers you?			
MEDICAL QUESTIONS		YES	NO
16. Do you cough, wheeze or have difficulty breathing during or after exercise?			
17. Have you ever used an inhaler or taken asthma medicine?			
18. Are you missing a kidney, an eye, a testicle (males), your spleen or any other organ?			
19. Do you have any rashes, pressure sores, or other skin problems such			

# PAGE 24

- The last page of the packet is the Student Code of Conduct.
- It is critical that every student is reminded of the conduct rules every year so they can try to make Encore the best place that it can be.

Full Name






### STUDENT CODE OF CONDUCT

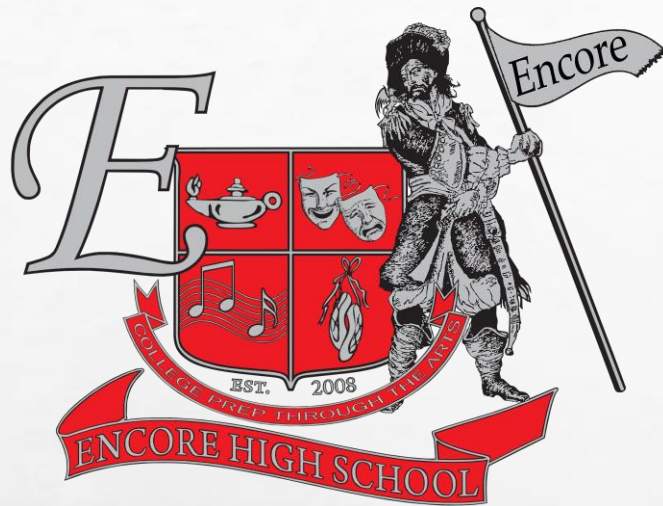
Students are an important part of creating the culture at Encore. It is important that students make the pledge to follow the policies of Encore to set a good example. Thank you in advance for your cooperation.

This code of conduct must be read, initialed, and signed by the student as a condition of enrollment. If either a guardian or a student do not adhere to the Code of Conduct, action up to and including dismissal from the school will occur. A copy of the Code of Conduct is available on the Encore website.

As a student of Encore High School, I understand that there are certain ways to carry myself as a positive role model on campus, online, and off campus at all Encore related activities.

1. I will call the office with questions rather than turn to unofficial social media posts for answers regarding the school	Initial	
2. I will adhere to all dress code rules at all school functions	Initial	
3. I will not engage in bullying behavior toward any student, staff, or administrator online or in person.	Initial	





# **THANK YOU FOR COMPLETING YOUR REGISTRATION PACKET**

**IT IS GOING TO BE A GREAT 2020/2021 SCHOOL YEAR!**

**SCHOOL STARTS SEPTEMBER 14**

