

NEW STUDENT ENROLLMENT PACKET

V.032822

On behalf of the entire CPI New Directions School, we are incredibly excited you and your family are interested in joining the New Directions community!

New Directions is fully certified as a non-public school by the California Department of Education, and contracts with the Sonoma County Office of Education and public school districts across the North Bay. Staff is committed to creating a safe and resilient environment where students learn, grow, and thrive through individual and group support that meet the needs of each student enrolled at New Directions. Staff looks forward to partnering with your family and school district to best serve your child's needs.

The enrollment packet contains the following documents, with an * on the sections requiring your signature or ** if your student is required to sign as well:

- Student Information
- Parent/Guardian Information
- Emergency Contacts
- Medical Information
- Authorization for Administering Prescribed Medication from Physician*
- Additional Medical Information*
- New Directions Agreements**
- Dress Code & Excluded Items**
- Attendance Agreement
- Credit Tracking
- Art Therapy Project Policy
- Telehealth Consent
- Discrimination and Sexual Harassment Prevention Policy**
- Household E-Rate Income Survey*
- Signatures**

Sincerely,



Jason Carter, MPA
New Directions Principal
707-585-6108 ext. 1201
jasonc@calparents.org

TODAY'S DATE: _____ **SCHOOL DISTRICT:** _____

STUDENT INFORMATION

Last Name:	First Name:	Middle Initial:
Address:	City:	Zip Code:
Cell Phone: () -	Date of Birth:	Grade:
Gender (circle one) Male Female Decline to Say	Pronouns:	Ethnicity:
Additional Information:		

PARENT/GUARDIAN INFORMATION

Student Lives With (circle all that apply): Both Parents 1 Parent Grandparent(s) Relative Foster Parent(s) Other: _____		
Last Name:	First Name:	Relationship to Student:
Address:	City:	Zip Code:
Cell Phone: () -	Work Phone: () -	Home Phone: () -
Email Address:	Employer:	Work Hours:

ADDITIONAL PARENT/GUARDIAN INFORMATION

Last Name:	First Name:	Relationship to Student:
Address:	City:	Zip Code:
Cell Phone: () -	Work Phone: () -	Home Phone: () -
Email Address:	Employer:	Work Hours:

EMERGENCY CONTACTS

In case of an emergency, New Directions School must have a list of contacts (aged 21+) that will provide transportation if a parent or guardian is unavailable. New Directions will not release your student to anyone who is not listed on this form:

Last Name:	First Name:	Relationship to Student:
Cell Phone: () -	Work Phone: () -	Primary Language:

EMERGENCY CONTACTS CONTINUED

Last Name:	First Name:	Relationship to Student:
Cell Phone: () -	Work Phone: () -	Primary Language:

Last Name:	First Name:	Relationship to Student:
Cell Phone: () -	Work Phone: () -	Primary Language:

Last Name:	First Name:	Relationship to Student:
Cell Phone: () -	Work Phone: () -	Primary Language:

Last Name:	First Name:	Relationship to Student:
Cell Phone: () -	Work Phone: () -	Primary Language:

MEDICAL INFORMATION

Medical Provider:		Primary Doctor:
Address City Zip Code:		Policy Number:
Phone Number: () -	Fax Number: () -	Email:
Additional Information:		

Dental Provider:		Primary Dentist:
Address City Zip Code:		Policy Number:
Phone Number: () -	Fax Number: () -	Email:
Additional Information:		

AUTHORIZATION FOR ADMINISTERING PRESCRIBED MEDICATION FROM PHYSICIAN

In accordance with California Education Code section 49423, in order for New Directions staff to administer a student's prescription medication, the following information is required:

1. A written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken, and
2. A written statement from the student's parent or guardian granting New Directions permission to administer medication(s) as specified in the physician's statement.

Additionally, it is the responsibility of the parent or guardian to supply/refill the medication(s), with the student's name on the label of the prescribed container, directly to New Directions staff. It is also the responsibility of the parent or guardian to complete and submit a new Authorization for Administering Medication Form if there are any changes in medication(s).

Physician Name:	License Number:
Student's Name:	Today's Date:
Prescribed Medication(s):	Dosage:
Instructions:	
Side Effects:	

Prescribed Medication(s):	Dosage:
Instructions:	
Side Effects:	

Prescribed Medication(s):	Dosage:
Instructions:	
Side Effects:	

Printed Name of Physician

Signature of Physician

Today's Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date

ADDITIONAL MEDICAL INFORMATION

In accordance with California Education Code section 49423, in order for New Directions staff to administer a student's over-the-counter medication(s), the following information is required:

1. A written statement from the student's parent or guardian granting New Directions permission to administer over-the-counter medication(s) as specified in this section.

As the parent or legal guardian, I hereby give authorization to the staff at New Directions to administer the listed over-the-counter medication(s), or contact the medical provider listed on Page 3, in case of emergency while on the New Directions campus during school hours. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of my dependent.

List All Allergies: 	Has Asthma: <ul style="list-style-type: none"> • YES • NO If Yes, Avoid Physical Activity: <ul style="list-style-type: none"> • YES • NO
List of Authorized Over the Counter Medication(s): <ul style="list-style-type: none"> • Dosage: • Dosage: • Dosage: 	Contact Medical Provider If (circle all that apply) <ul style="list-style-type: none"> • Coughs • Has Difficulty Breathing • Wheezing • Tightness in Chest • Exhibits Symptoms After Exertion
Additional Information: 	

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date

NEW DIRECTIONS AGREEMENTS

Created by Students

(V.092421)

At all times, students and staff will strive to:

- Be kind, polite and courteous to self and others
- Create a calm, safe, positive and productive environment
- Be respectful of and maintain physical and emotional boundaries
- Be inclusive, fair, and positive to self and others
- Use appropriate language and be mindful with your words
- Respect individual experiences and be empathetic to others
- Utilize the Purple Cards when you need additional support
- Remain in assigned seats unless working on a special project or assignment
- Be part of solutions
- Respect confidential group discussions (some situations require mandated reporting)
- Use all materials and supplies safely and appropriately
- Follow all safety procedures related to COVID-19 listed in the CPI & New Directions COVID-19 policies
- And have FUN!

I have read, understand and agree to follow all terms listed in the New Directions Agreements Policy

Printed Name of Student Applicant

Signature of Student Applicant

Today's Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date

DRESS CODE & EXCLUDED ITEMS (v.091021)

CPI's New Directions is committed to creating a safe and inclusive learning environment that aligns with local school districts and requests that students and guardians ensure all participants maintain the following guidelines. The following are **not permitted** on the New Directions campus at all times:

- Clothing, jewelry, piercings, tattoos, materials and/or decorations with logos, images or words that display or promote: drug- related paraphernalia, alcohol, gang-affiliation, excessive amounts of blue, brown or red clothing or accessories, violence, weapons, vulgarity, profanity, sexual, and/or discrimination or hostility towards any person or group.
- Flip-flops, slides or similar footwear.
 - Shoes should provide safe and secure footing for physical education activities.
- Strapless or backless shirts or tops or bathing suits.
- Shirts or tops that show more than 1-inch of midriff from the clothing waistline.
- Excessively short or low clothing that allow for undergarments to be seen at any time.
- Bandanas
- Strong perfumes, cologne, aftershave and other products that others may be sensitive to.
- Drugs, alcohol, tobacco, vape products or paraphernalia.
- Controlled substances; both over the counter or prescription medications, unless prescribed by physician, brought in by parent/guardian and given to school staff. (See Authorizing for Administering Medication Policy)
- Weapons or 'sharps' of any kind.
- Communal food or beverages of any kind.
- Outside food and beverages unless authorized by New Directions staff.

A student may be asked to change into appropriate clothing as available and/or be sent home for violating the terms of this policy; continued violations may result in disciplinary actions. The New Directions Principal has final authorization in determining any violations of this policy.

I have read, understand and agree to follow all terms listed in the New Directions School Dress Code and Excluded Items Policy.

Printed Name of Student Applicant

Signature of Student Applicant

Today's Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date

ATTENDANCE AGREEMENT

New Directions students are expected to maintain consistent attendance and punctuality in order to remain in the program. If a student is going to miss a part or all of the school day, please communicate with staff via phone call, text message or email with the following information:

- Student's Name
- If Late, Time of Arrival and Reason(s) for being Late
- If Absent, Day(s) of Absence and Reason(s) for being Absent

According to *California Education Code 48205*, the following criteria is considered an excused absence:

- Personal illness or injury.
- Quarantine under the direction of a county or city health office.
- Medical, dental, or chiropractic services.
- Attendance at funeral services for a member of the immediate family.
- Jury duty.
- Pupil is the custodial parent of a child who is ill or has a medical appointment during school hours.
- Justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, when the pupil's absence has been requested in writing by the parent and approved by the principal or designated representative.
- For the purpose of serving as a member of a precinct board for an election.
- Exclusion for failure to present evidence of immunization (not COVID-19).
- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease (not COVID-19).

Excessive unexcused absences will result in communication with the school district and a discussion on how to best support your student's placement in order to reach their academic and social-emotional goals.

Early Dismissal: Students must be signed out by a parent, guardian, or emergency contact in order to leave the New Directions campus if it's during school hours.

CREDIT TRACKING

New Directions monitors and provides academic credits, but does not provide an official transcript as this is the responsibility of your school district of residence. Staff updates credits two times a year and will send the data to your school district office alongside the semester report cards. Your school district's office has complete management in determining of how credits are officially transcribed and administered, as it relates towards progress of a diploma or certificate of completion. If a student completes their academic

coursework during placement at New Directions, students can choose to participate in graduation ceremonies at their school district of residence and/or at the New Directions campus.

ART THERAPY PROJECT POLICY (v.102121)

- All art created by students at New Directions, including in therapy, belong to the students.
- Art therapists respect the rights of clients to make decisions and assist them in understanding the consequences of those decisions. If a student wishes to take an art piece home or off-campus and New Directions staff assess a potential risk or consequence in taking an art piece home or off-campus, staff shall engage in an informed consent conversation with the student to inform them of potential risks and support them in their decision-making, knowing that the student has the right to the final decision. This informed consent conversation shall be documented in the student's therapy progress notes.
- If a staff member feels a product or project may need to be referenced at a later date, i.e., in matters of litigation or continuing projects, staff shall obtain written permission from the student to electronically store a digital copy of the product or project in the student's case file. This written permission will also be stored in the student's case file.
- CPI staff will not hold or store any projects or products past the close of the current school year or the student's exit date from New Directions. Students will be notified that all remaining items on campus will be properly disposed of within ten business days of end of the current school year or the student's exit date.
- If products and projects created by students, such as photographs, videos, artwork, etc. are to be shared for training purposes, marketing, or outreach, and/or viewed by individuals outside of New Directions, an informed consent shall be obtained in writing and stored in the student case file. All items used for these purposes will remain **anonymous**.

TELEHEALTH CONSENT

This Telehealth Consent is an agreement for your student and New Directions staff to conduct teletherapy sessions over the phone and/or an online platform such as Zoom. Teletherapy may be utilized to provide continuity of care during absences and/or quarantine periods due to the COVID-19 pandemic. Although there are multiple benefits of teletherapy, there are specific differences between in-person sessions and teletherapy that your student and family should be aware of:

- Due to teletherapy sessions taking place outside of the therapist's private office, there is potential for others to overhear sessions if you are not in a private place during the session. New Directions will take the necessary and reasonable steps to ensure your privacy on our end, such as utilizing

NEW DIRECTIONS

HIPAA compliant technology, it is important to make sure you find a private place where you will not be interrupted or overheard.

- Assessing and evaluating opportunities of threat and other emergencies can be more difficult for staff while conducting teletherapy.
- Most research shows that teletherapy is as effective as in-person therapy, however, some professionals believe a session can be impacted by not being in-person and being able to read non-verbal cues while working remotely.
- There may be connectivity issues with cellular service, Wi-Fi or internet connection, which can disrupt a teletherapy session.
- If electronic communication is required outside of a teletherapy session, New Directions staff will discuss the option to encrypt email correspondence.
- Maintaining therapy progress notes and confidentiality in teletherapy sessions align with in-person therapy sessions.
- Teletherapy sessions shall not be recorded unless agreed to in writing by mutual consent.

This Telehealth Consent serves as a supplement to the general informed consent that we agreed to at the outset of our clinical work together and does not amend any of the terms of that agreement.

DISCRIMINATION AND SEXUAL HARRASSMENT PREVENTION POLICY

CPI's New Directions is committed to an environment free of discrimination and will not tolerate discrimination based on race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, gender expression or transgender status), national origin, sexual orientation, physical or mental disability, age, protected genetic information, status as a parent, marital status, political affiliation, or retaliation based on prior protected activities. In addition, New Directions will not tolerate harassment – sexual or nonsexual – of any student and/or staff on-campus or during off-campus school activities.

As outlined in the harassment-free workplace policy in the CPI Handbook, New Directions School provides an environment that is free of unwelcome sexual advances, requests for sexual favors, sexual demands, other verbal, physical or visual conduct of sexual nature constituting sexual harassment, as defined and otherwise prohibited by state and federal law. It is both unlawful and a violation of this policy for anyone who is authorized to recommend or take personnel or educational action affecting a student or staff, or who is otherwise authorized to perform other acts or services on behalf of the New Direction School, to engage in sexual harassment as defined below;

- Unwelcome sexual advances, request for sexual favors, and other verbal, physical, or visual conduct of a sexual nature:
 - is made either explicitly or implicitly on a term or condition of an individual's educational status or employment;
 - has the purpose or effect of unreasonably interfering with an individual's education or

- employment or creating an intimidating, hostile, or offensive educational or working environment.
- where an individual is offended by the sexual interaction, conduct or communications between others.
- is prohibited between students, and between employees and students.

Reasonable efforts will be made to keep a complaint and the results of the investigation confidential. Witnesses shall be informed of the confidential nature of the matter and shall be informed that it would be a violation of this policy to disclose the complaint or the nature of the investigation to others.

Retaliation Prohibited: The initiation of a complaint of sexual harassment will not reflect on the complainant or witnesses in any way. It will not affect such person's future relationship with the school, their employment, compensation or work assignment, or, in the case of students, grades, class section, or other matters pertaining to their placement as a student. It is unlawful and a violation of this policy to engage in such retaliation.

Students or employees who act in violation of this policy and/or the law may be subject to discipline up to and including suspension, expulsion and/or dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, education code, and/or collective bargaining agreements.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Government Code Section 11135, California Education Code Sections 210 through 214 inclusive, Title IX of the Education Amendments of 1972 and of New Directions School policy.

Complaint Procedures: All complaints of suspected, observed or experienced discrimination and/or sexual harassment must immediately be reported/filed with the New Directions Principal, or Deputy Director or Human Resources Manager.

For additional information or concerns, please contact:

CPI Human Resources
3650 Standish Ave,
Santa Rosa, CA 95407

707.585.6108 ext. 1130
humanresources@calparents.org

I have read, understand and agree to follow all terms listed in the New Directions Discrimination and Sexual Harassment Prevention Policy

Printed Name of Student Applicant

Signature of Student Applicant

Today's Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date

HOUSEHOLD E-RATE INCOME SURVEY

Please complete the attached survey for the 2021-22 school year to assist New Directions with receiving funds for telecommunications, technology and maintenance. This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except for E-Rate.

Last Name:	First Name:	Middle Initial:
Address:	City:	Zip Code:

Circle your household size below, then answer the following questions:

Household Size (Circle One)	Est. Annual Income (As Reported to IRS)	Monthly Income	If Paid Two times per mo.	If Paid Every Two Weeks	Weekly Income
1	\$ 23,828	\$1,986	\$ 992	\$ 917	\$ 459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
Each add'l family member add:	8,399	700	350	324	162

YES NO Is your income equal to or less than any of the amounts listed next to the number you circled?

YES NO Are your children eligible for free or reduced lunches, breakfasts, snacks or milk at their school(s)?

YES NO Is your family eligible for the Supplemental Nutrition Assistance Program (SNAP) – food stamps?

YES NO Does your family qualify for medical assistance under Medicaid?

YES NO Is your family receiving Supplementary Security Income (SSI)?

YES NO Does your family receive housing assistance (section 8)?

YES NO Does your family receive home energy assistance (LIHEAP)?



NEW DIRECTIONS

Please list all students in your household that attends New Directions School. Enter the grade they will be entering this coming semester.

Name	Grade	Most Recent School Attended / Semester

Certification: I certify that the above information in the Household E-Rate Income Survey is, to the best of my knowledge, true and complete.

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date

Income Eligibility Guidelines for Reduced Priced Meals. Effective from July 1, 2021 to June 30, 2022 (Federal Register/ Vol.86, No. 41/ Thursday, March 4, 2021/ Notices, pg. 12594)

Form provided by Kellogg & Sovereign Consulting www.kelloggllc.com 580-332-1444

By signing below, I have read, understand and agree to follow all terms listed in the entirety of this document, as it relates to my student's enrollment at New Directions.

Printed Name of Student Applicant

Signature of Student Applicant

Today's Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Today's Date