



Jason Hiruo, Director
55 Audubon Street • New Haven, CT 06510-1205
Phone 203.777.5451 • Fax 203.782.3596
Email jhiruo@aces.org

Student Name _____

Department _____ Grade _____

ECA SUMMER REGISTRATION CHECKLIST – Return by July 15, 2018

Place a check on the line as completed and return with all other forms:

1. Emergency Contact Form ***signed by Parent/Guardian*** _____
2. Release of Information Form ***signed by Parent/Guardian*** _____
3. Permission to Attend Local Field Trips Form ***signed by Parent/Guardian*** _____
4. Student Media Release Form ***signed by Parent/Guardian*** _____
5. ACES AUP Parent/Guardian Agreement ***signed by Parent/Guardian and Student*** _____
6. ACES Student Emergency Medical Form ***signed by Parent/Guardian*** _____
7. Optional: Yoga and/or PE sign up ***signed by Parent/Guardian*** _____

Please mail the hard copy or e-mail the forms back to jmichaelson@aces.org. Photos of forms cannot be accepted through e-mail. If you choose to drop off forms to ECA during the summer, please call ahead to make sure the office is open. Thank you and have a great summer!

An **aces** Interdistrict Magnet School • www.aces.org

Area Cooperative Educational Services • The Regional Educational Service Center Serving South Central Connecticut
ACES does not discriminate on the basis of race, color, age, ethnicity, national origin, gender, disability or sexual orientation.



Emergency Contact Form

Returning Students: Please check box if any of the information below has changed.

Student Information

First Name _____	MI _____	Last Name _____
Department _____	Birthdate _____ / _____ / _____	Grade _____
Address _____ (Number and Street Name)		(Apt # / Floor)
_____	(City / Town)	(State) _____ (Zip Code)
Sending High School _____	High School Counselor _____	
Student Cell # _____	Student Email _____	

Student lives with: Mother Father Both Guardian

Parent / Guardian Information

Mother / Guardian		
Last Name _____	MI _____	First Name _____
Day # _____	Cell # _____	Home # _____
Email _____		
Address (if different from above) _____ (Number and Street Name) _____ (Apt # / Floor)		
_____	(City / Town)	(State) _____ (Zip Code)
Father / Guardian		
Last Name _____	MI _____	First Name _____
Day # _____	Cell # _____	Home # _____
Email _____		
Address (if different from above) _____ (Number and Street Name) _____ (Apt # / Floor)		
_____	(City / Town)	(State) _____ (Zip Code)

Additional Emergency Contact Person

First Name _____	Last Name _____
Relationship to student _____	
Day # _____	Cell # _____ Home # _____



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Release of Information Form

Dear Principal and School Counselor:

The Principal /Director and School Counselor of ACES Educational Center for the Arts has my permission to request, receive or send any information he/she may deem necessary regarding my child _____ from my child's home public school (to include: 504 Plans, IEP Plans, medical information; psychological testing; educational testing; grades; attendance etc., - any information that will help ACES/ECA to best serve my child).

Parent/Guardian _____
(Print Name)

Parent/Guardian _____
(Signature)

DATE _____

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Permission to Attend Local Field Trips Form

Dear Parent/Guardian,

The ACES/ECA program takes advantage of free arts resources that are located within walking distance of the school campus. Examples of such activities might include, but are not limited to the following: visits to art galleries, music concerts, theatre performances, creative writing readings, book signings, architectural tours, or drawing, painting, taking photos in the environment (Yale Art Gallery, Arts Space, Yale Repertory Theatre, churches on the green, Yale campus, etc).

Please complete this form if you grant permission for your child to participate in such activities throughout the 2018-2019 school year.

I give my son/daughter _____ permission to participate
(Print Student's Name)

in local field trips within walking distance of the ECA campus.

(Print **Parent/Guardian** Name)

(Signature **Parent/Guardian**)



Student Media Release Form

For the period July 1, 2018 through October 1, 2019

Permission to permit Area Cooperative Educational Services to use student photo/video/audio for instructional and marketing materials.

I, the undersigned parent/guardian of _____ do hereby grant permission to Area Cooperative Educational Services (ACES) and/or its designated representative for the following purposes:

Please circle YES or NO for each category

I approve		Category
Yes	No	INSTRUCTIONAL, e.g., Bulletin Boards, videos, class presentations, school website
Yes	No	SCHOOL YEARBOOKS
Yes	No	PROMOTIONAL, e.g., brochures, print and social media, videos








As the parent or guardian of the above named student, I have read the ACES Student Media Release Form and understand the possible usage of my child's image. I understand that ACES has taken precautions to ensure appropriate use and display in the media, but it is impossible for ACES to control all media outlets. I will not hold ACES, staff, faculty, agents and employees responsible for any misrepresentation, e.g., mechanical reproductions, optical illusions, or distortions, that I consider inappropriate.

_____	_____
Date	Name (please print)
_____	_____
School	Signature
_____	_____
Grade and/or Team	Address
_____	_____
Email address	City, State, Zip





	Daytime telephone number

If you have any questions or to get additional information, please call ACES Marketing & Outreach Office at 203-498-6881. 350 State Street, North Haven, CT 06473 ♦
Phone: (203) 498-6800 ♦ www.aces.org

ACES Responsible Use – Code of Conduct

Responsible Use	Code of Conduct	I understand (Initial)
<p>Educational Use: Use of the Internet, applications, and hardware are technology resources used for learning. This access is a privilege, not a right. Willful or intentional misuse could lead to disciplinary action.</p>	<ul style="list-style-type: none"> • I understand that the technology that I use at ACES is a privilege and for educational use only. • I will follow all teacher instructions concerning the use of technology. • I will visit sites on the Internet that are appropriate for my learning as directed by my teacher(s). 	 Initial:
<p>Respect Privacy: All ACES users are expected to respect the privacy and personal rights of others.</p>	<ul style="list-style-type: none"> • I will not repost or forward electronically a message that was sent to me privately without permission from the person who originally sent the message. • I will not post or send private information about another person. • Under no circumstances can I view, use, or copy someone's work or information without permission. • I will ask permission before taking or using someone's picture, voice, or likeness. 	 Initial:
<p>Respect Property: I will respect school property and the property of others and vandalism will not be tolerated. I understand things like hardware, software, and multimedia files can be school or private property. Technology equipment (e.g., computer, bag, mouse, power cord) must be used with the utmost care. If the laptop is lost/stolen you must complete a police report within 48 hours.</p>	<ul style="list-style-type: none"> • I will keep my laptop/computer in working order. That means I must report any malfunctions to my teacher(s). • I know that vandalism will result in disciplinary action. • I will not make any changes or deletions to any of the software that ACES provides. • I will charge my laptop daily so that learning can occur. • If my laptop is lost/stolen I will report it to my teacher(s) and parents immediately. 	 Initial:
<p>Be Polite and Kind: Any work that I create, post, send, or share must be polite and not threatening or offensive in any way. Students will only work on their own assigned devices</p>	<ul style="list-style-type: none"> • I will take pride in my online communications. • I will be considerate of others and their cultures when posting work or sending email. I will not make or distribute jokes or stories which are based upon slurs or stereotypes (e.g., cyber-bullying, race, gender, ethnicity, nationality, religion). • I will use appropriate language, symbols, or pictures. • I understand that I am responsible for my actions. In no way should I interfere with someone's laptop or computer setting, power button, or keyboard. • I will only use my assigned laptop under my ACES assigned username. 	 Initial:
<p>Respect the Law: I will never engage in activities that are against the law. I will not send messages that contain false or misleading information, which may hurt a person. I will not disguise the origin of e-mail. Cyber bullying is against the law. According to CT law – Public Act No. 11-232 cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies or other mobile electronic laptops or any electronic communications.</p>	<ul style="list-style-type: none"> • I understand that hacking into ACES software or network is against the law. • I understand that taking someone's identity to send false or misleading information is against the law. • I understand that any cyberbullying online will result in serious consequences. • I will not intentionally damage or destroy equipment, for example, bags, power cords, or laptops provided to me by ACES. 	 Initial:
<p>Keep Personal Information Private: I will not reveal my full name, home address, school address, e-mail address, or telephone number in any online post or attachments. I will never arrange face-to-face meetings with someone I met online.</p>	<ul style="list-style-type: none"> • If I find the messages offensive or uncomfortable, I will alert my parents or teachers. • I understand that I should NOT meet a stranger in person that I met online. 	 Initial:
<p>Filtering and Internet Safety ACES provides a filtered network while students are online. This filter is active whenever a student is logged on using their ACES laptop. Everyone must assume responsibility for supervising computer use by a minor. Though ACES provides this filter to a student account on their ACES laptop, no</p>	<ul style="list-style-type: none"> • My work on my laptop will be monitored by an adult at my home. • I understand that using the laptop inappropriately could result in loss of privileges or disciplinary actions. • My work at home will be my own work and not used by others in my family. 	 Initial:

ACES Responsible Use – Code of Conduct

Responsible Use	Code of Conduct	I understand (initial)
content filter can guarantee that access to unacceptable or undesirable content will always be blocked.		
<p>Protect Your Password: I know that passwords are not to be shared with anyone. When I log in, I will only use my assigned account. I will never look, view, use, or copy another person's password</p>	<ul style="list-style-type: none"> • I understand that I must keep my password private and cannot share it with anyone. • I understand that I cannot use anyone else's password to get into the ACES network. 	 Initial:
<p>Respect Your Network: ACES provides a secure network to enrich the educational experience (e.g., file storage, content management system, student information system, library circulation/cataloging, educational software). I will not use the network in such a way that would disrupt the use of the network by others. I know the school system can access and review my e-mail, files, or work.</p>	<ul style="list-style-type: none"> • I will not install anything onto the school computer. • I will not take any actions that would cause intentional disruption of services on the network. • I will use the accounts created by ACES and not create any on my own. • I will use the network for educational purposes only. 	 Initial:
<p>Communicate and Collaborate Online: There are many approved Internet Web sites and Learning Management Systems that my teacher will recommend for posting my work. (e.g., Google Classroom, Canvas (LMS), blogs, and podcasts.) I will respect the intellectual property of others.</p>	<ul style="list-style-type: none"> • I will make sure that all postings meet the teacher's requirements. • I will be proud of any work that I post online. • I will ensure I use these tools for school related work only. • I will not copy anything I don't have permission to copy; I will not plagiarize other people's work. 	 Initial:
<p>Maintenance updates and repairs: ACES will collect the computer at predetermined intervals during the school year and over the summer. Computers, bags and power cords must be turned in with reasonable wear and tear.</p>	<ul style="list-style-type: none"> • I will hand in my computer when asked by my school for maintenance and or monitoring. • I will hand in my computer when asked for summer collection. • I will hand in my computer bag and power cord in good condition. 	 Initial:

This document is designed for students and parents to better understand the ACES Board approved policy on acceptable use of technology #6141.321/4118.5. Nothing in this document supersedes, replaces, or modifies, in any way the ACES Board approved policy.

Student: I understand and will abide by the above rules. Should I violate any of the rules, my access privileges may be taken, school discipline action may be taken, and/or appropriate legal action may be taken.

Parent or Guardian: As the parent or guardian of the above named student, I have read the rules and explained them to my child. I understand that ACES has taken precautions to eliminate online material not suitable to the educational environment, but it is impossible for ACES to restrict access to all controversial materials. I will not hold ACES, staff, faculty, agents and employees responsible for any exposure of my child to materials that I consider inappropriate. I accept full responsibility for supervision of my child online when my child is not in school. I give permission for ACES to issue an account for my child to access online educational resources and the ACES secure network. I may review applications used by ACES by accessing the [student data privacy site: https://www.aces.org/schools-programs/school-based-services/educational-technology/data-privacy-practices](https://www.aces.org/schools-programs/school-based-services/educational-technology/data-privacy-practices)

Item	Response
Grade or Team	
Student Name (Printed)	
Student Signature	
Date Student Signed	
Parent or Guardian Name	
Parent or Guardian Signature	
Date Parent Signed	

ACES STUDENT EMERGENCY MEDICAL CARD

School Year: _____ Grade: _____

Student Name: _____ Birthdate: _____ Home Phone: _____
Address _____ Town: _____ Zip Code: _____
Legal Guardian Name(s) _____ Relationship: _____
Cell Phone _____ Work Phone _____ Email _____

ADDITIONAL EMERGENCY CONTACTS please list as many as possible:

Name	Home Phone	Work Phone	Cell Phone	Relationship to Student
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Primary Health Care Provider: _____ Phone: _____
Address: _____ Town: _____ Zip Code: _____
Hospital Preference (if possible): _____ **DDS Case Manager Name:** _____ Phone: _____
Group Home Name: _____ Supervisor: _____ Phone: _____

OTHER PHYSICIAN OR SPECIALIST (Psychiatrist, Orthopedist, Neurologist, etc.)

Name	Address/Town	Phone
_____	_____	_____
_____	_____	_____

Sending School _____

Health Insurance Plan: _____

HEALTH HISTORY

Please Check:

- | | NO | YES |
|----------------------------|--------------------------|--------------------------|
| • Asthma | <input type="checkbox"/> | <input type="checkbox"/> |
| • Seizures | <input type="checkbox"/> | <input type="checkbox"/> |
| • Diabetes | <input type="checkbox"/> | <input type="checkbox"/> |
| • Glasses | <input type="checkbox"/> | <input type="checkbox"/> |
| • Hearing Aid | <input type="checkbox"/> | <input type="checkbox"/> |
| • Adaptive Equipment _____ | | |

Date of last hospitalization: _____

Reason: _____

KNOWN ALLERGIES

Please Check:

- No known allergies
- PLEASE CHECK IF YES DESCRIBE ALLERGIC REACTION**
- Foods _____
 - Bee stings _____
 - Medications _____
 - Latex _____

Has the student ever had an Epi-Pen ordered by a medical provider? NO YES

If yes, is it still required? NO YES

PRESENT MEDICATIONS - LIST NAME OF MED / DOSAGE / TIMES PER DAY:

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

Signature of Parent/Legal Guardian _____

Date _____



REGISTRATION FOR ACES ECA PHYSICAL EDUCATION

ECA has a **Certified Physical Education teacher!**

Classes will be held on Wednesdays for 60 minutes. This has been implemented to safeguard student graduation requirements in their sending schools and add support to attendance at ECA. Students that require this class are asked to complete the form for scheduling purposes (attached). Students that do not require PE credit at this time are not allowed to enroll in order to provide opportunity for those students with the greatest need (Preference will be given to students who cannot fit PE into their sending school schedule). New Haven students are not currently eligible for this class.

Name:

ECA Department:

Grade Level:

Number of required PE credits remaining at sending school:

High School Attending:

Sending High School Counselor Name:

Registration for (Circle one):

SEMESTER 1

FULL YEAR

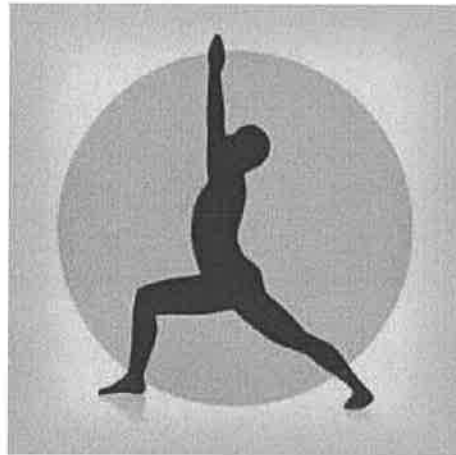
Dress Code: Students must dress appropriately to be outside and active. Flexible and stretch apparel is recommended. (*Example: sneakers; sweatpants; shorts; t-shirt; sweatshirt*)

Amount of PE credit is determined by each individual sending district according to their requirements.

ACES Educational Center for the Arts will provide documentation that your child participated in Physical Education with an associated grade for the class.

Spaces are limited. Please return this form along with your other registration forms.

REGISTRATION FOR YOGA CLASS



ECA is offering a yoga class from 4:15 pm to 5:35 pm on Mondays for the first semester to help those students who need physical education and for whom their sending district will apply credit. The cost for the class is \$100.00 per student for the semester. Transportation is the responsibility of the parent/guardian with a pick up time no later than 5:45 pm.

If you are interested in participating, please return this form to Julie in the Guidance Office by August 31st with a check payable to ACES/ECA.

Class Dates: September 10th – January 14th

Student Name: _____ Grade: _____

District: _____ Dept: _____

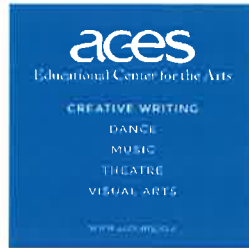
Parent/Guardian: _____ Phone: _____

Print Name

I would like my child to participate in Yoga class where attendance will be taken and grades will be given. I agree and commit to picking my child up at ECA by 5:45 pm.

Parent/Guardian: _____ Date: _____

Signature



ACES ECA GLOBAL PROJECTS

The ACES *Educational Center for the Arts* has developed global intercultural exchange programs that present learning on an international level for students. ECA currently participates in successful exchange programs with arts schools in five countries (China, Japan, Germany, Australia, and Spain). These projects vary and span from student study tours to visiting scholarly exchange, and professional field studies. *ACES International* facilitates and manages all projects as a division of ACES.

Presently, *ACES International* is also managing the development of a branch of ACES ECA in Beijing, China. The BFA-ACES ECA (*Beijing Film Academy-ACES Educational Center for the Arts*) International Arts High School will open in September 2018 with 200 students. This school will model ECA programming for students from around the world with the future opportunity for ECA students to enroll for one semester study abroad by 2020.

In April 2019, ECA students have the opportunity to participate in a study tour that the school offers during our Spring Break (April 12-April 21). The school is currently looking at providing two diverse experiences that promote international and real-world experience. The ACES International chaperone team provides full supervision for study tours that prioritize student safety with relevant experiences in partnership schools. If you are interested in learning more about the study tours, or joining the student delegation, please contact acesinternational@aces.org.

China April 2019 (Beijing, Ningbo, Shanghai, Hangzhou): April 10-April 23, \$2700.00 per student. *This experience includes an immersive homestay experience, participating in classes, opportunities to perform, and sightseeing that stems the diverse cultures of four cities. Includes round-trip flight, hotel accommodations, all meals, transportation, and a comprehensive itinerary hosted by ACES International.*

Spain April 2019 (Madrid): April 13-April 18, \$2600 per student. *This experience includes a day visit to our partner school, a Flamenco dance lesson, sightseeing throughout Madrid that include museum, gallery, and architectural site visits. Includes round-trip flight, hotel accommodations, all meals, transportation, and Madrid-based itinerary hosted by ACES International.*

Interested families can contact acesinternational@aces.org.

In your email, please share:

1. Parent/Guardian name
2. Student name
3. Contact information for both parent/guardian and student
4. Which study tour project you would like to receive information on

You will receive itinerary and travel information, as well as a payment schedule should your family decide to register. An informational meeting will take place in September for all active participants.

**ACES ECA Calendar
2018-2019**

Approved 6/7/18

July				
M	T	W	TH	F
2	3	[4]	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August (4)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
[27]	28	29	30	31

September (14)				
M	T	W	TH	F
[3]	4	5	6	7
10	11	12	13	14
17	18	[19]	20	21
24	25	26	27	28

October (18)				
M	T	W	TH	F
1	2	3	4	5
[8]	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November (14)				
M	T	W	TH	F
			1	2
5	[6]	[7]	8	9
12	13	14	15	16
19	20	21	[22]	[23]
26	27	28	29	30

December (12)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
[24]	[25]	26	27	28
[31]				

January (17)				
M	T	W	TH	F
	[1]	2	3	4
7	8	9	10	11
14	15	16	17	18
[21]	22	23	24	25
28	29	30	31	

February (14)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
[18]	[19]	20	21	22
25	26	27	28	

March (16)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April (14)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
[15]	[16]	[17]	[18]	[19]
22	23	24	25	26
29	30			

May (17)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
[27]	28	29	30	31

June (4)				
M	T	W	TH	F
3	4	5	6*	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Date/Event or Holiday

August 22 - 23, 2018	Staff Professional Development
August 23, 2018	New Student Orientation 1:00 - 4:10pm
August 23, 2018	Orientation for New Families 6:30pm
August 27, 2018	First Day for All Students
September 3, 2018	Labor Day (closed)
September 19, 2018	Yom Kippur (school closed)
October 4, 2018	ECA Family Night 6:30pm
October 8, 2018	Columbus Day (closed)
October 31, 2018	1st Quarter ends
November 6, 2018	PD Day (no school)
November 13, 2018	Open House for Prospective Students 6:30pm
November 14, 2018	Snow Date November 14, 2018
November 21, 2018	ECA Closed
November 22-23, 2018	Thanksgiving (closed)
December 24-Jan 1, 2019	Holiday Recess (school closed)
January 15, 2019	2nd Quarter ends
January 18, 2019	PD Day (no school)
January 21, 2019	Martin Luther King Day (closed)
February 18, 2019	President's Day (closed)
February 18-19, 2019	February Recess (school closed)
March 15, 2019	PD Day (no school)
March 25, 2019	3rd Quarter ends
April 15-18, 2019	April Recess (school closed)
April 19, 2019	Good Friday (closed)
May 27, 2019	Memorial Day (closed)
June 4, 2018	4th Quarter ends
June 6, 2019	Last Day of School

144 Student days. Note: 10 weather/emergency days requiring school closings will be added in June, additional days will be taken from spring recess starting April 15, 2019.