



# SELF ENHANCEMENT, INC.

Youth Potential Realized



## STUDENT RELEASES (Youth Services)



## Policies and Release Information for 2018-19

### Permission for Enrollment & Release of SEI from Liability

I give my permission for my child to participate in SEI activities. I understand that even when every reasonable precaution is taken, accidents may still occur. Therefore, in exchange for SEI allowing my child to participate in SEI activities, I understand and expressly acknowledge that I release SEI and its staff from all liability for any injury, loss, or damage connected to my child's participation in SEI activities whether on or off SEI's premises. I understand that this release includes any claims based on negligence, action or inaction of SEI, its staff, directors and guests.

I understand the statement above and grant permission for my child to participate in all activities provided by SEI and voluntarily release SEI from any liability connected to my child's participation in SEI activities.

### Release of Education Record

This section is to be used by parent(s)/legal guardian(s) to grant SEI access to their minor child's Education Records. Those receiving information under this waiver understand that this information is protected under state and federal law. They are not authorized to release it to any agency or person not listed in this waiver without your specific written consent.

I give SEI permission to provide data to its funding sources concerning my child's academic progress as a part of collective data reports reflecting my child's progress. I certify that the information provided in this application is true to the best of my knowledge. I understand that this request is permanent and will remain in effect until graduation from high school, unless I request in writing that the hold(s) be removed.

In signing this waiver, I specifically authorize Portland Public Schools, Reynolds School District, David Douglas School District and Parkrose School District to release and exchange my child's entire academic record including but not limited to my child's name, School Student ID#, Grade level, Achievement Test Scores, Course Grades and Grade Point Averages, Attendance Data and Information, Free/Reduced Lunch Status, Academic Priority Status(ACP), Behavior/Discipline Data and Information to SEI and between the City of Portland, Multnomah County, Schools Uniting Neighborhoods (SUN) Initiative, SUN Youth Advocacy, SUN Service Systems, Department of Human Services, Portland Community College, Ethos, Chess for Success, AKA Science, Saturday Academy, Girls, Inc., Oregon College of Art and Craft, Girls on the Run, Northwest Children's Theater, Aspire Dance Project, and Airway Science. In addition to the entities listed above, this information may also be shared with Self Enhancement, Inc., and their volunteers, evaluators and partners.

## **Notice of Non-discrimination**

SEI and SUN Community School's programs and services reflect the diversity of our community. We do not discriminate based on the basis of religion, race, color, gender, national origin, sexual orientation age or disability.

## **Media Consent and Release**

In signing this waiver, I specifically authorize Self Enhancement, Inc. (SEI), its employees and representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

This is with the understanding that neither SEI nor its representatives will reproduce said photograph, interview, or likeness for any commercial value. I am also fully aware that I will not receive monetary compensation for my child's participation.

I further release and relieve Self Enhancement, Inc., Portland Public Schools, Reynolds School District, David Douglas School District, Parkrose School District, their employees and representatives from any claims, demands and liabilities known or unknown, arising out of the use of this material.

I understand that SEI may use group photos of more than eight students (i.e. team photos, graduation photos) and photo, audio, or video of SEI activities (i.e. musical performances, athletic events) without parental consent. I have the right to grant or rescind permission at any time in writing.

## **Emergency Medical Release**

*Note: Please contact SEI at 503-249-1721 or the SUN Office at 503-916-6553 with any changes in the above information. It is imperative that this information is current at all times to best serve you in an emergency.*

I give Self Enhancement, Inc. my permission to call 911 and obtain treatment in the case of an emergency medical situation.

## **Behavioral Expectations**

The safety and well-being of all participants and staff is of utmost importance. To ensure safety in SEI and SUN Community Schools, we require that all participants be able to follow all three of the following criteria:

1. Be age-appropriate for the activity/program.
2. Be able to maintain safe behavior during the activity. This means that they can participate without harming themselves or others. Specific required behaviors include:
  - Treating adults and other students with respect
  - Following directions of adult instructors and coordinators
  - Remaining in the assigned room until dismissal
  - Engaging in safe, non-violent behavior
3. Participate meaningfully in the activity and not disrupt or distract others.

## **Free/Reduced Lunch Release**

In signing this waiver, I authorize the food service office to release confirmation of Free or Reduced lunch status of my child to Self Enhancement, Inc. (SEI).

## Acceptable Internet Usage and Regulation Agreement

All students who use SEI computers must have on file an "Informed Consent and Release Form for Minor's Internet Access" signed by a parent or guardian if they wish to access the Internet. Please discuss the following user responsibilities with your child. Students who do not have a signed form on file will not be allowed to independently access the Internet.

The Computer Lab and Library computers have Internet access capability. We feel this is important to support and enhance learning and teaching for today's students. Users must be aware that there are services and materials available on the Internet that could be considered offensive and those individuals must take responsibility for their own actions in navigating the network. If there is a question about the appropriateness of an Internet resource for usage by grades 2 through 12, the student should check with the librarian, tutor, coordinator or other staff member.

Failure to fulfill responsibilities may result in the loss of network privileges or further disciplinary action. Following are guidelines for Internet usage:

- **Illegal or destructive activities:** Users will not attempt to gain unauthorized access. This includes attempting to log in through another person's account or access another person's files. Users will not make deliberate attempts to disrupt any computer system performance or destroy data.
- **Personal Safety:** Users will not post personal contact information about themselves or other people. Personal contact information includes but is not limited to address, telephone number, photographs, etc.
- **System Security:** Users are responsible for the use of their individual account and recognize that access is a revocable privilege. Under no conditions should a user provide his or her password to another person. Users must not possess or use software or hardware tools specifically designed to break security mechanisms.
- **Inappropriate Conduct:** As a member of the SEI family users are expected to know and abide by the SEI standards and rules in all activities including computer usage. Examples of inappropriate conduct include: impersonation or inappropriate anonymous activity; obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language; prejudicial or discriminatory attacks harassment; false or defamatory information about a person or organization.
- **Respect for Privacy:** Users will not resend a message that was sent to them privately without permission of the sender.
- **Respecting Resource Limits:** Users will use the network only for educational, professional, or career development activities, and limited, high-quality self-discovery activities. Games, puzzles, large program downloads, music videos, chain letters and "spamming" (annoying or unnecessary message sent to a large number of people) and other activities that are not directly linked to curriculum are not considered authorized use.
- **Plagiarism and Copyright Infringement:** Users will not plagiarize works they find on the Internet. Users will respect the rights of copyright owners.
- **Inappropriate Access to Material:** Users will not use the SEI network to access materials that are profane or obscene or that advocate illegal acts or that advocate violence or discrimination towards others.

A violation of the provisions stated in the Agreement may result in loss of Internet access and appropriate disciplinary action may be taken.

## **The Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student Education Records. FERPA gives parents certain rights with respect to their children's Education Records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

One of those rights is the right to consent to disclosures of personally identifiable and confidential information contained in the student's Education Records. Self Enhancement, Inc. (SEI) has found that to best serve students, it is necessary to access confidential information & data in a student's Education Record, such as grades, attendance record, test scores, Academic Priority Status, Behavior/Discipline Data & Information and whether a student is eligible to receive free or reduced lunch. In order for SEI to have access to this type of information, parents/guardians must agree, in writing, to the release and exchange of information to SEI from the district and between schools and outside entities.

SEI uses the information and data obtained from student's Education Records to identify and provide individualized education support services to students enrolled in the SEI Youth Services. SEI Staff who work directly with students may also verbally access and share information regarding a student's education and development for the purpose of coordinating support for individual students. Additionally, SEI is required to report on student success, measured by data contained in a student's education record to key funders. SEI only shares data/information from students' Education Records with funders and other outside entities in the aggregate. This means that information or data about an individual student is anonymously reported, as part of a collective summary-level analysis of an entire group of students. In the case that data is disaggregated, for the purpose of statistical analysis of specific subgroups of students (i.e. gender, race, or socio-economic status), information or compilations of data that would unnecessarily personally identify a specific student is removed or recoded to protect the privacy of individual students.

Since SEI is accountable to funders to prove student success, SEI is not able to receive funding without reporting. For this reason, if a parent/guardian does not agree to waive their FERPA rights by not agreeing to the exchange and release of information to SEI from the School district, school and other agencies, their child cannot enroll in SEI Youth Services or participate in program activities. Additionally, if a parent/guardian revokes their permission to share data and information, their child will not be able to continue receive services or participate in the SEI Youth Services.

# Client Consent to Release of Information for Data Sharing in Multnomah County

Northwest Social Service Connections' Homeless Management Information System / Client Management Information System (HMIS/CMIS) is a computer system that is used to collect and share information on homelessness and social services throughout Multnomah County. The information gathered by HMIS/CMIS allows agencies to plan and deliver services that help people in need. By sharing information with each other, agencies are able to simplify service delivery by coordinating services and referrals across agencies.

**Maintaining the privacy and safety of those using our services is very important to us.** The HMIS/CMIS runs in compliance with all Federal and State laws and codes, including Health Insurance Portability and Accountability Act (HIPAA). Every person and agency that is authorized to read or enter information into the database has been trained on client confidentiality policies and has signed an agreement to maintain the security and confidentiality of the information. Any person or agency that is found to violate their agreement may have their access rights ended and may be subject to further penalties.

Services will not be denied should you choose not to share information. Information will still be collected and entered because of our federal and state requirements. **Certain minimum client information is shared throughout our HMIS/CMIS in order to avoid creating duplicate client records.** Authorized HMIS/CMIS persons at participating community agencies will be able to see the following data elements of all client records:

First Name	Veteran Status
Last Name	Gender
Date of Birth	Social Security Number (required for specific services)

**Please read the following statements and consult with your agency staff if you have any questions:**

## **I UNDERSTAND THAT:**

- I will not be denied services if I decline to share my data beyond the minimum requirements.
- The release of my information does not guarantee that I will receive assistance.
- The partner agencies will share my basic identifying information (Name, DOB, Veteran Status, Gender, SSN) in order to improve service delivery and reduce duplicate data collection.
- Any details about the programs I participate in or information I share with agency staff will not be disclosed to any third party unless I give written authorization or it is otherwise required by law. We must still report some information because of our federal, state or funder requirements.
- This authorization will remain in effect for 7 years unless I revoke it in writing by signing a written statement or Revocation form.
- I understand that I may cancel my consent to data sharing at any time. However, doing so will not change information that has already been given out or actions already taken. Revocation will be effective as of that date.
- I have the right to see my HMIS/CMIS record, ask for changes, and to have a copy of my record from this agency upon written request.
- I have the right to file a complaint if I feel I have been harmed in some way by the use of HMIS/CMIS.
- I have the right to receive a copy of the HMIS/CMIS Notice to Clients of Uses and Disclosures.

In addition to the minimum required data elements (Name, DOB, Gender, Veteran Status, SSN), **I agree to share** additional demographic information (including Race and Ethnicity), program enrollment and exit Information, information about the nature of my situation, services and referrals I receive, and contact information via the Northwest Social Service Connections' HMIS/CMIS with other Northwest Social Service Connections' HMIS/CMIS partner agencies.

Maintaining the privacy and safety of those using our services is very important to us. Your record will only be shared if you give us permission to do so. There may be risks and/or benefits for you to consider before you decide whether or not to consent to the release of information.

## **Grievance Procedure**

- A.** If you have a complaint about the program services you have received while in any of SELF ENHANCEMENT INC.'s programs or activities, you have a right to file a complaint and SELF ENHANCEMENT, INC. will help you resolve the problem.
- You must file the Complaint within one year of the problem unless you are complaining about fraud or criminal activity for which there is no time limit. If your complaint alleges discrimination due to disability, you must file within 180 days of the incident.
  - You will not be penalized in any way for filing a complaint.
  - **CHARGES OF DISCRIMINATION:** If you charge discrimination based on race, color, national origin, religion, age, sex, political affiliation or belief, or perceived or actual sexual orientation, you must submit the complaint within 180 days of the alleged discrimination to:  
**SELF ENHANCEMENT, INC. BOARD OF DIRECTORS**  
**3920 N. KERBY AVENUE, PORTLAND, OREGON 97227-1255**

- B.** Before you file a complaint:
- You should be aware of the procedures available to you before filing a formal complaint. This does not prevent you from filing a complaint with SELF ENHANCEMENT, INC., but often can be very helpful in quickly resolving a problem.
  - Talk to your Program Coordinator or Program Director; see if you can resolve the issue between each other.
  - If you are unable to resolve the problem with the Program Coordinator or Program Director within a reasonable amount of time, call SELF ENHANCEMENT, INC. at (503) 249-1721 and talk to the President. This conference should be documented in writing with date and outcome. If you are not happy with the result of this process, you may file a formal complaint.

- C.** If you decide to file a formal complaint, it must be in writing and include the following information in order to be processed:
- Your full name, address, social security number, and phone or message number;
  - The name and address of the person that the complaint is against;
  - A clear statement of your complaint, what happened, and the date the problem occurred;
  - What satisfaction you are seeking;
  - Your complaint must be signed. Anonymous complaints will not be processed.

SELF ENHANCEMENT, INC. will respond in writing within [10] working days after they have received your complete written complaint. If you have requested a hearing, you will be notified of what steps to take next and the time date and location of the hearing. The hearing will take place within [30] calendar days from the date you filed your complaint.

If you are still unhappy with the disposition of your complaint and are involved in any SELF ENHANCEMENT, INC.'s programs, it will need to be resolved through SELF ENHANCEMENT, INC.'s President and Board of Directors.