



## Requirements for Enrollment Elementary School (1<sup>st</sup> - 5<sup>th</sup> grade)

Please be prepared by having the following information with you at the time of your registration/appointment. Copies will be made as needed:

- ☐ Original, Certified Birth Certificate
- ☐ Immunization records
- ☐ Name and address of former school
- ☐ Divorce/Custody papers (if applicable)
- ☐ Parent identification (Driver's License)

**Proof of Residency.** *Two pieces of proof are required.*

- ☐ Original proof of home ownership:

Mortgage Statement or current property tax statement or lease with parent's name listed on lease\*

**\* If parent's name is not on the lease the apartment manager must complete a Statement of Landlord form provided by the school**

(Parent name must match student's birth certificate – additional documentation may be required, i.e. marriage license or divorce decree)

**AND**

- ☐ Any one item listed (MUST be current and dated within 30 days of registration)

Utility bill, cell phone bill, current automobile loan or lease, insurance statement or bank statement.

The above list are examples; other proofs may be deemed acceptable.

**If you cannot meet the above residency requirements, you will have to make an appointment to complete a Residential Affidavit to prove residency. Visit [www.lc-ps.org/enrollment/](http://www.lc-ps.org/enrollment/) to submit appointment request.**

- ☐ Student's most recent report card
- ☐ Current IEP (Special Education only)
- ☐ Completed enrollment forms. Available on our website at [www.lc-ps.org](http://www.lc-ps.org) under Enrollment

**Please call the school your child will be attending to make an appointment for enrollment during the school year.**

Enrollment packets may be submitted (by appointment only) at our Administration Building during the summer when schools are closed.

Summer appointments may be made at [www.lc-ps.org](http://www.lc-ps.org) using the SignUpGenius link under Enrollment (Enrollments must be done in person and cannot be submitted by email or fax)

Harry L. Wheeler Community Center & Administrative Offices – Student and Information Services  
24076 F.V. Pankow Blvd • Clinton Township MI 48036



# NEW STUDENT ENROLLMENT FORM

Building:

Student's Full Legal Name (as shown on the Birth Certificate)

file in student's CA60

Last	First	Middle	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Grade Entering
Home Street Address (with apt/suite)		Home City & Zip	Primary Phone <input type="checkbox"/> Unlisted?	
Birthdate		Birth City/State (if born in US)	Student Order of Birth (if multiple) Please check: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04	
<b>Ethnicity</b> Is the student Hispanic/Latino? (Choose 1) <input type="checkbox"/> No, not Hispanic or Latino  <input type="checkbox"/> Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)		<b>Race</b> The question to the left is about ethnicity, not race. No matter what you selected, please continue to answer the following by marking <u>one or more boxes</u> to indicate what you consider your student's race to be. <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian American <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Multi-Racial (if multi please check all appropriate boxes above)		

## Fill in Section Below for Students Born OUTSIDE the US

Date Entered US (month & year)	First Attended School in US (month & year)	Country of Birth
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## Fill in Sections Below for ALL Students – If any boxes are marked "Yes" fax to 586.783.6309

Michigan welcomes families of all language backgrounds. Speaking more than one language is a valuable asset. Please answer the two questions below. If your response to either question is a language other than English, the school district will give an assessment to see if your student may benefit from English language support.

1. What language is used most at home?

2. What language is used most by the student?

### Previous School

Attended School in this District Before? (Include Pre-K) <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, School Attended (Include Year or Grade)	
Previous District		Previous School	
Previous School Address	Previous School City, State & Zip	<input type="checkbox"/> Public School <input type="checkbox"/> Church/Private <input type="checkbox"/> Homeschool	
Has your student ever been retained? <input type="checkbox"/> No <input type="checkbox"/> Yes		If yes, grade retained	
Did Your Child Receive Special Services at Former School?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, check all that apply below and provide copy of current IEP.
<input type="checkbox"/> Special Education	<input type="checkbox"/> 504	<input type="checkbox"/> Speech/Language	<input type="checkbox"/> Title I
		<input type="checkbox"/> Social Work	<input type="checkbox"/> Other Services

Please Describe Other Services

### Parent/Guardian IN THE HOME

Information will be released according to FERPA guidelines.

Primary Parent/Guardian Name	Employer	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)
Relationship: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster <input type="checkbox"/> Other _____		Email Address <input type="checkbox"/> Add to auto email
Secondary Parent/Guardian Name	Employer	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)
Relationship: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Foster <input type="checkbox"/> Other _____		Email Address <input type="checkbox"/> Add to auto email
Name of Parent Living Elsewhere	Relationship to Child	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)
Address		Have custody papers been provided to the office? <input type="checkbox"/> Yes <input type="checkbox"/> No
Custody Restrictions		Should this person receive mailings? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Email Address <input type="checkbox"/> Add to auto email

**SCHOOLMESSENGER NOTIFICATION SERVICE** – SchoolMessenger is a communications service that enables our district to stay in touch with families. This service allows us to send announcements, school newsletters and district news through e-mail, phone and/or text.

Landline/Home Phone (receives voice message):	Cell Phone 1 (receives text message):	Cell Phone 2 (receives text message):
Email address 1 (receives email message):	Email address 2 (receives email message):	

**STUDENT ENROLLMENT FORM** (page 2 of 2)

Student Name: \_\_\_\_\_

**Emergency Contacts ~ OTHER THAN PARENTS:** Please list below LOCAL contact to be called in case of illness/emergency so student can be released.  
**NOTE:** Unless otherwise specified, parent/guardian will be contacted first.

Name	Relationship	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)
Name	Relationship	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)
Name	Relationship	Contact Emergency Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Home Phone (area code first)	Cell Phone (area code first)	Work Phone (area code first)

**Other Children Who Reside in the Home**

Name	Birth Date	Grade/School	Relationship to Student
Name	Birth Date	Grade/School	Relationship to Student
Name	Birth Date	Grade/School	Relationship to Student

**Health Information. If your child does not have any problems, please write none for each area.**Copy: ☐Food Service ☐Transportation

Medical Alerts/Health Conditions

<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Vision Problem	<input type="checkbox"/> Hearing Problem	<input type="checkbox"/> Heart Condition
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Medications Taken

List All Non-Food Allergies and Directions/Procedures for Allergic Reaction ☐Epi Pen

Physical Limitations

**Food Allergies. If your child does not have any problems, please write none for each area.**Copy: ☐Food Service ☐Transportation

Food Allergies

Foods to Omit: \_\_\_\_\_ Foods to Substitute \_\_\_\_\_

Foods to Omit: \_\_\_\_\_ Foods to Substitute \_\_\_\_\_

Directions/Procedures for Allergic Reaction ☐Epi Pen

Physician Name	Physician Phone	Preferred Hospital
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The undersigned hereby acknowledges that the information provided on this form is true and accurate. The undersigned understands that it is his/her responsibility to inform the appropriate school office if and when any of the information on this form changes. Failure to inform the district will subject the student to termination of enrollment in L'Anse Creuse Public Schools.

In an emergency, the information on this form could be imperative to the welfare of your child; thus we ask that you carefully fill it out and promptly return it to your child's school. This information is also important in the event that the school must be dismissed early due to weather conditions or mechanical failure in an individual building. Your child should know what to do in these situations. Please inform your child of the procedure he/she is to follow **WHEN NO ONE IS AT HOME** in the event of early school dismissal.

I authorize the physician and/or hospital listed on this document to treat my child in the event of serious illness or accident, when I or the other persons listed on this form cannot be reached. Any obligation for medical expenses resulting from treatment in such a case is my responsibility. Permission to transport my child in case of emergency is also given.

Parent/Guardian Signature: _____	Date: _____
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# Request for Discipline Records

Last Name	First Name	Birth Date
Current School	Grade	Phone
Address		Fax

**PARENT/GUARDIAN:** Please complete and sign the top portion of this form. L'Anse Creuse will send it to the previous school for verification.

**A willful false statement will result in possible removal from L'Anse Creuse Public Schools.**

<b>Discipline Record – A willful false statement on this affirmation will result in a possible removal from L'Anse Creuse Public Schools</b>	
Has the student had <u>any</u> in school or out of school suspension during the previous two years? If the answer is yes, please attach documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has the student been suspended or expelled from any public or private school in Michigan or any other state, for an offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school sponsored activity, or on a public or private conveyance providing transportation to and from a school or school sponsored activity? If the answer is yes, please attach documentation and/or explanation on separate sheet of paper	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Statement Concerning Off-Campus Misconduct and/or Conduct Resulting in Long Term Suspension or Expulsion in Other School Districts</b>	
Has the student been convicted of a crime, or are any felony charges pending against the student? If the answer is yes, please attach documentation and/or explanation on separate sheet of paper	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has the student been expelled or received a long-term suspension (more than 10 days) from another school district? If the answer is yes, please attach documentation and/or explanation on separate sheet of paper	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Has the student withdrawn from a school district in lieu of being charged with conduct which may have resulted in expulsion or long-term suspension? If the answer is yes, please attach documentation and/or explanation on separate sheet of paper	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>VERIFICATION OF INFORMATION</b>	
<i>I verify the above information to be true and accurate. I request student discipline records be disclosed to L'Anse Creuse Public Schools.</i>	
Parent/Guardian Signature	Date

<b>CURRENT SCHOOL:</b> <i>If the student has been involved in offenses involving weapons, alcohol, or drugs, or willful infliction of injury to persons and/or act of violence against persons and/or property committed on school premises, at a school-sponsored activity, or on a public or private conveyance providing transportation to or from school or a school-sponsored activity, please forward appropriate documentation.</i>	
According to our records, we can verify that the information provided above by the parent is: <input type="checkbox"/> Correct <input type="checkbox"/> Incorrect	
Signature of current District Administrator	Date
Position	Phone



## REQUEST FOR EDUCATIONAL RECORDS

The student listed below is now enrolled in L'Anse Creuse Public Schools. At your earliest convenience, please mail the complete school records to the school indicated below or please notify us if you have no record of this student. This includes: CA60 or CA73 Cumulative Record, transcript of grades and credits, achievement and ability test scores, health records and any pertinent information concerning this student. Please include the UIC Number.

UIC

These records include CONFIDENTIAL information that may have importance in educational planning for my child/children (i.e. medical, psychiatric, psychological, social work and/or speech and language reports and other related special education services received).

Student Name (As it appears on the student's birth certificate)		Birthdate	
Grade Entering		Date Entering	
Previous School District/School Name		Phone Number	Fax Number
Previous School Address		City/State	Zip

**I hereby grant permission for the release of the above record(s) to L'Anse Creuse Public Schools.**

Signature of Parent/Guardian	Date
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### Please Mail Records to (check school):

- ☐ Atwood Elementary School, 45690 North Ave, Macomb MI 48042-5236, 586.493.5250, Fax 586.493.5255
- ☐ Joseph M. Carkenord Elementary School, 27100 24 Mile Rd, Chesterfield MI 48051-1677, 586.493.5230, Fax 586.493.5235
- ☐ Marie C. Graham Elementary School, 25555 Crocker Rd, Harrison Twp MI 48045-3443, 586.783.6460, Fax 586.783.6466
- ☐ Green Elementary School, 47260 Sugarbush Rd, Chesterfield MI 48047-5155, 586.493.5280, Fax 586.493.5285
- ☐ Francis A. Higgins Elementary School, 29901 24 Mile Rd, Chesterfield MI 48051-1760, 586.493.5210, Fax 586.493.5215
- ☐ Emma V. Lobbstaël Elementary School, 38495 Prentiss St, Harrison Twp MI 48045-2651, 586.783.6450, Fax 586.783.6456
- ☐ South River Elementary School, 27733 South River Rd, Harrison Twp MI 48045-6314, 586.783.6480, Fax 586.783.6486
- ☐ Tenniswood Elementary School, 23450 Glenwood Ave, Clinton Twp MI 48035-2938, 586.493.5640, Fax 586.493.5645
- ☐ Donald J. Yacks Elementary School, 34700 Union Lake Rd, Harrison Twp MI 48045-3143, 586.493.5630, Fax 586.493.5635
- ☐ L'Anse Creuse Middle School – Central, 38000 Reimold, Harrison Twp MI 48045-5501, 586.783.6430, Fax 586.783.6437
- ☐ L'Anse Creuse Middle School – East, 30300 Hickey Rd, Chesterfield MI 48051, 586.493.5200, Fax 586.493.5205
- ☐ L'Anse Creuse Middle School – North, 46201 Fairchild, Macomb MI 48042-5319, 586.493.5260, Fax 586.493.5265
- ☐ L'Anse Creuse Middle School – South, 34641 Jefferson Ave, Harrison Twp MI 48045-3236, 586.493.5620, Fax 586.493.5625
- ☐ L'Anse Creuse High School, 38495 L'Anse Creuse Rd, Harrison Twp MI 48045-3483, 586.783.6400, Fax 586.783.6408
- ☐ L'Anse Creuse High School - North, 23700 21 Mile Rd, Macomb MI 48042-5106, 586.493.5270, Fax 586.493.5275
- ☐ DiAnne M. Pellerin Center, 24001 F.V. Pankow Blvd, Clinton Twp MI 48036, 586.783.6420, Fax 586.783.6423
- ☐ Harry L. Wheeler Community Center & Administrative Offices, Student and Information Services, 24076 F.V. Pankow Blvd, Clinton Twp MI 48036, 586.783.6300, Fax 586.307.3583

### Please send all Special Education Records to:

- ☐ Special Education Department, 24076 F.V. Pankow Blvd, Clinton Twp MI 48036, 586.783.6300, Fax 586.783.6512



# STUDENT RESIDENCY

This questionnaire is in compliance with the McKinney Vento Homeless Education Act. Your answers will help determine if the student meets eligibility requirements for services under the McKinney Vento Act. The McKinney Vento Homeless Education Act defines "homeless" as "individuals who lack a fixed, regular, and adequate nighttime residence". This includes students who "are TEMPORARILY sharing the housing of other persons due to loss of housing or economic hardship."

Student Name	Birthdate	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Grade Entering	School
Current Address (with apt/suite)	City		Zip	

- Is your **current** address above a temporary living arrangement? ☐ Yes ☐ No  
(If you answer no to this question and this is a permanent living arrangement, skip to bottom of form and sign)
- Is this temporary living arrangement due to loss of housing or economic hardship? ☐ Yes ☐ No

**If you answered NO, you may stop here and sign the bottom of the form.**

**If you answered YES to the above questions, please complete the remainder of this form.**

**Where is the student currently living (check one box.)**

- ☐ Living in hotel/motel due to lack of other suitable housing Name and address of hotel/motel:
- ☐ Living in shelter or other temporary housing Name of agency:
- ☐ Car, campsite, or on the street
- ☐ Temporary living arrangement by choice that is a fixed, regular, and adequate nighttime residence.
- ☐ Doubled up: temporarily with friends/family due to loss of housing or economic hardship which does not meet the fixed, adequate or regular nighttime residence.  
Date the student moved to this address: \_\_\_\_\_
- Are you seeking permanent housing? ☐ Yes ☐ No

**Please Answer the Following Questions:**

Any preschool-aged children living in home

☐ Yes ☐ No

Name:	Birthdate:
Name:	Birthdate:
Previous Street Address (with apt/suite)	School District Attended

Reason for Leaving Previous Address

## Residency and Educational Rights

Students without fixed, regular, and adequate living situations have the following rights:

- Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations.
- Transportation to the school of origin for the regular school day.
- Access to free meals, Title 1 and other educational programs.

Any questions about these rights can be directed to the local McKinney-Vento Liaison at 586-783-6300 x1246 or the State Coordinator at 517-373-6066.

**By signing below, I acknowledge that I have received and understand the above rights and that the information I have provided is true and accurate. False statements may be punishable by law.**

Parent/Guardian Name (please print)	Date
Parent/Guardian Signature	Cell Phone



**STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE  
AND SAFETY AGREEMENT**

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.**

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

**Please complete the following information:**

**Student User's Full Name (please print):** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student**

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**



## **School District Issued Device Agreement for Parents/Guardians and Students**

### **PLEASE READ AND SIGN BELOW**

All users of a School District Issued Device (hereinafter called the "Device") are required to sign this Device Agreement (the "Agreement") in order to receive authorization to use the Device. L'Anse Creuse Public Schools (the "School District") does not authorize any use of the Device which is not conducted in strict compliance with this Agreement and the Student Education Technology Acceptable Use and Safety Agreement. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

1. I have reviewed and will abide by the Student Education Technology Acceptable Use and Safety Agreement for the acceptable use of the Device at all times.
2. I will keep my Device secure at all times and will not loan my Device to anyone.
3. I will not disassemble, repair, damage, hack or subvert the security of the Device.
4. I agree to abide by all policies governing the use of my Device, both in school and outside of school.
5. I understand that my Device and accessories remains the property of L'Anse Creuse Public Schools and I will return the Device and accessories in good working order as directed.
6. I understand that I am responsible for any damage to or loss of the Device and accessories. I will file a report with the school in the event of loss/theft/damage/equipment failure within one school day.
7. I consent to, and understand that, the School District may collect and examine the Device when a student is suspected of violating the School District's Acceptable Use Policy or Student Code of Conduct.
8. I understand and agree that the School District assumes no responsibility for my use of the Device or related accounts and I assume the risks associated with use of the Device and related accounts, including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable.
9. I understand that violating the Student Education Technology Acceptable Use and Safety Agreement for the acceptable use of the Device may result in having my use privileges of the School District's Device or related accounts suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct, or other legal action.

#### **DEVICE FEES** (listed fees are approximates and subject to change)

##### **Fee for Chromebook Accidental damage:**

- 1st incident – parent pays cost of repair up to the full replacement cost (\$250-\$300, excluding accessories)
- 2nd incident – parent pays full replacement cost (\$250-\$300, excluding accessories)

##### **Fee for iPad Accidental damage**

- 1st and 2nd incident – cost of repair is covered by district provided AppleCare

##### **Fee for Theft (police report required within 7 days):**

- Parent pays full replacement cost of device (\$250-\$300, excluding accessories)

##### **Fee for Malicious Damage:**

- Parent pays full replacement cost of device (\$250-\$300, excluding accessories)

##### **Fee for Miscellaneous Part Damage, Loss, or Theft (charger, case, etc.):**

- Chromebook case - \$32, iPad keyboard case - \$100, iPad foam case - \$30
- Chromebook Power Adapter & Cable - \$23, iPad AC Adapter - \$19, iPad USB-C/Lightning cable - \$19

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

**Student PRINT NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Concussion Awareness

## Educational Material Acknowledgement Form

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by: L'Anse Creuse Public Schools (sponsoring organization).

Participant Name Printed	Parent or Guardian Name Printed
<i>Participant Name Signature</i>	<i>Parent or Guardian Name Signature</i>
LCPS School	Grade
Date	Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

#### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**

# Concussion Awareness

## Educational Material Acknowledgement Form

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by: L'Anse Creuse Public Schools (sponsoring organization).

Participant Name Printed	Parent of Guardian Name Printed
<i>Participant Name Signature</i>	<i>Parent of Guardian Name Signature</i>
LCPS School	Grade
Date	Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

# VOLUNTEER REGULATIONS

## PLEASE FILL OUT ONE FORM PER BUILDING

Name of School:

Name of Student:

\_\_\_\_\_

\_\_\_\_\_

Teacher

Grade

1. A volunteer is a person from the community who is approved by the Athletic Director or Principal at that building, where his/her services are utilized.
2. Volunteers can be assigned to assist the school district staff in providing instructional training to students.
3. Volunteers cannot be assigned to relieve staff of their responsibilities.
4. Volunteers shall work only under direct supervision of the designated staff, principal, assistant principal or building athletic director.
5. Volunteers must abide by and enforce all school & team regulations and decisions regardless of whether or not they personally support them.
6. Volunteers are not authorized to make personnel decisions, cuts, etc.
7. Volunteers are not to deal directly with parent concerns, and should refer all contacts by parents to the head coach, principal or assistant principal.
8. Volunteers shall not receive remuneration in any form for their services.
9. Only authorized volunteers are covered by school district liability insurance.
10. Volunteers shall not treat injuries, *except emergency first aid*, or prescribe rehabilitation programs.
11. A volunteer is personally responsible for his/her actions. Inappropriate conduct may result in the individual being asked to discontinue his/her relationship with the program.
12. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the principal/athletic director is required.
13. A volunteer shall not discipline children.
14. A volunteer shall not have access to student records.
15. A volunteer shall wear identification at all times during volunteer activity.

**This information is required for the Michigan State Police Internet Criminal History Access Tool and will not be used for any other purpose.**

VOLUNTEER NAME (please print clearly): \_\_\_\_\_  
Last, First Middle Int.

Race: \_\_\_\_\_ M\_\_\_ / F\_\_\_ Birth date: \_\_\_ / \_\_\_ / \_\_\_

Have you ever been convicted of a misdemeanor or felony offense: \_\_\_\_\_ If yes, explain: \_\_\_\_\_

I certify that the answers given here are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application to volunteer, including conducting a criminal history check. I further understand and agree that I have an obligation to immediately notify the building administrator and/or a school official of any changes in the information provided herein. I hereby release and forever discharge L'Anse Creuse Public Schools, its agents, officers and employees from any and all actions, causes, claims and demands, for, upon or by reason of any damage, loss or injury, which may be sustained by me, of any nature or kind as a result of this application, the criminal history check, or my activities as a volunteer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION.** It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Personnel, L'Anse Creuse Public Schools Administration, 36727 Jefferson, Harrison Township, MI 48045, (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6500.

## L'Anse Creuse Public School District

# Consent for Disclosure of Immunization Information to Local and State Health Departments

L'Anse Creuse Public Schools is required to report immunization information to the State and local health department.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information, such as date of birth, gender and address, from your child's education records, is disclosed to the health department.

This is a new form required by the State of Michigan. Returning this signed form allows the school district to share any immunization information and limited personally identifiable information from the school with the health department.

You may withdraw your consent to share this information in writing at any time.

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*I authorize L'Anse Creuse Public School District to release my child's immunization record to the Michigan Department of Health and Human Services and Local Health Department. I understand this information will be used to improve the quality and timeliness of immunization services and to help schools comply with Michigan Law. This includes any immunization information and limited personally identifiable information from the school.*

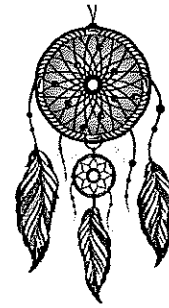
Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature of Parent/Guardian  
or Eligible Student: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_  
Please print

**Indian Education Grant Consortium  
Chippewa Valley Schools  
L'Anse Creuse Public Schools  
New Haven Community Schools  
Richmond Community School District**

19120 Cass Avenue, Clinton Township, MI 48038  
Phone: (586)723-2042 Fax: (586)723-2021



Dear Parent or Guardian,

Thank you for your interest in participating in the Indian Education Grant Consortium, hosted by Chippewa Valley Schools. **Our consortium includes students from Chippewa Valley, L'Anse Creuse, New Haven, and Richmond Schools.** If your child has a parent or grandparent that has American Indian ancestry, he/she can enroll in our consortium. The tribe of your American Indian heritage must be state or federally recognized in the USA to be eligible.

**Services Provided:**

- Reading/Math Tutoring for students (based on academic need)
- Cultural Workshops (Crafts, Historical information, local event field trips)
- Quarterly Newsletter Emails
- Parent Committee & Input (voluntary meetings)

**To Enroll (Survey and Certification):**

- **Please complete the Indian Education Survey at Home** by visiting <http://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>, where you will find federally and state recognized tribes, organized by state.
- All responses on the Indian Education Survey must be completed as **part one** of the registration process.
- Send the completed Indian Education Survey to your school's main office.
- Upon approval, **part two** of the registration process will be mailed to your home. This is the **US Department of Education Certification**, the formal documentation required by the grant for families to complete.
- Mail your completed US Department of Education Certification to the address below.
- Once the certification is received your child will be enrolled in the program. You will be added to our email distribution list to receive newsletters on events offered through the Indian Education grant. Tutoring services are determined by academic need and will be coordinated with the district tutors pending availability.

Please contact me if you have any questions.

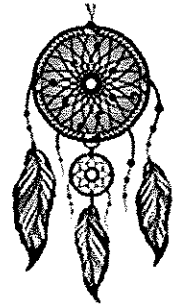
Thank you,

Nicole Faehner  
Director of State & Federal Programs & Outreach  
Chippewa Valley Schools  
(586) 723-2042  
[nfaehner@cvs.k12.mi.us](mailto:nfaehner@cvs.k12.mi.us)

**Mail Survey & Certification to:**

Chippewa Valley Schools  
ATTN: Nicole Faehner  
19120 Cass Ave.  
Clinton Township, MI 48038

**Indian Education Grant Consortium**  
 Chippewa Valley Schools L'Anse Creuse Public Schools  
 New Haven Community Schools Richmond Community School District  
 19120 Cass Avenue, Clinton Township, MI 48038  
 Phone: (586)723-2042 Fax: (586)723-2021



**INDIAN EDUCATION SURVEY**

**All survey answers (#1 - 8) must be completed as Part 1 of the Registration Process  
 Part 2 is mailed to your home upon receipt and approval of this survey**

1. District (circle one):      Chippewa Valley Schools                      L'Anse Creuse Public Schools  
    New Haven Community Schools                      Richmond Community Schools

2. Student(s) Information (preschool through 12<sup>th</sup> grade):

Student First & Last Name	School Attending	Grade	Birthdate

3. Parent/ Guardian Information

Parent/Guardian Name:	
Address:	
City & Zip Code:	
Phone Number:	
Email (please specify numbers or letters such as "1" "0" or "l" "O"):	

4. Which individual has tribal membership?    Mother      Father      Grandmother      Grandfather
5. Please provide the full name of the person who holds American Indian ancestry (include maiden name if applicable): \_\_\_\_\_
6. Name of the Tribe of American Indian ancestry: \_\_\_\_\_
7. Visit <http://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>  
 to determine is the Tribe (circle one):    State Recognized      Federally Recognized
8. Please indicate the state or area of the country your ancestor was from: \_\_\_\_\_

**Keith Howell**  
SUPERINTENDENT

24076 F.V. PANKOW BOULEVARD  
CLINTON TOWNSHIP, MI 48036  
586.783.6300  
586.783.6310 FAX  
WWW.LC-PS.ORG

Dear Parents:

During the school year, we take photographs and video at various district events, sporting events, student achievements, etc. for the purpose of sharing the district's success with our community. We, L'Anse Creuse staff, may use the photos and/or video on cable TV, on our Web site ([www.lc-ps.org](http://www.lc-ps.org)), in our district newsletters, on social media sites, and/or share with the media, i.e., newspapers.

If you **do not** wish to have your child in photographs or videos for L'Anse Creuse Public Schools, please request a "Media Release Denial" form from your school's secretary and return the signed document no later than the last week in September, or download the form at <http://www.lc-ps.org> (Our District > FOIA/Legal Notices > Media Release Denial).

Please be advised that if you fill out a Media Release Denial form for your student and he/she participates in a group sport, then he/she would not be allowed in the team photograph, which could be put on display in the school and/or used in the yearbook. Additionally, the student's photograph would not be published in the yearbook, ***unless*** you give special permission.

If you have any questions, please contact your school office.

Sincerely,

Keith Howell  
SUPERINTENDENT





## MILITARY CONNECTED SURVEY

Attention, all families: Did you know it is estimated that 14,000 Michigan children have parents who are currently actively serving in the military? To this date, only 2,500 children are identified as military connected. In order to better serve our children and families we would like to identify our military connected children. There are resources we can provide to the children of our military service men and women.

### DEFINITION OF MILITARY CONNECTED CHILDREN

All children residing in Michigan whose parent(s) currently serve in any component of the Army, Navy, Air Force, Marines, or Coast Guard are considered to be military connected children. This includes the children of any uniformed personnel serving with the Michigan National Guard, in any of the Reserve United States forces, or on Active Duty.

If you or your spouse are currently serving in the military or reserves as defined above, please complete the following:

Parents Name Serving In Military:
Branch of Service:
Assigned Station:

List all students in your household

Name of Student(s)	Grade	School

Parent Signature	Date
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Health  
Department

## Statement of Varicella Disease CHICKENPOX

The Michigan Public Health Code Act 368 of 1978 Part 92 Immunization and Macomb County Immunization Regulations require all children admitted to any public, private, parochial, special education, alternative education, adult education, career/technical education, homeschool cooperative, virtual school or charter academy, childcare center, nursery school, preschool, camp, or any other organized care or educational facility operating in Macomb County to present a certificate indicating dates of all required immunizations.

Complete the portion below **only** if your child has had varicella (chickenpox) disease. **This form must be signed and witnessed at your child's school/childcare program.**

I certify my child:

\_\_\_\_\_  
Last Name First Name M.I.

\_\_\_\_\_  
Birth Date Grade Date of School Enrollment

has had varicella disease \_\_\_\_\_

(When did varicella occur: Age or Date)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Legal Guardian)

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(School/Program Staff)

School District: \_\_\_\_\_

School/Childcare Program: \_\_\_\_\_

**PLACE THIS FORM IN THE CHILD'S PERMANENT RECORD**