

# Kaleva Norman Dickson Schools



## Student Enrollment Packet

Welcome to Kaleva Norman Dickson Schools! We look forward to having you and your child as part of our community. To enroll your child, please complete this information packet in its entirety. This information is necessary for school records, state reporting, emergency information, etc.

In addition to this form, you **MUST** provide the following documentation in order to enroll your child in school:

- 1). **Certified Birth Certificate** (this document must be presented before a child can be permitted to enter/attend school). State Law requires that every student enrolled for the first time in any school district must have a certified copy of his/her birth certificate on file. If a certified birth certificate is not available, other reliable proof of the student's identity and age may act as an affidavit if it is approved by the Kaleva Norman Dickson School District.
- 2). **Immunization Records** (this document must be presented before a child can be permitted to enter/attend school)
- 3). **Legal Documentation** (for custody, guardianship, and court ward status).
- 4). **Vision Screening** (all students must complete vision screening before they are permitted to enter/attend school).
- 5). **Hearing Screening** (all students must complete vision screening before they are permitted to enter/attend school).

### For Office Use Only

Birth Certificate Received

Immunization Record Received

Custody Papers

Medication Permission Form

Food Service Form

School of Choice Form

Computer Username/Password  
Username: \_\_\_\_\_

Transportation Department

SE Department

Release Form Sent/Copy File

MCIR

PowerSchool

UIC Number

Scheduling Setup

Grade: \_\_\_\_\_ Room Assignment: \_\_\_\_\_

Entry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Kaleva Norman Dickson School District Enrollment Data Form

### Student Information:

Last Name		First Name		Middle Name	
Mailing Address					
Home Street Address					
City		County		Zip Code	
Date of Birth		Place of Birth		Home Phone	
		Gender			
		<input type="checkbox"/> Male <input type="checkbox"/> Female			
<b>Ethnicity (Required)</b> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian American <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White			<b>Student's Residence is</b> <input type="checkbox"/> With parent(s)/legal guardian and <i>does not</i> share a house, apartment, or mobile home with relatives or another family <input type="checkbox"/> With parent(s)/legal guardian and <i>does</i> share a house, apartment, or mobile home with relatives or another family <input type="checkbox"/> With parent(s)/legal guardian in a shelter or transition home <input type="checkbox"/> With parent(s)/legal guardian in a motel, car, or campsite <input type="checkbox"/> With grandparents, friends, etc. <input type="checkbox"/> Other (Such as foster placement, etc.)		
<b>Suspension/Expulsion</b> Has your child ever been expelled from another school? <input type="checkbox"/> Yes* <input type="checkbox"/> No Is your child currently under suspension from another school? <input type="checkbox"/> Yes* <input type="checkbox"/> No			<b>Parents'/Guardians' Highest Level of Education</b> Mother: <input type="checkbox"/> Less than High School <input type="checkbox"/> High School/GED <input type="checkbox"/> College <input type="checkbox"/> Other _____ Father: <input type="checkbox"/> Less than High School <input type="checkbox"/> High School/GED <input type="checkbox"/> College <input type="checkbox"/> Other _____		
<i>*If you answered yes, please explain the circumstances on the back side of this sheet.</i>					

### Parent Information:

Father's Last Name		Father's First Name		Father's Employer																			
Father's Day Phone		Father's Home Phone		Father's Cell Phone																			
				Father's E-mail Address																			
Mother's Last Name		Mother's First Name		Mother's Employer																			
Mother's Day Phone		Mother's Home Phone		Mother's Cell Phone																			
				Mother's E-mail Address																			
<b>Who is the child living with?</b> <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparents <input type="checkbox"/> Other _____		<b>Please list other students living at this residence</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 20%;">Grade</th> <th style="width: 30%;">School</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name	Grade	School															
Name	Grade	School																					

### Health/Emergency Information:

Family Doctor		Family Doctor's Phone Number	
Allergies		Medications	
		Medical Conditions	
Will the student be taking any medications at school? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you answered yes, please list the medication(s).	
<i>*All medication taken at school must be brought to the school by an adult in the original prescription bottle. A medication form must be signed by the parent.</i>			

*Parents/guardians are the first to be contacted in an emergency.  
Please provide additional contacts that can be notified in case the parent/guardian is unable to be contacted.*

Emergency Contact #1		Phone Number
Emergency Contact #1		Phone Number
Emergency Contact #1		Phone Number



## Kaleva Norman Dickson Schools Transportation Form

This form will be used by the Kaleva Norman Dickson Schools Transportation Department to establish bus routes. If you have any questions, please contact the Transportation Department at (231) 477-5545.

Student's Name		Grade	Phone
Street Address			
City	State	Zip Code	County

Name of Parent(s) or guardian with whom the student resides
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### For Office Use Only

 Information Entered into PowerSchool

 Bus Driver Notified

AM Route: \_\_\_\_\_ PM Route: \_\_\_\_\_

Entry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Request for Educational Records

Under provisions of the Privacy Rights of Parents and Students Act, pate 1213, subpart D. 99 30 (b), it is not necessary to have the written consent of parents to release records to officials of other school systems in which the student seeks or intends to enroll.

Please send the educational records, including special education/services documentation, of this student:

Student's Full Name	Student's Date of Birth	Grade Level
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**Forward to: Kaleva Norman Dickson Schools**  
 4400 North High Bridge Road  
 Brethren, MI 49619  
 Attention: Student Records  
 Phone: (231) 477-5355  
 Fax: (231) 477-5351

Signature of Parent/Guardian/School District Personnel/Eligible Student	Date
X	

Request School Records From: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### For Office Use Only

Date of 1<sup>st</sup> Request \_\_\_\_\_ Date of 2<sup>nd</sup> Request \_\_\_\_\_

4400 North High Bridge Rd.  
Brethren, MI 49619  
(231) 477-5353  
Fax (231) 477-5351

***Small School – Big Family***

Marlene Cordes, Superintendent  
Jakob Veith, K-12 Principal  
Jonathan Randall, Dean of Students  
Jason Keener, Athletic Director

**Home Language Survey**

Name of student: \_\_\_\_\_

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

Grade: \_\_\_\_\_

What is your child's native or first language? \_\_\_\_\_

What is the primary language used in your child's home or living environment?

\_\_\_\_\_

**Parent Language Survey**

What language do you prefer to be contacted in? \_\_\_\_\_

Language services needed:

Oral interpretation:     No                                     Yes

Written translation:     No                                     Yes

Parent Signature \_\_\_\_\_

**BRETHREN MIDDLE/HIGH SCHOOL  
STUDENT COMPUTER/INTERNET POLICY**

The Student Handbook is available at [www.knd.manistee.org](http://www.knd.manistee.org) Paper copies may be requested in the office.

**Student Agreement**

I understand that use of school computers, including Internet access, is a privilege, not a right. After reading the Brethren Student Computer/Internet Use Policy on pages 30-32, I understand and will abide by this Computer/Internet Use Policy. I also understand that my failure to comply with the above guidelines may result in loss of my computer/internet privileges as defined in the student handbook, and I may be responsible for damages.

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

**Parent or Guardian Permission**

I have read and understand the Brethren Computer/Internet Use Policy on pages 30-32. I understand that Internet access is designed for educational purposes and that school personnel will make every effort to properly supervise my child's use of network services. I understand that since it is technically impossible for the school district to restrict access to ALL controversial materials, I will not hold them responsible for any materials acquired on the network. I understand that my child is responsible for their school issued computer/iPAD, and I may be responsible for damages. I hereby give my permission for my son or daughter to have Internet access and use the school issued device.

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

**Handbook Terms**

I understand the terms of the student handbook. I will follow guidelines within the handbook, and I will ask administration for any clarification that may need to be made on any policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPUTER TECHNOLOGY AND NETWORKS

The following are general guidelines for the use of technology and computer networks within the school district. Students must also abide by any Acceptable Use Policies that the district has in place and must follow all state and federal laws regarding the use of computers/internet in schools.

All guidelines and policies are subject to change without notice.

### 1. Procedures

#### a. Storage of Laptops

- i. All student issued Laptops stored in the students' 6<sup>th</sup> hour and should be picked up prior to 1<sup>st</sup> hour.
- ii. Laptops must be returned to their designated storage before the end of 6<sup>th</sup> hour.
- iii. Laptops are not permitted to go home, and must stay on campus at all times.

#### b. Acceptable Use

- i. Computers are to be used for educational or school-related purposes. These computers are provided as a tool, not as an entertainment device.

##### Students may:

1. Use computers for teacher assigned classroom activities
2. Do homework
3. Check e-mail only at teacher designated times
4. Research the Internet for school purposes
5. Use educational activities (with teacher approval/supervision)
6. Use installed productivity software/applications and audio text book files.
7. Save work to your Network folder (create folders for each class and folders in those as needed for organization).
  - Students are encouraged to save their work often and backup important work to a removable drive or by e-mailing the file to themselves. The district is not responsible for any lost or corrupted files.

#### c. Unacceptable use

##### Students may not:

1. Chat (Internet or in the building)
2. Download or play games (Unless specifically approved by the Technology Department and building Principal).
3. Download (unless for pre-approved academic purposes)
4. Play Music (**computers may not be used for listening to or downloading music**)
5. Play Videos
6. Surf the Internet
7. Change settings
8. Use computers in the hallway or other common areas
9. **Intentionally sabotage another computer user's machine. (i.e., power off, F5, etc.)**

#### d. Security Software

- i. Students may not disable, bypass, or uninstall any security software.

#### e. Internet Use and Filtering

- i. The district provides internet filtering in cooperation with the Intermediate School District (ISD) as defined by state and federal laws.
- ii. While the district and ISD make every attempt to block appropriate websites, it is not possible to block everything. Students are expected to self-monitor their internet use and avoid inappropriate websites when possible.
- iii. Students who accidentally visit an inappropriate website must close their browser immediately and report the incident to a staff member.

- iv. Students may not intentionally bypass any internet filters or security by use of websites, software applications, or any other means. This act will result in a disciplinary referral.
- v. In order to protect student privacy and safety, the use of social networking sites is strictly prohibited.
- vi. **All network and Internet usage/history may be monitored by designated KND staff.**

## 2. Discipline

### a. Classroom

- i. Minor (discretion of teacher) offenses
  - 1. loss of computer use for remainder of class period
  - ii. Repeated Offenses (teacher discretion)
    - 2. Loss of computer use for the rest of the class period (or longer at teacher's discretion)

### b. Building Level Offenses (major offense or repeated minor offenses)

- i. You will receive a referral which will follow appropriate section of handbook.
- ii. Administration reserves the right to apply any and all consequences to any offense at its discretion based in part on the severity of the offense. Additional consequences may also be applied.
- iii. Computers may not be used during suspensions

## 3. Alternative Assignments:

### a. When students have lost their computer use for a designated time, teachers may use the following suggestions for alternative assignments.

- i. If a paper is supposed to be typed, student will be required to write it in blue or black ink, double spaced (adjust length as necessary)
- ii. When researching, student may be sent to the Media Center to use printed material.
- iii. If teacher has created a handout that students can open through a classroom file, the teacher can project it and the student will copy it down before completing it.
- iv. Student negotiates alternative assignment.

## 4. Damage

### a. Damage may fall into five categories:

- i. Accidental damage is when physical damage occurs in the course of responsible use or transportation of the laptop. In this case the student will not be responsible for the cost of repairs.
- ii. Non-custodial damage is when a computer is not in the direct care of the student and is damaged. This might happen when properly stored overnight or on a day when the student is not at school. In this case the student will not be responsible for the cost of repairs to the computer.
- iii. Neglectful damage is when the computer is damaged due to misuse, horseplay, or through failure to follow procedures. The student will be responsible for the cost of repairs in the event of neglect.
- iv. Intentional damage is when a student willfully and intentionally damages a computer. Regardless of who the computer is assigned to, the student inflicting the damage, to any computer, will be financially responsible for the costs of repairs.
- v. Loss of computer will be considered damage and responsibility for replacement will be based on the above damage criteria. For example, a student will not be financially responsible for a laptop that goes missing overnight, if that laptop is properly stored in the appropriate classroom. If a student happens to leave



- their laptop in the hallway during lunch and it disappears, the student will be responsible for the replacement cost.
- b. All damage, including loss, must be reported to the technology department and a repair slip filled out immediately. Failure to report damage or loss immediately will be considered insubordination and the damage/loss will be considered intentional with the student being responsible.

#### General Computer Use:

- 1.) **Class work takes precedence over other use.**
- 2.) Unless a parent objects to the Principal, all students have access to the Internet. Any parent wishing to review our Internet policy should contact the Principal.
- 3.) Students are not allowed to **view** or **download** Internet pages that contain information that is in violation of other students' behavior policies at Brethren Middle/High School. Any illegal activities will immediately be reported to law enforcement officials.
- 4.) **Instant Messenger/Live Chat** room sites outside of the KND network are not allowed at any time. E-mail use will only occur before and after school or during lunch unless directly supervised by a teacher.
- 5.) Printers are for school work. Appropriate non-school material may be printed with prior approval for 10 cents per page.
- 6.) Use of another person's user name and password is strictly prohibited and will be considered forgery/false representation.
- 7.) Students may not bring in outside software due to licensing/virus issues.
- 8.) Consequences for misuse of Internet, the network, or any school computer:
  - A. 1st offense: loss of network privileges for up to 15 school days
  - B. 2nd offense: loss of network privileges for up to 30 school days.
  - C. 3rd offense: loss of network privileges up to the remainder of the year to be determined by the administration.
  - D. The administration reserves the right to take more drastic steps if necessary.
  - E. Students are still responsible for class work even if off the network. If a student has a computer class, in most cases, he/she will be allowed to log in for that class period only, with **direct teacher supervision.**

**NOTE: THE STUDENT WILL BE RESPONSIBLE FOR COMPLETING ASSIGNMENTS EVEN IF HE/SHE LOSES ACCESS TO THE COMPUTERS OR THE INTERNET.**