Kalkaska Public Schools

Students Today – Leaders Tomorrow



Student Enrollment Packet

315 S. Coral Street Kalkaska, MI 49646

231-258-9109 (Revised: 3-12-2025)

Mission Statement — Supporting Families to build successful students.

Vision Statement — Inspiring excellence through perseverance, resilience, and individual success.

Values:

- · PRIDE: In community, school and self
- **LEARNING:** Purpose is to create pathways to success for all students
- **ATTITUDE:** Self-discipline, integrity, curiosity, compassion, courage, respect, responsibility and honor
- · COLLABORATION AND CULTURE: Every person feels safe, valued, and encouraged
- EXCELLENCE: Every day we improve

Enrollment Checklist

Revised: 3-12-2025

Welcome to Kalkaska Public Schools. It is our desire to make your experience with Kalkaska Public Schools one of educational opportunities and success. Once you have completed the "Student Registration Form" and gathered all of the required documentation, please drop everything off at your child's school. The school your child will attend:

School Name	Address	Phone	Grades		
	309 N. Birch Street, Kalkaska 49646; 309 N. Birch Street, Kalkaska 49646; 5258 River Street, Rapid City; 49676; 1700 Kalkaska Road, Kalkaska 49646; 109 N. Birch Street, Kalkaska 49646; alkaska Upper Elementary (231)258-51	231-258-9146; 231-331-6121; 231-258-4040; 231-258-9167;	6 – 8 9 – 12		
Student Registration Form Proof of Residency Valid Original/Certified Copy B Immunization Record (Current Network Use Student Account "Release of Records" Form Current IEP, if applicable	Proof of Residency Valid Original/Certified Copy Birth Certificate Immunization Record (Current) Network Use Student Account Agreement "Release of Records" Form				
Thank you for registering your child partnership toward a successful full Office Use Only:	d with Kalkaska Public Schools. We lool cure for your child.	k forward to build	ling a great		
Registration Packet Submitted Enrollment Information Entered Records Request Sent Immunization Information Entered Concussion Information Form Transcript Information Entered Student ID: UIC:	ed in PowerSchool ered into MICR Completed and Filed in Student's CA-6	0			
	<u>.</u>				



Student Registration Form Revised: 7-23-2025

Please PRINT:

Student Information			
Student LEGAL Name (Last, First, Mi	ddle):		
Address (Street, City, State, Zip):			
Home Phone:	Date of Birth:	Gender:	Grade:
Check the phrase that best describes American Indian Alaska Native	Asian Black	or African American	
Is there a current Order of Protection Yes No If yes, please provide		er regarding this child?	
Parent/Guardian Information			
Father / Guardian 1		Mother / Guardian 2	
Lives with Child Should Receive	School Information		eive School Information
Name:		Name:	
Address, if different than above:		Address, if different than above:	
Home Phone:		Home Phone:	
Employer:		Employer:	
Work Phone:		Work Phone:	
Cell Phone:		Cell Phone:	
Email:		Email:	
Stepmother		Stepfather	
Lives with Child		Lives with Child	
Name:		Name:	
Address, if different than above:		Address, if different than above:	
Home Phone:		Home Phone:	
Employer:		Employer:	
Work Phone:		Work Phone:	
Cell Phone:		Cell Phone:	
Email:		Email:	
Emergency Contact Information			
Contact 1			
Name:		Relationship:	

Home Phone:	Work Phone:
Cell Phone:	Email:
Contact 2	
Name:	Relationship:
Home Phone:	Work Phone:
Cell Phone:	Email:
Contact 3	
Name:	Relationship:
Home Phone:	Work Phone:
Cell Phone:	Email:
<u> </u>	
Health Information	
Child's Physician's	Phone:
Name:	
Special medical, physical, emotional cond	ditions or other pertinent information (including allergies):
ist all medication(s)/treatments(s) this cl	
School History	
School History Last School Attended:	Date Left:
School History Last School Attended: Address-Last School (Street, City, State, Zip	
School History Last School Attended:	
School History Last School Attended: Address-Last School (Street, City, State, Zi	School Fax: Ucation services Yes; If yes, please provide a copy of the most current Individualized Education Plan (IEP) No
School History Last School Attended: Address-Last School (Street, City, State, Zip School Phone: Does this child currently receive special edu with an individualized education plan (IEP)? Are you applying for schools of choice from Kalkaska Public School District? Has this child ever been enrolled at Kalkaska	School Fax: Ucation services Yes; If yes, please provide a copy of the most current Individualized Education Plan (IEP) No noutside the Yes; District? No
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Male Female
Description of Residence
If your enrolled child is experiencing a loss of housing, he or she may be eligible for assistance through Kalkaska Public Schools' Students in transition Empowerment Program (STEP).
The McKinney-Vento Homeless Assistance Act, reauthorized by Title IX, Part A, of the Every Student Succeeds Act of 2015, requires school districts to remove any barriers to the attendance, full participation, and success of students, Pre-K through grade 12, who lack a "fixed, regular, and adequate overnight residence." The federal law includes a definition of who is considered "homeless," or as more commonly referenced "in transition," for the purposes of the Act and, therefore, eligible for the rights and protections it provides.
Name Doubled-up with relative or friends due to economic hardship or loss of housing Train or bus stations, park or car. Where? Motel/hotel; where? Campground; where? Abandoned apartment or building; where? Temporary shelter? Other; describe.
Student Information
School Behavior
Kalkaska Public Schools governs the behavior of students who attend Kalkaska Public Schools. A student who has engaged in misconduct resulting in expulsion or long-term suspension in another school system, or who has withdrawn from said school system before misconduct was established by an appropriate hearing may be ineligible to enroll in and attend Kalkaska Public Schools.
Has the child been expelled from another school, has expulsion charges pending, or has withdrawn from a school district in lieu of being charged with conduct that may have resulted in a long-term suspension or expulsion? Yes No If yes, please explain:
Is the child currently under suspension from another school? Yes No If yes, why?
Has the child been suspended within the last two years from their previous school? Yes No If yes, why?

Parent Consent

- Kalkaska Public Schools will request records for the above-named child's previous school(s), and enrollment is conditional until records are received and reviewed by the school. If student records received from the previous school(s) are not as represented above, the above-named child may be excluded from Kalkaska Publics Schools immediately without further recourse.
- Medical Emergency: In the event I cannot be reached in a medical emergency, I HEREBY GIVE PERMISSION
 FOR THE EMERGENCY TREATMENT OF the above named student. I understand that I will be contacted ASAP
 in the event of a medical emergency. I understand the above information may be released to those working
 with my child.
- The Board may establish online access for the parent or the eligible students to the student's confidential academic and attendance records. Please be reminded that the account and confidential information about the student is only as secure as the parents or student keep their information. The parent, eligible student, or unauthorized party will hold harmless the District and its employees for any breech of this information.
- I understand that, for the health, safety, and/or educational needs of my child, information on the questionnaire, health appraisal (physical), and/or emergency card may need to be shared with individuals working with my child. Typically, this would include the building administrator, secretaries, teachers, aides, counselors, social workers, noon duty staff, transportation, and truancy staff.
- Permission for Field Trips: I understand that my child's class may be involved in field trips that require leaving the building. When transportation is required, my child will be transported by bus. I give permission for my child to participate in these activities.
- Photo Release: I give permission for my child to be named or pictured in local newspapers, school newsletters, the district web page, or other publications. The purpose of these publications is to recognize student activity and achievement, publicize school events, and celebrate the success of the students.
- Handbook: I can access a copy of the Parent/Student handbook at <u>www.kpschools.com</u> or understand I can pick up a "hard" copy of the handbook at the school office.

I acknowledge I have the conditions of the	formation to read, verify the infor	mation is true, and agree to
Parent Signature:	Date:	

-Welcome to Kalkaska Public Schools -



Residency Verification Form Revised: 2-28-2019

This form should	d be comple	eted for any stu	udent who en	rolls in the Kalkaska	Public Sch	ool District.
Name:				Date o	f Birth:	
First		Last				
Gender:	Male	Female	Grade:		Age:	
Home Address:	:					
	Street		City		State	Zip
Choose One:	☐ Within	District Bound	daries	Outside Dis	trict Bound	laries
Acceptable Proc	of of Resider	ncy (Attached)	:			
☐ Mail Showing	g Parent/Gu	ıardian Name a	and Address			
Rental or Lea	se Agreem	ent				
Tax Bill						
Utility Bill						
☐ Homeless – I	No docume	ntation require	ed			
within the boun acceptable form	daries or ou of proof of	itside the boui residency to t	ndaries of the his documen	e Kalkaska Public Sch	ool district the above	dian above, lives either . I have <i>attached</i> an student resides outside pleted.
Signature of Sc	hool Staff		PRINTED Nar	me		Date
This form, with	proof of re	sidency, must	be placed in	the student's CA-60	<i>).</i>	

Educational Material for Parents and Students: UNDERSTANDING CONCUSSION

(Content Meets MDCH Requirements)

	S	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 heath 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.

Concussion Awareness: EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

Parents and Students Must Sign and Return the 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 Kalkaska Public Schools.

Participant Name Printed	Parent or Guardian Name Printed
Participant Name Signature	Parent or Guardian Signature
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.

This original document MUST be placed in the student's permanent file.

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



Network Use - Student Account Agreement

7540 F3 and 7540.03 F1 - Updated 3-12-2025

Your child will receive an account on the school's computer networks. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is

extremely important that s/he abide by the enclosed agreement which is to be signed by both the child and the parent. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well. Since you are legally responsible for your son/daughter's actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account. After you have read and discussed the agreement with your child, please sign it and return to the school as soon as possible. Any forms not received within thirty days of enrollment will result in the withholding of computer privileges until the signed agreement is returned. Please feel free to contact the building principal if you have any questions concerning this letter or the agreement. To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or 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 which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's 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 to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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 Network and Internet 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 web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

	e check each that applies: give permission for my child to use and access the Internet at schoo nternet/e-mail account to my child. give permission for my child's image (photograph) to be published o first name is used. give permission for the Board to transmit "live" images of my child (a nternet via a web cam.	nline, provided only his/her
copyri accom	orize and license the Board to post my child's class work on the Interr ght my child may own with respect to such class work. I understand on pany such class work.	only my child's first name will
Parent	t/Guardian's Signature:	Date:
Guide inappr Intern	read and agree to abide by the Student Network and Internet Accep lines. I understand that any violation of the terms and conditions set ropriate and may constitute a criminal offense. As a user of the Board et, I agree to communicate over the Internet and the Network in an a nt laws, restrictions and guidelines.	forth in the Policy and Guidelines is I's computers/network and the
Stude	nt'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 the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.





Records Request

Date:					
Name:		Date of E	3irth:	Phone:	
Grade:	Student A	\ge:	Michigan UIC Nu	mber:	
	Former Sch	ool/Address/Fax:			
		dent's complete sch			
Please FAX lis below:	sted information to	school checked	Please MAIL list checked below		to the school
IEP/MET Rep Information Immunizatio UIC Code	Regarding Title I/Oth	er Support Services		strative Record (n anding, attendand nformation ports	name, date of birth,
 Transcript, if 	-	, , 			
Signature of Print Name	Parent/Guardian, A	Adult Student, or Sch	nool Official	Date	
lease send re	ecords to the school	ol checked below: Address		Phone	Fax
Birch Stre	et Elementary	315 S Coral Street	, Kalkaska 49646;	231-258-8629	231-258-3579
☐ Kalkaska U	Jpper Elementary	315 S Coral Street	, Kalkaska 49646;	231-258-9146	231-258-5149
Rapid City	['] Elementary	315 S Coral Street	, Kalkaska 49646;	231-331-6121	231-331-4910
Kalkaska N	Middle School	315 S Coral Street	, Kalkaska 49646;	231-258-4040	231-258-3576
☐ Kalkaska F	High School	315 S Coral Street	Valleades 10C1C	231-258-9167	221 250 5100

another school or postsecondary institution in which the student seeks or intends to enroll, or is attending. In such circumstances, consent from the student's parent/guardian or the eligible student is not required.



Volunteer Release Form 4120.09 F1 - Revised: 3-12-2025

I have offered services as a volunteer to help the school district in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines (available at www.kpschools.com) while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I further understand that as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

Volunteer Code of Conduct:

- 1. Immediately upon arrival at school or field trip location, I will sign in at the office or with the overseeing teacher and wear a volunteer identification badge during my volunteer time.
- 2. I will maintain confidentiality outside of school and will share any concerns that I may have with the overseeing teacher and/or school administrators.
- 3. I will not disclose, use, or distribute student photographs or personal information about students.
- 4. I agree not to post, transmit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as any form of harassment.
- 5. I agree to do what is in the best personal and educational interest of any child with whom I come into contact.

Volunteer Name: <i>PRINT</i>	Date of Birth:
Address:	
Child Volunteering for:	
Classroom/Teacher Volunteering for:	
Have you ever been convicted, including a conviction based on a plea of no color any other place? Yes (attach information) No	ntest, of ANY of the below acts in Michigan
Volunteer Signature:	Today's Date:
For the protection of the children in the school, the District is required by	w law to inquire of its staff members

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.



Kalkaska Public Schools

Rick Heitmeyer, Superintendent

Michigan Department of Education Home Language Survey

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 in the home?
2	What language is used most by the student?

T: 231-258-9109