

# GAYLORD COMMUNITY SCHOOLS

An NCA Accredited School District



## Gaylord Middle School

Joe Somerville  
Principal

Dave Smith  
Asst. Principal

Dear Parent/Guardian,

Thank you for registering your child with Gaylord Community Schools.

Please provide the following documents to complete the enrollment:

- **ORIGINAL BIRTH CERTIFICATE**
- **PROOF OF RESIDENCY** - must have parent/guardian name and address indicating residency (Ex. driver's license, utility bill, rent/lease agreement, property tax statement, voter's registration, mortgage document, certification from work, etc.)
- Copy of current **IMMUNIZATION RECORD**
- **POWER OF ATTORNEY** or **GUARDIANSHIP PAPERWORK** – if student doesn't live with parent
- Latest **IEP** or **504 PLAN** – if student receives special education services

Please fill out the following forms:

- **STUDENT INFORMATION RECORD** (Emergency Card)
- **REGISTRATION PROOF OF RESIDENCY**
- **CONSENT FOR DISCLOSURE OF IMMUNIZATION INFORMATION**
- **STUDENT INFORMATION SHEET**
- **ELECTIVE CHOICES FORM**
- **AFFIRMATION OF PRIOR STUDENT RECORD**
- **AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION** (Records Request)
- **TRANSPORTATION REGISTRATION FORM** (If applicable)
- **CONCUSSION AWARENESS ACKNOWLEDGEMENT FORM**

These forms are to be filled out if the enrollment takes place after the school year has started:

- **STUDENT/PARENT AGREEMENT SIGNATURE PAGE**
- **DIRECTORY INFORMATION OPT-OUT FORM**
- **CHROMEBOOK TECHNOLOGY USE AGREEMENT**
- **TECHNOLOGY PROTECTION PLAN** (optional)

\* Parent and student must schedule a meeting with building administrator before starting classes. That meeting should take place 48 hours after the forms have been completed and turned in.


\* During the 48 hours prior to the meeting, the school counselor will make contact with the sending school to find the student's school history. The counselor will also contact the student's assigned teachers.

\* The enrollment interview will then take place with parents, counselor, and building administrators. The student may then start classes the following day once all criteria are met.



# Vaccines Required for School Entry in Michigan

Whenever children are in group settings there is a chance for disease to spread. Children must follow vaccine laws in order to attend school. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect children from serious diseases is to follow the recommended vaccination schedule at [cdc.gov/vaccines](https://www.cdc.gov/vaccines). When following the recommended schedule children are fully protected and any school vaccination requirements are met.

	All Kindergarteners and 4-6 year old transfer students	All 7th Graders and 7-18 year old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses diphtheria and tetanus or 3 doses if 1 <sup>st</sup> dose given on or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Polio		4 doses or 3 doses if dose 3 was given on at or after 4 years of age
Measles, Mumps, Rubella (MMR)*		2 doses at or after 12 months of age
Hepatitis B*		3 doses
Meningococcal Conjugate (MenACWY)	None	1 dose at 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Varicella (Chickenpox)*		2 doses at or after 12 months of age or Current lab immunity or History of varicella disease

**\*If the child has not received these vaccines, documented immunity is required.** All doses of vaccines must be valid (correct spacing and ages) for school entry purposes. These rules apply to children who are the above ages upon entry into school. During disease outbreaks, incompletely vaccinated children may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at [Michigan.gov/Immunize](https://www.michigan.gov/immunize).

The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.

## *Everyone Is Here to Help*

There are lots of adults ready to help students make the transition to GMS.

Here are some of those people:

- Mr. Somerville, Principal
- Mr. Smith, Assistant Principal
- Mrs. Baril, School Counselor
- Mrs. Hartmann, Secretary
- Mrs. Moore, Secretary
- Teachers

All of the adults at Gaylord Middle School are always willing to answer questions, provide help and listen. Students should not be afraid to ask for help for any reason. Everyone is here to help!

*Gaylord Middle School  
600 East Fifth Street  
Gaylord, MI 49735  
(989)731-0848*

*WELCOME TO...*

## *Gaylord Middle School*



*(989)731-0848*

# What to expect...

## The First Day of School

Students do not need to worry about where to go or what to do on the first day of school. A letter will be mailed home at the end of summer. It will indicate the student's 1st hour teacher. On the first day of school, all 7th grade students will report to the gym. The 1st hour teachers will be introduced and students will line up with their teacher. The teachers will lead the students to their classroom, pass out schedules, assign lockers and give the students a tour of the building.



## Finding Your Way

Students tend to worry about how they will find their classes. Students will find room numbers on their schedules that match the room numbers on the classrooms. Most importantly, all teachers stand in the hallways between classes ready to help students find their way. There is nothing to worry about!

## Schedule

One big change that students will experience is switching classes each hour. Students will have seven class periods. Each class will be in a different classroom with a different teacher.

Sample Schedule

	Time	Subject
1st hour	7:58-8:58	ELA
2nd hour	9:02-9:53	Elective
3rd hour	9:57-10:49	Elective
4th hour	10:53-11:45	Science
Lunch	11:45-12:20	Lunch
5th hour	12:24-12:59	Seminar
6th hour	12:59-1:51	Social Studies
7th hour	1:55-2:47	Math

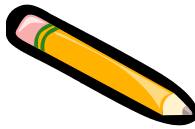
## Lockers

Each student will be assigned their own locker on the first day of school. Combinations will be given out on the first day as well. Students will have a chance to practice opening their locker and get help from the teacher if necessary. It is very important that students do not share their locker combination with anyone.



## School Supplies

Each teacher will let students know what school supplies will be most helpful for that particular class. However, in general it is helpful if students have some pencils, folders, spiral notebooks, highlighters and most students like to have a 3-ring binder.

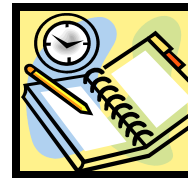


## Being Prepared

Students have four minutes in between classes. During this time they will visit their locker to pick up materials for their next class, get a drink or use the bathroom if necessary and arrive at their next class before the bell. It is very important that students come prepared with the materials required for that particular class.

## Organization

Having several different classes with several different teachers increases the need for good organization. Each student will receive a planner on the first day of school. Students are highly encouraged to write down all assignments in their planner. Looking at the student's planner is a good way for parents to see what homework students have. It is also important for students to keep their materials well organized. Using separate folders and notebooks for each class is helpful.



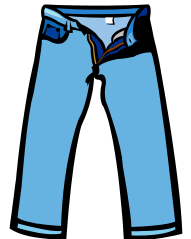
## Getting Involved

Getting involved in school activities is a great way to meet new people and feel more connected to GMS. Several athletic activities are available through the school including football, volleyball, basketball, wrestling, cheerleading and track. Students must have a physical on file to participate in athletics. GMS also offers a number of other activities such as student council, robotics, cross county ski club, art club, archery club, and book club. Announcements are made so students will know when and where to sign up.

## Dress Code

In the first few pages of the student planner, you will find the student handbook which includes the dress code. GMS does enforce this dress code. This is not the dress code in its entirety, but rather some points to keep in mind while school shopping.

- Shorts and skirts must be at or below the student's fingertips.
- Clothing which exposes undergarments or excessive skin is prohibited.
- Clothing that displays obscene, violent or profane language or pictures are prohibited.



- Ripped or torn clothing, which includes jeans with rips or frayed spots, above the knees, are prohibited.
- Pajamas or pajama pants are not to be worn to school.
- Headwear (ball caps, winter hats, headbands, etc.) are not to be worn in school.

**GAYLORD COMMUNITY SCHOOLS**  
**2022-2023 STUDENT INFORMATION RECORD**

Please print clearly in ink and provide all information requested. Sign, date, and return to your student's school.

<b>STUDENT INFORMATION</b>			<b>GRADE:</b>	
Student's Legal Last Name	First Name	Middle Name	Preferred First Name	
Student's Residence Address	City	Zip Code	School District of Residence	
Mailing Address for Student Mailings	City	Zip Code	County of Residence	
Student's Home Phone Number	Gender (M/F)	Date of Birth	Birthplace (City / State / Country)	
Please note that if ethnicity and race information is not provided, the US Department of Education requires the school district to provide an answer on our behalf.				
<b>ETHNICITY</b> (check one)		<b>RACE</b> (number all that apply)		
Non-Hispanic:		African American		American Indian / Alaska Native
Hispanic:		Native Hawaiian / Pacific Islander		Asian
		White		Hispanic / Latino
Language spoken at home: <input type="radio"/> English <input type="radio"/> Other _____				
<b>Student Lives With:</b> (check one)				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">___ Natural Parents</div> <div style="width: 50%;">___ Mother / Other</div> <div style="width: 50%;">___ Host Family</div> <div style="width: 50%;">___ Adult Student</div> <div style="width: 50%;">___ Father / Step-Mother</div> <div style="width: 50%;">___ Father Only</div> <div style="width: 50%;">___ Relative</div> <div style="width: 50%;">___ Other</div> <div style="width: 50%;">___ Mother / Step-Father</div> <div style="width: 50%;">___ Mother Only</div> <div style="width: 50%;">___ Court Placed</div> <div style="width: 50%;">___ Father/Other</div> <div style="width: 50%;">___ Legal Guardian</div> <div style="width: 50%;">___ Joint Custody</div> </div>				
<b>Student's Residence is:</b> (check one)				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;">___ Single Family Dwelling</div> <div style="width: 33%;">___ More than 1 family in house</div> <div style="width: 33%;">___ Motel / Car / Campsite</div> <div style="width: 33%;">___ With Friends / Family (other than parent/guardian)</div> <div style="width: 33%;">___ Shelter</div> <div style="width: 33%;">___ Other</div> </div>				
<b>Mother Name:</b>		<b>Father Name:</b>		
<b>Lives with Student:</b>	YES      NO	<b>Lives with Student:</b>	YES      NO	
<b>Work Place:</b>		<b>Work Place:</b>		
<b>Home Phone:</b>		<b>Home Phone:</b>		
<b>Cell Phone:</b>		<b>Cell Phone:</b>		
<b>Email:</b>		<b>Email:</b>		
List the names and relationships of all adults residing with the student (not including natural parents) below.				
Name (Last, First)		Relationship		Phone Number
List a parent living in a different household, if they should receive informational mailings from the school.				
<b>Parent Name:</b>		<b>Address:</b>		
Is any parent a member of the <b>Armed Forces</b> and on active duty?    YES    NO				
If there are adults who are restricted from seeing your child <b>by order of a court</b> , please list them here. We cannot restrict a parent without legal documentation on file at the school.				
<b>OFFICE USE ONLY</b>				
STUDENT ID:	STUDENT UIC:	AM BUS ROUTE:		
RESIDENT STATUS:	DISTRICT OF RESIDENCE:	PM BUS ROUTE:		
K-8 HOMEROOM TEACHER:	DISTRICT ENTRY DATE:	Secondary Route Info - AM:      PM:		

Other Children Residing in the Home			
Name (Last, First)	Birthdate	Grade	School Attending

MEDICAL INFORMATION	
<b>ALLERGIES:</b> _____ Food (List below) *Contact cafe for special diets _____ Animals _____ Medications _____ Other	<b>OTHER CONDITIONS:</b> _____ Asthma - Parent providing inhaler to office?    YES    NO _____ Diabetes _____ Convulsions/seizures (Explain below) _____ Other Medical Information (Explain below)
Parent providing Epipen?    YES    NO	
<b>Medical Authorizations and Authorization to Transport in Case of Emergency</b>	
In case of an accident or serious illness, I request the school to contact me. If the school cannot reach me, I hereby authorize the school to call the physician indicated and follow his/her instructions. If the physician cannot be reached, the school may make necessary arrangements for the wellbeing of my child.	
Doctor Name: _____	Doctor Phone: _____

PERSONS AUTHORIZED TO PICK UP CHILD FOR EMERGENCY PURPOSE ONLY			
If your child is injured, ill, etc., and needs to leave school, we will first contact the parents listed on the front of this card. If parents are unavailable, we will contact the following individuals authorized to pick up your child from school for emergency purposes only. Your child should know the person. ID may be requested.			
Authorized Person	Relationship	Address	Phone Number
<b>Your child will not be released to any unauthorized person</b>			

I affirm that as the parent/legal guardian, all information provided is true and accurate, and that my child and I reside at the listed address. I understand that any false information provided by me may subject me to legal penalties for perjury.

Signature of Parent / Guardian

Date

# GAYLORD COMMUNITY SCHOOLS

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## REGISTRATION PROOF OF RESIDENCY

### Proof of residency Submitted:

- |   |   |
|---|---|
| <input type="checkbox"/> Driver's license                   | <input type="checkbox"/> Proof of residency from the County Registrar of Voters |
| <input type="checkbox"/> Lease / Rental agreement           | <input type="checkbox"/> Current vehicle registration showing residency address |
| <input type="checkbox"/> Utility bill for the current month | <input type="checkbox"/> Letter from parent's employer on company letterhead    |
| <input type="checkbox"/> Property Tax Bill                  | <input type="checkbox"/> Copy of money order for rent payment                   |
| <input type="checkbox"/> Mortgage Statement                 | <input type="checkbox"/> Other _____  |

I declare that I physically reside at: \_\_\_\_\_.  
(complete address)

I declare under the penalty of perjury that the student listed below resides at the above address. I also agree to notify the school within two (2) weeks when residency has been changed. I understand that a new affidavit and a new proof of residency must be submitted. **If I move outside the district, appropriate forms will also be required.**

Falsification of any information or document required for residency verification or the use of the address of another person without actually residing there may result in; withdrawal of student from Gaylord Community Schools and/or being held liable to reimburse the district for expenses incurred to educate this student.

Student Name	Grade

Sibling Names	Grade	School

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Date





## ***Gaylord Community Schools***

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

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized.

Sharing immunization and personally identifiable information including the students name, Date of Birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information from your child's education records is disclosed to the health department. If your child is 18 or over, he or she is an "eligible student" and must provide consent for disclosures of information from his or her education records.

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

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*I authorize Gaylord Community Schools 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Building: \_\_\_\_\_ Grade Level: \_\_\_\_\_

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

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



# GAYLORD MIDDLE SCHOOL INFORMATION SHEET

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

NAME OF PERSON(S) RESIDING WITH STUDENT: \_\_\_\_\_

FATHER/STEP FATHER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

MOTHER/STEP MOTHER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

FAMILY DOCTOR: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

ARE THERE ANY PHYSICAL PROBLEMS WHICH WOULD PREVENT THIS CHILD FROM TAKING PART IN THE NORMAL SCHOOL PROGRAM? YES OR NO

IF YES, EXPLAIN: \_\_\_\_\_

DOES THIS CHILD REQUIRE SPECIAL SEAT PLACEMENT IN THE CLASSROOM? YES OR NO

IF YES, EXPLAIN: \_\_\_\_\_

IS THIS CHILD PRESENTLY ENROLLED IN SPECIAL EDUCATION? YES OR NO

HAS THIS CHILD EVER BEEN ENROLLED IN SPECIAL EDUCATION? YES OR NO

IF YES TO EITHER QUESTION, EXPLAIN: \_\_\_\_\_

IS THIS CHILD ADOPTED? YES OR NO

DOES THIS CHILD KNOW THEY ARE ADOPTED? YES OR NO

HAS THIS STUDENT REPEATED A GRADE? YES OR NO IF YES, WHICH GRADE AND WHY: \_\_\_\_\_

DOES THIS CHILD READ WELL? YES OR NO

PLEASE LIST ANY INFORMATION YOU FEEL WOULD HELP US BETTER UNDERSTAND YOUR CHILD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE



Mark your top three choices; 1, 2 and 3.

	<b>Band*</b> This year long symphony band exists for students who are strong in the basic fundamentals of technique, rhythm, tone and musicianship, and indicate a strong interest in music. This band progresses from intermediate to advanced intermediate in music knowledge and performance skills. Most years, the band performs two parades, three concerts and a rated festival.		
	<b>Chorus*</b> This year long class is open to all students who are interested in singing. The group will perform several concerts as well as a rated festival. Students will also have the opportunity to audition for Middle School State Honors Choir. In addition to learning how to sing, students will also begin learning basic music theory.		
	<b>Exercise Science*</b> This year long class will focus on examining the effects of exercise and physical activity on the body. The class will include classroom activities in addition to vigorous physical activity.		
	<b>Spanish*</b> This year long class is equivalent to Gaylord High School’s Spanish I class. Students need to earn a minimum of one year of a foreign language in order to graduate high school and completing this class can count for that credit.		
	<b>STEM</b> This course is intended to integrate the STEM (Science, Technology, Engineering and Mathematics) fields through project based learning. Students will be engaged by frequent hands-on activities geared towards combining each of the STEM disciplines. Creativity and collaboration will be encouraged as students solve problems.	<b>Graphic Design</b> This course uses a creative process of combining art, technology and business to communicate ideas. The main tools are image (illustration and digital photos) and typography (letter font styles) to create attractive layouts. Students explore a range of design techniques using various digital art software, digital equipment and programs. Students who had Graphic Design in 7 <sup>th</sup> grade may take this class although it is not a requirement.	
	<b>Outdoor Education</b> Students will gain an appreciation and awareness of the natural world and learn new ways to have fun outdoors. The Otsego Environmental Learning Site located behind GMS will provide outdoor experience. Subjects covered will include map reading, Michigan laws and regulations, trees and forestry, orienteering, outdoor survival, snowshoeing, mammals and tracks, camping and backpacking, fish and fishing, and invasive species in Michigan.	<b>Physical Education</b> Students will be involved in individual and group activities, indoor and outdoor, depending on the season. They will be introduced to lifelong activities.	
	<b>Home Ec</b> This class will introduce students to basic skills such as nutrition, personal care, career exploration, employability skills, household management, sewing, computer and other life skills.	<b>Social Media Citizenship</b> In this course we will learn about what it means to be a digital citizen, media bias, logical fallacies, finding the truth in social media, forming an argument, your role in a global society, and how social media has changed the way the world works.	<b>Problem Solving</b> This course focuses on critical thinking and problem solving. Students use logical progression skills found in creating computer code, while developing future job skills. We also explore problem solving approaches through the use of logic puzzles, riddles, and game theory.



# GAYLORD COMMUNITY SCHOOLS

An NCA Accredited School District



## AFFIRMATION OF PRIOR STUDENT RECORD

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

Previous School: \_\_\_\_\_

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

### ➤ **DISCIPLINE**

My child has 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.

☐ NO

☐ YES

### ➤ **SPECIAL EDUCATION SERVICES / Section 504**

My child received the following services:

☐ SPECIAL EDUCATION SERVICES (please provide current IEP, MET, etc. if available)

☐ Section 504 (please provide latest 504 plan if available)

The undersigned affirms that the above information is true.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

=====

To: \_\_\_\_\_  
(name of previous school)

Please check one and return with appropriate student records:

☐ According to our records, we verify that the information provided above **IS** correct.

☐ According to our records, the information provided above **IS NOT** correct.

Attachment: ☐ Discipline Records ☐ IEP, MET, 504 Plan, etc.

\_\_\_\_\_  
Signature of Sending District Administrator or Designee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





# GAYLORD COMMUNITY SCHOOLS

An NCA Accredited School District



Form 8330 F4/Page 1 of 1

## AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Has your child ever attended Gaylord Community Schools? ☐ NO ☐ YES School Bldg: SME NOE GMS GIS GHS  
Year/s attended: \_\_\_\_\_

School Transferring From: \_\_\_\_\_ School District: \_\_\_\_\_

Previous School Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

I authorize release of the following records for the child listed above:

<input type="checkbox"/>	COMPLETE CUMULATIVE	<input type="checkbox"/>	TRANSCRIPT	<input type="checkbox"/>	CURRENT MET, IEP, 504 Plan	<input type="checkbox"/>	Confidential Files (IEPC)
<input type="checkbox"/>	BIRTH CERTIFICATE	<input type="checkbox"/>	WITHDRAWAL GRADES	<input type="checkbox"/>	MEDICAL FILE	<input type="checkbox"/>	Psychological & Diagnostic Reports
<input type="checkbox"/>	IMMUNIZATION RECORD	<input type="checkbox"/>	CURRENT SCHEDULE	<input type="checkbox"/>	SOCIAL WORKER REPORTS	<input type="checkbox"/>	DISCIPLINE RECORD

Has the above child received special education services? ☐ NO ☐ YES

Has/have the above child received section 504 services? ☐ NO ☐ YES

If marked yes, area(s) services provided: \_\_\_\_\_

\* Parental permission is no longer required when records are requested by authorized school personnel in compliance with "Federal Education Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol41, No. II, Page 2465."

\* The Michigan Attorney General ruled on April 23, 1982 that a school district may not withhold records of a student who transfer to another district if the student has an outstanding obligation to the school district.

Please accept this as a notification that Gaylord Community Schools will be requesting an FTE adjustment per Section 25 for the above student.

UIC No. \_\_\_\_\_ First Date of Attendance: \_\_\_\_\_

\_\_\_\_\_  
Signature of GCS Representative

## PLEASE FORWARD STUDENT RECORDS TO SCHOOL INDICATED BELOW:

Date Request Sent: \_\_\_\_\_

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GCS District Registrar 615 S. Elm Ave. Gaylord, MI 49735 Phone: 989-705-3027 Fax: 989-732-6029	North Ohio Elem. 912 North Ohio Ave. Gaylord, MI 49735 Phone: 989-731-2648 Fax: 989-731-3387	South Maple Elem. 650 East Fifth Ave. Gaylord, MI 49735 Phone: 989-731-0648 Fax: 989-731-0095	Gaylord Intermediate School 240 East Fourth Avenue Gaylord, MI 49735 Phone: 989-731-0856 Fax: 989-732-6475	Gaylord Middle School 600 East Fifth Avenue Gaylord, MI 49735 Phone: 989-731-0848 Fax: 989-732-2632	Gaylord High School 90 Livingston Blvd. Gaylord, MI 49735 Phone: 989-731-0969 Fax: 989-731-2585



# Gaylord Community Schools Transportation Registration Form

Transportation questions please call: (989) 705-3022



**Return Registration forms to Gaylord Community Schools Board Office 615 South Elm St. - 7:30am - 4:00pm  
Mon-Fri all year / or your students' school during school days**

Date: \_\_\_\_\_ ☐ New ☐ Change ☐ Moved

\* New registration forms must be completed and returned to the Registrars' Office for all bus changes.

\* Families with multiple students need to submit only one form.

\* It may take Transportation Dept. up to 5 school days to arrange for busing upon receiving this form.

\* More processing time may be necessary during the new school year registration period.

Student Name	School	Grade	Gender

**Bus Stop will be at or closest to the students address. We can accommodate ONLY one Pick Up and ONLY one Drop Off location**

**AM Pick Up** (check one) ☐ Home ☐ Day Care ☐ Other Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

**PM Drop Off** (check one) ☐ Home ☐ Day Care ☐ Other Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

**\*Signature of Parent/Guardian\*Print \_\_\_\_\_ Sign \_\_\_\_\_**

**Email: \_\_\_\_\_ Phone: \_\_\_\_\_**



Please Fill Out Top Half



**Joint Custody/Shared Parenting Only** If student will be transported to/from a destination other than listed above, please indicate below. **A copy of court papers must be provided with registration form.**

Parent Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**AM Pick Up** (check one) ☐ Home ☐ Day Care ☐ Other Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

**PM Drop Off** (check one) ☐ Home ☐ Day Care ☐ Other Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

**Email: \_\_\_\_\_ Phone: \_\_\_\_\_**

**.....It is the responsibility of the shared custody parents to inform students school of bus schedule weekly.....**

Route # \_\_\_\_\_ Stop \_\_\_\_\_ BUS START \_\_\_\_\_

Route # \_\_\_\_\_ Stop \_\_\_\_\_ \_\_\_\_\_

Route ☐ PS ☐ Parent Noti. ☐ Attached ☐ Driver ☐ Notes: \_\_\_\_\_



## UNDERSTANDING CONCUSSIONS

### 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), National Athletic Trainers Association

Some Common Symptoms				
Headache	Balance Problems	Sensitivity 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	Sensitivity to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

### WHAT IS A CONCUSSION?

A concussion is a type of 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 for 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 activity on the day of the injury and not until a health care professional says they are okay to return to activity.

### 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 ACTIVITY**-Concussions take time to heal. Don't let the student return to activity the day of the injury and not until a health professional says it is okay. A student who returns to activity 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.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION(S)**-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 or has trouble with homework or school assignments
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Appears fatigued
- 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. If a student sustains a bump, blow or jolt to the head or body and the following danger signs are present, **immediate medical attention** should be sought at the closest emergency department.

• One pupil larger than the other	• Repeated vomiting or nausea	• Becomes increasingly confused or agitated	• Is drowsy and cannot be awakened
• Slurred speech	• Has unusual behavior	• A headache that gets worse	• Convulsions or seizures
• Weakness, numbness or decreased coordination	• Cannot recognize people or places	• Loses consciousness (even briefly)	

### WHAT SHOULD YOU DO?

If a student reports one or more symptoms of a concussion after receiving a bump, blow or jolt to the head or body, h/she should be immediately removed from activity (this includes but is not limited to, athletics, PE classes, band, dance, aerobics, theatre and choir.) The student should only return to activity with the permission of a health care professional experienced in evaluating concussions. Rest is key during recovery. Exercising or activities that require 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 rest breaks, be given extra help and time, and spend less time reading, writing or on a computer or iPad. After a concussion, returning to sports and school is a gradual process and should be monitored by a health care professional. Concussions affect each individual differently. Some may recover quickly and fully while others may have symptoms that last for days, weeks or even months.

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 "Understanding Concussions: Education for Parents and Athletes" provided by Gaylord Community Schools.

---

Student Name Printed

---

Parent or Guardian Name Printed

---

Student Name Signature

---

Parent or Guardian Name Signature

---

Date

---

Date

Return this signed form to your school's athletic office or to your coach. The school must keep this on file until the student is age 18. We realize this may not be the first nor the last time you sign and submit this form, as each organization needs to have a copy. Thank you for your cooperation and understanding.

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

# GAYLORD COMMUNITY SCHOOLS

An NCA Accredited School District



Form 7540.03 F1a / Page 1 of 1

## STUDENT/PARENT AGREEMENT SIGNATURE PAGE

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

### ➤ **NETWORK / INTERNET ACCESS AGREEMENT FOR STUDENTS**

In consideration of the privilege of using the Network, I hereby release the District, its employees, agents and individual members of the Board of Education, from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. I agree to use the Network responsibly and to abide by the rules and regulations set forth herein and as may be added from time to time by the District.

**I have reviewed this Network Use Agreement with my parent or legal guardian (or I have reached the age of 18).**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**The following section must be completed for all students who have not reached the age of 18.**

As the Student's parents or legal guardian, I have read and agree to this Network Access Agreement and have discussed it with my son or daughter. I understand that Network access is a privilege provided for educational purposes. I understand that it is impossible for the District to restrict access to all controversial material. I hereby release the District, its employees and agents and individual members of the Board of Education from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. In addition, I agree to indemnify the District for any fees, expenses or damages incurred as a result of my child's use or misuse of the Network or Network equipment.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

### ➤ **FIELD TRIP PERMISSION**

My child's class may be taking field trips during the school year. When field trips require transportation, children will be transported by bus.

I give permission for my child to participate in class field trips. ☐ YES ☐ NO

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

### ➤ **ACKNOWLEDGMENT OF STUDENT HANDBOOK**

We have received and read the Parent/Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date





# GAYLORD COMMUNITY SCHOOLS

An NCA Accredited School District

## Directory Information Opt Out

**ONLY RETURN IF YOU SELECT ANY OF THE OPTIONS BELOW**

I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows the Gaylord Community School District to disclose designated directory information to third parties. I am choosing to have some or all of my child's directory information be withheld from this disclosure. **If you do not wish to opt-out of any of the below common uses, you do not need to return this form or take any other action.**

Please check the applicable statement below along with the information you do not wish to be shared:

\_\_\_\_\_ I **DO NOT** authorize the Gaylord Community School District to share any of the following checked directory information with anyone outside of the Gaylord Community School District, with the exception of the military.

\_\_\_\_\_ I **DO NOT** authorize the Gaylord Community School District to share any of the following checked directory information with anyone outside of the Gaylord Community School District, for the entire school year.

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

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Student name (includes ALL awards, events, games, etc.)

\_\_\_\_\_ Home address

\_\_\_\_\_ Telephone number(s)

\_\_\_\_\_ Email address

\_\_\_\_\_ Grade level

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

\_\_\_\_\_ Place of birth

\_\_\_\_\_ Weight/height

\_\_\_\_\_ Photograph, video or electronic images (includes ALL awards, events, games, etc.)

\_\_\_\_\_ Yearbook picture and name

\_\_\_\_\_ Most recent school/education institution attended

\_\_\_\_\_ Parent information (name, address, phone, email, etc.)

\_\_\_\_\_ Participation in officially recognized activities and sports

\_\_\_\_\_ Awards and honors received

\_\_\_\_\_ Clubs/Affiliations

\_\_\_\_\_ Printed holiday programs and/or graduation programs

\_\_\_\_\_ Newspaper articles

\_\_\_\_\_ Scholarship information

\_\_\_\_\_ PTO directories

\_\_\_\_\_ Child's work (media and internet)



## **GAYLORD COMMUNITY SCHOOLS CHROMEBOOK TECHNOLOGY USE AGREEMENT**

It is understood between the parties that the Chromebook and accessories including, but not limited to, the Chromebook device, Power Adaptor, Case and/or accessories, are the property of and owned by a Federal funding program or Gaylord Community Schools.

1. I/We have read, understand and agree to abide by all terms of the Student Education Technology Acceptable Use and Safety Guidelines Agreement for Use, as well as the Student Code of Conduct that governs students' use of the District's computers, laptops, tablets and iPads.
2. I/We consent to Gaylord Community Schools assigning a Chromebook owned by a Federal funding programs or Gaylord Community Schools to my/our child. I/We understand that all users of the assigned device have no expectation of privacy in the assigned device or its contents. I/We further understand that Gaylord Community School staff may monitor and inspect the assigned device and all contents including e-mails and files, at any time without notice. Additionally, I/we understand the assigned device shall remain the property of a Federal funding program or Gaylord Community Schools at all times and I/we agree to return the device and all associated property to Gaylord Community Schools upon the School District's demand. I/We consent to my child's use of the assigned device and any associated accounts and I/we assume the risks associated with my child's use of the assigned device.
3. I/We have discussed with my/our child the purpose of the Chromebook as well as the accepted use of the device within and outside of the school.
4. I/We agree to ensure my/our child's compliance with the Gaylord Community School's technology Acceptable Use Agreement and Student Code of Conduct.
5. I/We agree to be liable to the appropriate Federal funding program and Gaylord Community Schools for all damage to the assigned Chromebook and associated property. I/We understand and agree that I/we am/are responsible for the cost of repair and/or replacement as of the date of loss/damage if the Chromebook or any accessories are:
  - Not returned
  - Intentionally damaged
  - Lost or damaged because of negligence
  - Stolen but not reported to school and police in a timely manner (within one business day)
6. Further, I/we understand that the Gaylord Community Schools reserves the right to charge for the full cost of repair and/or replacement when damage or loss occurs due to the gross negligence as determined by the school administration.
7. I/We acknowledge that I/we have been assigned and provided with the following property wherein we acknowledge approximate replacement costs as follows. Items received:
  - ☐ Dell/Other Chromebook - \$310
    - Dell/Other CB Power Adapter - \$40
    - Dell /Other CB Adapter cord - \$10
    - Gumdrop/Other CB case - \$50
8. I/We agree and acknowledge that we have the option to purchase the Gaylord Community Schools Technology Protection Plan. I/We understand this plan provides and the opportunity to offset the cost of repair/replacement of the Chromebook and accessories for an established up-front fee.

9. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity and as guardians of my/our child, the Gaylord Community School District, as well as its board members, teachers, employees, administrators and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Acceptable Use Procedures and Rules and this agreement including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use through school accounts or personal accounts.

**I/We agree to the terms set forth in this agreement and will abide by the Gaylord Community Schools Procedures and Rules for the Acceptable Use of the assigned device, the Student Handbook and all Board Policies and Guidelines. I/We understand that technology device damage/loss must be reported to the building admin team by close of business of the following school day.**

\_\_\_\_\_  
Device Serial Number (Service Tag)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Grade / School Attending

\_\_\_\_\_  
Student Signature (if applicable)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Phone Number

\_\_\_\_\_  
Parent/Guardian address

\_\_\_\_\_  
Parent/Guardian address continued

# Gaylord Community Schools Technology Protection Plan

Gaylord Community Schools has introduced an optional Technology Protection Plan that is available to purchase for each technology device issued to a student. The Technology Protection Plan will cover accidental damage to Chromebooks, Hotspots or other GCS issued technology devices. The Technology Protection Plan also covers theft of a device when promptly reported and accompanied by a valid/associated Police report identifying the specific device by serial number. This protection plan does not cover loss of a device and/or its accessories, cosmetic damage, or damages caused by misuse and/or abuse (determined by the GCS administrative team).

Costs are outlined below for the annual protection plan. If this plan is seen as a financial burden to your family and you would still like to participate/purchase the coverage, please contact your building principal to discuss potential options. Parents who choose not to purchase the Technology Protection Plan will be fully responsible for any loss, theft or damage of a GCS issued device. The plan is available to purchase for any GCS student.

## Protection Plan Details

<b>Annual Cost:</b> \$20 a year per student per device <ul style="list-style-type: none"><li>• \$80 maximum a year per family</li></ul> Protected September-June of current school year Cash or check made to GCS <ul style="list-style-type: none"><li>• Must be paid for by Day, September 17, 2021</li><li>• New students must purchase within two weeks of enrolling</li></ul> <b>Protection Deductibles:</b> 1st Claim: No cost 2nd Claim: \$20 3rd Claim: \$40 4th Claim: Full cost of repair/replacement	<b>Estimated repair or loss costs:</b> Chromebook replacement: \$310 Chromebook keyboard: \$60 Chromebook screen: \$85 Chromebook charger: \$40 Chromebook protective case: \$50  Hotspot replacement: \$100+ Hotspot charger: \$40  Listed repair costs may fluctuate based on current availability and cost of parts
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To enroll in the Technology Protection Plan for the 2021-2022 School Year, complete the enrollment form and send a check or money order made payable to Gaylord Community Schools to the address below. Cash will be accepted at the school admin office.

When technology device damage/loss is identified, it must be reported to the building admin team by close of business of the following school day.

Gaylord Community Schools  
Attn: (Indicate student's school bldg)  
615 S Elm Ave  
Gaylord, MI 49735

On online payment option may be available in the near future. Information will be provided when that option is ready.

Contact your student's building administrative team if you have additional questions regarding the purchase of this plan.

# Gaylord Community Schools Technology Protection Plan Enrollment Form for 2012-2022

Fill out this form if you are paying by check or cash. Please print clearly.

## Child #1

Student's Name		Grade	Building
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## Child #2

Student's Name		Grade	Building
----------------	--	-------	----------

## Child #3

Student's Name		Grade	Building
----------------	--	-------	----------

## Child #4

Student's Name		Grade	Building
----------------	--	-------	----------

Cost is \$20 per student, per device; \$80 family maximum.

Total enclosed: \_\_\_\_\_

## Parent Information

Parent's Name		Parent's Signature	
Mailing address		Phone number	
Parent's Email		Alternate number	

## Building Processing

Processed by and date	Date:	GCS member signature	
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Please ensure all information is printed and legible. Send your check or money order made payable to 'Gaylord Community Schools' to the following address. Use additional forms as necessary.

Mailing address: Gaylord Community Schools  
Attn: (Indicate student's school bldg)  
615 S Elm Ave  
Gaylord, MI 49735

On online payment option may be available in the near future. Information will be provided when that option is ready.