

Enrollment Requirements:

Student enrollments are handled at each building throughout the school year. Please have the following information with you at the time of enrollment:

Required Documentation:

1. Certified Birth Certificate
2. Court orders or placement papers, if applicable
3. Current Immunization Records
4. Driver's License, OR State ID, with a picture for establishing identity
5. Proof of residency consisting of two (2) of the following:
 - o Driver's license if it has the local address
 - o Deed
 - o Building permit
 - o Rental agreement
 - o Tax statement
 - o Voter registration card
 - o Utility bill showing parent/guardian name and declared address.
6. Name and address of former school.
7. If special needs, a copy of the last IEP

WEST BRANCH – ROSE CITY AREA SCHOOLS - ENROLLMENT CARD

WBRC ID number _____
(Office will assign)

STUDENT INFORMATION:

Student's complete **LEGAL** name (must match Birth Certificate)

Last _____

First _____

Middle _____

Gender: _____ Male _____ Female _____

Student Birth Date: ____/____/____

Grade: Pre-K Y-5 K 1 2 3 4
5 6 7 8 9 10 11 12

Student's Complete Address: ☐ Check box if address changed and needs updated from last school year

(Physical Address) _____

(Mailing, or PO Box) _____

City _____ State _____ Zip _____

Parent Phone# to Call 1st _____

Student's Cell phone _____

PARENT/GUARDIAN INFORMATION:

Father/Guardian name _____

Work Place _____

Work Phone _____

Home Phone _____

Cell Phone _____

Email Address — will receive Skyward Family Access (please print clearly):

Mother/Guardian name _____

Work Place _____

Work Phone _____

Home Phone _____

Cell Phone _____

Email Address — will receive Skyward Family Access (please print clearly):

"Parent/Guardian" if this address differs from student's

Name _____

(Physical) _____

(Mailing, or PO Box) _____

City _____ State _____ Zip _____

Home Phone _____

Cell phone _____

Email Address — will receive Skyward Family Access (please print clearly):

"Other Parent" Info (ex. Step-Dad, Step-Mom)

Name _____

(Physical) _____

(Mailing, or PO Box) _____

City _____ State _____ Zip _____

Home Phone _____

Cell phone _____

Email Address _____

Today's Date: _____

First School Day will be: _____

(Office Use Only – Please)

Bus Slot _____

Teacher _____

Counselor _____

(OHHS Only) **Year began 9th Grade** _____

Photo Permission Form Response: Yes _____ No _____

SOC _____ Approved _____ Address Verified _____

BOC _____ Approved _____ In-District _____

Student LIVES with: (check ALL that apply)

() Both Mom and Dad (biological or legally adoptive)

() Mom Only or () Mom and Step-Dad (by marriage)

() Dad Only or () Dad and Step-Mom (by marriage)

() Divorced, Joint Custody and student lives (check one):

primarily with: () Mom () Dad -or- () 50/50 Custody

() Foster Parents

() Grandparents

() Other Adult Family Member(s) _____

Is a parent of student currently on active duty in the military? () Yes () No

EMERGENCY & PICKUP CONTACTS:

(other than parents/guardians already listed)

1ST Name _____

Relationship _____

Home Phone _____

Cell Phone _____

Other Phone _____

2ND Name _____

Relationship _____

Home Phone _____

Cell Phone _____

Other Phone _____

3RD Name _____

Relationship _____

Home Phone _____

Cell Phone _____

Other Phone _____

4TH Name _____

Relationship _____

Home Phone _____

Cell Phone _____

Other Phone _____

5TH Name _____

Relationship _____

Home Phone _____

Cell Phone _____

Other Phone _____

STUDENT NAME

LAST

FIRST

MIDDLE

Ethnic/Race Codes (please check all that apply)**Part A** ☐ Hispanic/Latino?**Part B** Regardless if you selected the option above, please check one or more race below.

- ☐ American Indian or Alaskan Native ☐ Asian
☐ Black or African American ☐ White
☐ Native Hawaiian or Other Pacific Islander

Is this student tribally affiliated? (optional)

- ☐ Yes, the student is tribally affiliated
☐ No, the student is not tribally affiliated

City of Student's Birth: _____

Student Residence is (please check best answer):

- ☐ Single family in the house or dwelling
☐ More than one family in the house or dwelling
☐ Lives with friends or relatives
 (other than parents/guardians)
☐ Foster Care
☐ Hotel / Motel
☐ Shelter
☐ Unsheltered
☐ Transitional Housing: (list reason) _____

Other children in the family home

Name _____	B'date _____	Grade _____	Name _____	B'date _____	Grade _____
Name _____	B'date _____	Grade _____	Name _____	B'date _____	Grade _____
Name _____	B'date _____	Grade _____	Name _____	B'date _____	Grade _____

HEALTH CARD**STUDENT INFORMATION** - Student's complete LEGAL name (as found on Birth Certificate)

Last _____ First _____ Middle _____

If the following information is not known or does not apply, "unknown" or "none" is the required response.

CONDITION ALERT: Medical or physical deficiencies or problems the school should be aware of:**HAVE THESE CONDITIONS BEEN DIAGNOSED BY A DOCTOR?** Yes _____ No _____**MEDICATIONS GIVEN TO STUDENT** (If given at school, please ask for a medication form – must be filled out by Dr.)**ALLERGIES:** (bee stings, latex, medications, foods, etc. – *If Special Dietary needs, please ask for form - must be filled out by Dr.*)

In case of an injury or emergency medical condition involving the above named student, the school is authorized to take immediate action AND/OR transport the student to a medical facility and authorize treatment of the student at the medical facility until verbal authorization can be obtained.

Signature _____ Date _____
(Parent/Guardian)**FIELD TRIP PERMISSION**

My child (*student name*) _____ has permission to attend classroom field trips, including school bus transportation. I am to be notified prior to any field trip my child is taking, and I reserve the right to notify the school in writing that I do not want my child to attend the field trip scheduled.

Signature _____ Date _____

★ **School transferring from:**

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax# _____

WEST BRANCH – ROSE CITY AREA SCHOOLS

Ogemaw Heights High School, (960 S. M-33), PO Box 308, West Branch, MI 48661 PH: 989-343-2020, FAX: 989-343-2130

Surline Middle School, 147 State St., West Branch, MI 48661 PH: 989-343-2140, FAX: 989-343-2239

Surline Elementary School, 147 State St., West Branch, MI 48661 PH: 989-343-2190, FAX: 989-343-2200

Rose City School, (515 Harrington St.), PO Box 407, Rose City, MI 48654 PH: 989-343-2250, FAX: 989-343-2299

RESIDENCY AFFIDAVIT (New Enrollment)

<i>Student Name</i>	<i>Attending (Bldg)</i>	<i>Grade</i>	<i>Date of Birth</i>	<i>WBRC ID#</i>
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$$\frac{1}{2} \quad \frac{1}{2} \quad \frac{1}{2}$$

I, _____ declare that the student(s) named above
(Parent/Guardian)

physically resides at the address listed here: _____ ,
(Physical Address)

in _____, State of Michigan, and that he/she/they has/have no other
(City)
residence beside that listed herein.

I further declare that he/she/they sleep(s) and eat(s) at this residence and will be available for contact by the West Branch-Rose City (WBRC) area school district at this address.

I also declare that he/she/they is/are in compliance with Sec. 380.1148 of the State of Michigan General School laws which state: “The purpose for which a child is placed in a licensed home, or in the home of relatives in the school district, must be for the purpose of establishing a suitable home, and not for educational purposes.”

I further understand that if statements made on this affidavit change, my application will be open for review as to the continued enrollment of the above named student in the WBRC area school district and I will be liable for all costs incurred while said student was enrolled in the WBRC area school district.

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School Office:

____ **Driver's License, OR State ID, with a picture**
(Use this to establish identity)

School personnel visually observed and copied the following as proof of residency.

Note: may use the Driver's License as one proof if it has the local address – two (2) proofs are required:

- ☐ **Utility bill with local address**
- ☐ **Rental or Lease agreement with local address**
- ☐ **Other:**

✓ **Signature of Parent/Guardian:**

(Parent/Guardian)

✓ **Signature of Witness/School personnel:**

(Witness)

Dated: _____

WEST BRANCH – ROSE CITY AREA SCHOOLS

Surline Middle School, PO Box 308, West Branch, MI 48661

Phone: 989-343-2140 ~ FAX: 989-343-2239

REQUEST / AUTHORIZATION TO RELEASE RECORDS

The following student entered, or will enter, our school district on (date) _____.

Student Name

Grade

Date of Birth

MI UIC# (if known)

_____ / _____ / _____

Please send the:

- ✓ Complete CA Cumulative file (CA-60) for the student(s) above
 - ✓ including psychological evaluations
 - ✓ health records
 - ✓ and Special Education Records *
- This release also confirms that the above student *has not been* expelled by your school.

Name of Previous School:

Address:

Phone: _____

Fax:

Questions? Contact: SMS Secretary
Surline Middle School, 989-343-2140

~ Signature of Parent/Guardian is on File ~

SMS School Secretary (or Representative)

Date

Note: If any student has Special Services, please fax a copy of the **current IEP** and **MET** to:
Special Services Supervisor

@ Fax # **989-343-2299**

right away, and then mail the Special Services records to:

Special Services Secretary
PO Box 308, West Branch, MI 48661

to facilitate student placement (sending the CA-60 records by mail to the address below, see '3rd' step).

Thank you, *SMS Secretary*

1st

2nd

Please FAX (fax separately, as these are different buildings) the following immediately to the middle school:

SMS Fax:
989-343-2239

___ Immunization Record
___ Transcript of Grades
___ Michigan UIC #, if applicable

3rd

Please MAIL CA-60 records to :

Surline Middle School
Attn: SMS Secretary
PO Box 308
West Branch, MI 48661

Note: FedEx/UPS use: **147 State Street**
(not a mailing address) **West Branch, MI 48661**

School Processing Use Only:

Faxed/Mailed: (1) _____
(2) _____
(3) _____

CA-60 Rec'd _____

Notes: _____

Local education agencies, including public school academies, in Michigan must use the following Home Language Survey as written beginning with the 2025-2026 school year. Additional information, as well as translated versions of the HLS, are available at www.michigan.gov/mde-el. Questions may be emailed to mde-el@michigan.gov.

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.

Name of Student _____ Grade _____

School Building _____

- What language is used most at home?

- What language is used most by the student?

Title III Immigrant Funding Identification Question

- Was the student born outside of the US or Puerto Rico?

Yes No

- If yes, when did the student enter the US schools?

Date: _____

Signature of Parent or Guardian

Date

A PARENT'S GUIDE TO CONCUSSION IN SPORTS AND PHYSICAL ACTIVITY



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 bump, blow or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a “ding”, “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If a student reports one or more symptoms of concussion after a bump, blow or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Students who have, at any point in their lives, had a concussion, have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

SYMPTOMS REPORTED BY A STUDENT OR ATHLETE:

- Headache or ‘pressure’ in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Just not ‘feeling right’ or is ‘feeling down’

SIGNS OBSERVED BY COACHING/TEACHING STAFF:

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

WHY SHOULD A STUDENT OR ATHLETE REPORT SYMPTOMS?

If a student has a concussion, his/her brain needs time to heal. While the brain is still healing, they are more likely to have another concussion. Repeat concussions can increase time to recover. In rare cases, repeat concussions in young athletes can result in swelling or permanent damage to their brain. They can even be fatal.

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. An athlete should receive immediate medical attention if, after the bump, blow or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil is 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 or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR STUDENT OR ATHLETE HAS A CONCUSSION?

1. If you suspect a concussion, remove the student from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the student out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it is okay to return to play.
2. Rest is the key to helping a student recover from concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, playing video games, may cause concussion symptoms to reappear or worsen. After a concussion, returning to sports/school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes 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.

WHEN IN DOUBT, SIT THEM OUT!!!

RETURNING TO SPORTS OR OTHER PHYSICAL ACTIVITY

Once a student/athlete no longer has symptoms of a concussion and is cleared to play by a health care professional experienced in evaluating concussions, h/she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the student/athlete will complete a new step each day, as follows:

Step 1. Light exercise, including walking or riding an exercise bike; no weight lifting.

Step 2. Running in the gym or on the field; no helmet or other equipment.

Step 3. Non-contact training drills in full equipment; weight training can begin.

Step 4. Full contact practice or training.

Step 5. Game play.



WEST BRANCH-ROSE CITY AREA SCHOOLS

By signing below, I signify I have received, read and understand:

“A PARENT’S GUIDE TO CONCUSSION IN SPORTS AND PHYSICAL ACTIVITY”

I understand that this covers (1) **any sport**, (2) any **health class** and (3) any **physical education class** my child may participate in during their K-12 educational career.

Student Name (please print): _____

(If an athlete) **Student Signature:** _____

Please Circle One:

Mother Father Legal Guardian Foster Parent

Other, with legal rights (indicate what): _____

Parent/Guardian Signature: _____

Please Print Parent/Guardian Name: _____

West Branch – Rose City Area Schools

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use District Information and Technology Resources (as defined in Bylaw 0100) (collectively, “IT Resources”), including a school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent/guardian permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District IT Resources is a privilege, not a right. The Board of Education’s IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use District IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District IT Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of such resources.

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

Parent/Guardian

As the parent/guardian of this student, I have read Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety and 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 members, officers, employees, or administrators) responsible for content my child may come into contact with while on the Internet. Additionally, I accept responsibility for communicating to my child the standards (i.e., family values) I want them to follow when using the Internet, including how they should go about selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations of the Policy and Guidelines.

Student's Last Name,

First

Middle

If my child, as part of a class assignment, designs and/or develops a website, web page, or app/service that is hosted on Board-owned or District-affiliated servers, I agree the Board shall be entitled to retain proprietary rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me or my child.

Parent:

I give permission for the Board to issue an email account to my child and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Please initial each that also applies:

___ I give permission for my child's image (photograph) to be published online, provided only their first name is used.

___ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

___ I agree to the District creating and managing a Google Workspace for Education account for my child. I also authorize the District to share limited student personal information with Google as required to provide these services. I understand that if this authorization is not provided, the student will still have access to core instructional tools but will not have access to Google's additional services

Parent/Guardian's Signature: _____ Date: _____

Student

I have read and agree to abide by Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines may result in disciplinary action and/or referral to law enforcement. As a user of District IT Resources, I agree to communicate over the Internet and through the IT Resources in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Students who are eighteen (18) years of age or older need to initial the following:

___ If, as part of a class assignment, I design and/or develop a website, web page, or app/service that is hosted on Board-owned or District-affiliated servers, I agree the Board shall be entitled to retain proprietary rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me.

Student's Signature: _____ Date: _____

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

Book	Policy Manual
Section	7000 Property
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	Active
Adopted	November 20, 2017
Last Revised	April 17, 2023

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	P.L. 110-385, Title II, Protecting Children in the 21st Century Act
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	47 C.F.R. 54.500 – 54.523

Book	Administrative Guideline Manual
Section	7000 Property
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	ag7540.03
Status	Active
Adopted	November 1, 2017
Last Revised	October 6, 2017

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that is in accord with their personal and family values, in addition to the Board of Education's standards.

This guideline also governs students' use of their personal communication devices (see definition Bylaw 0100) when they are connected to District Technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Technology Resources.

- A. All use of District Technology Resources must be consistent with the educational mission and goals of the District.
- B. Students may only access and use District Technology Resources by using their assigned account and may only send school-related electronic communications using their District-assigned e-mail addresses. Use of another person's account/e-mail address is prohibited. Students may not allow other users to utilize their account/email address and should not share their password with other users. Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. No user may have access to another's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e-mail messages is considered theft. Any attempts to gain access to unauthorized resources or information either on the District's computer or telephone systems or any systems to which the District has access are prohibited. Similarly, students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network.
- D. Students may not intentionally disable any security features used on District Technology Resources.
- E. Students may not use District Technology Resources or their personal communication devices to engage in vandalism, "hacking", or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).
 1. Slander and libel - In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 2. Students shall not use District Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
 3. Vandalism and Hacking – Deliberate attempts to damage the hardware, software, or information residing in District Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of District Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited.

Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Students may not engage in vandalism or use District Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Technology Resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

4. Use of District Technology Resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.
5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District computers must be approved by the Technology Director, and the District must own, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

F. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

G. District Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying.

H. Use of District Technology Resources to engaged in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others. [Bill Belsey (<http://www.cyberbullying.org>)] Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, voting booths.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
4. posting misleading or fake photographs of students on websites.

I. Students are expected to abide by the following generally-accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through or utilizing District Technology Resources.
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.

8. Check e-mail frequently and delete e-mail promptly.
9. Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or make them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by an administrator.
- J. Downloading of files onto school-owned equipment or contracted online educational services is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects District Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs to make the District Technology Resources once again fully operational.
- K. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may only use their school- assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.
- M. Privacy in communication over the Internet and through the District's computer network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access monitor, review, and inspect any directories, files and/or messages residing on or sent using its Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- N. Users have no right or expectation to privacy when using the District Technology Resources. The Board reserves the right to access and inspect any facet of its Technology Resources, including, but not limited to, computers, laptops, tablets, and other devices, networks or Internet connections, online educational services, or apps, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of District Technology Resources constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Technology Resources and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technology monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through District Technology Resources will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Technology Resources.
- P. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Technology Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on Board-owned or leased servers remains at all times with the Board.
- R. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on District Technology Resources.
- S. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- T. Preservation of Resources and Priorities of Use: District Technology Resources are limited. Because space on disk drives and bandwidth across the lines that connect District Technology Resources (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Director. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to District Technology Resources for class- or instruction-related activities have priority over other users. Students not using District Technology Resources for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose. The following hierarchy will prevail in governing access to District Technology Resources:
 1. Class work, assigned and supervised by a staff member.
 2. Class work, specifically assigned but independently conducted.
 3. Personal correspondence (e-mail – checking, composing, and sending).
 4. Training (use of such programs as typing tutors, etc.).
 5. Personal discovery ("surfing the Internet").

6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal.

Game playing is not permitted unless under the supervision of a teacher.

Abuse of Network Resources

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

Unauthorized Printing

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to the Technology Director.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

WEST BRANCH – ROSE CITY AREA SCHOOLS

OHHS

SMS

SES

RCS

30 SCHOOL DAYS =

(If holding a NEW IEP)

PARENTAL CONSENT - TO PLACE A SPECIAL EDUCATION TRANSFER STUDENT

Student Name

Grade

Date of Birth

UIC#

Previous School District:

Gender:

WBRC Student ID#

☐ Male ☐ Female

In accordance with the provisions of Rule 340.1722e of the Michigan Revised Administrative Rules for Special Education, I hereby state and give consent to West Branch-Rose City Area Schools as follows:

Please check ☒ if applicable:

☐ My child currently has an IEP and in accordance with the provisions of Rule 340.1722e of the Michigan Revised Administrative Rules for Special Education, I hereby give consent to West Branch-Rose City Area Schools to immediately implement the student's current Individualized Education Program (IEP). An IEP will be held by the WBRC School District within one (1) year of the previous IEP date, unless requested sooner.

Signature of Parent/Guardian

Date: (This is the date the Student enrolled & the Parent/Guardian Signed)

Mailing Address

Contact Phone Number

Home or Cell?

City MI,

Zip Code

Alternate Phone Number

Home or Cell?

For WBRC District Use Only:

☐ Yes ☐ No The parent/guardian has provided the WBRC School District with a copy of the student's last IEP.

☐ Please attach current IEP

Placement will begin on (Date) _____ at (Circle One): OHHS SES SMS RCS and in Grade: _____

Program/Service

Provider

Hours

Program/Service

Provider

Hours

Program/Service

Provider

Hours

Program/Service

Provider

Hours

WEST BRANCH-ROSE CITY AREA SCHOOLS

Mailing address:
P. O. Box 308
West Branch, MI 48661
Phone: (989) 343-2000



Physical address:
960 S. M-33
West Branch, MI 48661
Fax: (989) 343-2006

Dear Parent or Guardian of an Enrolling Student:

(1) A **certified copy of the birth certificate** is required for our student(s) be presented at enrollment. This satisfies the MCL 380.1135 of the Revised School code, the state of Michigan Pupil Accounting best practices and the State of Michigan's Missing Children's Act.

A **certified copy** is different from a regular copy. A certified copy will have either a raised seal of the issuing agency or an original stamp/signature area. A regular 'copy' of the certified copy is not acceptable for enrollment purposes, except temporarily (for 30 days). When a certified copy of a birth certificate is not available, the district has the authority to determine the type of "other reliable proof" we will accept (baptismal, military, hospital, immigration records, etc.). This determination will be made by the Superintendent's office.

Birth Certificates: If you are not able to provide a certified copy of a birth certificate, you have thirty (30) days to meet that legal requirement. If you do not comply within 30 days, your case must be referred to our local law enforcement agency for investigation pursuant to the current Revised School Code.

(2) The State of Michigan and our local health department dictate that a **current immunization record** be submitted for newly enrolling students.

Immunization Records: If you are not able to provide a listing of current immunizations, you have thirty (30) days to meet that legal requirement.

Medical Waivers: If your child has a true medical contraindication for not receiving a vaccine, your doctor must supply you with a signed copy of the State of Michigan Contraindication form.

Other Waivers: Non-medical immunization waivers must be secured through your local health department pursuant to recent legislation. Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.

STUDENT INFORMATION - Student's complete **LEGAL** name (as found on the Birth Certificate)

Last _____ First _____ Middle _____

_____ A certified copy of my child's birth certificate will be supplied by (30 days):
I understand that failure to provide a birth certificate may result in an investigation by a law enforcement agency.

_____ Current immunization records will be supplied by (30 days):
I understand that I must secure medical waivers from a doctor's office and non-medical waivers from my local health department.

Signature of Parent or Legal Guardian, or Student over 18

Date Signed

AFFIDAVIT FOR ALTERNATIVE TO BIRTH CERTIFICATES:

In accordance with MCL 380.1135(1)(b) this affidavit is being employed to accompany 'other reliable proof' of age and identity of the aforementioned student. Please indicate the other reliable proof this affidavit is accompanying:

☐	Baptismal Certificate indicating DATE and PLACE of birth	☐	County, military or immigration record	☐	Life Insurance Policy
☐	Doctor or hospital record accompanied by sworn statements	☐	Court Record	☐	Certain Family Records
☐	Other reliable proof (accepted by Superintendent of School District)				

Signature of Parent or Legal Guardian, or Student over 18

Dated: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____.

Signature of School Official Processing

Dated: _____

Notary Public in and for Ogemaw County, MI
My commission expires: _____

West Branch-Rose City Area Schools

Consent for Disclosure of Personally Identifiable Information and 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 student's 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 and immunization 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.

I authorize West Branch-Rose City Area Schools to release my child's immunization record and personally identifiable information to the Michigan Department of Health and Human Services and Local Health Department. I understand this information will be used to improve the quality and timeliness of immunization services and to help schools comply with Michigan Law. This includes any immunization information and limited personally identifiable information from the school.

Student's Name: _____

Date of Birth: __/__/__

Signature of Parent/Guardian

or Eligible Student: _____

Date: __/__/__

Printed Parent/Guardian Name: _____

DO YOU NEED TRANSPORTATION? YES NO
IF the answer is YES, please continue, if NO, please do not fill out form.

West Branch-Rose City Area Schools
Transportation Department
221 Thomas Street
West Branch, MI 48661
(989) 343-2240
Jason Hall, Transportation Supervisor

1. Child's Full Name: _____ Grade _____
2. Child's Full Name: _____ Grade _____
3. Child's Full Name: _____ Grade _____
4. Child's Full Name: _____ Grade _____

Parent(s)/Guardian(s) Signature _____ Date: _____

Parent(s)/Guardian(s) Name(s): _____

Street Address & City: _____

EMAIL: _____

Mother Work # _____ Cell# _____

Father Work # _____ Cell# _____

Emergency Contacts: Name _____, Phone# _____

****What two roads is your home between? Do not list the road you live on.**

Day Care Provider / Alternate's Home Information:

AM Route PM Route (Please check both for AM & PM)

Provider's Name: _____ Telephone: _____

Provider's Address: _____

What two roads are close to the daycare or alternate provider's address?

Do you have other children who will travel here? Please list their name, grade, and the school they attend:

For Office Use Only
Date: _____ SOC/BOC Approval Date: _____ Secretary's Initials: _____ OHHS SMS SES RCS
Family 1 Family 2

Updated Version: 1/7/2024

WEST BRANCH-ROSE CITY AREA SCHOOLS

Janis Phillips, Food Service Director

Mailing address:
P. O. Box 308
West Branch, MI 48661
Phone: (989) 343-2016



Physical address:
960 S. M-33
West Branch, MI 48661
Fax: (989) 343-2130

West Branch-Rose City Area Schools
7/1/2025

Dear Parents and Guardians:

Please take a moment to complete the form and return it to your student's school. The Education Benefits Form collects information needed to ensure the school receives state and federal funding for education programs. **Without this information, West Branch-Rose City Area Schools could lose important funding for education programs that our students need.** These supplemental grants and programs have the potential to offer supports and services for our students including, but not limited to:

- Instructional staff (ex. Reading Interventionists, Math Tutors, Academic & Behavior Aids)
- Teaching supplies and materials
- Counselors and Social Workers
- School Nurses
- Professional Learning for staff
- Parent and Community engagement supplies and activities
- Technology

Why is West Branch-Rose City Area Schools requesting financial information? The Education Benefits Form determines eligibility of a student or household. The total count of eligible students is used to determine the funding amounts that will be made available to a school. The more forms returned the better.

What do I need to do? Please complete the attached form and return it to West Branch-Rose City Area Schools.

How will this information be protected? In keeping with current practices, applications are processed and locked in a fire proof file cabinet. Information is kept confidential per USDA guidelines.

What else might my student or household be eligible for? Based on the information you provide on your Education Benefits Form; your child may qualify for other programs such as:

- Programs that provide food support
- Programs that provide field trip support
- Programs that provide school supplies or assist with school fees
- Programs that provide holiday support
- Potential household support for cable and internet

You must complete the **Sharing Information with Other Programs form** found on the West Branch-Rose City Area Schools Food Service website to grant permission for your eligibility information to be shared.

If you have any questions, please contact Janis Phillips at 989-343-2016.

Sincerely,

Janis Phillips
Food Service Director

EDUCATION BENEFITS FORM SY 2025 - 2026

District: West Branch- Rose City Schools School: Ogemaw Heights, Surline Elementary, Surline Middle, and Rose City

PART A: STUDENT INFORMATION – Complete for each student Pre-K through 12th Grade

Student's Last Name	Student's First Name	Grade Level	School	Identify H if Homeless M if Migrant R if Runaway F if Foster

If you need additional lines, attach a second sheet to this report or attach a copy of this report clearly marked as a **Page 2**.

PART B: BENEFITS RECEIVED - If any member of your household receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or FDPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: _____ Case Number: _____

PART C: HOUSEHOLD SIZE - Enter the total number of individuals living in your household, including all adults and children →

PART D: TOTAL MONTHLY HOUSEHOLD INCOME – Report income for all members of household excluding Foster Children. If you have reported a case number above, you do not need to fill in this section. Move on to PART E.

Type of Income	Income	Circle if None
1. Gross Monthly Earnings: Wages, Salary, Commissions	\$	None
2. Monthly Welfare Payments, Child Support, Alimony	\$	None
3. Monthly Payments from Pensions, Retirement, Social Security	\$	None
4. Monthly Dividends or Interest on Savings	\$	None
5. Monthly Worker's Compensation, Unemployment, Strike Benefits	\$	None
6. Other Monthly Income (SSI, VA, Disability, Farm, other)	\$	None
Total Monthly Household Income (Add lines 1-6)	\$	

PART E: CERTIFICATION - The head of household or adult designee who completed this form must complete this certification section.

I certify (promise) that all information on this form is true, and that all income is reported to the best of my knowledge. I understand that this form may impact the amount of State or Federal funding allocated to my local school district. I understand that the information I have provided may be verified.

(Signature) _____ (Printed Name) _____ (Date) _____

(Address) _____ (City) _____ (Zip) _____

(Email Address) _____ Home Phone) _____ (Work Phone) _____

Do NOT fill out this section. This is for school use only.

Status: F _____ R _____ N _____ Determining Official's Signature: _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE

EDUCATION BENEFITS FORM

This form is used to determine eligibility for state benefits for which your child(ren)'s school may qualify. Please complete, sign, and return this form to your child's school.

If any member of your household receives benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or FDPIR please follow these instructions:

Part A: Student Information - For each student in the household Pre-K through 12th grade, list the last name, first name, grade level, school, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.

Part B: Benefits Received: If any household member, including adults, receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR), provide the name and case number. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Part C: Size of Family - Enter the total number of individuals living in your household. This should include all children and adults, related and un-related, that live in a single dwelling and share income and expenses.

Part D: Total Monthly Household Income - Skip this part

Part E: Certification - Sign the form. Print your name and Date.

If your household does not receive benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or FDPIR please follow these instructions:

Part A: Student Information - For each student in the household Pre-K through 12th grade, list the last name, first name, grade level, school, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.

Part B: Benefits Received: Skip this part.

Part C: Size of Family - Enter the total number of individuals living in your household. This should include all children and adults, related and un-related, that live in a single dwelling and share income and expenses.

Part D: Total Monthly Household Income - Enter monthly income for all household members for each type of income that applies. The amount should be before any deductions for taxes, insurance, medical expenses, child support, etc. If you have no income for a category, circle NONE. Add lines though 1 through 6 and enter the Total Monthly Household Income.

Part E: Certification - Sign the form. Print your name, date, and contact information.

Sharing Information with Other Programs

Dear Parent/Guardian:

Based on the information you gave on your Education Benefits Form, your child may qualify for other programs. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free (or reduced-price meals, if applicable).

Yes! **I DO** want school officials to share information from my Education Benefits Form with:

- ☐ Pay to Participate (Athletics and Clubs).
- ☐ Programs that provide food support (weekend backpacks, holiday meals, etc.).
- ☐ Programs that provide field trip support (reduced rates or scholarships for field trips).
- ☐ Programs that provide school supplies or assist with school fees (filled backpacks and supplies from the requested supply list, testing fees).
- ☐ Programs that provide holiday support (meals, holiday gifts, opportunity for children to shop for gifts at no cost).

If you check "Yes" to any or all the boxes above, please fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Printed Name: _____ Address: _____

Signature of Parent/Guardian: _____ Date: _____

For more information, you may call Janis Phillips, Director of Dining Services at 989-343-2016.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- | | |
|--|---|
| 1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or | 2. fax: (833) 256-1665 or (202) 690-7442; or |
| | 3. email: program.intake@usda.gov |

This institution is an equal opportunity provider.

USDA Civil Rights Complaint Link:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>

Return this form to: Janis Phillips, Director of Dining Services, West Branch-Rose City Schools, P.O. Box 308, West Branch, MI 48661

West Branch-Rose City Area Schools
School Messenger
Automated Calling Service
For Text Messaging Only

To Opt In:

1. If you are currently receiving a notification call from your child's school (for snow days and other important information) on your cell phone, you are in the "Skyward" system and should be able to **Opt IN** following **step 3** below.
2. If you are not receiving the notification calls on your cell phone, you need to call your child's school and make sure that the office has your Cell phone number listed in their "Skyward" system and that you are listed as a primary or secondary contact and then follow **step 3** below.
3. Once you are entered as a contact in "Skyward" send a text to this number **6 7 5 8 7** with the following:
 - a. To Opt-In: Type "Y", "YES", "OPTIN", "OPT IN", and "SUBSCRIBE" are all acceptable keywords for subscribing to SMS text messaging.

To Opt Out:

1. If you **DO NOT want to receive Text Messages** from the school alert system, then do the following:
 - a. Send a text to this number **6 7 5 8 7** with the following:
 - "END", "CANCEL", "OPT OUT", "OPTOUT", "STOP", "QUIT", and "UNSUBSCRIBE" will cancel SMS messages to the recipient.