

Houghton Middle School

Student Enrollment Form

Child's Legal Name (as shown on birth certificate) _____ Male Female
 Last First Middle Grade Entering _____

Birth Date _____ Place of Birth _____ Multiple Birth Status: Single Twin Triplet

Residential Address _____
 Street Address City Zip

Mailing Address (if different from residential address) _____
 Street Address City Zip

Resident School District: Houghton—31110 Hancock — 31010 Stanton — 31140 Adams — 31020 L'Anse — 07040 Lake Linden — 31130
 Osceola — 31100 Baraga — 07020 Calumet — 31030 Chassell — 31050 If other, spell out district name _____

Home Phone Number _____ Township _____ Is this child a court-placed foster child? Yes No

Is your child's native tongue a language other than English? If yes, name of language _____
 Yes No

Is the primary language used in your child's home or environment a language other than English? If yes, name of language _____
 Yes No

Immigration Date, if not born in U.S. _____ Number of full school years child has attended any U.S. school _____

Ethnicity

Race

Is this student Hispanic/Latino (Choose only one)
 No, not Hispanic/Latino
 Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

The question to the left is about ethnicity, not race. No matter what you selected, **please continue to answer the following** by marking one or more boxes to indicate what you consider your child's race to be.
 American Indian/Alaska Native Asian American
 Native Hawaiian/Pacific Islander Black/African American
 White

Last School Attended _____ City/State/Zip _____
 Please Check: Michigan Public School Out of State Public School Church/Private School Preschool

Did your child receive any special education services at a previous school? Yes No (If yes, please indicate the types of services he/she received)
 Check all that apply Special Education Classes Speech OT/PT Social Work 504 Plan

Name of Primary Parent/Guardian Residing in the Home	Place of Employment	Work Phone	Cell Phone	E-mail address
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Relationship: Father Mother Grandparent Guardian Self (student enrolling) Other: _____

Name of Secondary Parent/Guardian Residing in the Home	Place of Employment	Work Phone	Cell Phone	E-mail address
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Relationship: Father Mother Grandparent Guardian Self (student enrolling) Other: _____

Name of Parent Living Elsewhere	Relationship to Child	Home Phone	Work Phone	Cell Phone
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Address _____ Have custody papers been provided to district? Yes No
 Should this person receive mailings? Yes No

Custody Restrictions _____

OTHER CHILDREN IN THE FAMILY

Name (First and Last)

Birth Date

School of Attendance

Are there any medical alerts or related concerns we should be aware of? Yes No

If yes, please explain.

Other emergency contacts for the student:

Name	Home Phone	Cell phone	Relationship to student
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Name	Home Phone	Cell phone	Relationship to student
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- Yes No Is this student the youngest or only child from this household attending Houghton Middle School?
- Yes No Is this student the youngest or only child from this household attending Houghton-Portage Township Schools?
- Yes No Houghton Middle School has permission to publish my child's photograph.
- Yes No I give permission for my child to participate in school-sponsored field trips.
- Yes No We have adequate insurance to protect my child in case of an accident.
- Yes No I give permission to administer first aid to my child. In case of an emergency, my child may be transported to the hospital. It is understood that all expenses incurred in such situations shall be my responsibility and not that of the Houghton-Portage Township School District, nor any of its Board of Education members, administration, faculty, and other school personnel.
- Yes No We have read and understand the student handbook.

The Michigan Missing Children's Act, MCL 380.1135 of the Revised School Code, requires that a person enrolling a pupil in a public school provide the local or intermediate school district with a certified copy of the pupil's birth certificate or other reliable proof of the pupils identity.

Please check:

I have brought a certified copy of my child's birth certificate to provide to the school.

OR

I am unable to provide a certified copy of my child's birth certificate for the reason below. Instead I am providing:

- Baptismal certificate including date and place of birth
- County, military, or immigration records
- Doctor or hospital records accompanied by sworn statements
- Court Records
- Life insurance policy
- A sworn statement from a parent or guardian (notarized)

In accordance with MCL 380.1135(1)(b), please explain the reason for your inability to provide a certified copy of the child's birth certificate:

The undersigned hereby acknowledges that the information provided on this form is true and accurate. The undersigned understands that it is his/her responsibility to inform the appropriate school office if and when any of the information on this form changes.

Parent or Guardian Signature

Date

HOUGHTON-PORTAGE TOWNSHIP SCHOOLS
Houghton Middle School
 1603 Gundlach Road
 Houghton, MI 49931
 Office: (906) 482-0450 Fax (906) 483-2566

Student Records Request

School _____

Address _____

Phone _____ Fax _____

Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 14673). Therefore, please furnish us with the following information in order to provide proper placement.

			<u>Previous Michigan School Use Only</u> UIC # _____ UIC # _____ UIC# _____
Student's Name	Birthdate	Grade	
Student's Name	Birthdate	Grade	
Student's Name	Birthdate	Grade	

Please send the entire Cumulative Record folder, including any Special Education files, concerning the above listed student(s).

- A. All subjects and grades for the current school year plus withdrawal grades. Final grades for previous school years, along with an explanation of your grading system.
- B. Standardized test records and scores.
- C. Psychological/Physiological/Health reports.
- D. All discipline records including suspensions, expulsions, and other violations of school policies.
- E. Any other data pertinent to understanding the student's individual needs.

This is to certify that the student(s) listed above have enrolled in Houghton Middle School.

Sincerely,

Kay Waite

HMS Secretary

Date

The following documents must be presented at registration:

Birth Certificate

Acceptable items are: birth certificate, passport, baptismal certificate indicating date and place of birth, court records, state-issued I.D., county, military or immigration records, doctor or hospital records with sworn statements, life insurance policy, or a notarized statement from a parent or guardian.

Immunization Records

Proof of Residency

In most cases, we do have a proof of residency document in the file, but the family address has changed since the time of enrollment. Our pupil accounting auditors require that we have proof of each student's *current* residence. Acceptable proofs are: voter registration, lease agreement, purchase agreement, moving bill, utility bill, or even the envelope from a piece of junk mail received at your home address.

PO Box items cannot be used for proof of residency.

Schools of Choice Application

Available from any district office.

Houghton Portage Township Schools/Houghton Middle School

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 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 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 Houghton Portage Township 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: __/__/__

Signature of Parent/Guardian
or Eligible Student: _____ Date: __/__/__

Printed Parent/Guardian Name: _____

Parent Notification Regarding Child Custody

As per State and Federal Law (MCL 722.30 & FERPA), please be advised, Houghton Portage Twp. Middle School recognizes the equal rights of parents and guardians as indicated on a certified birth certificate or legal court order.

In cases where parents/guardians are legally separated, divorced and/or those parents who simply have ongoing custody issues between them, the parental rights of both parties will be equally recognized by your child's school, **unless and until** a parent/guardian has a legal court order that specifically restricts or denies the non-custodial parent's access to the child at school, the child's school records, or other protective order.

To accommodate a custodial parent's request to deny non-custodial parent's rights to access any information on a child, the school **must** have a copy of the most recent court order on file that indicates on parent's access and information rights are inhibited. Otherwise either parent with proper identification, may have access to the child at school, request and receive information and be included in the child's educational process.

Please sign to indicate you have read this affidavit and understand the schools position.

Student Name: _____ **DOB:** _____ **Grade:** _____

Parent/Guardian Name – Please Print

Parent/Guardian Signature

Date

Houghton-Portage Township Schools

Student Residency Questionnaire

A student may be eligible for additional educational services through Title I Part A, Title I Part-C Migrant, and/or Federal McKinney-Vento Assistance. Eligibility can be determined by completing this questionnaire. **All information provided on this form is confidential.** Complete one form per FAMILY.

Where are you and your family currently staying? (Check one box)

SECTION A

Rent/own our own home.

STOP: If you rent/own your own home, sign below and submit form to school personnel.

SECTION B

- Temporarily with another family because we cannot afford or find affordable housing.
- With an adult that is not a parent or legal guardian, or alone without an adult.
- In a hotel/motel.
- In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing.
- In an emergency/transitional shelter.
- Awaiting foster care/temporary foster care placement, or currently in first six months of foster care
- Unsheltered
- Unaccompanied youth: not in the physical custody of a parent or guardian.
- Other (specify): _____

If you checked a box in Section B, your child/children may be eligible for additional educational services through Title I, Part A, Title I Part C-Migrant, or Title X, Part C-Federal McKinney-Vento Assistance Act. Please complete the information requested below.

Student Name	Male/Female	DOB	Grade	School Name

Would you like to be contacted by a member of the school system’s Education for Homeless Children and Youth program staff? Yes No

The undersigned certifies that the information provided above is accurate.

Print Parent/Guardian Name/Adult Caring for Student

Signature

Date

Phone Number

Street Address

City

Zip

School Use Only

- Free or Reduced Price Meals Form Submitted/Signed Declined Services
- Referral Form Completed/Submitted

Print School Contact

Title

Signature

Date

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache
Pressure in the Head
Nausea/Vomiting
Dizziness

Balance Problems
Double Vision
Blurry Vision
Sensitive to Light

Sensitive to Noise
Sluggishness
Haziness
Fogginess
Grogginess

Poor Concentration
Memory Problems
Confusion
"Feeling Down"
Lost Consciousness

Not "Feeling Right"
Feeling Irritable
Slow Reaction Time
Sleep Problems

WHAT IS A CONCUSSION?

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

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

IF YOU SUSPECT A CONCUSSION:

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

SIGNS OBSERVED BY PARENTS:

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

CONCUSSION DANGER SIGNS:

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

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

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

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

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

To learn more, go to www.cdc.gov/concussion.

This portion below may be substituted for the signatures on the MHSAA Physical Form

CONCUSSION AWARENESS

EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by _____

Sponsoring Organization

Participant Name Printed

Parent or Guardian Name Printed

Participant Name Signature

Parent or Guardian Name Signature

Date

Date

Return this signed form to the participant's MHSAA member school. The school should keep this document on file for five years following the student's high school graduation.

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

PARENTS – How to Stay Informed

THE HOUGHTON WEBSITE

<http://www.hpts.us>

FACEBOOK: Houghton Middle School

FOR DAILY HOMEWORK WEBSITE INFORMATION:

- Go to: <http://www.hpts.us>
- Click on Middle School Link
- Scroll down to HOMEWORK ASSIGNMENTS (middle of the page) and click on the title. Assignments are posted at noon every day.
- A calendar will appear. Click on the date and grade you would like to view.

POWERSCHOOL-Grades, Attendance and Lunch Balances

Create a parent access account on PowerSchool. You may choose to log in and view this information or subscribe to a variety of email reports. If you have issues with PowerSchool please call the middle school office. If your child is a returning student, parent access information will be the same as before and you will not need to set up an account.

LISTSERV: To subscribe to the middle school listserv send an email to mssparents+subscribe@hpts.us. You will receive an automated reply. Reply to the message or click on the "Join this Group" link in the body of the automated message to confirm your subscription. A daily bulletin is sent via the listserv with the daily announcements. The bulletin includes upcoming events, activities, deadlines and sports activities.

Listserv- How to unsubscribe: There are two ways to unsubscribe. The easiest is to click on the unsubscribe link at the bottom of any email you receive from the listserv. If this link does not show for some reason, send a blank email to mssparents+unsubscribe@houghton.k12.mi.us. The second method will automatically remove you from the list.

BUS DELAYS: To receive messages via text letting you know of any bus delays go to www.remind.com. Create an account and password and select "I'm a parent." You will be prompted to select a class. The class name is "busnot." Continue by entering your cell# and hit enter. You should receive a message on your phone with a confirmation code. Enter that code on the website and choose parent as your role. You have now completed the request.

SCHOOL CANCELLATIONS OR DELAYS: To receive messages via text, send a text to **(906) 934-6014** and type @hpts in the message area. After sending your first text, please reply with your name to confirm. Standard text message rates may apply and you can opt-out of messages anytime by replying with 'unsubscribe@hpts' in the message area. This is a one-way text messaging system. Parents may also use www.remind.com to set up notifications for school closings. The class name is "HPTS District."

ATTENDANCE LINE: 906-482-0450; Option 2 for Middle School; Options 1 for the attendance line or Option 2 for the office. Please remember to call the attendance line (available 24/7) when your student(s) will be absent, leaving early or coming in late. If you make a same day appointment or need to pick up your student immediately, please call the office directly. We check the attendance line regularly between 8:00-10:00 and at 12:30. Please remind your student to sign in and out of the office.

Have questions about busing? Call Lamers at 906-482-4866.

Have questions about the school lunch and breakfast program? Call Shelby Turnquist at 906-482-0450, option 5 or reach her by email at sturnquist@hpts.us. If you will be submitting a free and reduced meals application, please be aware only one form is needed per family, even if you have children attending in more than one building. Families who were eligible last year must complete a new application every school year to remain eligible.

Have questions about athletics? Contact our athletic director, John Sanregret, at 906-482-0450, option 6. Please be aware your child must have a current sports physical form on file to be able to participate. This includes practices. A physical is considered current if it was completed on or after April 15 of the previous school year.

Key Points Regarding Claiming a Nonmedical Waiver for Michigan Schools

Michigan modified the administrative rules that change how nonmedical waivers for immunizations will be processed for schools. The new rule went into effect on January 1, 2015. With Michigan having one of the highest waiver rates in the country, a proactive approach has been established to help inform everyone regarding the benefits of vaccinations and the risks of disease.

Key Points:

- The new rule applies to all children who are enrolled in a public or private: Licensed childcare, preschool, and Head Start programs, Kindergarten, 7th grade, and any newly enrolled student into the school district
- The new rule does not take away your right to obtain a nonmedical waiver.
- Nonmedical waivers (religious or philosophical (other) objections) will need to be obtained from a county health department; ***the school will not have them.***

- Parents and Guardians must follow these steps when requesting a **nonmedical waiver**:
 1. Contact your county health department for an appointment to speak with a health educator. (Western U.P. Health Dept. 906-482-7382)
 2. During the visit, there will be an opportunity to have a discussion about immunizations with the county health department staff.
 3. If at the end of the visit, you may request a nonmedical waiver for your child, you will receive a copy of the current, certified (stamped and signed) State of Michigan Nonmedical Waiver Form.
 4. Schools will only accept the current, official State of Michigan form dated January 1, 2015.
 5. Forms cannot be altered in any way (such as crossing information out).
 6. Take completed, certified waiver form to your child's school.

If your child has a **medical reason** (a true contraindication or precaution) for not receiving a vaccine, a physician must sign the State of Michigan Medical Contraindication form; this form is available at your doctor's office (not the county health department).

Based on the public health code, a child without either an up-to-date immunization record, a certified nonmedical waiver form or a physician signed medical waiver form can be excluded from school. For more information, please visit www.michigan.gov/immunize then click on Local Health Departments > then click on Immunization Waiver Information.

**Your student(s) complete and updated immunization record is due on
or before Friday, August 30, 2019.**

Extra-Curricular Activities

Builders Club (7 & 8)

The Builders Club offers middle school students the opportunity to develop emerging leadership in their school and their community. Members elect officers, suggest ideas for projects and carry out projects. The local Kiwanis Club and Kiwanis International sponsor this service organization.

Drama Productions (6–8)

The middle school presents a performance during the second semester of the school year. Auditions are open to students in Grades 6-8. Auditions generally take place prior to Christmas recess; with performances scheduled for the beginning of February.

First Tech (6–8)

Team members are challenged to build autonomous robots using Lego mind storms kits and explore an area of science in preparation for sports-like tournaments where learning is more important than winning. Competition consists equally of robot design, performance of predefined tasks, presentation of a unique solution to a research problem and teamwork. Members do all the research, problem solving, building and programming. They learn skills reinforcing classroom learning, respect of others and their ideas, creative thinking, perseverance, time management, teamwork and leadership skills.

Middle School Yearbook (6–8)

The yearbook staff meets on a regular basis throughout the year. Activities include photography and producing a yearbook for the current school year.

Middle School Student Council (6–8)

The Middle School Student Council consists of a representative from each homeroom. Representatives are elected by blind ballot at the beginning of each school year. The representatives are expected to pass information to and from the student body. The Senate plans dances, fun-nights, fundraisers, community service projects and Middle School Month.

Math Counts (6–8)

Students attend weekly coaching sessions to improve their skills in mathematical problem solving. There will be two in-school math competitions and a U.P. and state competition.

Other School Year Activities – Open to Grades 6-7-8

Geography Bee
Michigan Math League and AMC8 (6–8)
Michigan History Day
Presidential Challenge Physical Fitness Program
Science Fair
Spelling Bee

Athletics

The Houghton-Portage Township School District encourages participation in interscholastic athletics, both boys and girls. The sports offered to middle students are listed below:

6th Grade Flag Football - Fall
7th and 8th Grade Tackle Football - Fall
6th, 7th and 8th Grade Boys' and Girls' Cross Country - Fall
7th and 8th Grade Girls' Basketball - Fall
7th and 8th Grade Boys' Basketball –Winter
6th Grade Boys' and Girls' Basketball - Winter
7th and 8th Grade Boys' and Girls' Track – Spring
Volleyball Camp - Spring