

# HARTLAND CONSOLIDATED SCHOOLS REQUEST FOR STUDENT RECORDS

To: \_\_\_\_\_  
*Name of Previous School* *Year Withdrawn*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Fax*

Reason for Release of Records: \_\_\_\_\_

Dear School Official:

You are hereby authorized to release to Hartland Consolidated Schools all records (scholastic, achievement, medical, psychological, special education, standardized test data, sociological, discipline, etc.) in the cumulative educational file of:

Student's full name: \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

This student has been enrolled in (or recommended for) the following program:

IEP \_\_\_\_\_ 504 \_\_\_\_\_ Other \_\_\_\_\_

Please send the aforementioned records to:

CREEKSIDE ELEMENTARY  
SCHOOL  
P.O. Box 408  
Hartland, MI 48353  
Phone: 810-626-2600  
Fax: 810-626-2601

LAKES ELEMENTARY SCHOOL  
687 Taylor Rd.  
Brighton, MI 48114  
Phone: 810-626-2700  
Fax: 810-626-2701

FARMS INTERMEDIATE SCHOOL  
581 Taylor Rd.  
Brighton, MI 48114  
Phone: 810-626-2500  
Fax: 810-626-2501

ROUND ELEMENTARY SCHOOL  
11550 Hibner Rd.  
Hartland, MI 48353  
Phone: 810-626-2800  
Fax: 810-626-2801

VILLAGE ELEMENTARY SCHOOL  
10632 Hibner Rd.  
Hartland, MI 48353  
Phone: 810-626-2850  
Fax: 810-626-2851

HARTLAND ALTERNATIVE EDUCATION  
Administration Office  
9525 Highland Rd.  
Howell, MI 48843  
Phone: 810-626-2104  
Fax: 810-626-2101

HARTLAND MIDDLE SCHOOL at  
ORE CREEK  
3250 Hartland Rd.  
Hartland, MI 48353  
Phone: 810-626-2400  
Fax: 810-626-2401

HARTLAND HIGH SCHOOL  
Counseling Office  
10635 Dunham Rd.  
Hartland, MI 48353  
Phone: 810-626-2200  
Fax: 810-626-2201

Hartland Legacy High School  
 Hartland Virtual Academy  
 Hartland Virtual Learning  
Academy Consortium

\_\_\_\_\_  
*Signature of Parent/Guardian:*

\_\_\_\_\_  
*Date*

Relationship to student: \_\_\_\_\_

# HARTLAND CONSOLIDATED SCHOOLS

9525 Highland Road  
Howell, MI 48843

### For Office Use Only

BLDG:  RES  LES  VES  CES  FIS  
BLDG:  HMS  HS  LHS  HVA  VLAC  
Start Date: \_\_\_\_\_  
Birth Certificate: \_\_\_\_\_  
Immunizations: \_\_\_\_\_  
Vision: \_\_\_\_\_  
Proof of Residency: \_\_\_\_\_  
Student #: \_\_\_\_\_

## PLEASE PRINT

### STUDENT INFORMATION:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Township: \_\_\_\_\_ Home Telephone: (AC) \_\_\_\_\_

Mailing Address (If different than residence): \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birth City: \_\_\_\_\_ Birth State: \_\_\_\_\_ Sex:  M,  F

Does your child speak a language other than English in the home?  Yes,  No If yes, language spoken: \_\_\_\_\_

**The Federal Government requires that both of the following questions be answered.  
If you do not answer both questions, the district will provide answers for you.**

Ethnicity: (Select **only one**)

Hispanic/Latino (person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race)

Non-Hispanic/Latino

**(The above is about ethnicity, not race. Regardless which box you selected above, please continue to answer the following)**

Race: (Select one or more)

US Indian/Alaskan Native (origins in any of the original peoples of North, South or Central American)

Asian (origins in any of the original peoples of the Far East, Southeast Asia or Indian subcontinent)

Black/African American (origins in any of the black racial groups of Africa)

Hawaiian/Pacific Islander (origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands)

White (origins in any of the original peoples of Europe, Middle East, or North Africa)

Has this student:

Previously attended Hartland Schools?  Yes  No

Previously been expelled from school?  Yes  No

### SPECIAL SERVICES

Section 504 Plan  Yes  No

Special Education Services?  Yes  No

If yes, check programs:  Speech  LD  EI  VI  CI  ASD  HI  PI  OHI

Does the student have a current IEP?  Yes (attach)  No - If NO, be sure to obtain demographics of previous district.

Name/address of previous school: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION:

**Mother's** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship to Student:  Parent,  Step-Parent,  Other: \_\_\_\_\_

Complete Address (if different than student): \_\_\_\_\_

Is this an additional mailing address:  Yes,  No Legal Guardian:  Yes,  No

Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ Work City: \_\_\_\_\_

Pager/Cell: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

If Parent Living Elsewhere (  Father or  Mother), should a copy of report cards be mailed:  Yes  No

**Father's** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship to Student:  Parent,  Step-Parent,  Other: \_\_\_\_\_

Complete Address (if different than student): \_\_\_\_\_

Is this an additional mailing address:  Yes,  No Legal Guardian:  Yes,  No

Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ Work City: \_\_\_\_\_

Pager/Cell: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

(continued on back)

Siblings (names, date of birth, school attending if any) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contacts:**

Contact 1: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone # : (\_\_\_\_) \_\_\_\_\_  
Contact 2: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone # : (\_\_\_\_) \_\_\_\_\_  
Contact 3: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone # : (\_\_\_\_) \_\_\_\_\_  
Contact 4: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone # : (\_\_\_\_) \_\_\_\_\_

**Health History:**

Does your child have any of the following health/medical conditions and corresponding medications:

\_\_\_\_ Asthma                      \_\_\_\_ Inhaler                      \_\_\_\_ daily asthma medication/s  
\_\_\_\_ Type I Diabetes              \_\_\_\_ Type 2 Diabetes              \_\_\_\_ Insulin  
\_\_\_\_ Seizure                      \_\_\_\_ Diastat                      \_\_\_\_ daily anti-seizure medication

Does your child have any known allergies requiring the use of an EpiPen or an epinephrine auto-injector (i.e. food, insect, latex):

\_\_\_\_ No      \_\_\_\_ Yes

If Yes, List allergy/allergies: \_\_\_\_\_  
\_\_\_\_\_

Are there any special physical or health problems requiring special attention from school personnel:

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

Has your child ever been diagnosed with a concussion: \_\_\_\_ No      \_\_\_\_ Yes

**Medications**

If your child requires medication while at school, applicable medication authorization forms must be completed and turned in to the school office along with the medication by a parent/guardian. Please refer to the student handbook for procedures on medication administration.

In case of an emergency, your student will be transported to the nearest emergency medical facility. The parent(s)/guardian(s) are responsible for all expenses incurred.

My signature below authorizes the school to make whatever arrangements seem necessary on behalf of my child.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**HARTLAND CONSOLIDATED SCHOOLS**  
**BOARD OF EDUCATION – 9525 HIGHLAND ROAD – HOWELL, MICHIGAN 48843**

**RESIDENCY AFFIDAVIT**

I, \_\_\_\_\_ declare that I physically reside at

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & Zip Code)

in Michigan, and that I have no other residence other than listed on this affidavit. I understand that at any point in time that I change addresses within the district or move out of the district, that I must immediately notify the building my child attends. I also declare that I am in compliance with the State of Michigan General School Laws, which requires that students attend school in the district in which they live with their parents or legal guardians.

In order to affirm my residency in the Hartland School District, I have presented documents with my address to school officials. I declare that these documents are true and accurate and further, I am aware that the deliberate falsification of information for school attendance purpose is unlawful. I understand that in order to attend the Hartland Consolidated Schools as a non-resident requires prior approval through the Office of the Superintendent and Board Policy.

This question is intended to address the **McKinney-Vento Act**. Your answer will help the Administrator determine residency documents necessary for enrollment of this student, and additional services available to your family.

Presently, where is the student living? Check **one** box:

- In a shelter
- With more than one family in a house or apartment
- In a motel, car or campsite
- With friends or family members (other than parent/guardian)
- None of the above.

If one of the first through fourth options is selected, the **McKinney-Vento Act** questionnaire is required, and the enrollment secretary must contact the Assistant Superintendent of Student Services.

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

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

Student's Name: \_\_\_\_\_

**For Office Use Only: Proof of Residency Provided**

\_\_\_\_ Driver's License

\_\_\_\_ Property Deed

\_\_\_\_ Other

\_\_\_\_ Utility Bill

\_\_\_\_ Mortgage Closing Statement



# HARTLAND FARMS INTERMEDIATE SCHOOL

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

Current School: \_\_\_\_\_ Present Grade: \_\_\_\_\_ Grade Enrolling: \_\_\_\_\_

Please check if your student has ever received any of the following special services:

Speech    Individualized Education Plan (IEP)    504 Plan    Highly Capable Cluster

Other: Please Specify \_\_\_\_\_

Does your student have any food allergies?     yes     no

A great deal of time will be devoted to the formation of classes for next fall. Our goal is to place each child in the learning environment that encourages his/her best growth academically, socially, and emotionally. We will work carefully to develop balanced classes considering such factors as academic strengths, personalities, girl/boy ratio, and behavior. We request like information from you to make the best placement for your child.

1. My child learns best with:     little guidance     some guidance     much guidance

2. Check all that describe your child:

shy     follows directions     school anxiety     very social

self-confident     independent worker     easily distracted

needs much help     completes tasks     help with organization

Please briefly describe anything else about your child that will help us place him/her in the best possible learning environment. Please no requests for specific teachers.

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**Please complete this form and return it with your enrollment packet**



Mikki Cheney  
Principal



Ethan Hawker  
Assistant Principal

581 Taylor Road, Brighton, MI 48114-7613  
Office: (810) 626-2500 Fax: (810) 626-2501

Dear Hartland 5th and 6th Grade Parents,

Welcome to the music department at Farms Intermediate School! One of the choices that you will have is whether your child will take band or general music. Both classes are full-year offerings. 5th graders attend on odd calendar days and 6th graders attend on even days. Both classes focus on basic musicianship skills and offer performance opportunities during the school year. Following are some highlights of each program that you should consider when making the class selection with your child.

**Band:**

- 5th grade is the beginning of the Hartland Schools Band Program.
- For those wishing to purchase new or used instruments, guidance will be available. Rental costs are usually around \$30/month. The school has a limited inventory of instruments, mostly baritone and tuba, for use for a small maintenance fee.
- 5th grade students may choose from the following: flute, oboe, clarinet, trumpet, trombone, baritone, tuba, and percussion. 6th grade students may also choose saxophone, bassoon, or French horn.
- Concerts! Band students have 2 evening concerts during the school year; one concert is in February and one is in late Spring.
- Students who choose to participate in band through their Farms, Middle School, and HHS careers will have many performance and travel opportunities ranging from concerts to football games to travel opportunities including Chicago and Disney World!

**General Music:**

- Students will learn basic vocal technique and group singing skills.
- Students will continue to develop their music reading skills.
- Students will experience a variety of movement and rhythm activities.
- Provides a pathway to Choir in Middle and High School, as well as demonstrates opportunities for students to be active in music in the community.

If you have questions about either program, feel free to contact us. We look forward to working with your children in the fall!

Sincerely,

Allison Laibly, Band  
810-626-2563  
allisonlaibly@hartlandschools.us

Sara DeDona, General Music  
810-626-2528  
saradedona@hartlandschools.us

Please enroll my child in the following music class  
(Please circle one)

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(PLEASE PRINT STUDENT'S NAME)

**BAND**

**VOCAL MUSIC**

I have read the attached information and I understand the commitment required for band. I am aware that some instruments may not be allowed on busses and I will need to arrange to transport these instruments to and from school on days when practice is necessary.

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Parent Signature

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Date

## **Hartland Consolidated Schools**

### **Acceptable Use Policy**

Hartland Consolidated Schools (HCS) offers staff and students access to a computer network for educational and instructional purposes. In addition, HCS offers staff and students access to the Internet. Internet access is intended to promote, enhance, and support educational goals and objectives. To gain access to the HCS network and the Internet, all students under the age of 18 must obtain parental permission. All staff and students must sign the Acceptable Use Policy. A copy of the AUP signed by the student will reside at the building in which the student attends. A copy the Acceptable Use Policy signed by a staff member will be kept at the personnel office. Students 18 and over may sign their own forms.

#### **CIPA Compliance**

The Hartland Consolidated Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use Policy. In addition, each student must sign an Internet use agreement before they are allowed access to the Internet both when they enter the district and each time they are promoted to a new building. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The filtering software used to block and filter access to the Internet from pornographic and obscene sites is LightSpeed, ensuring compliance with district policies and maintaining a positive environment.

#### **Internet Services**

Access to the Internet expands classroom and library media resources. These enable staff students to explore thousands of libraries, databases, and other information resources. These resources can be used for individual and group projects, collaborations, curriculum materials and idea sharing.

#### **Internet Responsibilities**

With access to the Internet comes responsibility. HCS has installed an Internet filtering application and Firewalls to help protect students from inappropriate material while they are accessing Internet resources at school. Filtering is effective but not perfect. Staff must be vigilant in monitoring student use of technology systems and prepared to enforce the guidelines found within this policy (AUP). Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information sources. Students are responsible for appropriate behavior when using electronic resources. When signing the Acceptable Use Policy the students and parent agree to abide by the policies set forth by HCS.

HCS is held harmless and released from liability for ideas and concepts that students gain by their use of the Internet.

#### **District Network Services**

Each staff member and student is provided with a network account, which allows access to district network services. This access to network services is provided for those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Network accounts provide for a limited



amount of personal storage space on the HCS network for files related to the pursuit of education, which should be maintained by periodically clearing out older files.

It is important for staff and students to keep passwords secure and private. However all users should be aware that teachers and administrators have the right to review files to maintain system integrity and to be sure that the system is being used according to the HCS district policy.

Hartland Schools employs an extensive back-up of data each night. Copies are stored both on-site and off-site for additional security. For details, see the Disaster Recovery Plan. (Appendix VI)

### **District Network Access Responsibilities**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will only use their personal user ID to log in to the HCS network (some elementary students will use classroom IDs). When signing the AUP users agree to comply with district rules and policies.

HCS makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school and HCS are not responsible for any damages incurred, including, but not limited to, the loss of data stored on HCS resources, to personal property used to access HCS resources, or for the accuracy, nature or quality of information stored on HCS resources.

### **Restrictions**

The following activities are not permitted on the HCS electronic resources:

- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material.
- Accessing, uploading, downloading, transmitting, displaying, or distributing unauthorized files or applications of any kind (including but not limited to games, IM clients, and Internet Proxies).
- Transmitting obscene, abusive or sexually explicit language.
- Damaging or vandalizing computers, computer systems, computer networks or computer files.
- Debilitating, disabling or altering computers, systems or networks.
- Creating, downloading, or distributing computer viruses or parts of computer viruses.
- Violating copyright or otherwise using another person's intellectual property without his or her prior approval and/or proper citation.
- Using another person's account, password, folder, work or files.
- Intentionally wasting computer network or printer resources.
- Using the HCS network or equipment for commercial or political purposes.
- Violating local, state or federal statutes.

### **Consequences for Improper Use**

Inappropriate use of the HCS network will result in the restriction or cancellation of the users account. Violations of the AUP may lead to disciplinary and/or legal action, including but not limited to suspension or expulsion, or criminal prosecution by government authorities.

# Hartland Consolidated Schools Acceptable Use Policy Agreement

## User Agreement

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the HCS network and the Internet in a constructive and appropriate manner. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken.

STAFF MEMBER

STUDENT

User (print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Staff Position/Homeroom Teacher: \_\_\_\_\_

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

## Parent Agreement

As parent or legal guardian of the student above, I have read and understand the HCS Acceptable Use Policy.

\_\_\_\_\_ I grant permission for my child to access networked computer services and Internet resources. I understand that he/she is expected to use good judgment and follow rules and guidelines when using the HCS network and Internet resources. I agree to comply with the HCS Acceptable Use Policy.

\_\_\_\_\_ I do not grant permission for my child to access Internet resources while at school. I understand that my child will still have access to the HCS network and is expected to follow the rules and guidelines for the appropriate use of the network as stated in the HCS Acceptable Use Policy.

Parent Name: (print) \_\_\_\_\_

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

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

## Educational Material for Parents and Students (Content Meets MDCH Requirements)

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

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure In the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

#### WHAT IS A CONCUSSION?

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

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

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a 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 should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

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

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**

# CONCUSSION AWARENESS

## EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by \_\_\_\_\_  
Hartland Consolidated Schools  
**Sponsoring Organization**

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

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

# HARTLAND CONSOLIDATED SCHOOLS

## PARENT RELEASE

Dear parent/legal guardian:

Hartland Consolidated Schools occasionally photographs or takes other electronic images of special events/happenings throughout the district or videotapes student activities in the classroom. The pictures may be placed on bulletin boards, appear in building newsletters, or used in district-wide publications from the Superintendent's office. In addition, they may be used by the buildings for special events including student teachers or interns for professional portfolios, articles in the Livingston County Press & Argus, Community Life, Hartland Patch, or on the building/district wide website.

Although student pictures are considered "Directory Information" for which a release is unnecessary, we would like to confirm your permission in order to use your child's photograph or electronic image in the manner described above.

Please complete the form below and return it to the school office.

(Please check one)

\_\_\_\_\_

I **permit** my child(ren)'s photograph or electronic image to be used for school display, the newspaper, or the district/building website.

\_\_\_\_\_

I **do not permit** my child(ren)'s photograph or electronic image to be used for school display, the newspaper, or the district/building website.

\_\_\_\_\_

Student's name

\_\_\_\_\_

Teacher's name

\_\_\_\_\_

Parent/legal guardian signature

\_\_\_\_\_

Date

**HOMEROOM TEACHER - \_\_\_\_\_**

**Hartland Farms Intermediate School Parent and Student Signature Page**

*Please read each section below carefully, initial the appropriate boxes in the left columns, print and sign your name and date the bottom of this form. This page must be **COMPLETELY** filled out and turned in with your enrollment packet.*

**ALL OF THESE FORMS CAN BE FOUND ON OUR WEBSITE: [www.farms.hartlandschools.us](http://www.farms.hartlandschools.us)**

**OR...hard copies of all of these forms are available upon request by contacting the Farms Intermediate School Office**

Student	Parent	Document/Form
____ Please initial	____ Please initial	<b><u>Concussion Awareness</u></b> By my initials to the left, and my name and signature below, I acknowledge in accordance with the Michigan Department of Community Health (MDCH) that I have reviewed the Concussion Fact Sheet for Students provided by Farms Intermediate School located on the Farms Intermediate School website.
N/A	____ Yes/No Please initial	<b><u>Parent Release</u></b> I have read and reviewed the Parent Photography Release Form on the Farms Intermediate School website. My initials to the left and my name and signature below affirm that I acknowledge my rights and understand that circling <b><u>Yes</u></b> means my child <b><u>may</u></b> be photographed and that circling <b><u>No</u></b> means my child <b><u>may not</u></b> be photographed.
____ Please initial	____ Please initial	<b><u>Student Handbook</u></b> I understand that the Hartland Consolidated Schools Parent-Student Handbook and Code of Conduct for Farms Intermediate School are posted electronically on the Farms Intermediate School's website. I understand that it is my responsibility to review this information online or request a paper copy from the Farms Intermediate School's main office. My initials indicate that I have read and understand this handbook.
____ Please initial	____ Please initial	<b><u>Personal Electronic Device User Agreement (page #4 &amp; page #10 in the student handbook)</u></b> <b><u>Student</u></b> —By bringing my electronic device to school, I understand all of the rules and policies that are put in place. I understand that it is a teacher's discretion when and how I can use my device. I understand that I am responsible for my device and that it can be confiscated if I violate the rules. I also understand that if the need arises, school administration can search my device for pertinent information. <b><u>Parent</u></b> —I have read the school policy on Personal Electronic Devices. I understand that the school is not responsible for my child's device should it get lost. I will ensure that my child does not misuse his/her device in school, and remind him/her of the rules. I also understand that school administration can search my child's device if there is reason to do so.
____ Yes Please initial	____ Yes Please initial	<b><u>Acceptable Use Policy (page #36 ~ #38 in the student handbook)</u></b> As a student at Farms Intermediate School, I have reviewed the Hartland Consolidated Schools Acceptable Use Policy (AUP) posted on the Farms Intermediate School's website. As a user of the Hartland Consolidated Schools computer network, I agree to comply with the AUP. I will use the Hartland Consolidated Schools network and the internet in a constructive and appropriate manner. Should I commit any violation, my access privileges may be revoked, and disciplinary actions may be taken.
____ No Please initial	____ No Please initial	
____ Yes Please initial	____ No Please initial	As a parent or legal guardian of the student, I have read and understand the Hartland Consolidated Schools Acceptable Use Policy (AUP). By initialing YES, I grant permission for my child to access networked computer services and internet resources. I understand that he/she is expected to use good judgment and follow rules and guidelines when using the Hartland Consolidated Schools network and internet resources. I agree to comply with Hartland Consolidated Schools AUP. <b><u>By initialing NO, I do not grant permission for my child to access internet resources while at school. I understand that my child will still have access to the Hartland Consolidated Schools network and is expected to follow the rules and guidelines for the appropriate use of the network as stated in the Hartland Consolidated Schools AUP.</u></b>
N/A	____ Yes/No Please initial	<b><u>Student Directory</u></b> The Farms Intermediate School PTO creates a Student Telephone Directory that lists your child's name, address, and telephone number. My initials to the left and my name and signature below affirm that I acknowledge my rights and understand that circling <b><u>Yes</u></b> means my child's information <b><u>may</u></b> be listed and that circling <b><u>No</u></b> means my child's information <b><u>may not</u></b> be listed in the Farms Intermediate School Student Directory. Order forms will be sent home in the fall. Student Directories are generally distributed during the month of November.

*I understand all policies and forms discussed on this page and my signature below affirms the accuracy of my initials above.*

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

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Name Printed**

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

\_\_\_\_\_  
**Date**

## Hartland Consolidated Schools ParentPortal

<http://sisweb.resa.net/Hartland/ParentPortal>

Hartland Consolidated Schools manages your child's educational enrollment records with a comprehensive Student Information System, "MISTAR". MISTAR includes the ParentPortal which provides access to your child's academic progress, educational activity and educational records via a secure web site. A confidential PIN and password will allow access to the ParentPortal. You can access the Parent Portal at [www.hartlandschools.us](http://www.hartlandschools.us) by clicking on the ParentPortal button on the top right side of the page.

Your PIN/password remains the same year after year throughout your child's academic career in Hartland. Therefore, please keep it on hand for the years to come.

If you are new to our district and have supplied an email address in the Parent Contact section of the enrollment packet, once the building Administrative Assistant enters your information, a message will be sent to you that includes your PIN and password along with instructions on how to access the site. (Only one email address is allowed per individual so we recommend you provide the one you check most often.)

Your email address will be used by our district to communicate with you. If multiple contacts use the same email address, you will receive multiple emails with the same message. (We do not share your email address with anyone outside of the school.)

While using the ParentPortal, if you have any questions about your child's academic progress, please contact their teacher. The teachers can be contacted by email (which is linked to your account, their names will be underlined within Schedules, Attendance Detail, Assignments and Marks.)

If you notice any basic information (demographic) errors in your child's records, please contact your child's school either by phone or email to correct this information.

If you have questions about your ParentPortal account, if you do not have an account or if you did not receive account information within 24 hours of your child's enrollment, please email:

[pc@hartlandschools.us](mailto:pc@hartlandschools.us)

Include your legal first name, last name and your enrolled children's names in the email.

I certainly hope the ParentPortal becomes a valuable tool for you to track your child's academic success. Most parents find they are unable to do without it.

Thank you.

Hartland Consolidated Schools  
Technology Department  
Scott Usher, Director  
9525 E. Highland Rd.  
Howell, MI 48843



# WELCOME NEW STUDENTS!!!



Welcome to the Hartland Consolidated Schools Student Nutrition Department. We are committed to serving students healthy school meals that provide excellent nutrition to enhance student learning. We serve meals that are reduced in sodium and offer a variety of whole grains, fruits and vegetables, and lean meats. One of our goals is to keep you informed about what we are doing. We invite you to come and have lunch with your child and try our school lunch menus. If you have any questions regarding our program, please feel free to contact us.

**We look forward to an exciting school year!**

**Lisa Archey, Director**  
**Hartland Consolidated Schools Student Nutrition**  
 Phone: (810) 626-2867 Fax: 810-626-2869  
 Email: LisaArchey@hartlandschools.us Web: www.HartlandSchools.us

### Free & Reduced Meals

Families with qualifying income are eligible to receive school meals at free or reduced cost. The forms can be found on the HCS website or at each school. Many families, who might not have qualified previously, may now be able to benefit from this Federal program.

Please be aware that the use of the Free and Reduced meal program is a **confidential** process. Free and reduced meals are purchased just as full price meals are purchased, without identifying student's eligibility. Application forms for the 2017-2018 school year will be available in August 2017. Please contact our office if you have any questions regarding this program at 810-626-2868.

### Lunch Accounts FAQ's

- Q. How do I set up my child's lunch account?**  
 A. Every student at HCS has a lunch account, you do not need to do anything to create one. Your child's lunch account is tied to their student ID number. If you would like your child to make purchases in the cafeteria, please make a deposit into their account.
- Q. How do I make a payment into my child's lunch account?**  
 A. Payments can be made with cash, check or credit card. Payments can be made in any method that you choose; daily, weekly or monthly, etc. You can send cash or check to the school. Please make sure all payments sent to school are in a clearly marked envelope labeled 'Lunch Money' with your child's name. Checks can be made out to 'Hartland Student Nutrition'. Payments can be made online in the ParentPortal system via PayPal. Please note that PayPal does charge a fee for making an online payment.
- Q. How do I know what my child has been buying?**  
 A. All purchases are tracked through their lunch account to allow you to monitor what they are eating at school. You can track this on the ParentPortal.
- Q. Can the money put into my child's account be used for food items other than lunch?**  
 A. Yes. The money you deposit can be used for all purchases. If you do not want your child to be able to purchase other items, let us know by calling 810-626-2868 and we will flag your child's account.
- Q. How do I know when my child's account is low?**  
 A. The Student Nutrition Department has an automated system that will call your home weekly to let you know your child has a low or negative balance. Low balance calls are made for students grades K-6 if their lunch account has \$10.00 or less.
- Q. What happens to the money left into my child's account at the end of the school year?**  
 A. Any money left at the end of the school year remains in your child's account and follows them to the next grade and/or school.
- Q. My Child has special dietary restrictions, who should I contact?**  
 A. Please contact our office at 810-626-2867
- Q. Who can I contact for further information or questions?**  
 A. Please call the Student Nutrition Department at 810-626-2868.

### Parent Portal

The Student Nutrition

Department is pleased to offer lunch account information online through the ParentPortal.

Through the ParentPortal, you can view your child's lunch history or add money to your child's lunch account. For your security, online payments are made through PayPal.

You can access the ParentPortal through the



Hartland Schools website. To request a pin and password, please email [pc@hartlandschools.us](mailto:pc@hartlandschools.us)



### MENUS

The menu can be accessed and printed through the Student Nutrition section of the HCS website at [www.HartlandSchools.us](http://www.HartlandSchools.us)



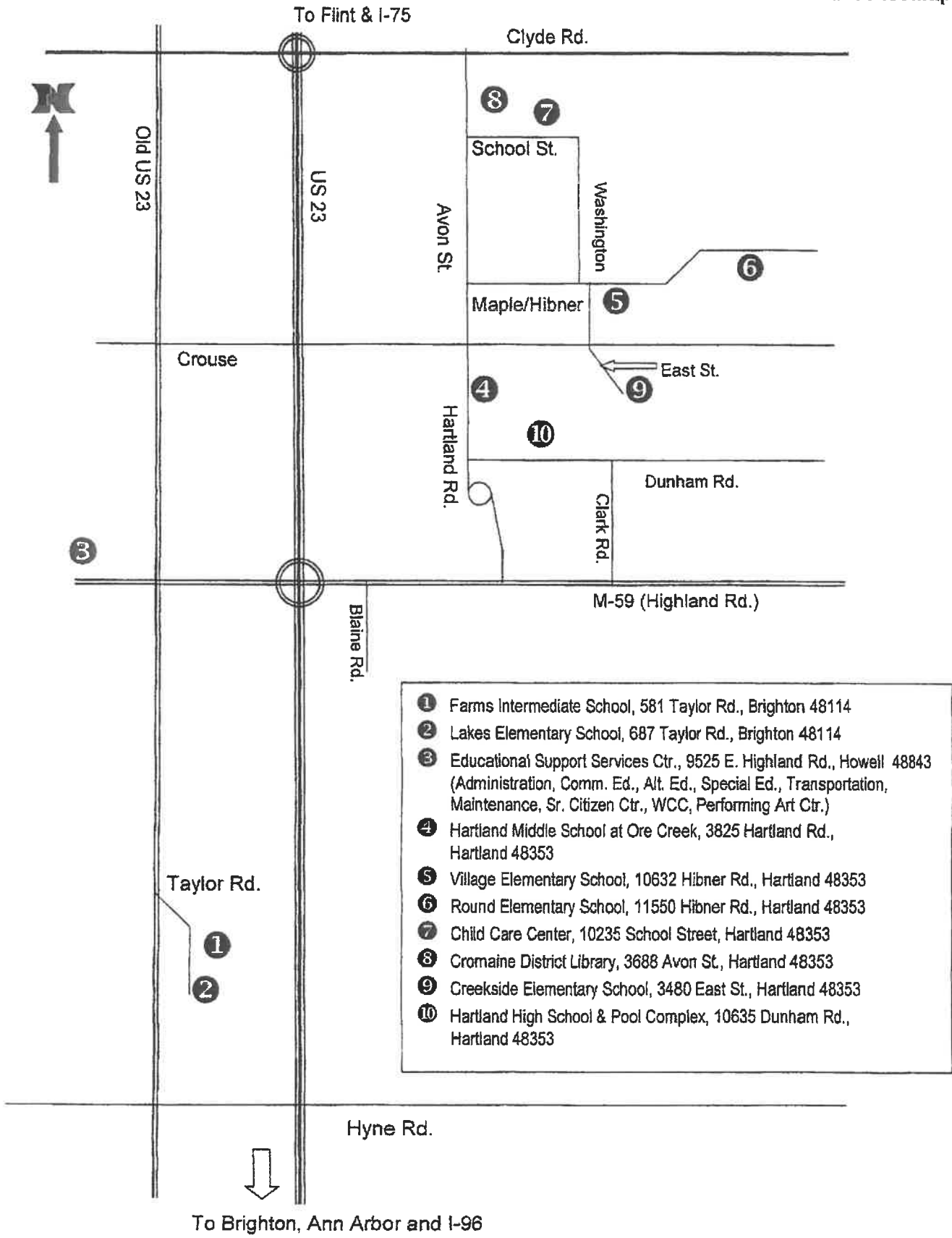
USDA is an equal opportunity provider and employer.

### HCS Student Meal Prices

	Breakfast	Lunch	Milk
Elementary Schools	\$1.75 (RES only)	\$2.50	\$0.50
Farms	\$1.75	\$2.50	\$0.50
Ore Creek	\$1.75	\$2.75-\$3.00	\$0.50
High School	\$1.75- \$2.25	\$2.75-\$3.75	\$0.50



# Hartland Consolidated Schools District Map



- ① Farms Intermediate School, 581 Taylor Rd., Brighton 48114
- ② Lakes Elementary School, 687 Taylor Rd., Brighton 48114
- ③ Educational Support Services Ctr., 9525 E. Highland Rd., Howell 48843  
(Administration, Comm. Ed., Alt. Ed., Special Ed., Transportation, Maintenance, Sr. Citizen Ctr., WCC, Performing Art Ctr.)
- ④ Hartland Middle School at Ore Creek, 3825 Hartland Rd., Hartland 48353
- ⑤ Village Elementary School, 10632 Hibner Rd., Hartland 48353
- ⑥ Round Elementary School, 11550 Hibner Rd., Hartland 48353
- ⑦ Child Care Center, 10235 School Street, Hartland 48353
- ⑧ Cromaine District Library, 3688 Avon St., Hartland 48353
- ⑨ Creekside Elementary School, 3480 East St., Hartland 48353
- ⑩ Hartland High School & Pool Complex, 10635 Dunham Rd., Hartland 48353