Brentwood High School New Student Registration Checklist

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Welcome to Brentwood Schools! We are so pleased you will be joining our excellent school district. Enclosed you will find all of the paperwork needed to enroll your child(ren) into BSD. Call or email to schedule your appt. 314-262-8513 or lbrown@brentwoodmoschools.org You will need all of the following documents to successfully enroll:

* Birth Certificate

2

- * Immunization Record
- * Social Security Card
- * **Proof of Residency:**
 - Choose 2 from this list:
 - 1. Unpaid Utility Bill, postmarked/dated last 30 days
 - 2. Bank or credit card statement
 - 3. Paycheck stub dated within the last 30 days
 - 4. Insurance statement

And <u>1</u> from this list:

- 1. Mortgage Statement
- 2. Property Deed
- 3. Homeowner's Policy
- 4. Signed and dated residential lease (must be updated annually)

Please complete the following forms in the packet and bring them ALL with you to registration:

- 1. New Student Enrollment Information
- 2. Proof of Residency Form
- 3. Student Information Release Form
- 4. Student Discipline Safe Schools Form
- 5. Student Home Language Survey
- 6. Homeless Enrollment Form
- 7. Technology Use Permission Form
- 8. Administration of Medications/Physician Forms
- 9. Emergency Care Information
- **10. Chromebook Option Form**

Note that the school registrar will need all documents completed and returned (this includes records directly from the previous school) prior to your scheduled enrollment appt. time.

Registrar's Signature

Date

Enrollment Application

Today's Date_____

	First	Middle	
Grade: Gender:Male	Female Preferred nam	e/Nickname	
Date of Birth: / / Co	ountry of Birth:	SS#	
PRIMARY HOUSEHOLD (PLEASE PRINT) Adult #1	Adult #2		
Name	Name		
Relationship to Student	Relationship to Student_		
Employer	Employer		
Work Phone	Work Phone		
Cell Phone	Cell Phone		
Home Phone	Home Phone		
Email	Email		
City SECONDARY HOUSEHOLD Adult #1	State Adult #2	Zip	
Name	Name		
Relationship to Student	Relationship to Student		
Employer	Employer		
	Work Phone		
Work Phone	Work Phone Cell Phone		
	Work Phone Cell Phone Home Phone		
Work Phone Cell Phone Home Phone	Cell Phone		
Work Phone Cell Phone	Cell Phone Home Phone		
Work Phone Cell Phone Home Phone Email Household #2 Address	Cell Phone Home Phone Email		

Residency Verification:

_____I reside and am domiciled* in the Brentwood School District with my child and have provided the proof of residency required by the district.

*Missouri law defines domicile as the fixed, permanent, regular residence of the parent or guardian.

_____ I understand that at any time Brentwood School District may request additional proof of residency or investigate to seek additional information. Any person who knowingly submits false information is guilty of a misdemeanor under Sections 167.020. 575.050, and 575.056. In addition to other penalties authorized by law, a district may file a civil action to recover from the parent or legal guardian of the pupil, the costs of school attendance for a

Please list all schools previously attended, including other districts or private schools :

Grade	Name of School	District	City	State

RACE/ETHNIC ORGIN

Brentwood School District is mandated under state and federal law to use the following race/ethnic categories. Please make the selection you feel is best.

Is the student Hispanic/Latino (Choose only one)

___No, not Hispanic/Latino ____Yes, Hispanic, Latino

Race (Choose one or more)

American Indian or Alaska Native	Black or African American	Asian	White
	l		

____Native Hawaiian or Other Pacific Islander

Educational Information:

Does your child receive special education services and /or have an IEP plan?	_YES	NO
Does your child have a Section 504 Accommodation Plan?YESNO		
Has your child received Title I services or targeted reading assistance?YES	NO	
Has your child participated in a gifted education program?YESNO		
Has your child received speech or language therapy?YESNO		
Has your child ever been retained?YESNO If yes, at what grade level?		



STUDENT INFORMATION RELEASE FORM

<u>Č</u> B	2221 High School Dr. E	-		* South COLD STAR SCHOOL * South COLD STAR SCH
Name of Student:	(Last name)	(First name)	(Mide	lle name)
Date of Birth:		Present Grade:	_	
I here by give my pe	ermission to (Please Print)	:		
		:(Name of school your st	udent is transferring	from)
(Address)	(City)		(State)	(Zip Code)
(Main Number)		(Fax Num		
		(Print Name of Parent/Gua	ardian)	
		(1 mit Pranie of 1 aren/ Out	il ului)	
		(Signature of Parent/Guard	lian)	(Date)
	To be comp	bleted by school releasing in	formation:	
This Th	s student has a 504 Plan (If s student is presently under s student withdrew from sch nplete discipline records are pleted and signed by Princ	suspension and/or expulsion ool while under considerati	n. on of suspension and	
(Signature)		(Title)	(Date))

Please note: You may send records via mail or EMAIL to lbrown@brentwoodmoschools.org Questions regarding request? Please call Laura at 314-262-8513

FEDERAL MIGRATORY SURVEY

If you have a child ages 3-21, and you have moved from one school district to another within the preceding 36 months, your child may be eligible for a special program of supplemental services. Please answer the following questions to help us determine if your child is eligible.

Before the move, was either parent or guardian employed in some form of temporary or seasonal agricultural or agriculture-related work such as; Planning or harvesting crops (vegetables, fruits, cotton, etc.);landscaping; transporting farm products to market; feeding poultry, gathering eggs, working in hatcheries, processing poultry, beef, hogs, fruit, vegetables, etc.; working on a dairy farm or a catfish farm; cutting firewood or logs to sell?

____YES____NO

Was the move from one school district to another made for the purpose of looking for or obtaining any of the above jobs? _____YES____NO

Is either parent (or guardian) now employed in any of the above kinds of work? ____YES____NO

Have you moved away with you child during only the summer months to engage in crop harvesting or other seasonal agriculture? ____YES____NO

SAFE SCHOOLS ACT (RSMo167.171)

The undersigned hereby certify and represent to the Brentwood School District, for the purposes of the Missouri Safe Schools Act, that:

- 1. This student is not currently suspended or expelled from any other school district;
- 2. If this student is currently suspended or expelled from another school district, the superintendent has determined that the conduct that resulted in such suspension/expulsion would not have resulted in suspension/ expulsion in this district. (Copy of determination by superintendent is attached).
- 3. This student has not been convicted of or indicted for any of the following offenses and no information or petition alleging such offense has been filed:
 - A. First degree murder under Section 565.020, RSMo;
 - B. Second degree murder under Section 565.021, RSMo
 - C. First degree assault under Section 565, 050, RSMo;
 - D. Forcible rape under Section 566.030, RSMo;
 - E. Forcible e sodomy under Section 566.060, RSMo;
 - F. Statutory rape under Section 566.032, RSMo;
- G. Statutory sodomy under Section 566.062, RSMo;
- H. Robbery in the first degree under Section 569.020, RSMo;
- I. Distribution of drugs to a minor under Section 195.212, RSMO
- J. Arson in the first degree murder under Section 569.040, RSMo
- K. Kidnapping, when classified as a Class A felony, under Section 565.100

In compliance with Missouri law, the undersigned verifies the accuracy of the information on this form for the purpose of enrollment of a student(s)) in the Brentwood School District and accepts the responsibility for reporting changes in residence to the building enrollment secretary. <u>The undersigned states that he/she/they provided the above information listed for the pur-</u> <u>pose of enrolling a student in the Brentwood School District and that such information is true and correct to the best of his/</u> <u>her/their information, knowledge and belief.</u>

Signature of Parent/Legal Guardian (Student may sign if 18 years of age and not living with parent) Date



Brentwood School District - Language Use Survey – English

In order to provide your child with the best possible education, we need to det understands, speaks, reads and writes in English. Please provide information abilities.			
Student's Name:	Date:		_
School:	Grade:		
Relationship of person completing this survey:			
Tier I: Language Background			
1. What was your child's first language?	□ English □ Othe	r:	_
2. Which language(s) does your child use (speak) at home and with others?	🗆 English 🗆 Othe	r:	
3. Which language(s) does your child hear at home and understand?	□ English □ Othe	r:	_
If any of these answers indicate a language other than English, please c	omplete the rest of t	he surv	ey.
Tier II: Expanded Language Background		YES	NO
4. Does the student understand when someone speaks with him/her in a lang English?	uage besides		
5. Does the student read in a language other than English?			
6. Does the student write in a language other than English?			
7. Does the student interpret for you or anyone else in a language other than	English?		
Tier III: Educational History8. How many years did the student attend school where the native language was	vas used for instructio	n?	
9. What was the most recent month and year the student attended school?			
10. Do you believe that you child has learning difficulties that affects his/her ability to understand? If yes, please explain:			
11. Has your child been referred to be evaluated for special education?			

The school is required to assess the English language proficiency of all students who indicate, or are suspected of having, a first language other than English. If the results of the assessment show a student needs language support, you will be notified in writing and the school district will provide language support as deemed appropriate by district staff.

Notice to School Staff: This form must be given to all new and enrolling students. Any student that indicates use of a language other than English must be assessed to determine the student's English language proficiency. Please notify district staff responsible for the next steps immediately and when ready, keep this form in the student's permanent records.

Brentwood School District - Language Use Survey – Spanish

zPara proveer a su hijo(a) la mejor educación posible, necesitamos determinar el nivel del habla, lectura, escritura y comprensión en el inglés. Favor de proveer información de las habilidades de su hijo(a).			
Nombre del Estudiante:	Fecha:		
Escuela:	Grado:		
Relación de la persona que completa este cuestionario:			_
Nivel I: Conocimientos de idiomas			
1. ¿Cuál es su primer idioma?	□ inglés □ otro	:	
2. ¿Cuál idioma(s) habla su hijo(a) en la casa y con otras personas?	□ inglés □ otro	:	
3. ¿Cuál idioma(s) escucha su hijo(s) en la casa o con familia y puede entender?	□ inglés □ otro	:	
Nivel II: Conocimientos de idiomas expandidos		YE	NO
4. ¿Entiende su hijo(a) cuando alguien habla en un idioma otro de inglés?			NO
5. ¿Puede su hijo(a) leer en un idioma otro de inglés?			
6. ¿Puede su hijo(a) escribir en un idioma otro de inglés?			
7. ¿Le interpreta o traduce su hijo(a) para Ud. u otras personas?			
Nivel III: Historia educacional8. ¿Cuántos años asistió su hijo(a) a una escuela donde usa su primer idioma	durante las clases	s? <u> </u>	

9. ¿Cuál fue el últimp mes que su hijo(a) estaba matriculado en una escuela?

10. ¿Cree Ud. que su hijo pueda tener dificultades educacionales que le afecten su aprendisaje? ______ Si afirmativo, explique por qué: ______

11. ¿Se le ha recomendado a su hijo(a) que reciba una evaluación de educación especial?_____

Si afirmativo, explique por qué:_____

Se requiere que la escuela evalúe las habilidades en inglés de todos los estudiantes que hablen o entiendan un idioma otro de inglés. Si los resultados indican que el estudiante requiere apoyo desarrollando el inglés, será notificado y el (la) estudiante entrará el programa de apoyo lingüístico que el distrito considere apropiado.

Notice to School Staff: This form must be given to all new and enrolling students. Any student that indicates use of a language other than English must be assessed to determine the student's English language proficiency. Please notify district staff responsible for the next steps immediately and when ready, keep this form in the student's permanent records.

Home Language:

Is any language other than English spoken in the home?YESNO	
If yes, language spoken:	
Does the student speak a language other than English?YESNO	
If yes, language spoken:	
Has your child ever received English Language Learner Services?YES	_NO
Date entered the U.S.	

HOMELESS

These questions are asked in compliance with the McKinney-Vento act and the NCLB legal guidelines.

Are you sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason? ___YES____NO

If yes, please explain._____

Are you currently residing in a motel, hotel, in a car, or at a campsite due to economic reasons or be-

cause your home has been damaged? ____YES____NO

Are you currently residing in a shelter? ____YES____NO

Are you currently living in a temporary housing arrangement due to economic hardship?___YES____NO



Brentwood School District Technology Parent/Student Permission Form

EHB/AP Policy: http://policy.msbanet.org/brentwood/byletter.php?section=E

Student Name_

Grade_____

-Parents need to place their initials next to the items listed below to indicate approval-<u>Permission to Publish Student Information (e.g. Internet and Television)</u> File: EHB-AF7

I give consent to BSD to publish the items *initialed* below to external public.

.

First Name Last Name Photograph Voice Video Taping Published Project

<u>Permission to Utilize District Technology Resources</u> <u>Student User Agreement</u> File: EHB-AF2 <u>Parent/Guardian Technology Agreement</u> File: EHB-AF1

ents, initial <u>one</u> option	I give full permission for my child to utilize all of the school district's technology resources. I give partial permission for my child to utilize limited school district technology resources. I do not wish for my student to utilize the following school district technology resources: I do not give permission for my child to utilize any school district technology resources.
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OPT OUT File: JO-AP (High School Students Only)

Under the federal *No Child Left Behind Act*, our school may be requested to provide the names, addresses, and telephone numbers of high school students to military recruiters, colleges and other groups. You do not have to participate in this program.

DO NOT DISCLOSE my child's name, address and telephone number to the entities checked below without

Par

my prior permission:

- US Military (Army, Navy, Air Force, Marines, etc)
- □ Colleges and other educational institutions
- □ Prospective employers

By signing below, I acknowledge that I have read, understand and agree to the permissions I granted above and the district policies as they pertain to the permissions above.

This agreement is for the tenure (k-12) of your student in Brentwood School District.

Parent/Guardian Signature	Date
Student Signature	Date

ADMINISTRATION OF MEDICATIONS TO STUDENTS (Permission Form for Medications)

Note: Parent or guardian must complete the entire form – front and back.

No over-the-counter medication will be dispensed unless provided to the nurse in its original container.

District practice allows over-the-counter medicines to be given for up to five times based on a parent signature. Extended use of over-the-counter medications will require a physician's order. District practice also requires that medicines be given at non-school times if at all possible. Medicine must be in an original container and accompanied by this completed form.

School: Date Form Received by the School:			
			Student's Information
Name:	Age: Date of Birth:		
Homeroom/Classroom:	Grade:		
Medication/Prescription Information			
\Box Prescription Medication \Box O	ver-the-Counter Medication Provided by Parent/Guardian		
Has the student been given the first	st dose of this medication? \Box Yes \Box No		
Name of Medication:			
Reason for Medication:			
Time(s) to be given:			
Dates to be given: From:	To and including:		
Form of Medication/Treatment:	□ Tablet/Capsule □ Liquid □ Inhaler		
	□ Injection □ Nebulizer □ Other:		
Describe the dose to be given at so	chool:		
If "as needed," indicate the maxim	num dosage per day:		
•	rtant side effects? Yes No		
Special Storage Requirements:	None Refrigerate Other:		
Portions ${f \mathbb{C}}$ 2012, Missouri School Boards' Associ	ation		

FILE: JHCD-AF3 Critical

Physician's Information			
Physician's Name:			
Address:		_	
Phone:	Fax:		
Physician's Signature:		Date:	
Pare	ntal Permission		
I give permission for		(student's name) to receive	
the above medication at school.			

I also give district employees permission to contact the student's physician directly to provide information on the student's condition or to clarify medication administration instructions. I understand that I have the ultimate responsibility for providing the school with an adequate supply of medication and for informing the school district immediately if any information provided on this form changes or if administration of medication should cease. I release school personnel from liability should reactions result from giving the medication. In case of an emergency needing further attention transport to:

Hospital:			
Parent's Signature:			Date:
Home Phone:	Work Phone:	Cell Phone/Pager:	
Emergency Phone:			

Notice

Schools in this district are equipped with pre-filled epinephrine auto syringes that can be administered by the school nurse or other trained personnel in the event of life-threatening emergencies involving anaphylaxis.

* * * * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 07/09/2003

Revised: 03/21/2006; 12/19/2006; 04/16/2013

Brentwood School District, Brentwood, Missouri

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PERMISSION FOR EMERGENCY CARE

Student Name		Date of Birth		
Student Address/City/State/Zip				
Mother's Name		Cell Phone		
Work Number		Home Number		
Father's Name		Cell Phone		
Work Number		Home Number		
If a parent cannot be reached, please contact a <i>close relative</i> or <i>friend</i> :				
Name		Relationship		
Cell Phone	Work Phone	Home Phone		
Name		Relationship		
Cell Phone	Work Phone	Home Phone		
Health Conditions/Allergies:				
Current Medications:				
Epinephrine/Naloxone Permission: The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine and naloxone (NARCAN). Please indicate your permission for the school to administer both of these:				
Epinephrine: Yes, I give permission	on to administer epinephrine	No , I do not give permission to administer epinephrine		
Naloxone: Yes, I give permission	on to administer naloxone	No , I do not give permission to administer naloxone		

EMERGENCY AUTHORIZATION

To ensure the care of my child, I agree that pertinent health information may be shared with appropriate school staff, and may be forwarded to emergency medical personnel in emergency situations. I agree to notify the school nurse of any changes in medication or change in any health status of my child. I agree if any of the above information changes, I will notify the school immediately. I understand that in case of an emergency the school will first attempt to contact me. If I cannot be reached, I authorize the transport of my child to a hospital and authorize the physician or medical personnel to carry out any diagnostic procedures or emergency care deemed necessary. I will accept the full financial responsibility for charges connected with the use of an ambulance and charges connected with any medical necessary. I acknowledge that all foregoing above information is true and correct.

Brentwood High School



School-Provided Chromebook Program Guide

Brentwood High School 1 to 1 Program Information

For all students who do not have their own personal device, one Chromebook and its power adapter are being lent to the student-borrower (student) and are in good working order. It is the student's responsibility to care for the equipment and insure that it is kept in proper working order. This equipment is, and at all times remains, the property of Brentwood High School and is being lent to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing the privilege to use this device. The equipment will be returned when it is requested by the school, if the student withdraws from the school, or as circumstances dictate.

Applications (Apps) provided by the District remain the property of the District. Accounts must be maintained and updated with only District-approved updates and applications. Chromebooks may not be disassembled, repaired, hacked, jail-broken or subverted in any way. The student should be aware that this device is capable of tracking information and while the district will not actively track such information, various applications may be utilized in such a manner. The district shall not be responsible for the tracking or monitoring of any student activity through the use of the equipment; however, from time to time consistent with the business purposes of the district, it may review the student's usage of this equipment.

The Brentwood High School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient and academic use of the network. In the event the student utilizes the device for any purpose outside of academic use, the district shall bear no responsibility for any consequences of such improper use and may provide to law enforcement officials either the equipment or information garnered from the equipment.

Identification and inventory labels/tags have been placed on the Chromebook. These labels/tags are not to be removed or modified. If they become damaged or missing, immediately contact the building technology department for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook.

The Brentwood High School District is not responsible for any lost data.

Parent Responsibilities

Your child has been issued a Chromebook to improve and personalize his/her education this year.

Talk to your child about how to use this device. If your child abuses the use of this Chromebook, his/her use may be abridged or abbreviated; e.g., he/she may not be allowed to take the device home at night.

It is essential that your child uses the following safe, efficient, and ethical operation of this device. In order to ensure the proper use and maintenance of the equipment, you agree as the student's parent or guardian as follows:

- I will supervise my child's use of the school-issued Chromebook at home.
- I will discuss the district's expectations and rules regarding appropriate use of the Internet and e-mail and will supervise my child's use of the Internet and e-mail.
- I will not attempt to repair the Chromebook or to clean it with anything other than a soft, dry cloth.
- I will report within 24 hours any lost, stolen (police report required), or damaged Chromebook to the school's Technology Center.
- I understand that I will bear responsibility for the theft or loss of the device a \$300.00 replacement cost.
- I understand that the district will repair two instances of physical damage deemed repairable by the district. I understand that I bear full responsibility for the replacement of the Chromebook at a cost of \$300.00 on the third incident of physical damage.
- I understand that I bear full responsibility for physical damage to the Chromebook deemed to be unrepairable by the district as follows: damage caused by abuse or neglect, installation of unauthorized software, or unauthorized modifications.
- I am aware that power cords and power chargers will not be replaced, unless there is an issue due to faulty manufacturing.
- I will make sure my child brings the Chromebook to school every day fully charged.
- I understand that if my child comes to school without his/her Chromebook that he/she may not be able to participate in classroom activities.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from Brentwood High School.
- I understand that until I submit Page 5 of this document to the Main Office, my child will NOT be issued a Chromebook.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the rules of the Brentwood High School District, and abide by all local, state, and federal laws.
- I will not use my Chromebook to post or create anything considered bullying or harassment. I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not remove district-provided applications or configuration profiles from the Chromebook.
- I will not attempt to circumvent the web filter in any manner.
- I will not share or loan my Chromebook to others.
- I will not give out personal information when using the Chromebook.
- I will bring the Chromebook to school every day.
- I will recharge the Chromebook battery each night.
- If my Chromebook is lost/stolen or damaged in any way I will report it to the technology department within 24 hours.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will return the Chromebook when requested and upon leaving the Brentwood School District
- I will place my Chromebook in a secure location when not in use (locked up when possible).
- I realize that the Chromebook is the sole property of the Brentwood School District and may be inspected by school staff at any time.
- The undersigned acknowledges the parent and student responsibilities. The undersigned also acknowledge that the failure of a timely return of the Chromebook and power adapter when scheduled or when requested shall result in liability by both parent and child for the value of the Chromebook. The parties acknowledge the value of the Chromebook shall be \$300.00. Parents are signing this agreement as guarantors for their child/children.

Chromebook Insurance Option

Brentwood High School is offering families the option of purchasing insurance for their child's school-issued Chromebook. Each year your child is enrolled at BHS, this annual insurance will be offered. The cost of this yearly insurance is \$30.00. What is covered: repair to any accidental damage or manufacturer's defect. With the purchase of insurance, should your child's device need to be sent out by our staff for extraordinary repairs, your child will be able to use a school- provided Chromebook for the duration of the repair period. What is not covered: damage from malicious treatment and the cost of loss or theft. If you will not be participating in the insurance option, you will be financially responsible for any accidental damage to the device or components of the device (e.g., cracked screen, lost battery charger, etc.). If you would like to participate in the insurance option, please complete this form with a check or money order for \$30.00 made out to "Brentwood High School".

Chromebooks will be collected by the student's advisory teacher at the end of the school year and redeployed on the first day of school.

1:1 Program Guide Page 4

Advisory teacher: _____



Brentwood High School Parent/Student Agreement Form

Please return this page when Chromebook is picked up by parent and student

Student's Name:	Grade:
Please print clearly	
Demonstra Nome	

Parent's Name: _ Please print clearly

By signing below, we, parent and student, have read the *BHS School-Provided Chromebook Guide* and assume all of the responsibilities for the school provided Chromebook detailed therein.

INSURANCE OPTION

Please check one of the boxes below:

□ Yes, I would like to participate in the insurance option for Chromebooks. Attached is a check or money order for \$30.00 made out to Brentwood High School.

 \Box No, I prefer not to participate in the insurance option for Chromebooks. By not participating, I will accept financial responsibility (\$300.00) for any damage to the device or components of the device. My child will not receive a replacement Chromebook from the school during the repair period.

 \square No, I have my own device.

Student's Signature:	_Date:
Parent's Signature:	_Date:
Office Use: Asset Tag ID Number:	Tech Initials: