

## Public Charter School Academy Facts

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A charter school is an independent public school organized as a non-profit organization, funded on a per-pupil basis from the state school aid fund, and Federal, public and private grants.

Charter Schools have to follow ALL the same rules and regulations as the traditional public schools for reporting and accountability. They file the same reports and must meet all the same requirements of the Michigan Department of Education as do the traditional schools. In fact, charter schools have an additional layer of accountability in that they must also report to their chartering agent (usually a state university).

Not only must a charter school report to both the State Department of Education and it's chartering agent, charter schools also have a local Board of Directors who meet in regular public meetings with the responsibility to ensure the proper operation of the academy, and are subject to the Freedom of Information Act and the Open Meetings Act.

Charter Schools may not charge tuition and are supported by state aid. The amount of state aid received by charter schools is comparable to the amount received by the local public school. Charters are not allowed to pass millages. As a result, they are not able to "bond" for their school facilities. Facilities must be paid for out of the General Fund.

Charter Schools are bound by the same requirements and regulations as public schools for hiring teachers and paraprofessionals. Teachers and paraprofessionals must have the proper certification and must meet the Highly-Qualified standards of ESSA . Charter students take the MSTEP and NWEA Assessments.

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# Registration Checklist – GEE Preparatory

## Needed forms and documents

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

Grade Applying For: \_\_\_\_\_ School Year: \_\_\_\_\_

### Forms in this packet that must be returned before registration is complete include:

<input type="checkbox"/>	Application for Enrollment
<input type="checkbox"/>	Home District Questionnaire
<input type="checkbox"/>	Request for Student Records
<input type="checkbox"/>	Special Education Services Questionnaire
<input type="checkbox"/>	Medication Administration Permission Form
<input type="checkbox"/>	Home Language Survey
<input type="checkbox"/>	Internet/Computer Acceptable Use Policy
<input type="checkbox"/>	Photo Consent/Denial Policy
<input type="checkbox"/>	Student Residency Questionnaire
<input type="checkbox"/>	Health Appraisal Form (front & back)

### Records you must provide to the school before registration is complete:

- Certified copy of birth certificate
- Copy of child's Social Security card and/or passport/visa/immigration papers
- Copy of last report card from previous school
- Immunization record (available from child's pediatrician)
- Copy Custody and/or Adoption Paperwork (if applicable)

**When completed - return this packet to:**

**GEE Preparatory – (Grades 9-12)**

**A Global Educational Excellence Academy**

**9133 Josph Campau Ave, Hamtramck, MI 48212**

**P: (313) 733-0707 F: (313) 447-2437**

**[www.geepreparatory.com](http://www.geepreparatory.com)**

# Enrollment Application – GEE Preparatory

Student Information			
Name (Last, First, MI):		Primary Language Spoken by <b>Student</b> :	
Street Address:		Primary Language Spoken in the Home:	
City, State, Zip:		Grade Sought:	
Date of Birth:	Gender: M   F	Place of Birth:	
Social Security #:		Is <b>student</b> one of the following? (check one) <input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A lawful Permanent Resident (Alien) A <input type="checkbox"/> An Alien authorized to attend public school in the US Alien/Admission #: _____	
Previous School District:			
Current Grade:			
Current School:			
<input type="checkbox"/> I certify that the child I am enrolling at the Academy has not been previously expelled or received a long term suspension from school of more than 10 days, nor is expulsion/suspension pending. <input type="checkbox"/> The above-named child that I am enrolling has been previously expelled/suspended from a school. I authorize access to all school records and further authorize communication with the school(s) listed below regarding this matter. I understand my child's admission to the Academy will be at the discretion of the Academy Administration and Board of Directors.			
Parent Information			
Father's Name (Last, First):		Father's Ethnicity:	
Address (if different than child's):			
Employer/Occupation:		Email Address:	
Home Phone:		Work/Cell Phone:	
Mother's Name (Last, First):		Mother's Ethnicity:	
Address (if different than child's):			
Employer/Occupation:		Email Address:	
Home Phone:		Work/Cell Phone:	
Ethnicity (place appropriate number in box)	Father's Ethnicity: <input type="checkbox"/>	Mother's Ethnicity: <input type="checkbox"/>	
	(1) Hispanic/Latino of any race      (2) American Indian or Alaska Native      (3) Asian      (4) African American (5) Native Hawaiian/Other Pacific Islander (Having origins in people of Hawaii, Guam, Samoa or other Pacific Isla) (6) White (Having origins in people of Europe, the Middle East or North Africa)      (7) Two or more races		
With whom does the child live? Mother / Father / Both / Other		Marital Status: Single / Married / Divorced	
Is a custody decree in place? Yes / No / Pending		If YES, copy given to school? Yes / No	
Student Sibling Information			
Sibling Name:	Enrolled here? Yes / No / Waiting List	Date of Birth:	School currently enrolled in:
Sibling Name:	Enrolled here? Yes / No / Waiting List	Date of Birth:	School currently enrolled in:
Sibling Name:	Enrolled here? Yes / No / Waiting List	Date of Birth:	School currently enrolled in:
Sibling Name:	Enrolled here? Yes / No / Waiting List	Date of Birth:	School currently enrolled in:

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.**

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

**FOR OFFICE USE ONLY**

Application Date: \_\_\_\_\_ Active: \_\_\_\_\_ Date Records Sent: \_\_\_\_\_ Graduated: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Waiting List: \_\_\_\_\_ Moved/Transfer: \_\_\_\_\_ Withdrawn: \_\_\_\_\_

# Home District Questionnaire – GEE Preparatory

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Parent's Name: \_\_\_\_\_

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

Grade: \_\_\_\_\_

School district student is coming from: \_\_\_\_\_

1. Do you feel your home district provided the program necessary to meet your child's academic and social needs, and in an environment that you felt was safe? \_\_\_\_\_
2. Why did you choose to leave your home district? \_\_\_\_\_
3. Were we recommended to you by anyone in your home district? \_\_\_\_\_
  - a. If so, by whom? \_\_\_\_\_
4. How did you hear about us? \_\_\_\_\_

Thank you for taking the time to fill out this survey. We know that you child's experience at our academy will be a rewarding one!

# Request for Student Records – GEE Preparatory

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We have just enrolled the following student. Please forward all records, including medical records, social and psychological evaluations, and special education records that would assist us in placing and evaluating this student. Thank you.

## Student Information

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

Student's Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_

## Previous District Information

School Name: \_\_\_\_\_

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

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

School Phone Number: \_\_\_\_\_

School Fax Number: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Parental Information and Approval

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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# Special Education Services Questionnaire – GEE Preparatory

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

Grade: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Have you ever attended an I.E.P.C. (Individualized Educational Planning Committee) meeting where your child’s eligibility for Special Education was discussed? (Circle one) YES | NO

If YES, where and when: \_\_\_\_\_  
\_\_\_\_\_

2. Is your child currently enrolled in Special Education or has s/he received special education services in the past? (Circle one) YES | NO

If YES, please describe the serviced received (e.g. resource room, speech, etc):  
\_\_\_\_\_  
\_\_\_\_\_

3. My child does not receive special services; but they do have a 504 plan. (Circle one) YES | NO

4. Did your child receive any other special services, such as social work referrals to other sources, counseling, tutoring, etc.? (Circle one) YES | NO

5. If YES, please explain:

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

6. If your child has been a part of a Special Education program, do you have a copy of your child’s current I.E.P. (Individualized Education Plan)? (Circle one) YES | NO

If NO, please obtain and provide the I.E.P. to the school before the first day of school.

7. Do you feel your child is a candidate for Special Services? (Circle one) YES | NO

If YES, please explain: \_\_\_\_\_

8. Have you ever had discussions with any school personnel regarding your child being tested for academic, behavior, or emotional concerns? (Circle one) YES | NO

If YES, what was their position: \_\_\_\_\_

9. When is the best time to contact you by phone? \_\_\_\_\_

At what phone number can you be reached? \_\_\_\_\_

Parent’s Name (Print): \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

# Medication Administration Permission Form -- GEE Preparatory

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

Date form received by the Academy: \_\_\_\_/\_\_\_\_/\_\_\_\_

Grade: \_\_\_\_\_ Class #: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

TO BE COMPLETED BY THE PHYSICIAN	
Name of medication:	
Dosage:	
** Medicine Type (circle one): Tablet / Liquid / Inhaler / Injection / Nebulizer / Other:	
Instructions: _____	
Start Date: _____	Stop Date: _____ OR <input type="checkbox"/> As Needed (via phone verification)
Restrictions/Side Effects:	
Storage Requirements:	
Physician Name: _____	Phone Number: _____

**\*\*FORM MUST BE SIGNED BY THE PHYSICIAN – See below**

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## TO BE COMPLETED BY PARENT/GUARDIAN

- I request that my child, \_\_\_\_\_ receive the above medication at school according to the standard school policy.
- I certify that my child, \_\_\_\_\_ is both capable and responsible, and I am requesting that he/she be allowed to self-administer the above medication at school according to the standard school policy.
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## REQUIRED SIGNATURES

IMPORTANT NOTE: A physician signature is required regardless of whether the medication is over-the-counter or prescription. So, for example, this would include Tylenol, cold or allergy medicine, etc.

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship (MUST be parent/guardian): \_\_\_\_\_

Telephone: \_\_\_\_\_

## Home Language Survey – GEE Preparatory

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GEE Preparatory is collecting information regarding the language background of each of its students. This information will be used by the district to determine the number of children who should be provided bilingual instruction according to Sections 380.1152 - 380.1157 of the School Code of 1995, Michigan's Bilingual Education Law. Would you please help by providing the following information?

Thank you very much for your cooperation.

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

1. Is our child's native tongue a language other than English?

Yes

No

What is the language? \_\_\_\_\_

2. Is the primary language<sup>1</sup> used in your child's home or environment a language other than English?

Yes

No

What is the language? \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<sup>1</sup>"Primary language" means the dominant language used by a person for communication.

\* Translation of this survey form in Spanish, Arabic, French, Italian and Ojibwa is available at the Office of Field Services at 517-373-6066



# Student Internet/Computer Acceptable Use Policy – GEE Preparatory

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Internet services are available to all students for the purposes of instruction, curriculum support, and communication. E-mail, network, and Internet access is to be used ONLY for these purposes.

Students are expected to conduct themselves ethically and be mindful of all applicable laws and regulations. They should be familiar with procedures for accessing email and/or the Internet and have participated in training provided by the school. Students should have specific information objectives and/or search strategies formulated before they access the Internet. School policy states that ALL students must have a signed Acceptable Use Policy form on file before they are allowed to use the Internet independently.

The following are unacceptable uses of e-mail/Internet by students who access the network through school accounts using school-owned equipment and may result in the revocation of Internet privileges or, depending on the nature of the offense, detention or suspension.

### Unacceptable use includes but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene, harassing, or insulting language
- Violating copyright laws or fair-use practices
- Trespassing in others' folders, documents, or files
- Using the network for commercial or political purposes
- Using the network to access inappropriate materials
- Intentionally damaging computers, computer systems, or computer networks
- Using another person's password
- Indiscriminate personal use – purchases, personal emailing, or "instant messaging"
- Downloading software without permission of school administration or network technician
- Other behaviors in violation of Academy policy, state statutes, or federal laws

Communication over networks is not considered private. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. The Academy reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system.

### **Student Internet/Computer Acceptable Use Policy – SIGNATURE MANDATORY**

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

I have read the Student Internet Acceptable Use Policy. I agree to follow the rules contained in this policy with an understanding that consequences could entail revocation of internet privileges, or depending on the nature of the offense, detention or suspension. I will receive a copy of this signed Policy and a copy will be kept in my file.

Student Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

# Photo Policy - Consent/Denial – GEE Preparatory

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In an effort to keep the community up-to-date on events, the Academy will, on occasion, invite local media representatives into our school to photograph special programs and events. Media representatives register at the main office upon their arrival and are always escorted to the designated area from which they can take photos or video publications. We do not allow media representatives to interview students on school property unless academy personnel accompany them.

Academy personnel will also take pictures of classroom activities and/or individual students from time to time for either release to the local media, use in the Academy web site, or for Academy media or brochures. Identification of students is always limited to name, school, and grade.

**Please note: Permission to photograph a student either individually or in a group, and to use any photograph for any school purpose, is assumed until you specifically request your child's photo not be used.** This information will be kept on file in the student's records.

I, \_\_\_\_\_, am the legal guardian of \_\_\_\_\_  
(Parent/Guardian Full Name) (Student's Full Name)

who will be in \_\_\_\_\_ grade in 2017-18, and:

I DO NOT want my child's picture to be used in school-related or outside media publications.

**OR**

I give my permission for my child's picture to be used in school-related or outside media publications.

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

Home telephone #: \_\_\_\_\_ Mobile phone #: \_\_\_\_\_

Work phone #: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

# Student Residency Questionnaire – GEE Preparatory

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

Academy Name: \_\_\_\_\_

This questionnaire is given to ALL students to ensure our academy remains in compliance with federal law. Your answers will help academy staff determine if the student is eligible for certain rights under federal law and supportive services.

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## The student lives in the following situation:

- Owner-occupied home
- Rental unit
- Emergency shelter or transitional housing\*
- Motel/hotel\*
- Campground\*
- Public or private place not designed for or ordinarily used as regular sleeping accommodation for humans, including cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations\*
- Foster care placement for 6 months or less\*
- Long-term, stable, cooperative living arrangement
- Temporary, shared housing with friends, family or others due to:
  - Loss of personal housing\* (due to reasons such as eviction, inability to pay rent, destruction or damage to home, abuse or neglect, unhealthy conditions, parental abandonment or incarceration)
  - Economic hardship\*
  - Other, similar reason: \_\_\_\_\_\*

Who is the child currently residing with?

- Parent(s)
- Legal Guardian
- Caregivers who are not legal guardians (friends, relatives, etc.)
- Other \_\_\_\_\_

\*Living in these situations may qualify you for services, including transportation, school supplies, educational advocacy, and community referrals.

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Parent name (printed): \_\_\_\_\_

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

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