



REQUIRED Enrollment Documents

Enrolling a child in ***Kindergarten?*** Please provide the following:

- Student Enrollment Form** - included in this packet
- Special Education Placement Form** - included in this packet
- Proof of Residence** - lease, deed, property tax record (home or vehicle). This item needs to specify the COUNTY you reside in.
- Guardianship Documents** - if applicable
- A Copy of Student's Original Birth Certificate**
- Photo ID for parent or legal guardian**
- Student Handbook / Uniform Policy** - included in this packet
- Immunization Record**
- Health Assessment Form** - included in this packet. REQUIRED for ALL kindergarteners. Health assessments may be completed up to 12 months prior to the start of school. Health forms are REQUIRED to be turned into the school no later than 30 calendar days after school starts.

Enrolling a child in ***Grades 1-8?*** Please provide the following:

- Student Enrollment Form** - included in this packet
- Special Education Placement Form** - included in this packet
- Proof of Residence** - lease, deed, property tax record (home or vehicle). This item needs to state the COUNTY you reside in.
- Guardianship Documents** - if applicable
- A Copy of Student's Original Birth Certificate**
- Photo ID for parent or legal guardian**
- Student Handbook / Uniform Policy** - included in this packet
- Immunization Record**
- Health Assessment Form** - included in this packet. ONLY REQUIRED if your student is enrolling for the first time in a North Carolina public school. Health assessments may be completed up to 12 months prior to the start of school. Health forms are REQUIRED to be turned into the school no later than 30 calendar days after school starts.
- Current Report Card**

Please understand that enrollment cannot be completed without all of the above listed items.

All above documents have been received:

Registrar Signature: _____

Date: _____



Mallard Creek STEM Academy

Student Enrollment Form

Student Information

Student's Legal Last Name Student's Legal First Name Student's Middle Name

Address City State Zip Code

Date of Birth (mm/dd/yyyy) Gender Enrolling Grade

Primary Phone Number

Student's Country of Birth When did the student first enter a U.S. school?

What language is spoken at home? What language is most used by the student?

Ethnicity (check one)

- Hispanic
- Non Hispanic

Race (check one or more)

- American Indian / Alaskan Native
- Asian
- Black / African American
- Native Hawaiian / Pacific Islander
- White

Last School Attended:

School Name City / State Phone Number

Has your student ever been retained? _____ If yes, which grade? _____

Did your student attend a Head Start Program? _____

If yes, Program Name and Location: _____

Family Information

Father's Last Name:

Father's First Name:

Deceased: Y or N

Living with student?

Y/N (if no, please list address below)

Primary Phone Number

Additional Phone Number(s)

Email Address

Custody of student? Y/N (may be required to provide court documents)

Authorized to pick up student from school? Y/N

Mother's Last Name

Mother's First Name

Deceased: Y or N

Living with student?

Y/N (if no, please list address below)

Primary Phone Number

Additional Phone Number(s)

Email Address

Custody of student? Y/N (may be required to provide court documents)

Authorized to pick up student from school? Y/N

Stepparent/Guardian Last Name

Stepparent/Guardian First Name

Deceased: Y or N

Living with student?

Y/N (if no, please list address below)

Primary Phone Number

Additional Phone Number(s)

Email Address

Custody of student? Y/N (may be required to provide court documents)

Authorized to pick up student from school? Y/N

Other children in the family enrolled at Mallard Creek STEM Academy:

Student's Legal Name: _____

Grade: _____

Student's Legal Name: _____

Grade: _____

Student's Legal Name: _____

Grade: _____

Health Information

List pertinent health or medical information and instructions:

Immunization Records Provided: Yes No

If no, NC law requires Certificate of Immunization on the first day of school entry. Parents/Guardians have 30 calendar days to provide documentation or the student shall be excluded from school.

Home Language Survey (required)

Student's Country of Birth: _____

When did the student first enter a U.S. School? _____

What is student's first language? _____

What language is spoken at home? _____

What language is most used by student? _____

Emergency Contacts (other than parent /guardian)

Last Name	First Name	Relationship to student
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Primary Phone Number/Additional Phone Number	Permission to pick up student?
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Last Name	First Name	Relationship to student
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Primary Phone Number/Additional Phone Number	Permission to pick up student?
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Parent/Legal Guardian Signature: _____



Special Education Placement or Other Formal Education Plans

Student's Full Name: _____

___ YES ___ NO → Student has received Special Education Services (Exceptional Children) in the past AND student has an IEP (Individualized Education Plan)

___ YES ___ NO → Student has been identified as Academically/Intellectually Gifted and has a DEP (Differentiated Education Plan)

___ YES ___ NO → Student has a Section 504 Plan

___ YES ___ NO → Student has received ESL (English as a Second Language) services

If "YES" to any of the above, complete information below:

Student Date of Birth: _____
Student Address: _____
Parent/Guardian Name: _____
Parent/Guardian Phone: Cell: _____ Work: _____
School Last Attended: _____
School Address: _____
Contact Person: _____ Phone: _____

Parent Name: _____

Parent Signature: _____ Date: _____

MCSA

Mallard Creek STEM Academy

Name _____

Date of Birth _____ Age _____ Grade _____

Suspension and Expulsion

Please check the appropriate box

IS NOT currently suspended or expelled from any school and does not have a pending suspension or expulsion

Has been recommended for long term (more than 10 days) suspension or expulsion from _____ (school)

Explain offense(s) _____

Has had a long term suspension or expulsion

The Titan Way

Mallard Creek STEM Academy has set forth expectations to ensure students success. These include: Responsibility, Respect, Safety, and Resourcefulness. This is the Titan Way. Parents and Students must read and adhere to the Student Handbook. The handbook can be found on the school website.

I have read and agree to follow the guidelines and expectations set forth in the Student Handbook.
(please initial)

I understand that students enrolled at MCSA must wear a school uniform with the MCSA logo and adhere to all uniform guidelines including using approved vendors.
(please initial)

I, _____ (parent/guardian) hereby swear or affirm that the above information is true and accurate. I understand that failure to provide accurate information may result in forfeiture of acceptance.

Parent/Guardian Signature

We are a Uniform School

MCSA wants to make sure that all students are in proper uniform attire every day and ready to learn. We have made some improvements with new vendor relationships and have done everything we can to make sure that all families have the ability to purchase the required uniforms locally and online. If your children are NOT in uniform, they will be sent to the office for you to bring them their clothing.

Students may wear.....

- **Blue, Black, Teal or White-collared shirts with the MCSA logo from an approved vendor.**
- **Solid khaki or black pants, shorts, skirts, or skorts of uniform style material. Solid khaki jumper style dress over a polo shirt with MCSA logo. Polo dresses with MCSA logo.**
- **Closed-toe shoes that fully cover the toes and the back of the heel. Tennis shoes/sneakers must be worn on PE days.**
- **Outerwear and sweaters that are worn indoors must have the MCSA logo from an approved vendor.**

DRESS CODE GUIDELINES

- **Hats, hoods, or any covering on head must be removed when inside any building unless for religious reasons discussed with the Principal.**
- **No bandanas.**
- **No hoodies.**
- **No slides, sandals, heels or crocs.**
- **Pants and shorts must be secured at the waistline, not sagging and/or revealing anything underneath.**
- **Clothing must be free of rips and holes.**
- **Shorts, skirts, skorts, and dresses must be an appropriate length for school.**

- **Leggings and clothing similar to leggings may be worn only undershorts, skorts, skirts and dresses. Leggings must be solid white or black.**
- **Shorts, skirts, skorts, and pants must be of uniform style material. No yoga pants, athletic wear, warm-up pants, leggings as pants, sweats, running style shorts, nylon or denim.**
- **Outerwear and sweaters that are worn indoors must be have the MCSA logo from an approved vendor.**

STUDENT RESIDENCY QUESTIONNAIRE

Complete this form regarding student residency/domicile. This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C.11435. The answers to this information help determine the services the student may be eligible to receive.

PART 1:

Student's Legal LAST Name _____

Suffix _____

Student's Legal FIRST Name _____

Student's Legal MIDDLE Name _____

Date of Birth (dd/mm/yyyy) _____

Age _____

Sex _____

Student ID# _____

1. Is your current address a temporary living arrangement?

Yes _____

No _____

If you answered **NO** to this question, you may **stop here**.

2. Is this temporary living arrangement due to loss of housing or economic hardship?

Yes _____

No _____

If you answered YES to Questions 1 and 2, please complete the remainder of this form.

If you answered **NO** to this question, you may **stop here**.

PART 2: Where is the student presently living?

Motel _____ Shelter _____

With more than one family in a house or apartment _____

A place not designed for ordinary sleeping accommodations such as a car, park, or campsite _____

Name of Parent(s)/Legal Guardian(s) _____

In the event the child is not staying with his/her parent(s) or guardian(s), contact the Registrar at MCSA to obtain a Residency Affidavit.

To appeal a school decision regarding residency/domicile, contact the Homeless Liaison at 919-496-2457.

School Personnel: If Parts 1 and 2 are completed, please send a copy to Homeless Liaison, West River Road Annex. Fax: 919-496-1322 I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

Date

McKinney-Vento Liaison Signature



MCSA
Mallard Creek STEM Academy

Photo Release Permission Slip

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources).

I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Yes, I give consent for Mallard Creek STEM Academy to photograph my child for school purposes and/or at school events.

No, I do not authorize Mallard Creek STEM Academy to photograph my child for any event.

Student Name: _____

Parent Signature: _____ Date: _____

Mallard Creek STEM Academy Bus Riding Expectations

Your student's safety is important to us. Students will have a safe trip if drivers can concentrate on driving, not discipline. Therefore, it is important to note that riding the school bus is a privilege not a right, for that reason, students are expected to abide by the following school bus rules and regulations:

1. Students must follow all instructions and requests provided by the bus driver.
2. Students must follow all bus safety procedures.
3. Students must board and exit the bus properly and safely.
4. Students must take their assigned seats, if applicable, and remain in their seats. The bus driver reserves the right to move a student's seat if that student is acting in a disruptive manner. Students will keep the aisles clear and keep their entire body inside the bus.
5. There will be absolutely no tampering with bus equipment, doors, windows, gears, etc. at any time—especially when waiting for departure.
6. Students will keep their hands off others.
7. Students must be polite and courteous to one another. Bullying will not be tolerated (verbal, physical, cyber, etc.). Students shall talk quietly, and not use vulgar or abusive language.
8. The following behavior will not be tolerated:
 - Throwing objects outside/inside the bus.
 - Eating any food or gum chewing.
 - Fighting, tripping, shoving, cursing, yelling or shouting.
9. Students must depart the bus at their designated bus stop unless a note is signed by parent/guardian, has been turned into the School.
10. Students are prohibited from carrying weapons, tobacco, alcohol, drugs or anything else prohibited by school on the bus. Students, who violate this rule, may be reported to the Police department.
11. Students must follow all student code of conduct as described in the Student Handbook.

Student Liability: Students who violate this policy its rules of conduct may be denied bus riding privileges.

Students who harm persons or damage any school property may be suspended or be subject to disciplinary reassignment.

When a student chooses to deviate from appropriate behavior, the steps for consequences will be as follows:

- **First Infraction:** The student will receive a warning, which will include a telephone call home to parent/guardian by the school personnel or bus driver.
- **Second Infraction:** The student will be suspended from bus privileges for one (1) school day.
- **Third Infraction:** The student will be suspended from bus privileges for (5) five school days.
- **Fourth Infraction:** The student will be suspended at least twenty (20) school days (approximately one month) or the remainder of the semester, whichever is longer.

Note: The student is required to attend school on the days of bus suspension. Absences during bus suspension are not excused absences. The parent must make all necessary arrangements to make sure that the student attends school.

Parent Liability: Students and bus riders who damage community property will be held liable for those damages.

MCSA COMMUNITY PARENT & STUDENT TRANSPORTATION AGREEMENT

We, (Student Name) _____ and (Parent Name) _____
have read and understand the Parent & Student Transportation Agreement and understand that riding the bus is a privilege and bus riding privileges may be revoked. We understand that the policies and handbooks are available online at www.mcstemacademy.net.

By signing below we agree to abide by all of the above policies, rules and regulations. We clearly understand that infractions may result in suspension and/or termination of student transportation services.

Student Signature Date

Parent Signature Date



MCSA Student/Parent/School Compact

Our goal is to create a partnership between students, parents, teachers, and administrators to enhance student achievement. This compact serves as a written commitment indicating how all members of our school community agree to share responsibility for student learning.

As a student, I will:

- show respect for myself, my school and my teachers
- follow school and classroom rules
- read (or be read to) for at least 20 minutes daily
- come to school prepared with my homework and supplies
- work cooperatively with my classmates and teachers

As a parent/guardian, I will:

- communicate and work with the school to encourage my child's learning and positive behavior
- attend parent/teacher conferences to discuss my child's academic progress, behavior, and ways I can help my child achieve his/her greatest potential
- ensure that my child reads (or is read to) for at least 20 minutes daily
- ensure my child attends school daily, arrives on time, and is picked up on time
- supervise and support completion of homework
- support the school's mission and philosophy
- talk with my child about his/her school activities daily

As a teacher, I will:

- provide quality and challenging curriculum and materials based on the NC Standard Course of Study
- provide a safe school environment that promotes learning and encourages a partnership with the school
- provide appropriate homework to reinforce the skills that have been taught at school
- monitor student progress regularly and keep parents informed
- schedule a parent/teacher conference to discuss academic and behavior progress
- participate in on-going staff development

Student: _____ Parent: _____ Teacher: _____