



Dear Parents/Guardians:

Welcome to Creative Technologies Academy. We are a K-12 public charter school located on a peaceful seven acre campus in Cedar Springs. Our Academy was founded to provide “choice” to parents in a setting where teachers can provide creative and innovative educational experiences. CTA is authorized by Ferris State University and it is free to all students.

Students at CTA experience small classroom sizes with state of the art technologies incorporated at all levels with an equal emphasis on developing character qualities appropriate for each grade. Students benefit daily from our passionate and dedicated staff of teachers, administrators, and support personnel.

In addition to the academic programs, students may participate in several extra-curricular activities including: Cross Country, Basketball, Running Club, and Drama.

Hot lunches are served daily. Supervised child care is provided before (beginning at 7:00 AM) and after (until 3:30 PM) school at no charge for students of working parents.

**Charger Pride!**

**350 Pine Street, Cedar Springs, MI 49319 | (616) 696-4905 | [www.ctaschool.com](http://www.ctaschool.com)**



## **Notice of Disclosure of Student Directory Information**

Creative Technologies Academy designates the following information as “Student Directory Information:” Student name, address, telephone number, date and place of birth, major field of study, student photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended.

Creative Technologies Academy will disclose any of these items of Student Directory Information without prior written consent, unless student (if 18 or older) or the student’s parent or legal guardian notifies the school in writing that such information may not be disclosed. To exercise this option, a notice must be delivered to the student’s school within 30 days of enrollment or the first day of school.

## **Notice of Disclosure of Student Directory Information to Military Recruiters and/or Military Service Academies**

Federal and State law requires all public schools to make available “Directory Information” – the names, addresses and telephone numbers of secondary school students to military recruiters and/or military service academies.

Parents/Guardians and students (who are 18 years of age or older) may ask that their personal information not be disclosed by submitting a signed, written request to the School Leader at Creative Technologies Academy. Unless the school receives a signed, written request not to disclose such information, the “Directory Information” will be provided to the military recruiters and service academies upon request.

# Creative Technologies Academy

## Computer Resources – Acceptable Use Policy

Creative Technologies Academy (CTA) is pleased to offer our students access to computer resources and electronic networks such as the Internet. **These computer resources are a privilege, not a right.** This access will increase learning opportunities by allowing students to explore thousands of current information sources from around the world.

These resources are to be used to support educational goals. We have taken precautions to restrict access to controversial information with the use of filtering software. We have established the following guidelines for Acceptable Use, and ask that students and their parents read and discuss them together.

Prior to using school computers, the student's parent or guardian must sign and return the CTA Student Acceptable Use Policy (AUP) Signature Form acknowledging their understanding of the AUP, responsibilities, and the consequences of violating the agreement. The rules of Acceptable Use follow:

### General Use

- Only students who have returned a signed AUP Signature Form with parental permission given, and who are under direct supervision of designated instructors, are permitted to use a computer.
- Students are prohibited from changing computer settings and/or configurations.
- Students may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto school computers or networks.
- Students are not allowed to open computer cases (CPU's) or make modifications to computers.

### Internet/Electronic Communications Use

- Students are expected to understand that electronic communications are not private.
- Students are prohibited from sharing login information and /or using a computer under another student's login.
- Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use.
- Students are expected to use network etiquette by communicating politely and using appropriate language.
- Students are to visit Internet sites only with teacher approval and which are appropriate for students and support the learning objectives of the school.
- Students are to notify a teacher immediately if they should encounter any material or electronic communication that is inappropriate.
- Students must not send or respond to any electronic messages without teacher approval, including personal email addresses.
- Students are prohibited from participating in chat rooms or gaming sites of any kind.
- Students are prohibited from pretending to be someone else; transmitting and/or displaying obscene messages or pictures.
- Students are prohibited from revealing their own name, personal addresses and/or phone numbers of others.
- Students should use only their first names in communications.
- Students may not access or download any programs, files, or information without permission from a teacher.

### Computer Ethics

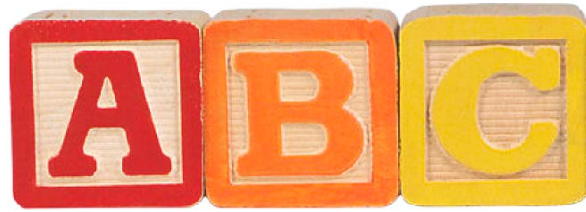
- Students are expected to observe copyright law in their use of electronic media.
- Students may not use computers and the network in a way that would harm or disrupt another person.

### Consequences

Any infraction of the Student AUP shall be reported immediately to school personnel. Violation of the Rules of the Acceptable Use Policy may result in disciplinary action including: loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the school administration and/or financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.

### Disclaimer of Liability

The school shall not be liable for users' inappropriate use of electronic communications resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.



## The ABC's of Public Charter Schools in Michigan

- Charter schools, referred to as “Public School Academies” in state law, were created in 1993 as part of a constitutional amendment that dramatically altered the funding for K-12 education and created schools of choice.
- Charter schools, while subject to the same laws, rules and regulations affecting all public schools, have the flexibility to innovate but are held accountable for student achievement.
- While under the general supervision of the State Board of Education, each charter school has a board of directors and is authorized by a university, community college, intermediate school district or a local school district, and the authorizer is responsible for oversight.
- There are 102,000 students and 5,000 teachers in the state’s 232 charter schools, representing roughly 6% of the state’s K-12 student population. 45% of charter schools currently offer high school grades, and this number is growing each year.
- Charter schools provide a tuition-free education for *all* students through an open enrollment process, with random lotteries held if the number of applicants outnumber available seats.
- Charters represent a variety of educational focuses, including college prep, culture immersion, arts & music, foreign languages, life skills, & strict discipline academies.
- Most charters provide extended school days and years, tutoring services, enhanced individual attention, character education and early foreign language instruction. Roughly 8% of charter students receive special education services.
- The high-quality teachers in charter schools are required to be certified under state law, just like teachers in traditional public schools.
- Two-thirds of all students in charter schools are minorities.
- More than 50% of the state’s charter school students qualify for free or reduced price lunch.
- According to the Michigan Dept of Education, charter school students in grades K-8 outperform students in similar traditional public school districts in 25 of 27 MEAP tests.
- Charter high school students have achieved an 86% graduation rate, 12% above similar traditional districts.
- According to the MDE, students in charter schools receive, on average, \$1,778 less per year in combined state and local financial resources than students in host districts.
- Charter public schools bring new and additional financial resources to a community through partnerships with businesses and foundations.
- Nearly 40 charter schools have been closed in the past 15 years, most likely for not meeting the expectations of their authorizer.



# New Student Registration

Today's Date: \_\_\_\_\_ Grade Applying For: \_\_\_\_\_

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

Student Name: \_\_\_\_\_  
Last First Middle Nickname

Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_

Resident School District: \_\_\_\_\_ Gender: \* Male \* Female

Physical Address: \_\_\_\_\_  
Street City County State Zip Code

Student Resides with: \_\_\_\_\_  
Full Name(s) & Relationship to Student

School Communication should be sent to: \* Mother \* Father \* Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different than above) Street City County State Zip Code

Student's Home Telephone Number: \_\_\_\_\_

Have you received Special Education Services? \* Yes \* No

Ethnicity (required by State): \* White \* Black/African-American \* Hispanic/Latino  
\* Asian \* American Indian/Alaska Native \* Native Hawaiian/Pacific Islander

Last School Attended: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Name of Father/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of Mother/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Does **student** have access to computer and the Internet at home? \* Yes \* No

Does **parent** have access to computer and the Internet at home or work? \* Yes \* No

Parent/Guardian e-mail address: \_\_\_\_\_

Name of Sibling(s)	Grade	Age

Family Information	Mother	Father
Language Spoken in Home		
Last Grade Completed in School		

An emergency contact person is an adult who can make decisions regarding a student when the parents/guardians cannot be reached and immediate action needs to be taken as in injury/illness.

Emergency Contact Name/Relationship	Home Phone	Cell Phone

**Transportation Information:**

- \* My child will be walking to/from school on a regular basis.
- \* My child will be brought to school in a car by: \_\_\_\_\_
- \* My child will be picked from school by: \_\_\_\_\_  
\_\_\_\_\_
- \* My child will drive him/herself to school. (Student vehicles must be registered in the office.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Student's Birth Certificate is required for Enrollment.**



Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please answer BOTH parts A and B.

Part A. **Is this student Hispanic/Latino?** (*Choose only one*)

**No, not Hispanic/Latino**

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

Part A of the question is about ethnicity, not race. Regardless of what you selected in Part A, **please answer Part B** by marking one or more boxes to indicate what you consider your student's (or your) race to be.

Part B. **What is the student's race?** (*Choose one or more*)

**American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America.)

**Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)

**Black or African-American** (A person having origins in any of the black racial groups of Africa.)

**Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.)

**White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

NOTE: Both parts A and B **MUST** be completed. We encourage you to select an answer for **both** parts. If either part (A or B) is not answered, the U.S. Department of Education **requires** the school district to supply an answer on your behalf.

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

# CREATIVE TECHNOLOGIES ACADEMY

## Home Language Survey

The state requires the school district to collect a home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the need for bilingual and English as a Second Language education services in the schools.

Please answer the questions below and return this survey to your child's school.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

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

\_\_\_\_\_ Yes

What is that language? \_\_\_\_\_

\_\_\_\_\_ No

2. Is the primary language\* used in your child's home or environment a language other than English?

\_\_\_\_\_ Yes

What is that language? \_\_\_\_\_

\_\_\_\_\_ No

If the answer to either question is yes, the school will assess your child's English language proficiency. The school will measure your child's listening, speaking, reading and writing, and comprehension skills. Parents will be contacted if the student is eligible for services.

Signed \_\_\_\_\_  
Parent or Guardian

Date \_\_\_\_\_

\*Primary language means the dominant language used by a person for communication.





## Request for Records

\* CA-60 File

\* Transcript Only

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

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

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

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

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

The following students have enrolled in our school:

Student Name	Grade	Date of Birth

Please send academic and health records to:

**Creative Technologies Academy**  
**350 Pine Street**  
**Cedar Springs, MI 49319**  
**Phone: (616) 696-4905**  
**Fax: (616) 696-4920**

# Student Medical Information



This form is required for all students. This information is requested so that the school and parents can work together to meet the physical, intellectual and emotional needs of the child. This form will be kept confidential.

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Check all of the following which apply to your child:

Yes	No	Medical Condition:	Comments/Explanation:
		Vision Difficulty	
		Wears Glasses	
		Speech Difficulty	
		Hearing Difficulty	
		Asthma	
		Diabetes	
		Epilepsy/Convulsions/Seizures	
		Eczema/Skin Rashes	
		Allergies	
		Has had Chickenpox	Date of disease: _____ Date vaccinated: _____
		Other:	

Please indicate all medications your child takes on a regular basis:

Medication Name	Reason for Medication	Need to take at school?*

\* Student Services Office requires additional permission forms for medications taken at school.

For illness or accident when parent cannot be reached, please contact:

Name	Relationship to Student	Phone Number(s)
(1)		
(2)		
(3)		
Doctor:		
Hospital:		

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

\_\_\_\_\_  
Date

# Expulsion & Suspension Waiver

## Fill in Part I or Part II

### **Part I:**

This is to inform Creative Technologies Academy that I am not currently under any expulsion or suspension from any school.

\_\_\_\_\_ Date

Student Signature & Printed Name

\_\_\_\_\_ Date

Parent Signature & Printed Name

### **Part II:**

This is to inform Creative Technologies Academy that I am currently expelled or suspended from my current school.

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

Date of Expulsion/Suspension: \_\_\_\_\_

Explanation of Expulsion/Suspension: \_\_\_\_\_

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

\_\_\_\_\_ Date

Student Signature & Printed Name

\_\_\_\_\_ Date

Parent Signature & Printed Name

**Comments by Director of Student Services:** \_\_\_\_\_

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

# Creative Technologies Academy

## Computer Resources – Acceptable Use Policy

Creative Technologies Academy (CTA) is pleased to provide computer access to all students. The goal of our technology curriculum is to enable students to effectively use computers as a tool for learning. The expectation of the students will be age appropriate. In the elementary grades, students will learn computer terminology, how to access information, keyboarding, and problem solving. Computer assignments will correspond with the classroom instruction. For middle and high school, students will again use keyboarding skills, and begin to learn to use productivity applications such as word processors, spreadsheets, presentation programs, database applications, and multimedia technology.

We want to assure all parents that Internet access at the school is very limited. The students will never be in the computer room without an adult present. Computer time will be a supervised learning experience. The Computer Resources – Acceptable Use Policy (AUP) is designed to inform the parents and the students about our computers and the responsibility of using them. We need permission to allow your child to effectively utilize these educational resources.

**CTA requires a signed AUP form (below) for every student in Kindergarten through 12<sup>th</sup> grade.**

**Students may not use the computer resources at CTA until this form is signed and returned.**

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## Creative Technologies Academy - Signature Form

### Computer Resources – Acceptable Use Policy

We have received and understand the Computer Resources – Acceptable Use Policy. The student agrees to abide by the rules of acceptable use and understands there are consequences for violating any rules of the AUP. In consideration for the privilege of using the computers and having access to the public networks, I hereby hold blameless and release from any liability, CTA and its employees.

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

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

Signature of Parent or Guardian: \_\_\_\_\_

Signature of Student (Grades 6<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_

**Please initial one of the following:**

\_\_\_\_\_ I give permission for my child to use the computers at CTA **and also** have Internet access.

\_\_\_\_\_ I give permission for my child to use the computers at CTA; however, I **do not** give him/her permission to have Internet access.

# Creative Technologies Academy

## Student and Parent/Guardian Agreement Form

**Students:** By signing below I, \_\_\_\_\_, agree to abide by all of the rules and policies outlined in the CTA Student Handbook, including:

**Parents/Guardians:** By signing below I, \_\_\_\_\_, agree to support all of the rules and policies outlined in the CTA Student Handbook, including:

- Appropriate use of school computers and internet access
- Appropriate use of school textbooks and school property
- Appropriate behavior during school hours
- Appropriate behavior during extra-curricular activities, both on and off campus

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date