



STUDENT REGISTRATION FORM



East Central Alberta Catholic Schools Regional Division – St. Thomas Aquinas School

FOR OFFICE USE ONLY:

To Verify Legal Name, Birth date and Citizenship, please attach a Copy of Student’s Birth Certificate and Alberta Health Care Card (if requested)

Registration Date:	School Code:	Birth Certificate
Alberta Education I.D. Number:	Home Room:	

Student Information:

Legal Name (as it appears on the Birth Certificate):

First Name:	Last Name:	Middle Name:
Birth Date:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Grade:
ECS: <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Full Day		

Student also known as (if different from above):

Surname:	Given Name(s):
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Student’s Current Mailing Address:

Box Number / Street Address:		
Apartment Number:	City/Town:	
Province:	Postal Code:	Telephone Number:

Student’s Permanent Mailing Address (if different than above):

Box Number / Street Address:		
Apartment Number:	City/Town:	
Province:	Postal Code:	Telephone Number:

Legal Land Description (Rural Students):

Parent / Guardian Information

Father / Guardian	Name:		Mother / Guardian	Name:	
	Day Phone:			Day Phone:	
	Evening Phone:			Evening Phone:	
	Address (if different):			Address (if different):	
	City:	Postal Code:		City:	Postal Code:
Parent Religion:		Parent Religion:			

Emergency Contact (1)	Name:	Emergency Contact (2)	Name:
	Phone Number:		Phone Number:
	Relationship:		Relationship:

Please note if babysitter or daycare is different than emergency number:	Name:	Phone Number:
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Custody Information

In rare instances, a child may be designated as “Protected” if a court issues a restraining order under the *Child Welfare Act*, the *Domestic Relations Act*, or the *Youth Criminal Justice Act*. In other instances, an order affecting the custody or access rights to the student may be issued. If a custody access or restraining order exists, a copy will be required to be placed in the student record to ensure that the order can be properly enforced.

Please indicate if any such order exists: Yes No

Citizenship

Is the student a Canadian citizen? Yes No

If no, please check one of the following:

- Permanent Resident / Landed Immigrant Student Authorization - Visa Number _____
 Child of a Canadian Citizen Child of an individual lawfully admitted to Canada for permanent or temporary residence
 Other Visa Expiry Date _____

FRENCH MINORITY EDUCATION PARENT DECLARATION (FRANCOPHONE)

I AM A Canadian citizen and am eligible to have my child receive French minority education pursuant to Section 23 of the Canadian Charter of Rights and Freedoms for one or more of the following reasons:

- The first language I learned and still understand is French
- I received my primary school in a French first language program at school (not French Immersion)
- One or more of my children have received or are receiving instruction in a Francophone program (Not French Immersion)

Does the student have Francophone eligibility: Yes No

If eligible, do you wish your child to be educated in the Francophone program: Yes No

If you wish to declare that you are an Aboriginal person, please specify

Status Indian/First Nations Non-Status Indian/First Nations Métis Inuit

Alberta Learning is collecting this personal information pursuant to section 33 (c) of the FOIP act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve aboriginal learner success.

For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Learning, 10155 – 102 Street, Edmonton AB, T5J 4L5, (780) 427-8501

If your religion is other than Catholic, please sign the following acknowledgement:

I hereby acknowledge that I am aware of the values and philosophy of a Catholic School and that my child **will** participate in the prayer life, church and church related activities, religious courses, instruction, and exercises in which Catholic ethical and moral standards are taught.

Signature of Parent / Guardian / Independent Student:

Date:

Declaration By Parent, Legal Guardian, or Student (18 years or over or Independent):

I hereby certify the forgoing information to be true, correct, and complete.

Signature of Parent / Guardian / Independent Student:

Date:

Freedom of Information and Protection of Privacy Provisions

The information collected on this form, as part of the school registration process is personal information as referred to in the Freedom of Information and Protection of Privacy (*FOIP Act*), which became effective for Alberta School Jurisdiction on September 1, 1998. This personal information is collected pursuant to the provisions of the *School Act* and its regulations, and pursuant to Section 32 (c) of the *FOIP Act* as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs to provide a safe and secure school environment. The *FOIP Act* requires that parents/guardians be advised of the collection and use of personal information that is not authorized under the School Act. This includes many activities that are part of normal school community interaction, such as:

- 1) Student name, write-ups, photos and/or videos of classroom and school activities that are taken and used in the school calendar, school yearbook, school orientation guide, school program brochures, school newsletters.
- 2) Individual photos, class and team photos that are taken and used within the school;
- 3) Student name and description of activities that are used in the school newsletter and other school communications;
- 4) Student names that are included in an honor roll listing, birthday recognition listing (including announcement o PA system), student achievement awards, and graduation roll, within the school;
- 5) Release of student names to the news media as part of graduation list, honor roll or the promotion of a positive school program, for example, Student of the Week;
- 6) Media photographs or videos of classrooms and school activities, where individual students can not be identified, may be taken and used by the media;
- 7) Student names that are used on artwork, written material, or other items to be displayed in the school;
- 8) The use of student names, related contact information and phone numbers for attendance checks, school activities; or use by classroom reps;
- 9) The use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf;
- 10) Distribution of student name, birth date, address and phone number, and the name, address and phone number of the student's parent or guardian, to the East Central Health Authority for purposes of immunization and/or speech therapy;
- 11) Release of student information to Alberta Justice officials for the purpose of administering the Young Offender's Act, or for carrying out programs under the Act;
- 12) Student lockers are the property of East Central Alberta Catholic Separate Schools Division No. 16 and are subject to search at any time, without notice, by the school administration or the R.C.M.P.
- 13) Student e-mail accounts administered by the East Central Alberta Catholic Separate Schools Division No. 16 are subject to the examination of division personnel, without notice, when deemed necessary by the school administration.
- 14) Other similar activities within the school.

PUBLIC EVENTS: note that school events, which are open to the public, are not subject to the conditions of the FOIP Act. These events may include general assemblies, concerts, school plays, academic focused activities and athletics. The General public, parents and media may be in attendance and are allowed to take photographs, videos and conduct interviews, without first obtaining consent. (It is not expected that the general public or parents will conduct interviews.) *Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not restrict such activity at public events.*

The media are expected to behave responsibly and co-operate with schools within the realm of mutually agreed upon guidelines and protocol.

Throughout the school year, there will be opportunities for television, radio, newspaper, community organizations and the School Division to be invited to the school to provide outside coverage of events and programs not included in the PUBLIC EVENTS category listed above.

Also throughout the year, there may be opportunities to display your son/daughter's artwork and/or other forms of schoolwork at locations outside the school (i.e. gallery, malls). Your signature below (Parent/Guardian) will indicate approval for your son/daughter named on this registration form to be involved with any of the *following*

activities on the occasion when the associated event or situation to be covered is not included in the public domain category described under **PUBLIC EVENTS** above.

- A. Photographs/interviews/videos taken by the media, approved community organization, or School Division, where individual students are identified/named.
- B. Student work, accomplishments to be displayed, recognized or reproduced outside of the school (i.e. Signed artwork, creative writing, Student of the Day, or academic presentation such as Science Fair).
- C. Publication of your son/daughter’s name, photograph and/or school work on Division Website.
- D. Photographs/interviews/videos or anecdotal comments where individual students are identified, for use as part of the division. These images may be published on the Division approved Websites, and in materials used for international program promotion.

Field Trips within the town limits do not require individual consent; however information on such trips will be communicated home in advance. (Please note that a separate consent will be required for each individual **out of town** field trip or classroom program.)

Information relating to these student work/recognition activities will be communicated to the home in advance.

PLEASE SIGN EITHER # 1 OR # 2

- 1. I hereby give consent to the activities listed above (Items A-D)

X

Signature of Parent/Guardian (**indicating consent**)

OR

OR

- 2. I **will not** provide approval for general consent allowing my son/daughter to participate in the activities described in items A – D above. (Please provide comments below indicating details and/or possible exceptions.)

X

Signature of Parent/Guardian (**not giving consent**)

Comments –

If you have any question or concerns regarding the collection of information, or intended use of information, please contact Stephen MacKenzie, at the East Central Alberta Catholic Separate Schools Regional Division No. 16 office, 842-3992.

DECLARATION BY PARENT(S)/GUARDIAN(S) OR INDEPENDENT STUDENT

- ✓ **We are/I am fully aware and fully supportive of the religious and moral objectives of the East Central Alberta Catholic Schools, and we/I understand clearly that our child’s/my child’s participation in all Catholic education activities, including Religious Studies classes, liturgies, celebrations, and sacramental preparations, at all grade levels, is a condition of student registration in any of the East Central Alberta Catholic Schools. In accordance with the School Act, Catholic students must receive priority if space becomes restricted in the school.**
- ✓ **I have also read and understand the student obligations outlined in **St. Thomas Aquinas School Student Behaviour Policy**.**

X

(Signature of Parent(s)/Guardian(s)/Independent Student)

Acceptable Computer Use Agreement

Use of the East Central Alberta Catholic Schools computer network and Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory or potentially offensive to some people. Access to the network and Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents / guardians read, accept and sign the following rules for acceptance online behaviour.

- 1) Students are responsible for good behaviour on the network and Internet just as they are in a school building. General school rules for behaviour and communications apply.
- 2) Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
- 3) The following are **not** permitted.
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing insulting or attacking others
 - Damaging computers, computer systems or computer networks
 - Violating copyright laws
 - Using another's password
 - Trespassing in another's folders, work or files
 - Intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals.
 - Employing the network for commercial purposes
 - Revealing the personal address or phone number of yourself or any other person without the permission from a teacher
 - **Violations any result in a loss of access as well as other disciplinary or legal action.**

I have read the rules for acceptable online behaviour understand the rules and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose network privileges at my school.

STUDENT NAME (print) Grade _____ Date _____ Student Signature

As the parent or legal guardian of the student signing above, I grant permission for the above student to access networked computer services such as electronic mail or the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet use both inside and outside of school-setting and conveying standards for the above student to follow when selecting, sharing, or exploring information and media. This agreement is in effect for the duration of this students enrollment in this school.

PARENT/GUARDIAN NAME (print) _____ Date _____ Parent/Guardian Signature

Student Conduct Policy Agreement

The student conduct policy can be found on our website and in the student handbook. As this policy emphasizes, student conduct must be a shared responsibility. We would like to know that parents are aware of the information & school's expectations for your son/daughter that have been presented in these pages. We would encourage you to contact the school if you have any questions with regard to this agreement.

STUDENT NAME (print) _____ Student Signature

PARENT/GUARDIAN NAME (print) _____ Parent/Guardian Signature