

STUDENT REGISTRATION FORM

SCHOOL YEAR:

THIS SECTION TO BE COMPLETED BY SCHOOL

SCHOOL

STUDENT #

AB EDUCATION #

The High Prairie School Division and Alberta Education require proof of legal name. One of the following documents must be provided at time of registration: *(Please check one)*

- Birth Certificate (Preferred)**
- Canadian Citizenship Document
- Passport
- Adoption Order
- Official Status Canada Document
- Visa
- Immigration Document

STUDENT INFORMATION

STUDENT LEGAL NAME: *According to birth certificate or adoption papers*

LAST NAME

FIRST NAME

MIDDLE NAME

STUDENT'S PREFERRED NAME: *If different from above*

LAST NAME

FIRST NAME

MIDDLE NAME

GRADE:

GENDER:

DATE OF BIRTH:

PHONE NUMBER:

MOBILE PHONE NUMBER:

CITIZENSHIP OF STUDENT

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

DO YOU REQUIRE BUSING SERVICES FOR YOUR CHILD (IF ELIGIBLE)? **YES** **NO**

STUDENT'S ADDRESS: *Please use full names (Street, Avenue, Township Road, Range Road, no abbreviations) and numbers only (1 Street, not 1st Street).*

PHYSICAL ADDRESS: *(if different than mailing address)* **HOUSE NUMBER/BLUE COUNTY NUMBER**

STREET ADDRESS/TOWNSHIP OR RANGE ROAD

CITY

PROVINCE

POSTAL CODE

MAILING ADDRESS:

P.O. BOX NUMBER

HOUSE NUMBER

STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

LAST SCHOOL ATTENDED:

NAME

CITY

PROVINCE

GRADE LEVEL

SIBLINGS ENROLLED AT THIS SCHOOL:

INDEPENDENT STUDENT STATUS

The *Education Act* defines an independent student as someone who is 18 years of age or older OR 16 years of age or older and who is living independently or who is party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act*.

ARE YOU CLAIMING STATUS AS AN INDEPENDENT STUDENT UNDER THE DEFINITION OF THE EDUCATION ACT? **YES** **NO**

DISCLOSURE RESTRICTIONS

A parent/legal guardian may have their right to access information about a student removed by a legal process. Please indicate if a legal document exists which restricts access to information about this student.

YES NO

If you answered yes, the school requires a copy of the document which will be retained on the student's record. If you answered no, the information collected on this registration form and documents collected under the *Student Record Regulation* may be disclosed as permitted under the regulation.

ADDITIONAL ENROLLMENT INFORMATION

Student Protection

An individual may be forbidden contact with the student by way of a legal process. Please indicate if a legal document exists which forbids an individual from having contact with this student.

YES NO

If you answered yes, the school requires a copy of the documentation which will be retained on the student's record.

ABORIGINAL SELF-IDENTIFICATION

If you wish to declare the student is Aboriginal, please select one:

First Nation (status) First Nation (non-status) Métis Inuit

For further information, please refer to: <https://www.alberta.ca/education.aspx> or contact Alberta Education at (780) 427-8501.

If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at (780) 523-3337.

If the student is a Status Indian, do they LIVE ON A RESERVE? **YES NO**

If YES, Band name:

Treaty Number:

If the student is a Métis student, do they LIVE ON A SETTLEMENT? **YES NO**

If YES, Settlement name:

SECTION 23 OF THE CANADIAN CHARTER OF RIGHTS AND FREEDOMS

A student is eligible if one of the three following conditions exist:

1. Either parent's mother tongue is French. (French was the first language learned and is still understood by one of the Parents.)
2. Either parent was educated in French in Canada,
3. One or more children in the family have received primary or secondary school instruction in French (FRANCOPHONE) in Canada. Instruction in French means instruction in a FRANCOPHONE environment NOT French Immersion or French as a Second Language.

NOTE: High Prairie School Division offers Alternative French Language Instruction, French Immersion and French as a Second Language programs. Francophone Regional Authorities offer Francophone Programs. Attending HPSD Schools does not diminish your Section 23 eligibility.

The student is eligible for Section 23 based on one of the above conditions. YES NO

If YES, do you wish to exercise your rights under Section 23? YES NO

To exercise your Section 23 rights you must enroll your child with one of the Francophone Regional Authorities listed below:

- Northwest Francophone Education Region No. 1 - St. Isadore (780) 624-8554
- Greater North Central Francophone Education Region No. 2 - Edmonton (780) 468-6440
- East Central Francophone Education Region No. 3 - St. Paul (780) 645-3888
- Greater Southern Separate Catholic Francophone Education Region No. 4 - Calgary (403) 685-9881
- Greater Southern Public Francophone Education Region No. 4 - Calgary (403) 686-6998

MEDICAL INFORMATION**ENTRIES IN THIS SECTION ARE OPTIONAL:**

Does the student have a medical condition that you wish to make the school/bus driver aware of? Please describe:

If the above noted medical condition is life-threatening or severe, please list instructions for your school or bus driver (i.e. epi-pen)**TEXTBOOK FEES**Is an agency responsible for payment of textbook Fees? **YES** **NO**

If Yes, Name of Agency:

RESPONSIBLE USE OF TECHNOLOGY AGREEMENT

The student accepts responsibility to follow the code of conduct as set out in Administrative Procedure 340 - Student Code of Conduct and agrees to abide by Administrative Procedure 140 - Use of Information Technology:

- As the owner of all network resources, HPSD has the right to monitor their use. Employee email and network resource monitoring shall only occur with prior authority of the Superintendent. Student email and network resource monitoring shall only occur with prior authority of the Principal.
- In the use of HPSD electronic information resources, persons shall conduct themselves in a professional manner including, but not limited to, the following. Persons must not:
 - harass, insult or attack another person or their reputation.
 - use obscene language.
 - use HPSD resources for commercial purposes or personal financial gain, product advertisement or political lobbying.
 - damage, or attempt to damage electronic information resources such as computers, data or networks.
 - use tools, applications or methods to circumnavigate HPSD network security.
 - intentionally access, post, send, display or download inappropriate material (including chain letters, junk mail, and executables).
 - send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
 - use electronic information resources or accounts unless they are authorized to do so.
 - disguise or attempt to disguise their identity when sending email.
 - use electronic information resources for any illegal or unethical activity.
 - use other people's passwords or accounts unless required by their assigned technology support responsibilities.
 - trespass, or attempt to trespass, in other people's folders, work or files unless required by their assigned technology support responsibilities.

- Persons must follow the Copyright Act of Canada and adhere to the Fair Dealings Guideline within the Act.
- If there is evidence that Administrative Procedure 140, in accordance with Administrative Procedure 170 and Administrative Procedure 171, is not adhered to, HPSD reserves the right to take disciplinary action.
- Students must immediately report any problems or breaches of these responsibilities to the responsible teacher.
- Artificial Intelligence (AI) may be used in classrooms to support learning. All AI use will be teacher-supervised and monitored, and the school will protect student privacy in accordance with provincial legislation. Students are required to never share personal information, report inappropriate content, and follow all teacher guidelines. AI may not be used to copy, cheat, or misrepresent learning. Failure to follow these expectations may result in loss of AI privileges and/or further disciplinary action in accordance with school policy.

PARENT/STUDENT AGREEMENT

As a parent/guardian, I have read the responsibilities as defined in AP 140. I understand that use of Information Technology and Internet access is intended for educational purposes only.

I understand that any conduct by my child in conflict with any of these responsibilities will result in disciplinary action which may include suspension, and/or financial restitution in accordance with Administrative Procedure 349 - Damage to School Property.

I have reviewed these responsibilities with my child and I hereby give permission to High Prairie School Division to provide my child with access to ICT devices, networks and the Internet.

Parent or Legal Guardian Signature

Date

Student Signature (Grade 7-12)

Date

Student Signature required for Grade 7 – 12

Note: Students 18 and over do not require parent/guardian signature.

PROTECTION OF PRIVACY

Please read this consent form in its entirety to ensure that you understand it. Please take the opportunity to ask questions if any part of it is unclear to you.

1) General School Related Activities **YES** **NO**

Personal information provided is collected in accordance with section 4(c) of the *Protection of Privacy Act* (POPA) and protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. This information is required to provide an educational program and will be used to support processes to provide a safe and respectful learning and working environment for students and staff. Information collected may be transmitted to and stored on servers outside of High Prairie School Division, Alberta and Canada and High Prairie School Division cannot guarantee protection against disclosures as a consequence of foreign laws. High Prairie School Division may use automated systems in processing this collection of personal information. Should you require further information about collection, use and disclosure of this collection of personal information, please contact: scairns@hpsd.ca, phone 780-523-3337. The information collected includes many activities that are part of normal school community interaction, such as:

1. Individual photos that are taken;
2. Photos and/or videos of classroom and school activities that are taken and used in the school calendar, school yearbook, or for other purposes within the school, as well as video monitoring used in schools and buses;
3. Class and team photos that are taken and used within the school;
4. Student names and description of activities that are used in the school newsletter and other school communications;
5. Student names, photographs and communications that are included in the school yearbook (if one is produced);
6. Student names that are included in honour roll listings, birthday recognition listing (including announcements on PA system), student achievement awards, and graduation rolls, within the school;
7. Media photographs or videos of classrooms and school activities where individual students cannot be identified;
8. Student names that are used on artwork, written material,

The personal information requested on this registration form is collected under the authority of Alberta's *Protection of Privacy Act* (POPA), the *Education Act* and its regulations, and the *Canadian Charter of Rights and Freedoms*, Section 23. This information will be used for the maintenance of the student's record. Information acquired through this form is kept secure and access is restricted.

I verify the information submitted on this registration form to be correct and accurate. Further, I recognize it is my responsibility to notify my child's school of any changes to the information on this form.

- or other items to be displayed in the school;
9. The use of student names, related contact information and phone numbers for classroom reps and School Councils;
10. 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;
11. Other similar activities within the school.

2) Copyright Release **YES** **NO**

From time to time, High Prairie School Division may wish to display your child's work outside of the school setting or reproduce it for non-profit, educational purposes. Such purposes may include displays during open house, in-service sessions, board sponsored displays in the community, or used in a division publication such as board reports, etc. In such instances, your child's name may appear with the display.

3) Media including Newspapers, Websites, and Social Media **YES** **NO**

From time to time, media may cover events or activities at your child's school or HPSD may post student activities on Divisional/School websites, Facebook or other social media. Whether or not you have concerns about your child participating in media coverage at school (being photographed, videotapes, interviewed) it is important that we know your wishes. Media coverage may include the use of your child's name and photograph for publication on the Internet. (Note: School concerts and other events where parents and the public will be attending are generally considered public events which means that anyone, including the media, could take photographs without first obtaining consent.)

4) Canada's Anti-Spam Legislation **YES** **NO**

In accordance with Canada's anti-spam legislation, I give consent to receive commercial electronic messages from High Prairie School Division. From time to time, emergent or important school or Division information will be communicated to parents/guardians via email or other electronic means.

Parent or Legal Guardian Signature

Date

FAMILY COMMITMENT STATEMENT

RATIONALE

At our Division, we believe that education is a partnership between students, parents or guardians, teachers, and the community. A welcoming, caring, respectful, and safe environment is the foundation for learning and personal growth. This Family Commitment Statement outlines the responsibilities for students and parents in fostering a positive school experience where everyone can succeed.

During our community consultation process in the 2023/2024 school year, our stakeholders overwhelmingly told us that as a community we revisit accountability for school divisions and their employees, but also students and families needed to be part of this accountability process. We reflected this sentiment in the rewriting of our Vision, Mission and Core Values. We now kindly ask students, parents and guardians to join us in this partnership.

The *Education Act* (Sections 31 and 32) outlines what student and parent responsibilities are. Our Family Commitment Statement is based on this legislation.

FAMILY COMMITMENTS

Families play a vital role in a student's success. Both students and parents share responsibilities that contribute to a positive learning environment. By committing, as a family, to these principles, we strengthen the partnership between home and school. These commitments include:

- **Encouraging your child to attend school regularly:** We know the importance of attendance. You have to be present to learn.
- **Contributing to the School Community:** Encourage your child to positively contribute to their school community. This could include being a reading buddy or any other helpful role that your child can think of!
- **Following School Rules:** Support school rules and teachers when speaking with your children. However, feel free to speak about the rules to your child's Teacher and/or your School Administrator.
- **Respecting Others:** Children learn social behaviour. If we treat our peers aggressively, so will our children. If we show kindness and understanding, they will, too!
- **Preventing Bullying:** Actively work to prevent, report and not tolerate bullying, both in-person and online. Most bullies have learned bullying outside of school.
- **Cooperating with Staff:** Work with school staff to support your child's learning and any additional services they may need. Understand we are trying to help.

ACCOUNTABILITY AND ACTIONS FOR NON-COMPLIANCE

Our Division believes in mutual accountability between families and the school community to foster a positive learning environment. While we understand that challenges may arise, it is essential that all families adhere to the commitments outlined in this statement to ensure the success and well-being of every student.

In cases where a family is not meeting the commitments, the following steps will be taken to address the situation:

1. **Designated Contact Person:** If a family is found to be consistently non-compliant with their commitments, a single point of contact will be assigned within the school or Division. All further communication between the family and the Division regarding these concerns must go through this designated individual. This step is taken to ensure a structured and consistent approach in resolving the issues and to provide clarity for both the family and school staff.
2. **Prescribed Methods of Communication:** To ensure that communication remains focused and productive, the Division will prescribe specific methods of communication that the family must use when interacting with the designated contact person. Failure to adhere to these communication protocols may result in further action.
3. **Escalation of Concerns:** If non-compliance continues after the above steps have been implemented, the matter may be escalated.
4. **Rebuilding the Partnership:** The Division's primary goal is to restore a positive and collaborative relationship between families and the Division. As part of this process, a resolution plan may be developed in partnership with the family to support their adherence to the Family Commitments and ensure the student's continued success.

Parent or Legal Guardian Signature

Date