



Florence MacDougall Community School

Registration Checklist & Information Sheet: 2021-2022 School Year

Welcome to Florence MacDougall (FMCS) Community School! Please complete the attached student registration form and return to our office with the required documentation. **Based on Alberta Education regulations, in order for your child to begin school with us, we MUST have the following:**

Proof of Identification/Citizenship (Canadian Students):

- Canadian Birth Certificate
- Status Card from *Indian & Northern Affairs Can.*
- Canadian Citizenship Certificate
- Adoption Certificate
- Canadian Passport
- Canadian Visa **OR**
- Permanent Resident Documents

Proof of Identification/Citizenship (Foreign Born Students):

- Canadian Citizenship Card
- Permanent Resident Card
- Parent/Guardian Canadian Work Permit
- Parent/Guardian Temporary Resident Permit
- Parent/Guardian Student Study Permit **OR**
- Parent/Guardian Acknowledgement of Convention of Refugee Claim

Please ensure the following information is complete and correct:

- Student **Name, Date of Birth** and **Alberta Health Care Number**
- First Nation Status and Treaty Number if applicable (*self-declaration not required*)
- Page 1: **Physical Address** and **Mailing Address**
 - Urban residents: street address and post office box if applicable
 - Rural residents: legal land location and post office box
- Page 2: Current **contact numbers for Parents/Guardians & Emergency Contacts**
- Page 3: Parent/Guardian Signature and Date
- Page 5: FOIP Checkboxes, Parent/Guardian Signature and Date
- Page 7: Internet Use (Yes/No), Parent/Guardian Signature and Date

Please note: Students registering after the first week of school will begin classes no sooner than 24 hours after registration is received by the office.

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:

KINDERGARTEN PARENTS	NUTRITION	TRANSPORTATION
<p>Kindergarten is a full day program that operates two days/week and alternating Fridays.</p> <p>Schedule preference:</p> <p><input type="checkbox"/> Mon/Wed</p> <p><input type="checkbox"/> Tues/Thurs</p> <p><i>We will do our best to accommodate your preference but cannot guarantee class placement.</i></p>	<p>SNACKS: send AM/PM snacks, drink</p> <p>LUNCH: FREE for K - 3 (<i>prepared onsite</i>)</p> <p>**NUT FREE: no peanuts, almonds, cashews, hazelnuts, macadamia nuts, pecans, walnuts or tree nuts**</p>	<p>Urban Students: Students may be dropped off by a parent, walk or bike to school.</p> <p>Rural Students: Bussing is available at no cost, register by phone (<i>see below</i>)</p> <p>FVSD Transportation Office: Phone: 780-928-3860 <i>Land location required to register.</i></p>

Questions or concerns?
Call us at 780-926-2331 or email flomac@fvds.ab.ca.



Florence MacDougall Community School

10802 Rainbow Boulevard, High Level, AB T0H 1Z0

Phone: 780-926-2331 / Email: flomac@fvsd.ab.ca

<https://fmcs.fvsd.ab.ca/about/student-registration>

2021-2022 REGISTRATION FORM

STUDENT INFORMATION

Student's Legal Name: _____
Last First Middle

Student's Preferred Name: _____
(if different from above) Last First Middle

Mailing Address: _____

City: _____ Postal Code: _____ Grade: _____

Street Address or Rural Legal Land Description: _____
(Rural Legal Land Description format - qtr__sect__twp__rge__)

Phone #: _____ Student's Cell Phone #: _____ Gender: Male Female

Birthdate: ____/____/____ Birth Certificate Passport Other _____
Month Day Year (a copy of this document must be provided and will be placed on the student record)

Citizenship: Canadian Other _____ Email Address: _____

DISCLOSURE RESTRICTION (if applicable)

Disclosure restrictions may be placed on a student's record for those students whose information must be confidential for a very specific reason.

Active Court Order: Yes No

Independent: Yes No

PARENTS AND/OR GUARDIANS

Parent 1 Name: _____

Address (if different): _____

Phone #: Home: _____ Work: _____ Cell: _____

Lives with Student: Yes No Email Address: _____

Parent 2 Name: _____

Address (if different): _____

Phone #: Home: _____ Work: _____ Cell: _____

Lives with Student: Yes No Email Address: _____

Guardian's Name: _____

Address (if different): _____

Phone #: Home: _____ Work: _____ Cell: _____

Lives with Student: Yes No Email Address: _____

EMERGENCY CONTACT

In case of emergency or school closures, or if no one answers the home telephone number, please provide us with names, addresses and phone numbers of emergency contacts.

Emergency Contact #1 Name: _____ Relationship: _____

Phone #: Home: _____ Work: _____ Cell: _____

Emergency Contact #2 Name: _____ Relationship: _____

Phone #: Home: _____ Work: _____ Cell: _____

MEDICAL INFORMATION

Alberta Health Care #: _____

Are there any particular medical problems your child may be experiencing that the school should be aware of? (*allergies, asthma, etc.*) _____

LAST SCHOOL ATTENDED

Name of School: _____ Grade: _____

Address: _____ Postal Code: _____

Phone #: _____

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/first-nations-metis-or-inuit-student-self-identification.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 Superintendent at 780-927-3766.

The student is Status First Nations and LIVING ON RESERVE? Yes No

If yes, Band Name: _____ Treaty Number: _____

FRANCOPHONE EDUCATION ELIGIBILITY

According to the School Act and Section 23 of the Canadian Charter of Rights and Freedoms, a parent who is a Canadian Citizen has the right to have his/her children receive school instruction in French. This applies if the parent is a resident of Alberta and French was the first language learned, and is still understood, by at least one parent; or, one or more of the parents, or one or more of their children, have received, or are receiving, instruction in a French first language program or school. This does not include a French immersion program.

Are you eligible to have your child receive a French first language (Francophone) education? Yes No
If yes, do you wish to exercise your rights under Section 23? Yes No

This information may be shared with Francophone Regional Authority as per Student Regulation Section 7(5).

ANTI-SPAM LEGISLATION

In order to keep parents up-to-date and informed on what’s happening in the School and School Division, Fort Vermilion School Division, its schools and school councils would like to send parents electronic communications such as emails and newsletters that may include information about promotions related to school and school board activities such as event tickets, yearbooks, field trips, student photos and transportation fees.

In accordance with Canada’s Anti-Spam Law, your consent to receive electronic communications described above is required. Please note that you may withdraw your consent at any time by clicking on the “unsubscribe” function within the email.

Yes, I consent to receiving these electronic communications to the email address provided.

No, I do not consent to receiving these electronic communications.

REPORT CARDS

Report cards are sent home to update parents on student’s marks during the year; however, marks are available to parents and students through PowerSchool for students in grades 4-12. If parents wish to opt out of the printed report card and access all their child’s marks through the PowerSchool Portal please indicate this below.

I do not wish to receive printed report cards for my child and will access their marks through the PowerSchool Portal.

The information on this form is collected under the authority of the School Act (RSA 2000, S-3, section 23) and the Acts’ attendant regulations. Information acquired through this form is kept secure and access is restricted.

I hereby declare that I have read and understood the information contained on this form and the information I have provided is correct:

Signature of Parent/Legal Guardian or
Student (if 18 years or older or an independent student)

Date

Printed Name

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) NOTICE

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 Act* (“FOIP Act”). This personal information is collected pursuant to the provisions of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 33(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 and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

In accordance with its obligations to collect, use and disclose personal information only in accordance with the FOIP Act, Fort Vermilion School Division believes the uses of personal information listed below are part of a vital, healthy, and functioning school and participation of all students in these activities is viewed as an important part of a student's education. The following are examples of how personal information may be used for school-related activities and are not intended to be an exhaustive list.

- The use of a student's photograph/image for school-related purposes including report cards, student records, student identification cards, school library cards, school yearbooks, school newsletter, recognition, composites, displays at school or Division buildings, school newsletters, emergency, medical, legal, law enforcement and/or matters related to safety or security.
- The use of the student's name, school, grade, academic information, and/or written material for the school newsletter, yearbook, and/or other school publications.
- The use or disclosure of a student's name, school, grade, and/or academic information for the identification or assignment of classroom or teacher, use for class photos, collection of resources, recognition of birthdays, academic/athletic achievement, or community involvement, honour roll, graduation ceremonies, scholarships, or other school or Division awards.
- The use of a student's name, address, telephone number, grade, school, program, parent's name and related contact information for the provision of transportation services, taking attendance, emergencies, field trips, planning and/or other school-related activities.
- The use of a student's name, school, grade, and/or photo for athletic events, fine arts productions, presentations, fairs, celebrations and/or school sponsored activities.
- The use by the school District personnel of a student's photograph, video tape, audio tape and/or interview by the school District personnel or activities held outside of the school.
- The use of a student's name, address, telephone number, school, program, grade, parent's name and related contact information for the purpose of satisfaction surveys.
- The use of a student's name for individual class, club, team and/or group photos/videos/images taken at school sponsored activities for display in the school.
- The use of a student's photo/video/images taken by Division personnel of classroom or other school sponsored activities held within the school for educational purposes.
- The use of a student's name, photo/image, birth date, parent's name, telephone number, address and any student health and/or relevant personal information to assist authorized individuals in responding to emergency situations relating to safety and security, for law enforcement purposes and other legal requirements, and to assist those who have severe or life-treating medical or other conditions.
- The use of photos and/or videos of classroom activities by media or other organizations, where students are not interviewed or identified by name or photo. Where individual students are identified or interviewed, a separate and specific consent is required.

Note: Events that are open to the general public are considered public events. Fort Vermilion School Division cannot control or prevent the further distribution or use of photos, videos, images or other personal information by those who attend.

If you have any concerns or questions with respect to the collection or use of personal information, please contact your school principal or:

Superintendent of Schools
Fort Vermilion School Division
P.O. Bag 1 (5213 River Road)
Fort Vermilion, AB T0H 1N0

Phone: (780) 927-3766
Fax: (780) 927-4625
Email: info@fvds.ab.ca

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

Parent Consent Form

1. Collection, Use, and Disclosure of Personal Information for School/Division Websites and/or the Media

Fort Vermilion School Division may have opportunities to promote its students, schools and programming in the school community. Your consent is requested in order to allow photos, videos, audio tapes, or other images or interviews with your child to be used in this way. The media or other organizations may also approach schools or the Division to feature students, schools, or programming within the Division. This may include taking photos, videos, audio-tapes, digital images or interviews that identify your child and/or reproduce their personal information.

Yes No *I hereby provide consent to Fort Vermilion School Division to photograph, video, interview or audio record my child and to post any personal information herein contained on Division or school websites or social media accounts. I understand that personal information posted on these websites could be copied, altered, or moved to another site by anyone who visits these sites.*

Yes No *I hereby provide consent to Fort Vermilion School Division to permit media and/or other outside organizations to display creative works, to film, photograph, videotape, video conference, or make an audio or digital recording and/or interview my child for non-public events for use outside the school community, while my child is under the supervision of Fort Vermilion School Division. I understand that this means that a creative work, photograph, video, video conference, audio or digital recording and/or interview, or likeness of my child may be collected, used, reproduced, and/or broadcast by media or an outside organization.*

2. Collection, Use, Disclosure of Personal Information to the School Council

Yes No *I hereby provide consent to Fort Vermilion School Division to disclose to the school council of the school in which my child is enrolled the following information: my name, address, telephone number, and email address for contact purposes, as well as my child's name and grade level. I understand that the role of the school council is to represent parents and engage in activities of the school.*

3. Copyright Release

Yes No *I hereby provide consent to Fort Vermilion School Division to use, record, tape, display, or reproduce any artwork, written material or creative work created or authorized by my child through school activities. I understand that this material or creative work may be used by Fort Vermilion School Division in school or Division displays, publications, websites, other electronic media and advertising or promotional materials. I understand that my child may be identified as the author or the work by name and by grade.*

Signature of Parent/Legal Guardian or
Student (if 18 years or older or an independent student)

Date

Printed Name

STUDENT INTERNET USE GUIDELINES

New technologies are shifting the ways that information may be accessed, communicated and transferred. Those changes may also alter instruction and student learning. Fort Vermilion School Division (FVSD) offers students access to divisional electronic networks, e-mail, and the Internet (the electronic information highway).

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of students are responsible for setting and conveying the standards that students should follow when using media and information sources. FVSD supports and respects each family's right to decide whether or not to allow their child to apply for access to the Internet.

Internet Guidelines and Responsibilities

Students are responsible for good behaviour on the Internet just as they are responsible in the classroom or school hallway. Communications on the Internet are often public in nature. General school rules for behaviour and communications apply to Internet use.

Individual users of the Internet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of FVSD.

The user is also expected to observe the following network guidelines:

- Keep passwords confidential.
- Keep personal information of yourself and others confidential.
- Use the network in such a way that will not disrupt the use of the network by others.
- Treat others' data with respect. Do not attempt to modify or harm the data of another user.
- Use the network to access only authorized networks or computer systems.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes.
- Use electronic mail with care; it is not necessarily private.
- Use only language that is appropriate to a classroom setting.

General Abuses

The fact that a user "can" perform a certain action on the Internet does not mean that they "should" perform that action. The use of the Internet is a privilege, not a right, which may be taken away at any time for abusive conduct. Such conduct would include, but not be limited to, the following:

- Engaging in cyber bullying.
- Downloading or possession of illegal or "pirated" software.
- Downloading or possessing programs or scripts used for the purpose of hacking, cracking, or for otherwise accessing computer systems or files for which you would normally not have access, or for the purpose of denying service to computers or files for others.
- The placing of unlawful information on the Internet.
- Engaging in unlawful activity on the Internet.
- The use of abusive or otherwise objectionable language in either public or private messages.
- Accessing networks containing abusive or otherwise objectionable language.
- The sending of messages that will tamper or cause harm to FVSD's or any other system.
- The sending of "chain letters" or "broadcast" messages to lists of other individuals or other type of action that will cause congestion on the Internet or slow down the work of others.
- Accessing any form of pornography, written or visual, at any time.
- Accessing hate literature or other media deemed unacceptable.

- Accessing any information of which the use would be deemed illegal in Alberta or Canada.
- Downloading of any applications, screen savers, music, video, or zip files containing executable programs and applications or screen savers that is not directly related to current research or assignments.
- Failure to abide by a teacher's request to avoid a particular site the teacher feels is unacceptable or inappropriate for the project or task at hand.

Note: While involved in instruction, all students are prohibited from using personal technology devices unless approved by the principal for instructional purposes and/or included in the student's instructional support plan (IPP). In high school, students are permitted to appropriately use personal devices before or after school and during recess and non-instructional blocks. The Fort Vermilion School Division has provided all technology devices needed for learning. A student who breeches this guideline may receive disciplinary action as per the FVSD Student Code of Conduct and the School's Student Code of Conduct.

FVSD STUDENT INTERNET USER AGREEMENT AND PARENT PERMISSION FORM

After reading the Fort Vermilion School Division **Student Internet Use Guidelines** (see attached), please complete this form to indicate that you agree with the terms and conditions outlined.

Requirements*:

- Students in ECS – Grade 3: Parent/legal guardian signature only
- Students in Grades 4-12: Both student and parent/legal guardian signatures
- Students over the age of 18: Student signature only (the student may sign in place of their parent, and is held accountable to the same degree.)

* The permission granted will remain in effect during the student's enrollment at the current school for the current school year unless revoked by a written request to the principal.

As a student user of the Fort Vermilion School Division Information Technology Network, I have read and hereby agree to comply with the Student Internet Use Guidelines. I understand that if I do not adhere to this policy I may be subject to disciplinary action which could include loss of network or Internet privileges, financial liability for damages, legal action, suspension or expulsion.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Student's School: _____ Grade: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access the Internet, which may include electronic mail. I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media. I understand my child may be subject to disciplinary action which could include loss of network or Internet privileges, financial liability for damages, legal action, suspension or expulsion if he/she does not adhere to this protocol.

Fort Vermilion School Division will not assume legal liability for inappropriate use.

Yes No I, the undersigned, hereby grant my child, named above, to have access to the Internet:

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Florence MacDougall Community School

Student Medical Information

Dear Families,

Please complete this form and return it to school if your child has medical concerns. Up-to-date medical information will help us to keep your child safe. Thank you!

Medical Alert

Student Name: _____ Homeroom: _____

Condition: _____

Signs to watch for:

What steps should we take in the event of an emergency or reaction?

Is there medication to be aware of? _____

Does your child use an epi-pen? _____

Parent Emergency Contact information:

Name of Contact Person	Relationship to Child	Phone #1	Phone #2

Is there any other information we should know that will help us keep your child safe?



Acknowledgement of Risk and Informed Consent Form

I, _____ give permission for my child
(parent/guardian name)

_____ to participate in off-site activities/field trips during the 2021/2022 school
(student name)
year. I understand that there may be risks associated with the activity and/or transportation to and from the site.

I also understand that during off-site activities, authorized staff of Florence MacDougall School, supervisory adults, as well as employees of other agencies associated with this activity will endeavor to instruct, protect, and care for the well-being of my child as would I in their place. I understand that my child will be expected to uphold the behavior expectations of students of Florence MacDougall School as in any other school endeavor as outlined in the Student Code of Conduct. I understand that my child's failure to abide by behavior expectations could result in his/her removal from the activity.

I have discussed the expectations of off-site activities with my child and have confidence that my child has understood them. I am aware that every parent has the right to deny his/her child's participation in an off-site activity. As parent/guardian, I will ensure my child is appropriately prepared for off-site activities.

I am aware that the school will inform me of upcoming off-site activities through agenda messages, notes home, or other forms of communication and it is my responsibility to ensure I contact the school if I do **not** wish my child to participate in a specific activity. I am also aware that school staff have the right to postpone, terminate or cancel the activity at any time with little notice if the activity can no longer be conducted in a safe and secure manner.

****** _____ **(initial)** I give permission for my child to receive emergency medical treatment, if required.

If permission is not given to receive emergency medical treatment the school reserves the right to not approve your child to participate due to the risks involved in the activity.

****** ____ Yes ____ No **Does the school need additional information about your child's medical condition? If yes, please describe your child's medical needs.**

I have read and understood the above statement at my leisure. I understand the nature of this consent form and its content. I consent to the participation of my child in off-site activities during this 2021/2022 school year.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date (dd/mm/yyyy)