

K-12 Registration Form

REGISTERING FOR THE FRENCH IMMERSION PROGRAM?

☐ YES ☐ NO



FOR OFFICE USE ONLY: (Please ensure Proof of Age and Residency are provided and initial in allocated area)

CATCHMENT SCHOOL: _____ **Date:** _____ **STAFF INITIALS**

Information Verified By (Staff Name): _____

☐ **Current Year:** Enrollment Date: _____ Grade: _____

☐ **Next Year:** Date of Registration: _____ Time of Registration: _____ Current/Next Grade: _____

☐ **Cross Boundary:** ☐ YES ☐ NO **If YES, Name of Cross Boundary School Requested:** _____

REGISTRATION DOCUMENTATION:

Proof of Age:	Proof of Residency:	Proof of Physical Address (catchment area schools only):
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Citizenship <input type="checkbox"/> Immigration Canada Documents <input type="checkbox"/> Passport <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Indigenous Status Card <input type="checkbox"/> Driver's License (if over 19)	<input type="checkbox"/> Driver's License <input type="checkbox"/> Rental Agreement <input type="checkbox"/> Municipal Tax Bill <input type="checkbox"/> Utility Bill <input type="checkbox"/> Parent's Care Card <input type="checkbox"/> Parent's BC Services Card	<input type="checkbox"/> Driver's License <input type="checkbox"/> Proof of Purchase of Residence <input type="checkbox"/> Municipal Tax Bill <input type="checkbox"/> Notary Authorized Letter <input type="checkbox"/> Rental Agreement, Accompanied With: <input type="checkbox"/> Hydro <input type="checkbox"/> Gas <input type="checkbox"/> Cable OR <input type="checkbox"/> Phone Bill <input type="checkbox"/> Mortgage Statement

TO BE COMPLETED BY PARENT/GUARDIAN (this point forward):

STUDENT INFORMATION:

LEGAL Name: _____
(Last Name) (First Name) (Middle Name)

USUAL Name: _____
(Last Name) (First Name) (Middle Name)

Date of Birth: _____ **Age:** _____ **Legal Gender:** ☐ M ☐ F / **Preferred Gender:** ☐ M ☐ F ☐ Other
(DD-MM-YYYY)

Phone(s)/Email: _____
(Student Home) (Student Cell) (Student Work – if applicable) (Student Email)

Address: _____
(Apt. #, Street Name) (City) (Province, Postal Code)

Mailing Address (if different from above): _____

CITIZENSHIP:

Country of Birth: _____ **Citizen of:** _____ **Immigration Status:** _____

LANGUAGE:

First Language: _____ **Used at Home:** _____ **Most Used:** _____

INDIGENOUS ANCESTRY: ☐ NO ☐ YES / If YES, please tick the applicable ancestry below:

☐ Inuit
 ☐ Metis
 ☐ Non-Status
 ☐ Status-Off Reserve
 ☐ Status-On Reserve

Band of Origin: _____ **Band of Residence:** _____

FORMER SCHOOL / STRONGSTART:

Name of Former School: _____ **School District #:** _____ **City:** _____

Has student ever attended a Mission School or StrongStart Program? ☐ NO ☐ YES: **School Name:** _____

MEDICAL:

Care Card Number: _____ **Doctor's Name:** _____ **Phone:** _____

☐ Student has potentially life-threatening condition. **Provide Details:** _____

SPECIAL NEEDS or LEARNING CONSIDERATIONS:

Identified Special Needs / Learning Needs ☐ NO ☐ YES **Specify:** _____

Student currently has an Individualized Education Plan (IEP) ☐ NO ☐ YES: **If YES, Current Designations(s):** _____

Other Information: _____

Parent/Guardian #1.

Phone(s)/Email: _____

Living with Student? ☐ YES ☐ NO / Has Custody? ☐ YES ☐ NO / Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO

Parent/Guardian #2.

Phone(s)/Email: _____

Living with Student? ☐ YES ☐ NO / Has Custody? ☐ YES ☐ NO / Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO

Address if Different from Student's:

CUSTODY–Agency Representative: (e.g., MCFD)

☐ Continuing Custody Order ☐ Temporary Custody Order

If YES, have you provided the school with a copy of these legal documents? ☐ YES ☐ NO

Contact #3.

Phone(s)/Email: _____

Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO

Relationship: Last Name: First Name:

(Home) (Cell) (Work) (Email)

Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO

Relationship: Last Name: First Name:

(Home) (Cell) (Work) (Email)

Can Pick-Up? ☐ YES ☐ NO / Speaks English? ☐ YES ☐ NO

Sibling #1.

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

Relationship: Last Name: First Name:

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

Relationship: Last Name: First Name:

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

Sibling #4.

Relationship: Last Name: First Name:

DOB: _____ Age: _____ Grade: _____ Gender: _____ School: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature (if student is under 19): _____ Date: _____

Network, Internet and Wi-Fi Access User Agreement Form for Students K – 12



The personal information on this form is collected by School District No. 75 (Mission) under the authority of the School Act. The information will be used for educational purposes. This information will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District No. 75, 33046 4th Avenue, Mission, BC, V2V 1S5, 826-6286.

Student Section

Student Name: _____ Div: _____

School: _____ Grade: _____

I have read the *Internet & Wi-Fi Access for All Users of the School District Computer Network* policy and regulations and I agree to follow the rules and regulations in the policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent or Guardian Section

Students under the age of 19 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of the above-named student, I have read the *Internet & Wi-Fi Access Agreement for All Users of the School District Computer Network* Policy and Regulations and agree to abide by the provisions therein. I understand that network services are intended for educational purposes.

In consideration of the privilege of using the MPSD.CA Network, I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MPSD.CA Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Student Acceptable Use Policy and Regulations. I will emphasize to my child the importance of following the rules for personal safety and understand that it is impossible for the School District No. 75 (Mission) to restrict access to all controversial materials, and I will not hold School District No. 75 (Mission) responsible for materials acquired via its networks.

☐ I give permission for _____ (name of student) to access the SD75.MISSION Network and/or the Internet and/ or Wi-Fi and certify that the information contained in this form is correct.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Home Address: _____ Phone: _____

This form will be retained at the office of the enrolling school of the student.

Administrative Procedure #210b

Network, Internet, and Wi-Fi Procedure for Students K – 12



The Board of Education will set appropriate standards for users to access the MPSD Network, Internet, and Wi-Fi Access in order to perform work and studies. This use must not jeopardize operation of the School District Network or the reputation and/or integrity of the School District.

General Guidelines

Internet Usage

- Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Internet usage must be able to withstand public scrutiny and/or disclosure. Sites should be accessed in accordance with the criteria established in the [Selection of Supplementary Learning Resource Materials Administrative Procedure #212](#).
- Sensitive information must not be transmitted via or exposed to Internet access.
- Internet usage must be consistent with professional conduct and not for personal financial gain.
- Users must not attempt to obscure the origin or any message or download material under an assumed Internet address.
- Administrators must ensure that all student users sign a [Network, Internet and Wi-Fi Access User Agreement Form for Students K -12](#) before access is allowed. Parents/guardians will be advised by the School District that they can withdraw their consent at any time.
- The Systems Administrator monitors the use of the School District network and will monitor selected network traffic at the request of School District administration or the Ministry of Education.

Responsibilities

Users

- Users are responsible for ensuring that their use of the MPSD Network, Internet and Wi-Fi is appropriate and consistent with this policy.
- Users with an Access Agreement completed are personally responsible for the security of their user account, if one is granted, as follows:
 - Passwords must not be disclosed to any other individual.
 - Responsible for all activity that occurs within their account.
 - Notifying the immediate supervisor, teacher or systems administrator immediately if a security problem is suspected.
- Users are responsible for informing a teacher, an administrator or the system administrator if they mistakenly access inappropriate information or receive any message that they feel to be inappropriate.
- Users are responsible for following virus protection procedures to avoid the spread of computer viruses.
- Users are responsible for checking their email on a regular basis and for deleting unwanted messages.

Administrators

- Administrators are responsible for ensuring that all students review this policy, the [Computer Network Administrative Procedure # 601](#) and [Internet Access for Students and Staff: Safe Practices Administrative](#)

Administrative Procedure #210b

Network, Internet, and Wi-Fi Procedure for Students K – 12



[Procedure #107](#). These policies are to be reviewed annually with users and parents of students to ensure they are aware of their obligations and responsibilities.

- Administrators and supervisors are responsible for taking appropriate action when this policy is contravened.

Systems Administrator

- The District Systems Administrator is responsible for monitoring network usage in term of traffic/load.
- On an annual basis, the systems administrator will delete all non-renewed network access agreements (i.e. graduated students, students who do not have parental and/or school permission, students who have withdrawn, transferred, etc.).
- Students that leave the School District, will have their accounts disabled. Student's accounts will be purged and deleted at the end of each school year.
- Limited privacy is afforded to student personal files on the School District network through routine maintenance and monitoring of the system.
 - Pursuant to the School Act, parent(s)/guardian(s) have the right to view the contents of their student's files.
 - A search will be conducted if there is a reasonable suspicion that a student has breached the rules and regulations governing use of the MPSD.CA network, the [District Code of Conduct Policy #19](#), or the law.
- The School District will cooperate fully with law enforcement officials conducting an investigation into illegal activities related to student use of the MPSD.CA network.

Safe Practices

- The MPSD.CA network must not be used for any of the following. Engaging in any of these activities may be considered an illegal act and subject to an investigation by school and/or law enforcement officials.
 - transmitting any materials in violation of Canadian laws;
 - violating, or attempting to violate, the security of the district's computers, data or network equipment or services;
 - offering, providing or purchasing products or services;
 - political lobbying;
 - posting or linking personal and/or private information about themselves or other people. (See the Information and Privacy Act for a definition of *personal information*);
 - knowingly or recklessly posting false or defamatory information about a person or organization;
 - engaging in personal attacks, including prejudicial or discriminatory attacks;
 - using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language at any time;
 - harassing another person;
 - posting chain letters or sending unnecessary messages (spamming) to a large number of people;
 - posting information that could cause damage or danger;
 - plagiarizing works found on the Internet;
 - accessing material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate literature);
 - pursuing unauthorized access or attempt to access another person's accounts, files or computer;
 - attempting to spread or create computer viruses, destroy data or disrupt the computer system in any way;
 - engaging in any act that contravenes the [District Code of Conduct Policy #19](#).

Administrative Procedure #210b

Network, Internet, and Wi-Fi Procedure for Students K – 12



Date Adopted: October 2001

Date Amended: April 2018

Definition:

- *“User” means students authorized to access the network, internet and Wi-Fi via a School District service provider and.*
- *“Internet” means the global interconnection of data networks that commonly use (but are not limited to) the Internet Protocol.*
- *“Sensitive Information” means personal, confidential or protected information whose release is unauthorized – i.e. information which is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.*
- *“Offensive material” includes, but is not limited to, pornography, hate literature or any material which contravenes the BC Human Rights Act.*

Cross Reference: [District Code of Conduct Policy #19](#)

[Internet Access for Students & Staff: Safe Practices Administrative Procedure #107](#)

[Selection of Supplementary Learning Resource Materials Administrative Procedure #212](#)

Photograph, Video, and Media Consent Form



School Districts must comply with the *Freedom of Information and Protection of Privacy Act* which sets out the privacy rights of individuals and provides regulations on protecting personal information for the public sector.

Mission Public Schools must have consent to collect, use, and publicly release photographs, videos, and audio of students.

Please complete the information below and return this form to your school.

Student names or images may be shared for the following purposes:

1. School yearbooks

☐

YES, I consent for the release of my child's personal information for the prescribed purpose outlined above.

☐

NO, I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

2. School and / or school district website, newsletter, social media sites, or videotaping in the classroom and / or during special events for presentation purposes.

☐

YES, I consent for the release of my child's personal information for the prescribed purpose outlined above.

☐

NO, I do not consent for the release of my child's personal information for the prescribed purpose outlined above.

Student Name:
School:
Parent/ Guardian Name:
Parent/ Guardian Signature:
Date:

NOTE: Mission Public Schools does not have control over public events at which individuals voluntarily appear or attend, and external media is present.

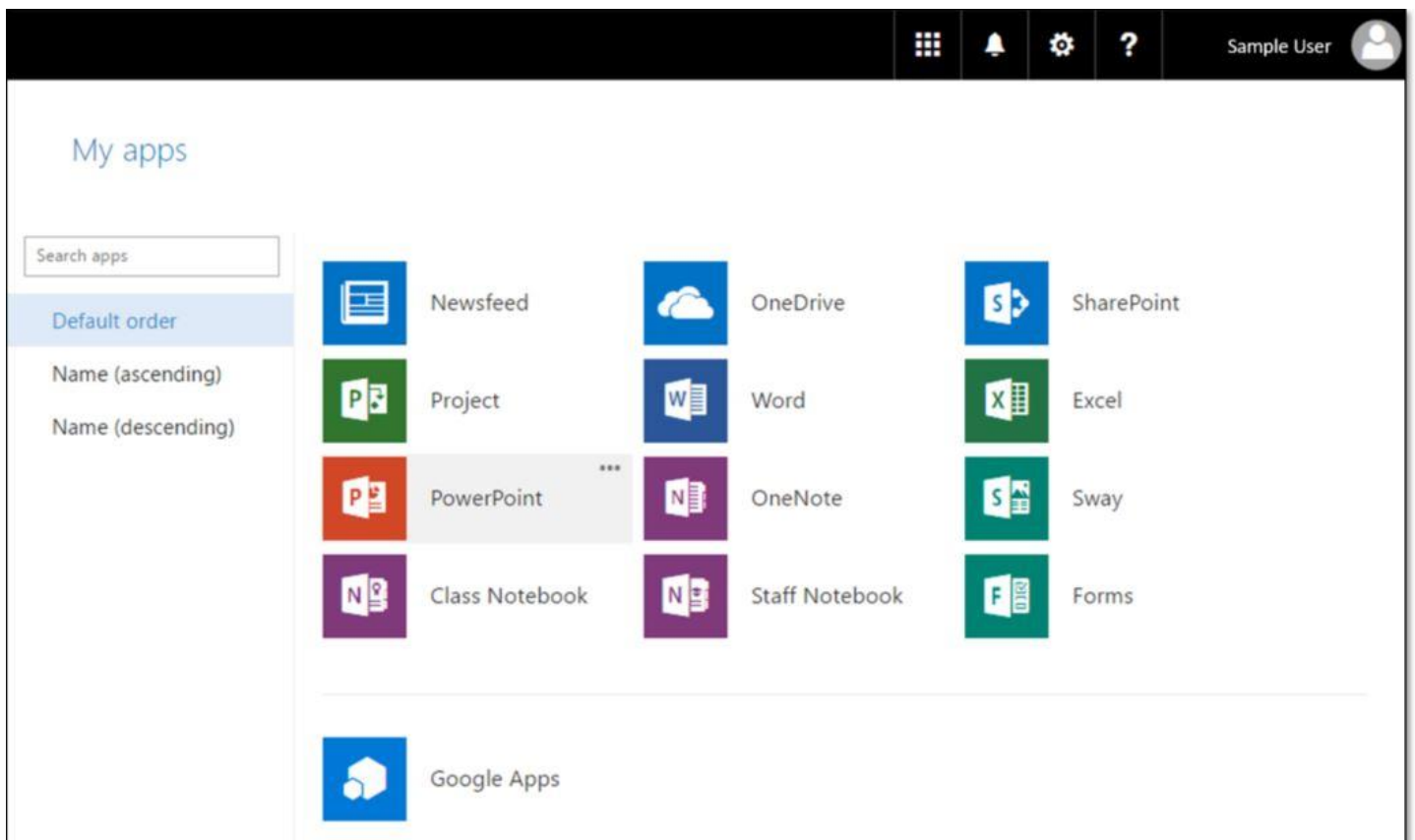
The information described above is collected in accordance with **Section 26 (c) (d) and (g)** of the *Freedom of Information and Protection of Privacy Act*. Mission Public Schools must seek consent to disclose personal information for the examples listed above. Questions and concerns should be directed to the School Principal or the District Privacy Coordinator.

This form was last revised: **January 31, 2018**

What is Office 365

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for free to teachers who are currently working at an academic institution and to students* who are currently attending an academic institution. The service includes Office Online, and OneDrive online file storage. This service also allows teachers and students to install the full Office applications on up to **5 PCs or Macs for free**.

*Students MUST have parent permission granted for Office 365 via school policies on the following form to use this service each year.



Dear Parent/Guardian:

Albert McMahon Elementary School is going to be upgrading the Microsoft Office to Office 365. Students will be provided with personal user accounts to create and manage their school assignments.

As a school district, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. This requires the school district to ensure families provide consent for educational digital resources. This is in accordance with s.26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Students' creations will be archived as an educational project under the authority of s.27(1)(a)(i) of FOIPPA and only accessible to the student who created it. In accordance with this Act, we must at all times protect the privacy of students under our care.

Mr. Shane Sliziak
32865 Cherry Avenue, Mission, BC V2V 2V1
604-826-0274

Consent:

Office 365 - I have read the above information from Albert McMahon Elementary School and understand that when implementing a web-based service we will be creating personal, private accounts for students. I understand that the objective of *Office 365* is to enable opportunities to create and manage school assignments. Students who are not granted permission by their parents will not be penalized and alternative assignments will be provided.

☐

I consent to my child using *Office 365*.

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- Student's work in *Office 365* may be accessed by the student's teachers, school based administrator and you as the invited parent.

This consent will be considered valid **from the date at which it is signed**. I also hereby acknowledge that I have read and understood the above information on *Office 365*.

Print Name of student

Grade

Date

Signature of parent or guardian*:

Date

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

This form must be returned, signed and dated, to the student's school so that an *Office 365* account can be created.

Consent Form *All About Me*

Dear Parent/Guardian:

Albert McMahon Elementary School is going to be using All About Me as a Career Education Resource. Students will be provided with personal user accounts for career education purposes.

As a school district, we are subject to the *BC Freedom of Information and Protection of Privacy Act*. This requires the school district to ensure families provide consent for educational digital resources. This is in accordance with s.26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Students' creations will be archived as an educational project under the authority of s.27(1)(a)(i) of FOIPPA and only accessible to the student who created it. In accordance with this Act, we must at all times protect the privacy of students under our care.

Mr. Shane Sliziak
Albert McMahon Elementary School
32865 Cherry Avenue, Mission BC V2V 2V1

Consent:

All About Me - I have read the above information from Elementary School and understand that when implementing a web-based service we will be creating personal, private accounts for students. I understand that the objective of *All About Me* is to enable opportunities to explore career education. Students who are not granted permission by their parents will not be penalized and alternative assignments will be provided. I also recognize that I may be invited to view my child's work in All About Me and as a guest I will be respectful of not sharing classroom photos that may be posted by my child.

☐

I consent to my child using *All About Me*.

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- Student's work in *All About Me* may be accessed by the student's teachers, school based administrator and you as the invited parent.

This consent will be considered valid **from the date at which it is signed**. I also hereby acknowledge that I have read and understood the above information on the Use of *All About Me*.

Print Name of student

Grade

Date

Signature of parent or guardian*:

Date

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

This form must be returned, signed and dated, to the student's school so that an All About Me account can be activated for the student named above.



ALBERT MCMAHON ELEMENTARY SCHOOL

PARENT ASSOCIATION COMMITTEE (PAC)

The PAC needs you. We are in search of parents who wish to be a part of their child's education.

What does the Parent Advisory Committee Do?

We raise funds and provide school programs that help to enhance the experience of students and parents. The fundraisers generate extra funds for computers, smart boards and projects such as the community garden and outdoor learning space, etc.

Some of our most popular programs provided by PAC volunteers are: The Home Reading Club with monthly prizes, a pizza lunch and pancake breakfast; Popcorn Friday's; and our Hot Lunch Program, offering lunches generally once a week.

What will it do for you?

Keep you informed. Gives you information on the programs run during and after school hours. Gives you the knowledge in your child's education and what they are learning. Volunteering your time gives you resources to help your children in their education. You get to know your child's teacher and Principal.

We can accommodate your schedule. We are looking for a wide variety of help. You tell us what you are able to do and we can find the perfect job for you. If you are able to help every month for 1 hour, one week only, one event, one position for 1 year we are in need of you.

Please email PAC at: albertmcmahonpac@gmail.com for further information.

Please sign below to provide permission for your contact information to be used by the PAC to contact you.

Parent Name: _____ Phone: _____.

Email: _____

Child's Name(s): _____ Div. _____.



Date: _____

We are pleased to announce that our school has been accepted into the
BC School Fruit and Vegetable Nutritional Program

(Administered by the BC Agriculture in the Classroom Foundation and supported by Healthy Families BC)

Our school is involved in a province-wide healthy living initiative. One of the goals is to encourage healthy eating by providing fresh BC fruits and vegetables to our students *during class time*. Our students will receive these healthy treats 12 times over the school year at **no charge!**

For students in grades K-5, there is also the option to have milk delivered along with the fruit and veggies, again, at **no charge**.

(A percentage of +Milk delivery will be fortified soy beverage for people with lactose sensitivities)

To ensure every student's health and safety please return this reverse consent form

ONLY

If you do **NOT** wish your child to participate

AND/OR

If you need to alert us to certain **FOOD ALLERGIES**.

Student's Name: _____

Teacher's Name: _____

Grade: _____

☐

NO I do not wish my child to participate in the BC School Fruit and Vegetable Program +Milk (as applicable)

☐

MEDICAL ALERT My child has food allergies you need to be aware of and therefore he/she may not be able to participate in every offering. To assist you, below is information on my child's "allergy profile".

Please list allergy(s) and define allergy profile(s):

For Example:

☐

It is airborne

☐

It is by ingestion only

☐

It can be contracted through touch – the skin.

If you need further guidance in this area, please contact me at: _____

Parent/Guardian's Name: _____
(please print)

Signature: _____

Welcome to SchoolCashOnline

Fast. Safe. Convenient.

For safety and efficiency reasons, Mission School District would like to reduce the amount of cash & cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE!
It takes less than 5 minutes to register. Please follow these step-by-step instructions so you will begin to receive email notifications regarding upcoming events involving your child.



Step 1
Register



Step 2
Confirm Email



Step 3
Add a Student

Go to
<https://mpsd.schoolcashionline.com>

and click on **Register**.

- ✓ Enter in your first name, last name, email and create a password.
- ✓ Select a security question.
- ✓ Check YES to receive email notifications

A registration confirmation email will be forwarded to you. **Click on the link provided inside the email** to confirm your email and School Cash Online account (**check spam**).

The confirmation link will open the School Cash Online site, prompting you to **sign into your account**. Use your email address and password to log in.

This step will connect your child to your account.

- a) Enter the **School Board Name**.
- b) Enter the **School Name**.
- c) Enter Your Child's **First Name, Last Name and Date of Birth**.
- d) Select **Continue**.
- e) On the next page confirm that you are related to the child, check in the **Agree** box and select **Continue**.
- f) Your child has been added to your account.

Fast. Safe. Convenient.

Welcome to *School Cash Online*

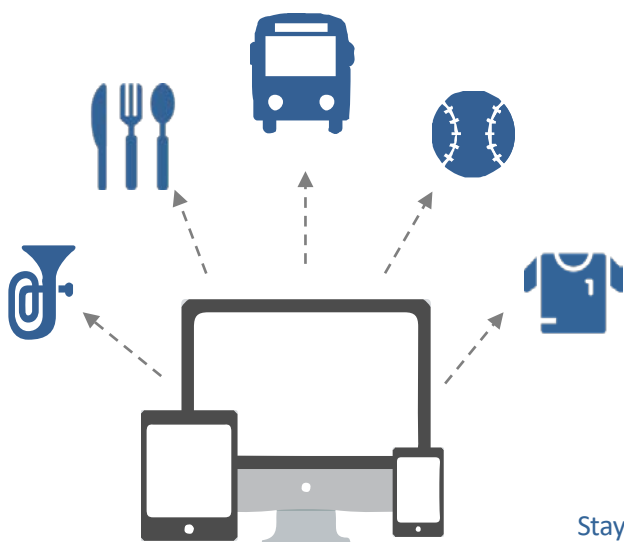
What is School Cash Online?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

Why Use School Cash Online?

With School Cash Online, you can pay all your student's school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

Purchase these items and more online.



Which Payment Methods are Accepted?



Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



eCheck

An electronic version of a paper cheque used to make payments online. Anyone with a chequing or savings account can pay by eCheck through School Cash Online.

How to Register

Follow these instructions to create your School Cash Online account today.

1

Create Your Profile:

Go to <https://mpsd.schoolcashionline.com> and click on "Get Started Today".

2

Confirm Your Email:

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

3

Add a Student

Click "Add Student" and fill in the required fields with your child's details.

Stay connected by selecting "Yes" to email notifications about upcoming fees.



I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

For more information contact Parent Helpdesk at
parenthelp@schoolcashionline.com or 1.866.961.1803