

## SECONDARY STUDENT INFORMATION/CONSENT FORM

Parents, please  
Submit completed pgs. 1-2 to  
School & retain pgs. 3-5 for  
information

**Student Full Name:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

### SECTION 1: CUSTODY (Please complete if child DOES NOT reside with both parents.)

Custody of child: (please ✓) MOTHER only \_\_\_\_\_ FATHER only \_\_\_\_\_ JOINT \_\_\_\_\_ LEGAL GUARDIAN \_\_\_\_\_

CUSTODY DOCUMENTS on file in OSR: \_\_\_\_\_

### SECTION 2: Consent to disclose Child's name (Check and sign below.)

During the school year, students may be involved in a wide variety of events and activities consistent with the purpose of educating students in accordance with *The Education Act*. It is an established practice for our school/Board to display and communicate information about these activities within the school or community. When displaying this information, we may include your child's name as outlined below.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	I consent to: <ul style="list-style-type: none"> <li>The disclosure of my child's written/creative work, and name through such activities as science fairs, art projects, poster contests, bulletin board displays, yearbooks, school newsletters, school websites and/or Board website or the Board's social media channels;</li> <li>Posting lists of student names inside the school to inform students and parents of school clubs or school teams.</li> </ul>
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Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

### SECTION 3: USE OF STUDENT PHOTO, VOICE and VIDEO CONSENT

The Halton Catholic District School Board (the Board) likes to share good news stories. From time to time, school and/or classroom activities such as student projects, achievements, activities, plays, athletics and presentations are photographed or recorded by school or board staff. Sharing these photographs and recordings is a wonderful way to celebrate and remember these activities and to highlight our good news stories.

Please note:

- These recordings/photographs may be used in school and Board newsletters, and/or school/Board websites and social media. Individual students will only be photographed and identified with appropriate consents.
- When the media, such as newspapers, television and radio, are invited to the school for the purposes of reporting on newsworthy events or activities, their reports may include non-identifying photos of groups of students.
- Parents, guardians, students age 18 and over must be aware that when students participate in extra-curricular or non-compulsory activities off school grounds, the school principal is unable to control or prevent any media exposure, which may occur.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	I consent to the display, publication and sharing of my child's photos or videos in any of the school's and on the Board's websites, social media channels, publications, professional learning opportunities, reports, newsletters, and with the media for the purpose of promoting the school, Catholic education or the Board. Please note that these images may be used beyond the current school year. Once information is posted to social media channels it may be widely circulated to the public and distributed beyond the control of the Board.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	This is to confirm that I consent to the sharing of my child's name and photo in the annual school yearbook and/or class photos.

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

### SECTION 4: SCHOOL COUNCIL

I authorize permission for the release of information (telephone number and email only) to Catholic School Council members so that they may contact me.

YES \_\_\_\_\_ NO \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

### SECTION 5: CONSENT FOR PARTICIPATION IN ACTIVITIES

Throughout the school year, there will be occasions when your child will be asked to participate in teachable moment field trips within walking distance of the school. This may involve a walk to the Church, a local park, plaza, etc. Teachers may also engage students in Daily Physical Activity (DPA) that takes place off school grounds and follows the HCDSB Physical Education Safety Guidelines. For these activities, teachers must have permission from the principal/designate with time of departure and return, with the route of the "trip", destination outlined and a list of student participants.

The participation of students in these activities in the community have an inherent risk that may result in loss, injury or death. Some of the risks include, but are not limited to weather conditions, walking, and running.

I hereby consent to the participation of my child in activities related to the curriculum during regular school hours beyond school grounds in the neighbourhood, provided such activities are supervised by members of your school staff, as per Board supervision day trip ratios. I confirm that I have reviewed the information provided by the Halton Catholic District School Board regarding excursions into the community. I acknowledge that I understand that accidents resulting from excursions into the community may occur and may result in injury and/or loss. I acknowledge that excursions into the community contain an element of risk, which I have discussed with my child. I understand and acknowledge that the Board does not provide medical or accident insurance for students, and my child should be a member of a medical insurance plan and that in case of accident, injury or loss.

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

#### SECTION 6: ACCEPTABLE USE OF ELECTRONIC ASSETS

**STUDENT/PARENT:** As a user of the Board's computer network, I have read this information to my child and agree that my child and I will comply with the Board's "Acceptable Use of Electronic Assets" guideline.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

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

#### SECTION 7: CODE OF CONDUCT

I have read the Code of Conduct located on the school and/or Board websites, as well as student agendas, where applicable. I have reviewed and discussed the contents therein with my child.

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

#### SECTION 8: SCHOOL EMERGENCY CLOSURE

In case of early school closure due to inclement weather, emergency, etc., my child may be dismissed to proceed home in the usual manner without a telephone call to notify the parent/guardian. My signature below indicates my agreement with this procedure.

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

#### SECTION 9: LIFE THREATENING MEDICAL CONDITION INFORMATION

Please provide us with information if your child have a Life-Threatening Medical Condition:

Student's Full Name	Life Threatening Medical Condition (e.g. Anaphylaxis, Asthma, Diabetes, Heart Condition etc.)	Medical Intervention Required

**ALLERGY ALERT TO PEANUT/PEANUT PRODUCTS OR OTHER DEADLY ALLERGENS:** This is to inform the school that I have received and read the *Medical Danger-Anaphylaxis* notice on food or other deadly allergies.

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

# BACKGROUND INFORMATION SHEET

## For Sections 6-9

(Sections 1-5 information is embedded in the consent form)

### SECTION 6: ACCEPTABLE USE OF THE BOARD'S INFORMATION TECHNOLOGY RESOURCES

#### HCDSB Information Technology Resources:

To prepare students for the world in which they will participate and to provide them with resources and skills appropriate to the information age, the Halton Catholic District School Board has developed a Wide Area Network (WAN) linking students to a variety of local electronic resources as well as providing access to the Internet. This access is consistent with the mission statement of the Halton Catholic District School Board.

Use of Halton Catholic District School Board's WAN and its connections to the Internet shall be for the exchange of information in order to support the user's education and research.

#### Network Etiquette/Citizenship:

- Users will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive, sexist or illegal material, or images of staff or students.
- Sending or receiving offensive messages or pictures from any source is prohibited.
- Users will not transmit or download information or software in violation of copyright laws.
- Only public domain resources or resources for which the author has given expressed consent for on-line distribution may be uploaded or downloaded. Software and resources downloaded will be used only under the terms and conditions specified by the creator or owner of those resources.
- Posting messages and attributing them to another use is unacceptable.

#### Vandalism:

- Transmission of any software having the purpose of damaging computer systems or files (e.g. computer viruses) is prohibited. All software and files downloaded will be systematically checked for viruses before loading on Halton systems.
- Any malicious attempt to harm or destroy data of any person, computer or network linked to the Halton Catholic District School Board's WAN is prohibited.

#### Security:

- Users must not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users. Users shall not give out personal information such as their home address, telephone number or credit card numbers. Users shall use the school's address but shall not publish the school's telephone number.

#### Other:

- The Halton Catholic District School Board provides Internet services for educational purposes only. Users must not use this access for advertisement or for personal gain.
- ***Failure to observe these rules will result in loss of school computer usage and/or consequences consistent with the School Code of Conduct.***

### SECTION 7: CODE OF CONDUCT

The Ministry of Education's province wide **Code of Conduct** sets clear standards of behaviour and consequences. The establishing of standards is intended to foster a learning environment that is characterized by respect and civility. Improving school safety is a continual process.

The **Code of Conduct** is located on the school and/or Board websites, as well as student agendas, where applicable. The document incorporates Board policies and procedures and provisions of the *Safe Schools Act*. This document has been tailored for our school (in keeping with provincial policy) with input from staff and Catholic School Council members. Please note that the **Code of Conduct** applies whether on school property, on school buses, at school authorized events or activities.

### SECTION 8: SCHOOL EMERGENCY CLOSURE

The Halton Catholic District School Board will make every effort to avoid closing its schools during inclement weather. There are occasions, however, when emergency conditions such as severe storms, impairment of heating facilities and other safety-related circumstances, may require the early closure of schools.

When weather conditions cancel transportation or cancel some bus routes, **parents are advised to use their own discretion in deciding on school attendance.**

Those students who come to school (by routes in operation, by walking or by their own transportation) are expected to attend for the entire day. If attendance is reduced, multi-grade departmental sessions will be conducted.

Occasionally, when inclement weather develops during the school day, transportation carriers will request early closure to ensure home delivery of students. At that time, parents with students in the school will be notified according to the procedures outlined on the School Emergency Closure section.

School closure information as it pertains to the school and/or Board offices, and activities as appropriate, will be relayed by the Board and/or school as per the usual means of communication.

## **SECTION 9: ANAPHYLAXIS**

This information is to inform you that our school has children with life threatening allergies to food products including peanuts and all types of nuts. If peanut butter or even the smallest amount of peanut oil or any type of nut enters the body by touch or eating, severe life-threatening symptoms occur and without immediate medical treatment the child could die.

Our concern is for foods where peanuts or nuts might be a 'hidden' ingredient, and where cross contamination may occur. For example, should the child touch a toy, a book, computer keys, or a ball previously handled by another student who had peanut/nut oil on their hands, it could lead to blockage of airways and death.

### **AWARENESS AND PREVENTION**

The best medical advice in prevention is to minimize the allergen in the school setting. We hope to provide a safe environment for the child by enlisting the support of the parents and students of the school by helping to make the classroom and school as realistically as possible a 'minimized allergen environment'. This means that each child entering the classroom/school is asked to bring lunches and snacks free of any peanuts or nuts. Though it sounds simple, it means no peanut butter sandwiches or peanut butter cookies brought to school. It means you should read the labels of other foods like muffins, donuts, granola bars and cereals before you put them in your child's snack. If your child eats lunch at home and has eaten peanut butter, we request that they wash their hands prior to coming to school. If you have caregivers who provide lunches or snacks to take to school, we encourage you to share this information with them.

The students in the school with the food allergies are under a strict regimen of never sharing snacks with other students, only eating what is brought from home, never sharing utensils, and carrying an auto injector device containing the lifesaving medicine at all times. This medicine lasts only 10 – 15 minutes and the child needs to get to a hospital as soon as possible after an allergic reaction.

### **SUPPORT AND ACKNOWLEDGEMENT**

We realize this request may require added effort for you when packaging your child's lunch and snacks; however, we wish to express sincere appreciation for your support and understanding regarding this life-threatening condition.

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## **NOTIFICATION OF THE ROUTINE COLLECTION, USE AND DISCLOSURE OF STUDENT PERSONAL INFORMATION**

The Halton Catholic District School wants parents to understand how we use and disclose student personal that is collected pursuant to our obligations set out in the Education Act and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The Education Act authorizes school boards to collect personal information, for planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education as required. The "Act" also requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress throughout school in Ontario and follows students when they transfer schools.

Under the MFIPPA, personal information may be used or disclosed by the Halton Catholic District School Board (The Board):

- For the purpose for which it was obtained or a consistent purpose (a purpose consistent for the reason collected).
- To Board officers or employees who need access to the information in the performance of their duties if necessary and proper in the discharge of the Board's authorized functions.
- To comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency; and, in compelling circumstances affecting health or safety (providing notice of the disclosure is sent to the student's home).

The following are routine collection, uses and disclosures of student personal information:

1. Student personal information, including the OSR will be used by authorized school and Board staff for developing an educational program which best meets the student's needs.
2. Student information may be shared between both elementary and secondary schools to support the transition of the student.
3. Secondary schools will share information about student progress throughout secondary school with the students' previous elementary school to support continuous improvement of the elementary school program for all students.
4. Student personal information such as home address, photo, life-threatening medical emergency information, accessibility and safety needs and emergency contact information will be released to the Halton Student Transportation Services (HSTS) and the contracted bus companies responsible for transporting students in order to administer the Board's contracted transportation program.
5. Student accidents that take place during school or on school-sponsored activities will be reported to the Board insurer. Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.

6. Student information may also be shared with the Region of Halton Public Health Dept. in accordance with the Immunization of School Pupils Act. Please note that communicable diseases (e.g., Measles, Tuberculosis) are reported in accordance with the Health Promotion and Protection Act. Limited student information related to violations of the Smoke Free Ontario Act may also be reported to the Public Health Department.
7. Student information may also be shared with the Halton Children's Aid Society as required by law.
8. Student information may also be shared with medical responders and/or the hospital, when responding to a medical emergency.
9. Phone numbers will be used on emergency telephone lists. Examples include emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather & safe arrival programs), which may be staffed by parent volunteers, to contact parents when a student is absent, and the parent/guardian has not notified the school of the absence.
10. Information may be used to deal with matters of health and safety and may be required to be disclosed in compelling circumstances, or for law enforcement matters.
11. Student work, including student names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and Board newsletters, writing/coloring/poster contests, community events, fairs, school programs, brochures, celebration of sacraments and similar events/locations outside the school setting, with consent.
12. Birthday congratulations may be announced over the PA system and/or in the classrooms, in elementary schools.
13. Students may be recorded or photographed by their classroom teacher in school or during in-person or virtual school activities, as part of their educational program and for assessment purposes with appropriate consent.
14. Contracted photographers will take individual and class photos of students. These photos along with student names will be used for administrative and archival purposes, on student cards, in school yearbooks and will be offered to parents for purchase.
15. Limited student information will be provided to the Local or Provincial Athletic Associations for sports team eligibility (e.g. HCAA, GHAC, OFSAA, BYSC) when a student joins a sports team.
16. Secondary schools will send marks, transcript and contact information regarding potential graduates to Ontario application centers for both College and University to support the post-secondary application process.
17. Student names and/or photographs may be included in school programs (e.g. commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignments) and in school yearbooks (print & digital) with the appropriate consents.
18. Video surveillance equipment may be used in schools and on Board provided bus services to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders.
19. Indigenous ancestry information of First Nation, Métis and Inuit students who chose to voluntarily, self-identify will be used to allocate resources, improve student learning and student success, and to offer individualized supports and opportunities to students and families. Indigenous information will also be reported to the Ministry of Education and the Education Quality Accountability Office (EQAO).
20. Student names, date of birth, student number and classroom are shared with School Cash Online, so parents may remit payment for student activities electronically.
21. As part of the Board's commitment to 21st century learning, students, with the supervision of the classroom teacher, will be using Ministry and Board approved tools in the classroom. Within these environments, students may use wikis, blogs, podcasts, video conferencing and surveys. The Board supports the following tools; G-Suite for Education, Desire to Learn (D2L), Microsoft Office 365, My Blueprint, and School Messenger. Note: synchronous (real time) instruction may be recorded and posted in the learning platform. Parents/guardians have the option to turn off the camera on the computer or device that the student is using, if the student's image is not to be seen or recorded during live instruction.
22. Students will be provided with a HCDSB email account in accordance with Board guidelines.
23. If appropriate, information will be shared with the Board's newcomer Welcome Centre, Interpreters and Settlement Workers.
24. As required by the Personal Health Information Protection Act (PHIPA) and Education Act, parental/guardian consent will be sought prior to the involvement of child and youth counselors, social workers, psychological, behavioral and/or speech and language staff.
25. In accordance with MFIPPA, PHIPA and the Education Act, releasing personal information for any other purpose requires the informed consent of:
  - the parent/guardian for children under 16 years of age;
  - the parent/guardian and the student where the student is 16 and 17;
  - the student where the student is over 18
  - or is 16 or 17 years of age and has withdrawn from parental control.

**If you have any concerns regarding how we collect, use and disclose personal information, please speak directly to your school principal. The above will apply, unless in discussion with the principal an alternative resolution can be found.**

***It is the responsibility of the parent/guardian to advise the school of any changes to the Student Information in the Consent Form above as soon as possible.***