

**PRINCESS ALEXANDRA SCHOOL REGISTRATION PACKAGE**

**2016 - 2017**

Many of the students at Princess Alexandra are children of working parents. If your child is sick while in school it is important for us to be able to contact the parent and or telephone someone (with transportation) who would be able to collect the child from school should the occasion arise. We are also required to forward this information to ECE for enrolment purposes.

In order to help us with this information and to update the accuracy of our records, please complete the following forms and return. Thank you.

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DATE \_\_\_\_\_ Previous School \_\_\_\_\_

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NAME OF STUDENT: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
DAY MONTH YEAR

ETHNIC ORIGIN: \_\_\_\_\_ (Metis, Dene, Inuit, Non-Native)

SECOND LANGUAGE OPTION (FRENCH/SLAVEY \_\_\_\_\_) (must select one)

HOMEROOM/GRADE ATTENDING \_\_\_\_\_

FULL NAME OF PARENTS OR GUARDIANS: \_\_\_\_\_

IF GUARDIAN, RELATIONSHIP TO STUDENT \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ CELL PHONE# \_\_\_\_\_ HEALTH CARE# \_\_\_\_\_

FATHER'S EMPLOYER \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

MOTHER'S EMPLOYER \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

NAME AND PHONE NUMBER OF FRIEND OR NEIGHBOR WHO WOULD BE WILLING TO COLLECT YOUR CHILD IF HE/SHE IS SICK:

NAME: \_\_\_\_\_ PHONE NUMBER (h) \_\_\_\_\_

(w) \_\_\_\_\_

IF THERE IS ANY MEDICAL OR OTHER PERTINENT INFORMATION WE SHOULD BE AWARE OF, PLEASE LIST BELOW.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

## **School Lunch Organization**

Students are encouraged to take a break from school and go home for lunch. We do permit students the privilege of remaining at school for lunch, but we are not able to provide either meals or utensils. Please ensure that your child comes to school with a lunch, and with whatever utensil (*e.g.*, spoon or fork) that may be needed to eat it.

Students eat lunch in designated rooms from 12:00-12:25 PM, and are then dismissed to the playground from 12:25-12:55 PM. Students who stay for lunch are not permitted to leave the school grounds, and students who leave the school at noon may not return until the end of the lunch recess.

Please note that we require a high standard of behaviour for those who stay for lunch. We follow a three-strike policy: the first major incident will result in a warning; the second, in a one month suspension of that student's lunch privilege; and the third, the loss of that privilege for the remainder of the year.

If your child will be eating his/her lunch at school, please complete and return the attached *Request*. A list will then be compiled for each PA classroom so that our staff is aware of those students who will be here at lunch hour. Please inform your child's Homeroom teacher should your son/daughter be leaving the school during the lunch hour to return home or to eat out with your permission.

Students who stay for lunch will be subject to Princess Alexandra School rules and expectations. Princess Alexandra School encourages parents to arrange for students to go home for lunch so that they may have a break from the school environment at noon hours. Students who stay at the school for lunch hour are expected to show courtesy, suitable behaviour and self control. Repeated refusal to behave appropriately could result in a student being suspended from noon hour for 5 days. In the event that that were to happen, it would be the responsibility of the parent/guardian to make arrangement for the child to eat their lunch elsewhere. Should lunchtime infractions continue, there is a possibility that the student would not be allowed to stay for lunch at the school permanently.

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### **Lunch at School Request**

I would like \_\_\_\_\_ to have lunch at PA School. Homeroom \_\_\_\_\_  
Student Name

**I am aware of and understand the progressive disciplinary procedure that is in place and will be followed should my child have behavioral issues during the lunch hour.**

\_\_\_\_\_  
Parent/Guardian Signature

**Consent to Photograph, Record, Video Students  
and Publish, Display, Distribute or Broadcast  
Student's Image and/or Work**

During the course of the school year, students at Princess Alexandra School are occasionally videotaped, recorded, or photographed for a variety of reasons, including school awards, special recognition, yearbooks, video projects and local newspaper news programming coverage. The student's name, school and grade may accompany such photographs, videos, or web pages.

Some of these photographs/video images may be published, displayed, distributed or broadcast outside the school network and in these cases the South Slave Divisional Education Council is required to obtain consent. Please fill in the requested information and check either Yes or No below to indicate whether you wish to give consent.

I hereby release Princess Alexandra School, the Hay River District Education Authority, the South Slave Divisional Education Council, the Government of the Northwest Territories from any liability or damage resulting from, or connected with, the display, publication, distribution or broadcast of my child's image, name or work:

Yes \_\_\_\_\_ No \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

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

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**Class Excursions**

Our student excursions have educational objectives that are related to the curriculum. Normally these outings, such as a visit to the library or arena, are arranged for an entire class or grade level. Participation in such field trips is a normal part of the regular program and therefore is not optional.

Any trip outside town limits and some special activities will be considered as optional and parents shall be provided with specific consent slips that will have to be signed by a parent before a child can take part.

By signing this 'Outings Consent' Form, you are agreeing to the student's participation in field trips within the community.

**Outing Consent Form**

**This confirms that, \_\_\_\_\_ has my permission to go on routine school-sponsored trips within Hay River during the 2016 – 2017 school year.**

\_\_\_\_\_  
**Parent/Guardian Signature**



# PRINCESS ALEXANDRA SCHOOL

56 Woodland Drive, Hay River, NT X0E 0R8 Phone (867) 874-6388 Fax (867) 874-3211

\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Authorization For Release of Student Records

Permission is hereby granted to release the Cumulative Records of:

\_\_\_\_\_ Birthdate: \_\_\_\_\_

who has enrolled in Grade \_\_\_\_ at Princess Alexandra School on \_\_\_\_\_

Permission is hereby granted to release Special Needs/Program Support Files

Yes \_\_\_\_\_ No \_\_\_\_\_

**Please withdraw student from Powerschool. Thank you.**

Send Records to:

Office of the Principal  
Princess Alexandra School  
56 Woodland Drive  
Hay River, NT X0E 0R8

\_\_\_\_\_  
Parent/Guardian Signature

## **SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL**

# **Computer Acceptable Use Guidelines - for Students**

## **School Computers, Electronic Mail, and the Internet**

The following waivers must be signed off by students and their parents prior to use of school computers, Electronic Mail and the Internet. Principals may choose to use the attached formats or to incorporate the respective wording into existing student registrations forms:

### **Student Waiver**

#### **For students grade 7 and up**

I have read the *South Slave Divisional Education Council - Computer Acceptable Use Guidelines* and I understand and will abide by the responsibilities, behaviours and consequences defined therein. I further understand that any violation of the regulations (school policy, school board policy, local law, territorial law and federal law) is a breach of this contract, is unethical, and may also constitute a criminal offence. Should I commit any violation, I understand my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

### **Parent Waiver**

#### **For all parents of children accessing SSDEC education facility computers**

As the parent or guardian of this student I have read the *South Slave Divisional Education Council - Computer Acceptable Use Guidelines*. I understand that this access is designed for educational purposes. I recognize it is impossible to restrict access to all controversial materials and I will not hold the Council, DEA or school responsible for materials acquired on the network. I hereby give permission to allow individual access to the school computer networks for my child.

## **SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL**

# **Computer Acceptable Use Guidelines**

### **Use of School Computers, Electronic Mail, and the Internet - Guidelines for Students**

#### **A. Educational Purpose**

Princess Alexandra School's computer system has a limited educational purpose. Use of the computer system and the Internet provides great educational benefits to students. Activities that are acceptable include classroom activities, career development, and high-quality personal research. Students may not use the school computer system for entertainment purposes (except for those periods of time that the school may designate as "open access".) The School computer system is not a public access service or a public forum. Princess Alexandra School has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Princess Alexandra School's disciplinary code and the law in your use of the School computer system. You may not use School computers for commercial purposes. This means you may not offer, provide, or purchase products or services through the School computer system.

#### **B. Student Internet Access**

The World Wide Web is a global system providing access to information from around the world. Students may have access to Internet Web information resources through their classroom, library, or school computer lab. Unfortunately, some material accessible through the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept and sign a contract agreeing to the following rules for acceptable behaviour on the School computer systems, network, audio/visual equipment (for example cameras and video recorders) and on the Internet (including web sites, e-mail, text messaging, chat rooms.)

#### **C. Behaviour**

Students are responsible for good behaviour on the School computers and on the Internet as they are in a school building. General school rules for behaviour and communications apply. You will not damage computers, computer systems or computer networks.

#### **D. Unacceptable Uses**

The following uses of The School computer system are considered unacceptable:

##### **1. Personal Safety and Personal Privacy**

You will not post personal information about yourself. Personal information includes pictures of you and your family, your address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. You will not agree to meet with someone you have met online without your parent's approval. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable. You will not post private information about another person.

## **2. Illegal Activities**

You will not attempt to gain unauthorized access to the School computer system or to any other computer system through the School computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the School computer system to engage in any other illegal act.

## **3. System Security**

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the Principal if you have identified a possible security problem. You will avoid the spread of computer viruses by not downloading or installing software onto School computers.

## **4. Inappropriate Language**

You will not use obscene, profane, vulgar, rude, threatening or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks. You will not harass, bully or insult another person. If you are told by a person to stop sending messages to them, you must stop.

## **5. Privacy**

Computer files and network storage areas may be treated like a school locker. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. You should not expect that files will always be private.

## **6. Respecting Resource Limits**

You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files unless absolutely necessary. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

## **7. Plagiarism**

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

## **8. Copyright**

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask your teacher.

## **9. Inappropriate Access to Material**

You will not send or display offensive messages or pictures. You will not use the School computer system to access material that is designated for adults only or is profane or

obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people. If you mistakenly access inappropriate information, you should immediately tell your teacher. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The School fully expects that you will follow your parent's instructions in this matter.

**E. Limitation of Liability**

The South Slave Divisional Education Council, District Education Authorities (DEAs), and School make no guarantee that the functions or the services provided by or through the computer system will be error-free. The Council, DEAs, and School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Council, DEAs, and School are not responsible for the accuracy or quality of the information obtained through or stored on the system. The Council, DEAs, and School will not be responsible for financial obligations arising through the unauthorized use of the system.



**SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL**  
**Contract for Individual Access to the**  
**School Computer Network & Internet**

Once this form has been completed, please return it to **Princess Alexandra School**.

I understand and will abide by the responsibilities, behaviours and consequences defined in the Acceptable Use Policy named "Use of School Computers, Electronic Mail, and the Internet - Guidelines for Students" for the School computers, network, and Internet access provided by the School. I further understand that any violation of the regulations (school policy, school board policy, local law, territorial law and federal law) is a breach of this contract, unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Student Name  
(please print): \_\_\_\_\_

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

Current Grade: \_\_\_\_\_

Date: \_\_\_\_\_

If you are under the age of 18 a parent or guardian must also read the Computer Acceptable Use Policy and sign this agreement.

As the parent or guardian of this student I have read the *South Slave Divisional Education Council - Computer Acceptable Use Guidelines*. I understand that this access is designed for educational purposes. I recognize it is impossible to restrict access to all controversial materials and I will not hold the Council, DEA or school responsible for materials acquired on the network. I hereby give permission to allow individual access to the school computer networks for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name  
(please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_