

NEW HUMBLE COMMUNITY SCHOOL

Registration Form Instructions

Please read before completing the registration form.

This registration form is a legal document. Before a student can be registered by a school, this form must be completed in its entirety and signed by the parent or legal guardian. This form is used to enroll a student who is new to New Humble Community School, or who is a returning student.

In addition to the completed registration form, the following supporting documents will be required:

- Legal proof of student's name and birth date (e.g., Canadian provincial birth certificate, Canadian citizenship certificate, passport, student visa)
- Verification of residency: document showing parent/ guardian name and local address (e.g., driver's license, utility bill, home insurance, property tax bill)
- Additional legal documentation may be required to confirm student enrollment.

Registration Checklist

- Completed registration package (obtained online or in-person in the office)
- Copy of student credentials
- Copy of parent/ guardian credentials

Completed Form Submission

Completed forms and credentials can be submitted by email, mail, or in-person.

Email: Please scan or take photos of your completed forms and credentials, then email them to: contact@newhumbleschool.ca.

Mail: Please mail your completed forms and photocopies of credentials to:
New Humble Community School
Box 12, Site 7, RR 4
Calmar, AB T0C 0V0

In-Person: Please bring in your completed forms and credentials, during school hours, to:
New Humble Community School
48469 AB-795 (8 min. south of Calmar on highway 795)
(780) 985-3211

Confirmation of Registration Submission

Upon submission of the registration package, New Humble Community School will review the documents and contact you to inform you of your child's confirmed enrollment or if additional supporting documentation is required.

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Student Registration Form for School Year: 2023/2024

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP) The personal information collected on this form is part of the registration process and is authorized under the provisions of the Education Act and its regulations and under Section 33(c) of the FOIP Act. All personal information collected during the registration process is kept secure and access is restricted.

Student Information

Legal Last Name: _____ Date Registering: _____

Legal First Name: _____ Grade Entering: _____

Legal Middle Name: _____ Alberta Education ID# (if known): _____

Preferred Last Name: _____ Birth Date (MM/DD/YYYY): _____

Preferred First Name: _____ Age as of Sept 1, 2023: _____ years _____ months

Gender (select one)

- Female
 Male
 Prefer not to disclose
 Other: _____

Have you previously applied to or attended this school?

- Yes, what year? _____
 No

Current Residence Information

Street Address) _____

(Street Address Line 2) _____

(City) _____

(Province) _____

(Postal Code) _____

Rural (Blue Sign) Address _____

Primary Phone Number _____

Alternate Phone Number _____

Mailing Information (if different from current residence – for school mail outs)

(Street Address) _____

(Street Address Line 2) _____

(City) _____

(Province) _____

(Postal Code) _____

Transportation

Does this student require bussing?

- Yes (Families requiring bussing will be sent a follow up email)
 No

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Citizenship

- Canadian Citizen (Copy of Canadian birth certificate or Canadian citizenship documents)
- Permanent Resident (Copy of birth certificate and permanent resident Card)
- Temporary Resident (Copy of study permit or authorization documents)
- Child of a Canadian Citizen (Copy of birth certificate and parent Canadian birth certificate or Canadian citizenship documents)
- Child of an Individual Lawfully admitted to Canada (Copy of birth certificate and copy of parent permanent resident card or work or study permit)
- Stepchild of a Canadian or Temporary foreign Worker (Copy of birth certificate and copy of immigration papers parent and student)
- Other: _____

Legal Guardian/ Parent Information (you may be asked to provide additional legal documentation)

A guardian is defined in section 20 of the Family Law Act, or a guardian appointed under Part 5 of the Child Welfare Act, Part 1, Division 5 of the Child, Youth and Family Enhancement Act or section 23 of the Family Law Act,

Relationship to Student (select one)

- Mother
- Father
- Parent
- Legal Guardian
- Other: _____

Relationship to Student (select one)

- Mother
- Father
- Parent
- Legal Guardian
- Other: _____

First Name: _____

First Name: _____

Last Name: _____

Last Name: _____

Title (Ms., Mrs., Mr., Dr., etc.): _____

Title (Ms., Mrs., Mr., Dr., etc.): _____

Address (if different from Student's)

Address (if different from Student's)

(Street Address): _____

(Street Address): _____

(Street Address Line 2): _____

(Street Address Line 2): _____

(City): _____

(City): _____

(Province): _____

(Province): _____

(Postal Code): _____

(Postal Code): _____

Primary Phone Number: _____

Primary Phone Number: _____

Alternate Phone Number: _____

Alternate Phone Number: _____

Email: _____

Email: _____

(This email will be used for school communications)

(This email will be used for school communications)

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Non-Legal Guardian/ Parent Information (Optional - e.g., Stepparent, Grandparent, Relative, Family Friend, Babysitter etc.).

Relationship to Student: _____

First Name: _____

Last Name: _____

Title (Ms., Mrs., Mr., Dr., etc.): _____

Address (if different from Student's)

(Street Address): _____

(Street Address Line 2): _____

(City): _____

(Province): _____

(Postal Code): _____

Primary Phone Number: _____

Alternate Phone Number: _____

Email: _____

Emergency Contact:

- Yes
 No

Permission to Pick Up Student from School:

(if emergency contact, "Yes" must be checked)

- Yes
 No

Relationship to Student: _____

First Name: _____

Last Name: _____

Title (Ms., Mrs., Mr., Dr., etc.): _____

Address (if different from Student's)

(Street Address): _____

(Street Address Line 2): _____

(City): _____

(Province): _____

(Postal Code): _____

Primary Phone Number: _____

Alternate Phone Number: _____

Email: _____

Emergency Contact:

- Yes
 No

Permission to Pick Up Student from School:

(if emergency contact, "Yes" must be checked)

- Yes
 No

Custody Information

Is there any Court Order affecting access to the student?

- Yes (a copy must be on file)
 No

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Emergency Contacts

An emergency contact is someone who may be contacted if the student's parent(s) or guardian(s) listed above are unavailable. Emergency contacts listed below have permission to pick up student from school.

Emergency Contact #1

Relationship to Student: _____

First Name: _____

Last Name: _____

Primary Phone Number: _____

Alternate Phone Number: _____

Emergency Contact #2

Relationship to Student: _____

First Name: _____

Last Name: _____

Primary Phone Number: _____

Alternate Phone Number: _____

Medical Information

Please list any of the following: current medications, medication allergies, food allergies, chronic health concern, etc.

Sibling Information (Optional – collected for communication and planning purposes)

Name:	DOB (MM/DD/YYYY):	Currently attending NHCS?	Grade:

Student Record Information (student records request required)

Name of Last School: _____ Phone Number: _____

City & Province: _____

Education Special Needs

Has this student had any previous special needs testing or assistance? Yes No

If yes, what supports were provided, be specific? _____

Program name and contact: _____

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Additional Enrolment Information

The following questions are asked to aid in program placement and in communication in the event of an emergency

Birth Country, if not Canada _____

Is English the student's first (primary) language? Yes No

What language is mainly spoken at home? _____

Student Protection

An individual may be forbidden contact with the student by way of a legal process. If you have answered yes, the school will collect the required documentation which will be retained on the student's record.

Please acknowledge if legal documentation exists forbidding an individual(s) from having contact with the student.

Yes (a copy must be on file)

No

Francophone Rights

According to the *Education Act* and section 23 of the Canadian Charter of Rights and Freedoms, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/ legal guardian 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 in Canada (this does not include French immersion program).

Do you claim entitlement to a francophone education under the terms of the *Education Act*?

Yes

No

Aboriginal Self-Declaration (Optional)

The Aboriginal self-identification question was informed by the Constitution Act, 1982, section 35(2), in that "Aboriginal peoples" include "Indian, Inuit and Métis." The following question box (updated in June 2016) appears on registration and annual verification forms for public, separate, Francophone, charter, and Level 2 accredited funded private school authorities.

If you wish to identify as an Aboriginal person, please specify

First Nations (status)

First Nations (non-status)

Métis

Inuit

For further information, please refer to: www.education.alberta.ca/system-supports/results-reporting or contact Alberta Education at 780-427-8501.

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Notes

Please inform the school of any other vital information you think they may need to know. Thank you.

If you have any questions regarding the collection of student information by the school, please contact the administration at contact@newhumbleschool.ca.

Declaration by Parent or Legal Guardian

The information provided in this document is true, correct, and complete. The individuals identified in the "legal guardian/parent" section have the right to view student information and make educational decisions for this child, unless otherwise indicated here and supported with legal documentation.

Further, I recognize that it is my responsibility to notify my child's school should the above information change

Printed Name: _____

Date (MM/DD/YYYY): _____

Signature: _____

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FOIP Consent Form

Please read before completing the form.

New Humble Community School is requesting your permission to use your child's personal information (i.e., image, grade and/or name, etc.) in public venues or on the Internet where the general public may have access to the information in order to communicate with parents, the community and the general public.

By selecting "Yes" below, you are agreeing that your child's personal information may be used in the following ways by the school and school district.

Examples include, but are not limited to:

- video recordings
- displays
- posting pictures, videos, podcasts, or presentations online
- brochures, program booklets, newsletters, or publications
- accessing and posting information to public websites or
- social media applications (i.e., Facebook®, Instagram®, YouTube®, Twitter®, and other emerging technologies).

Classroom lessons may also be digitally recorded to provide material for staff development or to demonstrate good professional practices. These recordings may be shared with other educational organizations. Some websites may require students to login and provide information such as their name, school, and email address when they are sharing digital images, videos, and presentations across the school district or on public websites.

Yes – I consent to my child's information being used for the above stated purposes.

No – I do not consent to my child's information being used for the above stated purposes.

Student Name: _____

Printed Parent/ Guardian Name: _____

Date (MM/DD/YYYY): _____

Signature: _____

To make sure that you know and understand how your child's information may be used, the school administration and/or your child's teacher will continue to communicate with you and provide you with additional information on events and projects that your child may be participating in. Consent is voluntary and you may withdraw your consent and request that your child's personal information be removed from sites that are administered by New Humble Community School by notifying the school principal in writing. Please note that once photographs, student names and other identifying information is released in any public forum, New Humble Community School cannot control or prevent the further distribution or use of the material by those who access the information.

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Freedom of Information and Protection of Privacy Act (FOIP)

In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), New Humble Community School is authorized and required under the provisions of the Education Act and its regulations to collect, use, and disclose personal information that is necessary to provide educational programming and ensure a safe and secure school environment for students.

Collection and use of personal information by New Humble Community School

New Humble Community School collects the personal information of students and parents for educational purposes and to protect the safety of students and staff. Consent is not required to gather and share this information. Below are some examples of how and where personal information may be used. Examples include, but are not limited to the following:

- use of student's name and related contact information for absenteeism verification,
- use of student's name or image in articles, photos or videos in the school calendar, newsletter, yearbook, or an internal website,
- the taking and use of individual, class, team, club or school videos and photos within the school for internal school purposes,
- use of student's name on artwork or other material to be displayed at the school or within the school division,
- use of student's name on lists such as honour rolls, scholarships or other awards within the school or school division,
- managing and validating school passwords and email accounts,
- sharing information with Alberta Education.

In accordance with the Freedom of Information and Protection of Privacy (FOIP) Act, New Humble Community School is authorized and required under the provisions of the Education Act and its regulations to collect, use, and disclose personal information necessary to provide an educational program and ensure a safe and secure school environment for students. New Humble Community School uses G Suite for Education as its communication platform, so students and staff can communicate and collaborate online. G Suite Apps include Gmail, Google Meet, Docs, and Sheets. Records and files created in G Suite are stored on servers located outside of Canada and subject to foreign laws. New Humble Community School uses monitoring and filtering software when students are logged into their school accounts during school hours to ensure that each student and staff member is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Content-filtering software runs whenever a student is using their school account.

Please note: photos or videos of students attending or participating in school activities (e.g., sports events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies) that are open to the general public may be taken by the public-at-large, including the media, without consent. New Humble Community School cannot control or prevent the further distribution or use of these photos, videos, images, or other personal information. If a parent or guardian selects Yes on the FOIP Consent Form and returns it to the school, student information may be used by the school or the school division for purposes beyond educational programming and student safety. The school or classroom teacher will keep you informed as to how your child's information may be used outside of school. Please contact the school principal and/ or superintendent if you have any questions or concerns regarding the collection or intended uses of this information.

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Student Animal Permission Form

As part of the innovative and experiential education provided at NHCS, hands-on learning and interaction with various types of animals will occur, potentially daily, for the duration of the school year. This letter serves two purposes. The first is to provide parents and guardians with introductory information regarding the nature of student involvement with animals at the school. The second is to obtain parent/ guardian permission for their child to be in the same environment as the animal and/ or to interact with the animal.

By signing this form, parents/ guardians give their consent to for the child to participate in the aforementioned activities and accept that it is their responsibility to alert the principal, staff member, or parent volunteer overseeing the animal project if there are concerns about the animal posing an allergy, health, or comfort issue for their child. It is the responsibility of the parent/ guardian to ensure proper measures are taken regarding allergy/ health concerns. The school, while they can oversee medication intake as per dosage instructions from a health practitioner legally able to practice medicine in Canada, is not responsible to provide antihistamines or other medication. If a student requires medication, the parent/ guardian must also the *Medication/ Personal Care Request Form*. This form can be requested in person or via email.

Interaction with animals presents the potential for unique risks. NHCS will do everything it can to ensure student interaction with animals is a safe and positive experience. This includes but is not limited to the following, mandatory adult supervision when students are interacting with animals, enforcing strict handwashing measures after students have interacted with animals, their food, or their habitat, creation of dedicated area for animal interaction and habitat, obtaining permission for student interaction, only bringing in healthy animals, and restricting animal interaction and entrance in areas where food is prepared, served, or eaten. By signing this form, you release NHCS of all responsibility of potential consequences with your child interacting with animals.

Signing this document does not mean your child is committed to animal interaction, all measures will be taken to ensure student comfort and safety. As always, please reach out to the appropriate party to discuss any concerns or propose questions. By signing this document, I hereby give permission for my student to participate in various levels of animal interaction. I also acknowledge that I have read and understood the information package provided for me regarding on-site and off-site guidelines and procedures.

Student Name: _____

Printed Parent/ Guardian Name: _____

Date (MM/DD/YYYY): _____

Signature: _____

FOR SCHOOL USE ONLY

Identified Student allergy, health, or comfort issue: _____

Medication required: _____

Please see Student's *Medication/ Personal Care Request Form* for additional information.

NHCS TECHNOLOGY RESPONSIBLE USE AGREEMENT

We believe that technology can play an important role in students' education so they can access and share information from the internet, collaborate with others, personalize their learning, and utilize the tools available to them. All NHCS students have a Google Apps for Education Account, where they access Core Services like Gmail, Classroom and Drive apps. Additional services in Google such as YouTube, Blogger and Maps may also be accessed for learning. Teachers may also choose for students to access Third Party Applications (not developed by Google) to enhance learning.

Please note that NHCS has web blocking and limited web filtering in place, therefore, it is the responsibility of the student and/ or parent to ensure appropriate site usage and content material is being accessed. Student technology use in class will be monitored by NHCS staff.

Third party applications may require teachers to send home an additional consent form that applies specifically to that application. While using technology, students are expected to adhere to the following rules when using school or personally owned digital devices:

Responsible Use

- I will follow school rules and meet expectations of a responsible digital citizen.
- I will take full responsibility for, and respectfully use, all IT resources and equipment available to me.
- I will take responsibility for my actions when viewing and posting information and images online.
- I will treat others with respect and use appropriate language and images when communicating with others.
- I will only use IT resources and equipment for legal and appropriate activities.
- I will abide by copyright laws and use correct citation of my information sources.
- I will only use my own account and electronic data unless granted sharing permission by another user.
- I will use IT equipment, bandwidth, and file space responsibly.
- I will keep my password confidential. I will memorize my password and change it as prompted.
- I understand I am responsible for any actions performed on the computer while I am logged on, therefore I will always log out when finished on the computer or when I am away from the workstation.
- I understand that I am only permitted to use one device at a time on our wireless network.

Safe Use

- I will keep my personal information secure, including my age, address, schedule of activities, and phone number.
- I will help maintain a safe computing environment by reporting any inappropriate material, security, or network problems to a teacher, administrator, or system administrator.
- I understand the school uses web safety processes to safeguard students and staff from inappropriate content, but that it may not always be possible to block inappropriate content.
- I will not further distribute inappropriate content.

Appropriate Use

- I will obtain permission of the individual(s) involved and of a school staff member before photographing, videoing, publishing, sending, or displaying their information online.
- I will obtain permission from individual(s) when sharing commonly created electronic data.
- I will use IT resources and equipment in a positive manner so as not to disturb system performance and to not breach security standards.
- I will not use any NHCS' IT resources for political lobbying, product advertising, personal profit, or private business.
- I will only download, save, or install either full or portions of any software, music, movies, and images in accordance with NHCS' standards and copyright laws.

Reliability

- I understand teachers and technicians do their best to ensure the availability and reliability of NHCS' IT resources; however, I also understand IT resources may be unavailable at times due to extenuating circumstances.
- I understand not all information on the Internet is true and accurate, therefore I will learn to assess the information that I find.

- I understand that my data is stored on servers in the United States and is subject to Google Privacy policies and United States law.
- I understand Network Administrators may review files and communications to maintain the integrity of the system and to ensure responsible use.

Personally-Owned Devices

Schools determine and communicate the conditions for students to bring their personally owned devices to school. When students use their own personal electronic devices, they will be able to log onto the NHCS guest network. When using a personal device, all of the above conditions apply, in addition to the following:

- I realize that by registering/using my personal device on the NHCS guest network, the device can be monitored, and my computing activities can be traced back to me.
- I will only connect to the wireless network, and not the wired network or any other external network, even though other networks from the neighborhood might be visible to me.
- I will ensure my personal device is equipped with current virus protection software if supported by the device.
- I will turn off all peer-to-peer sharing (music/video/gaming) software or web-hosting services on my device while connected to the NHCS guest network for example BitTorrent, LimeWire, and FilesWire.
- I will use my personal electronic device appropriately during class/business time. During non- instructional/non-work times, students and staff may use their personal electronic devices providing that they adhere to the expectations of this agreement.
- I understand the security, care, connectivity, and maintenance of my device is my responsibility.
- I understand NHCS is not responsible for the loss, theft, or damage of my device.
- I understand technical support for my personal electronic devices is my responsibility.

REQUIRED SIGNATURES

STUDENT

I understand that when I am using the Internet I must adhere to all rules of courtesy, etiquette, and laws regarding access and copying of information as prescribed by International, Federal, Provincial or Municipal law and the policies and regulations of the School.

My signature below means that I agree to follow the guidelines of NHCS’ Technology Responsible Use Agreement.

Student Name (please print) _____

Signature: _____

Date: _____

PARENT/GUARDIAN AGREEMENT (For students under 18 years of age on September 1st, they must also have the signature of a parent or guardian who has read this agreement.)

As the parent or guardian of this student, I have read NHCS’ Technology Responsible Use Agreement and understand that Internet access is designed for educational purposes. I understand that it is impossible for the School to restrict access to all unacceptable materials, and I will not hold the School responsible for materials acquired on the Internet. I have reviewed all of the points under this agreement with my child. I hereby give my permission for my child to access the Internet.

Parent/Guardian Name (please print)

Signature: _____

Date: _____