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| **Family Information/Consent Form** |

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**Family Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **SECTION 1: CUSTODY (Please complete if student does not reside with both parents.)** |

Custody of children: (please 🗸) MOTHER only \_\_\_\_\_ FATHER only \_\_\_\_\_ JOINT \_\_\_\_\_ LEGAL GUARDIAN \_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_

CUSTODY DOCUMENTS on file: \_\_\_\_\_

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| **SECTION 2: DISCLOSURE OF STUDENT INFORMATION (Check circle and sign either Option A or B and sign below.)** |

OPTION “A”: **YES**, this is to confirm that **I/We consent** to the display and/or publication of school-related information about my/our child/ren as described in any of the activities listed on the Background Information Sheet for the current school year. This also applies to the sharing of student information between the elementary and secondary panels for Grade 8 students (refer to Board Policy II-21 Cross Panel Sharing of Student Information).

**OR**

OPTION “B”: **NO**, this is to confirm that **I/We DO NOT consent** to the display and/or publication of school-related information about my/our child/ren as described in any of the activities listed on the Background Information Sheet for the current school year.

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

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| **SECTION 3: STUDENT PHOTO and VIDEO CONSENT** |

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| **YES NO**  **❑ ❑** | I/We understand that during the school year, students may be involved in a wide variety of activities that may involve photo and/or video recording for the purpose of promoting the school, the Halton Catholic District School Board, and/or Catholic education. This is to confirm that I/We consent to the display, publication and/or sharing of my child’s name and/or school-related photos/videos of my child in any of the school’s and/or Board’s: websites, social media channels, publications, professional learning opportunities, reports, newsletters, and/or with the media for the purpose of promoting the school, Catholic education and/or the Halton Catholic District School Board for the 20\_\_20\_\_ school year. |
| **YES NO**  **❑ ❑** | This is to confirm that I/We consent to the filing of these photos/videos (print or electronic) in a resource library for possible use in any of the school’s and/or Board’s: websites, social media channels, publications, professional learning opportunities, reports, newsletters, and/or with the media for the purpose of promoting the school, Catholic education and/or the Halton Catholic District School Board for the 20\_\_\_ − 20\_\_\_ school year. |
| **YES NO**  **❑ ❑** | This is to confirm that I/We consent to the sharing of my child’s name and photo in the annual school yearbook and/or class photos for the 20\_\_\_ − 20\_\_\_ school year. |
| *Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Education Act, and in accordance with the provisions of MFIPPA.  Personal information in the form of photos/videos (print or electronic) may be widely circulated to the public and that they may be posted on the Board website, or the Board’s social media channels, which can be visited by anyone in any part of the world who has access to the Internet. This consent is valid for the school year for which it has been given or until such time that it is withdrawn. It may be withdrawn at any time, upon written notice. In the event that consent is withdrawn, I understand that the materials/photos/videos will be removed from Board websites, social media channels, and publications. Furthermore, I understand that it may not be possible to remove all traces of personal information from the Internet or the public realm. If you have questions about this collection; use, and disclosure of this information, contact the Manager, Privacy, Records and Information Management at 905.632.6314 x233* [*privacy@hcdsb.org*](mailto:privacy@hcdsb.org) | |

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_

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

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| **SECTION 4: SCHOOL COUNCIL** |

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

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

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| **SECTION 5: CONSENT FOR PARTICIPATION IN ACTIVITIES** |

Throughout the school year, there will be occasions when the children will be asked to participate in teachable moments field trips within walking distance of the school. This may involve a walk to the Church, Local Park, plaza, etc. Teachers must have permission from the principal/designate with time of departure and return, with the route of the “trip”, destination outlines and a list of student participants.

Please turn over 

I hereby consent to the participation of my child/ren in activities related to the curriculum during regular school hours at school, or beyond school grounds, e.g., to the park or walk in the neighbourhood, provided such activities are supervised by members of your school staff, as per Board supervision day trip ratios. This consent includes all athletic activities conducted as a regular part of the curriculum. Daily Physical Activity (DPA) that take place off school grounds would follow the HCDSB Physical Education Safety Guidelines.

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 son/daughter.

I confirm that my son/daughter and I acknowledge that as a condition to participation in the excursions into the community we must assume all risk associated with the activity. I understand that my son/daughter should be a member of a medical insurance plan and that in case of accident, loss or injury, the Halton Catholic District School Board will not be held responsible.

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

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| **SECTION 6: ACCEPTABLE USE OF ELECTRONIC ASSETS** |

**STUDENT/PARENT:** As a user of the Halton Catholic District School Board’s computer network, I have read this information to my child/ren and agree that my child/ren and I will comply with the Halton Catholic District School Board’s “Acceptable Use of Electronic Assets” guideline, which forms part of the Background Information Sheet provided with this consent form.

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| **Student’s Full Name** | **Grade/Teacher** | **Student Signature** |
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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SECTION 7: CODE OF CONDUCT** |

This is to state that we have read the Code of Conduct located in the Parent Handbook and Student Agenda (Grades 1 – 8). We have reviewed and discussed the contents therein with our child/ren.

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

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| **SECTION 8: SCHOOL EMERGENCY CLOSURE (Circle one option only.)** |

My child/ren are: Bus Student(s)\_\_\_\_\_ Bus # \_\_\_\_\_ Walker(s) \_\_\_\_\_

**OPTION “A” YES, the** school may dismiss my child/ren with **NO telephone call required.**

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

**OR**

**OPTION “B” NO,** child/ren to remain at school – **parent(s) to be called to pick up child/ren from school.**

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

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| **SECTION 9: MEDICAL & MEDICAL DANGER INFORMATION** |

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. Please provide us with information that will help us care for your child/ren.

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| **Student’s Full Name** | **Grade** | **Allergy or Medical Condition (e.g. asthma, diabetes, etc.)** | **Description** |
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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SECTION 10: LUNCH TIME ROUTINE** |

STUDENT STATUS: (please 🗸) \_\_\_\_\_ May leave the school property \_\_\_\_\_ Remain on school property unless note from parent provided.

*Revised May 2017*

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**BACKGROUND INFORMATION SHEET**

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| **SECTION 2: DISCLOSURE OF STUDENT INFORMATION** |

The Halton Catholic District School Board and your child/ren’s school collect student information under the legal authority of *The Education Act* and its attendant regulationsas and the *provisions of the Municipal Freedom of Information and Protection of Privacy Act.*

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 to display and communicate information about these activities.

These activities could include:

* displaying and posting the students’ work (with their names) through such activities as science fairs, art projects, poster contests, bulletin board displays, school newsletters and websites and/or Board website or the Board’s social media channels;
* announcing student achievements or other special events in the classroom or on the school’s public address system;
* Posting lists of student names inside the school to inform students and parents of school clubs or school teams.

If the parent/guardian consents to the display or publication of student information as described above, complete **“OPTION A”** of Section 2 on the attached form and return it to the Principal.

If the parent/guardian does not consent to the display or publication of student information as described above, complete **“OPTION B”** Section 2 on the attached form and return it to the Principal.

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| **SECTION 3: STUDENT PHOTO and VIDEO CONSENT** |

Dear Parent and/or Guardian:

The Halton Catholic District School Board and your child’s school collect student information under the legal authority of *The Education Act and* its attendant regulations as well as the provisions of t*he Municipal Freedom of Information and Protection of Privacy Act.*

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*, and MFIPPA which may involve photo and/or video recording. It is an established practice for our school and the Halton Catholic District School Board to publicize many of the positive and newsworthy activities that occur throughout the year.

Please complete and return this form to your child’s principal by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Insert Date

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| **SECTION 6: ACCEPTABLE USE OF ELECTRONIC ASSETS** |

###### Telecommunications and the Halton Catholic District School Board:

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 is developing 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 shall 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 instead, but shall not publish the school's telephone number.

**Other:**

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

Please turn over 

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| **SECTION 7: CODE OF CONDUCT** |

The Ministry has introduced a province wide ***Code of Conduct*** that 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 in the Parent Handbook and also in the Student Agenda (Gr.1-8). 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, in school buses or at school authorized events or activities, and may apply to activities related to the school or related to school activities.

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| **SECTION 8: SCHOOL EMERGENCY CLOSURE** |

**♦** The Halton Catholic District School Board will make every effort to avoid closing its schools during winter storms. 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 a storm develops during the school day, 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.

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| **SECTION 9: MEDICAL DANGER – ANAPHYALAXIS** |

This information letter 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/ren 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 letter 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 around their waist 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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| **SECTION 10: LUNCH TIME ROUTINES** |

As a reminder to parents and guardians, Board policy II-6(S) allows students to remain at school for lunch, at the Principal’s discretion. Your child/ren will be allowed to stay for lunch, providing lunchtime rules are adhered to at all times. **If your form indicates that your child/ren stays for lunch, then we will require a note on any day when your child/ren has been given your permission to go off site for lunch. Your child/ren will not be allowed to leave the school without such a written notification**. Please understand that this note ensures that home and school are aware of where your child/ren will be during this time. Conversely, children who do not normally stay for lunch will not be allowed to eat at school without a written request.

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| **MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT** |

Personal information, as defined by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Education Act*, and in accordance with the provisions of MFIPPA.  Personal information on this form will be used for the purpose of registration, attending school, planning, programming, school to home communications and to establish the Ontario Student Record (O.S.R.), which contains information conducive to the improvement of instruction. Please note that all information used for the transition process is limited, secure and protected at all times. If you have questions about this collection; use, and disclosure of this information, contact the Manager, Privacy, Records and Information Management at 905.632.6314 x 233 [privacy@hcdsb.org](mailto:privacy@hcdsb.org)

*Revised May 2017*