



Burnaby Mountain Secondary School

Parents/Guardians **MUST** accompany their child to the registration appointment and bring original documentation as indicated below. Documents will be photocopied to be included as part of the registration package.

➤ **Proof of birthdate for the student:**

- ❖ Birth certificate
- ❖ Passport

➤ **Proof of guardianship:**

- ❖ Parents/Guardians as shown on birth certificate or other appropriate legal documentation such as landed immigrant paper or guardianship order

Note: A notarized custodial guardian appointment is not the same as a guardianship order granted by the courts.

➤ **Proof of citizenship for both the parent and the student:**

- ❖ Canadian birth certificate
- ❖ Citizenship card
- ❖ Passport
- ❖ Landed immigrant document
- ❖ Permanent resident card

➤ **Proof of residency of the parent/guardian and student:**

(Must include two items with at least one item from Category A below)

Category A	Category B
<ul style="list-style-type: none">❖ Proof of ownership of dwelling or long-term lease or rental of dwelling❖ Legal documents indicating BC residence❖ Parent/guardian filing income tax returns as a BC resident	<ul style="list-style-type: none">❖ BC Hydro bill❖ BC telephone or cable bill❖ Provincial driver's license❖ Provincial registration of automobile❖ Canadian bank accounts or credit cards

➤ **Immunization records**

➤ **Copy of student's most recent school marks (including summer school) such as:**

- ❖ An official copy of marks from the student's Permanent Record Card
- ❖ Most recent report card
- ❖ Transcript of academic record
- ❖ Transfer form with marks

The Registration Package will include:

- ☐ Completed Burnaby School District Student Information Form that includes emergency contacts available during school hours and the name and phone number of the family doctor or medical clinic (2 pages)
- ☐ Completed Burnaby School District Medical Information Form (1 page)
Note: Severe health concerns require additional forms and can be obtained from the school.
- ☐ Completed Burnaby School District Student Digital Responsibility Guidelines with Student Acceptable Use Agreement Form (2 pages)
- ☐ Completed Burnaby School District Media Consent and Student Personal Information Consent Forms (2 pages)
- ☐ Completed Burnaby School District Consent to Send Commercial Electronic Messages (1 page)
- ☐ If applicable, completed Burnaby School District Continued Access to Indigenous Education Programs and Services (1 page)
- ☐ Completed Notice of Withdrawal form (for current school) (1 page)

STUDENT INFORMATION FORM

For Office Use Only

School _____ Registration Date _____
MyEdBC # _____ PEN # _____
Grade _____ Division _____

Student Information *(please print)*

Gender ☐ MALE ☐ FEMALE

LEGAL

Last Name

USUAL

Last Name

LEGAL

First Name

Preferred

First Name

LEGAL

Middle Name

Birthdate

(DD/MM/YY)

Home Phone

Unlisted? ☐ YES ☐ NO

Address

Apt. #

City

Province

Postal Code

Name of Previous School

District

Prov/Country

Has Student attended a Burnaby school or StrongStart Program? ☐ YES ☐ NO

Name of School

Identified Learning Needs/Special Needs (diagnosis, Ministry of Education Designation) ☐ YES ☐ NO

Student currently has an **Individualized Education Plan** (IEP) ☐ YES ☐ NO

Country of Birth

Citizen of

First Language Spoken

Language Spoken at Home

Aboriginal Ancestry? ☐ YES ☐ NO If yes, please specify: ☐ On Reserve ☐ Off Reserve ☐ Metis ☐ Inuit ☐ Non Status

For Office Use Only

☐ International Student – Funding Eligible
(work/study permit)

☐ International Student Funding Not Eligible
(fee paying)

☐ Parents Work Permit - Expiry Date _____

☐ Parents Study Permit - Expiry Date _____

Parent/Guardian Information *(please print)*

Parent/Guardian 1

Relationship to Student

Lives with student? ☐ YES ☐ NO Has custody? ☐ YES ☐ NO

Citizenship Status: ☐ Canadian Citizen ☐ Permanent Resident/Landed Immigrant ☐ Refugee/Claimant ☐ International

LEGAL Last Name

LEGAL First Name

USUAL Last Name

USUAL First Name

Address (if different from student)

Home Phone

Work

Cell

Email

Parent/Guardian 2

Relationship to Student

Lives with student? ☐ YES ☐ NO Has custody? ☐ YES ☐ NO

Citizenship Status: ☐ Canadian Citizen ☐ Permanent Resident/Landed Immigrant ☐ Refugee/Claimant ☐ International

LEGAL Last Name

LEGAL First Name

USUAL Last Name

USUAL First Name

Address (if different from student)

Home Phone

Work

Cell

Email

Emergency Contact Information

Emergency Contact 1 (if parents/guardians cannot be reached)

Can pick up student? ☐ YES ☐ NO

Last Name

First Name

Relationship to Student

Home Phone

Work

Cell

Language Spoken

Emergency Contact 2 (if parents/guardians cannot be reached)

Can pick up student? ☐ YES ☐ NO

Last Name

First Name

Relationship to Student

Home Phone

Work

Cell

Language Spoken

Out-of-Area Contact (sequence 88)

Last Name

First Name

Relationship to Student

Contact Phone

City/Country

Student Medical Health Information

Doctor (sequence 99)

Doctor Name

Phone

Care Card #

Special Medical Concerns? ☐ YES ☐ NO

If yes, please list details on the District Medical Information Forms

Immunization Records – copies attached?

☐ YES ☐ NO

Sibling Information (only for siblings attending schools or StrongStart programs within the Burnaby School District)

Sibling 1 Last Name

First Name

☐ M ☐ F Birthdate

Sibling 2 Last Name

First Name

☐ M ☐ F Birthdate

Sibling 3 Last Name

First Name

☐ M ☐ F Birthdate

The information on this form is collected under the authority of the *School Act*, Sections 13 and 79. The information provided will be used for educational programs and administrative purposes, and when required may be provided to health services, social services or support services as outlined in Section 79 (2) of the *School Act*. The information collected on this form will be protected consistent with the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the information recorded on this form, please contact the School Administration.

I certify that the information provided on this form is correct and valid of this date:

Parent/Guardian Signature

Date

Administrator's Signature _____

Date _____

Information and Documentation – For Office Use Only

Admission Status

- ☐ Student Resides in School Attendance Area
- ☐ Student Attends Licensed Childcare in School Attendance Area
- ☐ Cross District Transfer
- ☐ District Language Program Applicant

Documents/Attachments

- ☐ Proof of Citizenship/Immigration Status
- ☐ Proof of Age: ☐ Birth Certificate ☐ Passport ☐ Other
- ☐ Proof of Residency ☐ Proof of Licensed Childcare Address
- ☐ Copy of Legal Alert/Court Orders
- ☐ Medical Alert Forms completed (if applicable)

☐ English Language Assessment Required



STUDENT INFORMATION FORM

PARENT PLEASE COMPLETE:

LEGAL Last Name:	PREFERRED Last Name:
LEGAL First Name:	PREFERRED First Name:
LEGAL Middle Name:	PEN #:
Grade: _____	Birth Date: (YYYY/MM/DD) _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Home Phone # _____
<div> <div> <u>Home Address:</u> Apt # _____ House # _____ Street Name _____ City _____ Country: _____ Postal Code _____ </div> <div> <u>Last School Attended:</u> School Name: _____ Street Name _____ City _____ Country: _____ Postal Code _____ </div> </div>	

OFFICE USE ONLY:

Family Relationships:	
Strengths / Interests:	
Achievement:	
Instructional Assistance Received (LAC, course support, etc.):	
Attendance:	
Behaviour:	
Legal Issues:	
Probation:	Charges Pending:
Other Agencies Involved:	
Other Information:	

FORM COMPLETED BY: _____

DATE: _____

MEDICAL INFORMATION FORM

Must be completed for all medical conditions

Student
Photo

A. STUDENT INFORMATION

☐ Wears Medic Alert ID

Student Name

Birth Date: year/month/day

Parent/Guardian Name(s) and Contact Phone #

Parent/Guardian Business Phone #

Parent/Guardian Home Phone #

Emergency Contact Name/Phone #

Physician Name/Phone #

B. HEALTH

Please indicate with a ✓ if your child has any of the following medical conditions or any other serious health concerns, or requires medication to be administered at school.

1. Medical Condition

- ☐ Hearing Impairment specify: _____
- ☐ Visual Impairment specify: _____
- ☐ Physical Impairment specify: _____

2. Serious Health Concerns

- ☐ Anaphylaxis *(parent required to fill out form A)* Allergic to: _____
- ☐ Diabetes *(parent required to fill out form B)*
- ☐ Asthma *(parent required to fill out form C)*
- ☐ Seizure Disorders *(parent required to fill out form D)*
- ☐ Other serious health concerns *(parent required to fill out form E)*

3. Medication that is essential for school staff to give students during school hours

- ☐ My child requires medication to be administered by school staff *(parent required to fill out form F)*

IF ANY CONDITIONS TO YOUR CHILD'S HEALTH IN RELATION TO THE ABOVE CONDITIONS OCCUR, PLEASE DISCUSS WITH YOUR PRINCIPAL.

C. IMMUNIZATION

It is important to protect your child against certain communicable diseases. In addition to recommended childhood immunizations that most children have received, the following immunizations are provided for grade 6 and grade 9 students at a school clinic: Hepatitis B, Meningococcal C and Chickenpox. Human Papillomavirus (HPV) vaccine will be offered to students in grade 6.

A request for parental consent will be sent home prior to the school clinic. Following an immunization clinic at school, your child will be given a notice of immunization that can be added to medical records at home.

Parent/Guardian Signature _____ Date Completed _____

Copies to: _____ Parent(s)/Guardian(s) _____ School Health Resource Binder (red binder) _____
Nursing Support Care Plan (if necessary) _____ Student's Emergency Kit

District Technologies & Information Systems

STUDENT ACCEPTABLE USE AGREEMENT

STUDENT NAME: _____ SCHOOL: _____ GRADE: _____

Burnaby School District provides students with access to Digital Technologies and Information Systems as a means to enhance their learning. Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopaedias, wikis, blogs, texting, social media and messaging tools.

The District will endeavour to:

- *ensure safe, orderly, and caring physical and digital learning spaces;*
- *impose guidelines on what students may see and do in digital environments;*
- *inform parents of potential risks.*

Digital Responsibility Guidelines (see reverse) apply to all students using District Technologies or technological devices within Burnaby School District. Students are expected to review and adhere to these guidelines.

To be issued access privileges to District Technologies and Information Systems, all users must fill out a **Student Acceptable Use Agreement**. **BOTH THE STUDENT AND THEIR PARENT/GUARDIAN MUST SIGN.**

PARENT/GUARDIAN ACCEPTANCE:

I have reviewed the **Student Digital Responsibility Guidelines (see reverse)** and discussed them with my child. I consent for my child to be given access to District technologies and information systems for educational purposes, and I understand that they are expected to comply with the guidelines. I know that this access privilege can be reviewed at any time by myself, the school or district.

I am aware that the District will endeavour to:

- *ensure safe, orderly, and caring physical and digital learning spaces;*
- *impose guidelines on what students may see and do in digital environments;*
- *inform parents of potential risks*

I also recognize that it is impossible to restrict access to all controversial materials.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____
(mm/dd/yyyy)

STUDENT ACCEPTANCE:

I have reviewed the **Student Digital Responsibility Guidelines** and agree to follow them while using District Technologies. I understand that if I do not follow them, I may lose access privileges. I also agree to abide by any additional school and classroom rules concerning my personal use of digital tools and District Technologies.

STUDENT SIGNATURE: _____ DATE: _____
(mm/dd/yyyy)

For more information on District Technologies and Information Systems,
parents are encouraged to review Burnaby Board of Education Policy 7.90.01
at burnabyschools.ca

District Technologies & Information Systems

STUDENT DIGITAL RESPONSIBILITY GUIDELINES

Burnaby School District provides students with access to Digital Technologies and Information Systems as a means to enhance their learning. Students have access to, amongst other things, public websites, secure virtual classrooms, discussion boards, video files, digital pictures, audio files, library systems, e-mail, file storage, printing, encyclopaedias, wikis, blogs, texting, social media and messaging tools.

The District will endeavour to:

- *ensure safe, orderly, and caring physical and digital learning spaces;*
- *impose guidelines on what students may see and do in digital environments;*
- *inform parents of potential risks.*

Digital Responsibility Guidelines apply to all students using District Technologies or technological devices within Burnaby School District. Students are expected to review and adhere to these guidelines or in the case of younger children, parents/guardians are expected to review these guidelines with their child.

To be issued access privileges to District Technologies and Information Systems, all users must fill out the **District Technologies & Information Systems Student Acceptable Use Agreement**.

DO

- Use District and personally-owned devices and digital tools for educational purposes
- Follow copyright laws and acknowledge and respect the ownership of others for their creative work
- Keep your personal information private (like last name, home address, phone numbers, pictures and passwords)
- Respect the privacy of other students and adults
- Report uncomfortable, unsafe, or inappropriate behaviour or messages to your teacher or principal
- Treat others fairly and with respect
- Understand that digital tools such as e-mail, messaging, social networks, websites, wikis, blogs and texting are not guaranteed to be private

DO NOT

- Share your passwords
- Take and use someone else's identity (their name, password)
- Falsify your identity
- Take pictures or videos of others and share them without their permission
- Hurt or mistreat others by what you create or share
- Harass, stalk, bully, threaten, insult, abuse, or attack others
- Damage computer systems, networks, digital tools or content
- Access secure information owned by others without their permission
- Use information or work of others as your own without their permission
- Use software programs that are not provided by the District or that are not free or purchased by you for your personally-owned device
- Use District or personally-owned devices for commercial, illegal, or malicious purposes
- Use District or personally-owned devices to operate file sharing services
- Access/distribute pictures, videos, audio or text that contains inappropriate nudity/language
- Meet with someone you met online without parent/guardian consent

For more information on District Technologies and Information Systems, parents are encouraged to review Burnaby Board of Education Policy 7.90.01

**NOTICE TO PARENTS REGARDING
MEDIA IN SCHOOLS**



Student Name: _____ **Grade:** _____
PLEASE PRINT (Last) (First)

Media (radio, television, newspapers, and other print or online media) are sometimes invited or permitted to come to the school. They may want to conduct interviews with students, or take photos or video, for the purposes of promoting public understanding of school programs, building support for public education, and encouraging student achievement.

Please check one:

☐ If your child **IS ALLOWED** to be photographed or interviewed by media please check this box, sign and return this form to the school.

☐ If you **DO NOT** want your child's name, image or personal information published by media, please check this box. Advise your child and their teachers and initial that you have done this (Steps 1 and 2 below), sign and return this form to the school.

1. I have asked my child to avoid media situations. **Initial** _____
2. I have advised the teacher that I want my child to avoid media situations. **Initial** _____
3. I request that school and district staff will take all reasonable steps to avoid having my child's image, work or name collected or published by media.
4. I consent to disclosure by the school/district staff of the personal information that is necessary to give effect to this request.
5. I am aware that I can override this notice, and give consent in a specific circumstance.

I acknowledge receipt of this notice regarding media and understand that it will be effective immediately, and will be valid until September 30, 2019.

Parent/Guardian Name: _____
Last First

***Parent/Guardian Signature:** _____ **Date:** _____
(mm/dd/yyyy)

**This form must be signed by the parent/guardian who has the right to exercise their child's privacy protection rights. If there is a parental rights court order, please attach a copy of the documentation.*

PLEASE NOTE: School and district staff cannot control photos/video taken by the media or others in public locations (e.g. field trip) or school events open to the public (e.g. sports events, student performances, school board meetings, etc.

STUDENT PERSONAL INFORMATION CONSENT
2018-2019



This consent form pertains to the collection, use, and sharing of student personal information during the 2018-2019 school year. Please review, sign, and return it to the school. It will be effective immediately, and will be valid until September 30, 2019.

Student Name: _____ **Grade:** _____
PLEASE PRINT (Last) (First)

Schools and districts are authorized to collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education related purposes, parental or student consent is required.

Burnaby School District is seeking your consent to collect, keep, use and share photographs, videos, images, work and/or names of students in a variety of publications and/or on school or district websites, for education related purposes (e.g. recognizing/encouraging student achievement), building the school community, and informing about school/district programs.

For example, student names, images or work might be used in:

- school or district communications (e.g. newsletters, brochures, yearbooks and/or reports) in limited or public circulation;
- school or district websites, social media sites (e.g. Facebook), and/or online video channels (e.g. YouTube), with limited or public access;
- videos, CDs, and DVDs designed for educational use only.

☐ **I CONSENT** to the collection, use, and sharing of my child's name, work and/or image for use by the school or district for purposes as outlined above. I am aware that images/information posted on the worldwide web may be stored/accessed outside of Canada. *(Note: This consent may be withdrawn at any time. However, this does not require the school or district to withdraw from publication any previously published material.)*

☐ **I DO NOT CONSENT** to the use and disclosure of my child's name, work and/or image for use by the school or district this school year for purposes outlined above.

Parent/Guardian Name: _____
Last First

***Parent/Guardian Signature:** _____ **Date:** _____
(mm / dd / YYYY)

**This form must be signed by the parent/guardian who has the right to exercise their child's privacy protection rights. If there is a parental rights court order, please attach a copy of the documentation.*

If you have questions about this consent form or about the collection of student personal information, please email communications@burnabyschools.ca.

CONSENT TO SEND COMMERCIAL ELECTRONIC MESSAGES

Canada's Anti-Spam Legislation (CASL) came into effect on July 1, 2014. As a result, the school requires your consent to send electronically (email) any newsletters, community announcements, performance/sport notices, event invitations, surveys, etc. These emails may include advertising or promotions regarding school fundraisers, student photos, field trips, yearbooks, team uniforms, classroom book orders, cafeteria sales, dance tickets, graduation events or other non-profit community sports or event opportunities.

Our sustainability mandate is to reduce our environmental footprint whenever possible, which includes using electronic communication. We hope you will allow us to send or continue to send these important notices via email. Please be assured that your contact information is securely stored and notices are distributed by authorized school personnel only. We also do not share these lists with anyone.

We remain committed to providing you with information that is directly related to your child's educational experience. If you have any questions, please contact: Communication Services at communications@burnabyschools.ca

Please complete, sign and return this consent form to the school.

☐ Yes, I give my consent for the school to send me electronic messages as outlined above to the email address indicated below. I understand that my consent is considered to be ongoing however I can withdraw my consent at any time by clicking on the unsubscribe link in any electronic message I receive.

☐ No, I do not wish to receive electronic messages from the school as outlined above.

Date: _____ **Parent/Guardian:** _____
(please print)

Email Address: _____
(please print)

Have you been on our email list before? ☐ Yes ☐ No

If yes, is this the email address that we currently have on file? ☐ Yes ☐ No

Parent/Guardian Signature: _____

Student Name (first, last) – please print	Pupil #	Grade





Indigenous Education Enhancement Services

Dear Parents,

Welcome back for another school year! According to our school records you have identified your son/daughter as having Indigenous ancestry. This letter is intended to outline our programs and services in Indigenous Education in the Burnaby School District and how you might access these programs and services. In Burnaby Schools, we deliver our services through an integrated approach that looks to incorporate the First Peoples Principles of Learning into your child's classroom and school experience. The First Peoples Principles of Learning include:

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors.

Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place).

Learning involves recognizing the consequences of one's actions.

Learning involves generational roles and responsibilities.

Learning recognizes the role of indigenous knowledge.

Learning is embedded in memory, history and story.

Learning involves patience and time.

Learning requires exploration of one's identity.

Learning involves recognizing that some knowledge is sacred and only shared with permission and/or in certain situations.

Through a focus on these Principles of Learning we approach our services by targeting classrooms with Indigenous learners to incorporate Indigenous culture and perspectives as a part of their learning.

What services are available through Indigenous Education in Burnaby?

There are a number of different services available for Indigenous students in Burnaby Schools. Although your child may not require access to all of the services provided, here are some of the services that are available:

- Cultural teachings/lessons within the classroom
- Academic liaising and guidance via Secondary Success Teachers and Indigenous Learning Inquiry Teachers
- Reading Recovery and Literacy Enhancement Services
- Grade 7 Transition to Secondary support
- Attendance monitoring and intervention
- School based cultural programs and services
- District wide cultural events, resources, leadership opportunities and celebrations
- Assistance with Post-Secondary Transition



How do I access services?

By self-identifying your child as being of Indigenous ancestry, your child may have access to the services listed above. Your child may not require access to all services provided by Indigenous Education, but self-identification with your school office or Indigenous staff person will provide us the opportunity to incorporate your child into our services.

Will my child be pulled out of class for Indigenous Enhancement services?

Generally, your child will not be pulled out from class to be provided services from Indigenous Education as our programming intends to be as integrated as possible. There are initiatives such as Reading Recovery, the grade 7 transition program or Indigenous post-secondary visits that may require students to miss class. If these services are offered to your child, we will seek your consent to have your student miss class to access these services.

How do I contact Indigenous Education?

It is important to us that you have a strong understanding of the programs and services being offered to your child. If you have questions, comments or concerns please contact your school to reach the staff person assigned to Indigenous Education, or visit our website at

<https://burnabyschools.ca/indigenouseducation/staff/>

Continued Access to Indigenous Enhancement Services

We will continue to provide services to all self-identified students of Indigenous ancestry for the 2018-2019 school year. We will assume that your child will continue with services unless we hear otherwise from you. If at any time you no longer wish to partake in Indigenous Education Enhancement Services, please contact your school office and your child will be removed from the service list.

For more information on Indigenous Education in Burnaby Schools, please visit our website at

<https://burnabyschools.ca/indigenouseducation/>

In friendship,



Brandon Curr
District Principal
Indigenous Education

Continued Access to Indigenous Education Programs and Services

September 2018

DEAR PARENT/GUARDIAN OF AN INDIGENOUS STUDENT

According to our school records, you have identified your son/ daughter as having Indigenous ancestry. This also means you can opt in for Indigenous programs and services while enrolled in the Burnaby School District.

1. **Saying "Yes"** to Indigenous Ancestry provides an opportunity to receive continued access to Indigenous Education programs and services.
2. Each school year, we are required to **confirm** your desire for continued access to programs and services.
3. In the column on the right, please check all the school years you'd like continued access for your son/daughter. For example, Kindergarten parents would check all 13 boxes. For Grade 1 check only the first 12 boxes.
4. **Your signature confirms** that you have identified all the applicable years you want continued access to programs and services for your son/daughter.

Son/Daughter Name: _____ (Print Name)

Grade: _____ School: _____

Parent/Guardian signature: _____

2018-2019 ☐

2019-2020 ☐

2020-2021 ☐

2021-2022 ☐

2022-2023 ☐

2023-2024 ☐

2024-2025 ☐

2025-2026 ☐

2026-2027 ☐

2027-2028 ☐

2028-2029 ☐

2029-2030 ☐

2030-2031 ☐

- a) Please return this form to your school secretary or the Indigenous Youth & Family Worker at your school **before September 22, 2018.**
- b) **You can also opt out of access** ☐ I do not want access to programs and services for my son or daughter.
- c) If you'd like to view our programs and services they are located on the school district website <https://burnabyschools.ca>

For more information regarding access to Programs and Services, please contact Brandon Curr, District Principal, Indigenous Education (604-296-6900 extension 661019).

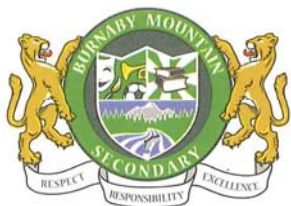
Please check applicable years for access to Programs and Services

Checked boxes provide us permission to give continual service year after year. You will only need to contact us if you wish to discontinue access to programs and services.



Burnaby Board of Education
5325 Kincaid Street, Burnaby BC V5G 1W2
Phone: 604-296-6900





Burnaby Mountain Secondary School

NOTICE OF WITHDRAWAL

The following student is enrolling at **Burnaby Mountain Secondary School**
for the 2018-2019 school year

Student Name: _____
(Last) (First)

Current Grade: _____ **Birth Date:** _____
(Year/Month/Day)

The above-named student is currently registered at _____
(Name of current school)
but will not be returning to your school.

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____ **Date:** _____

Phone Number: _____

Student Signature: _____ **Date:** _____