



CENTRE FOR INDIVIDUAL STUDIES

Clarington CIS
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Phone 905 623 6505
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CENTRE FOR INDIVIDUAL STUDIES REGISTRATION PACKAGE

Students wishing to register at CIS are required to complete this registration package. An interview will be scheduled only when the completed registration package has been received. Please ensure that all forms are complete and the necessary documentation is attached. It is your responsibility to obtain the required documentation from your previous school. Failure to do so may delay the registration process.

The documents listed below must be included to support your application.

- completed school history form (attached)
- up-to-date credit counselling summary or transcript
- attendance report
- copy of OSSLT (literacy test) results (if applicable)
- copy of IEP (if applicable)

When the completed registration package has been received by CIS, an interview will be scheduled with the Campus Program Leader.

The scheduling of an interview does not guarantee acceptance to CIS.



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board
Centre for Individual Studies & Cont. Ed.

STUDENT REGISTRATION FORM

CONFIDENTIAL

Start Date:

Student Information

School For: Day School [] Young Mom [] Correspondence [] CTDC - Senior Credit [] PLAR []

Last Name (Legal) First Name (Legal) Middle Name (Legal)

Last Name (Preferred) First Name (Preferred) Middle Name (Preferred)

Male [] Female [] Date of Birth: / / Current Grade:
(Year/Month/Day)

OEN: Years in Secondary School:

Name of school most recently attended:

City: Province: School Phone Number: () -

Does the student have an Individual Education Plan (IEP)? Yes [] No []

Not to be entered into Trillium. Pass this information to Resource Staff.

Is the student currently under suspension and/or expelled from a school and/or board? Yes [] No []

Have you ever attended a Kawartha Pine Ridge District School? Yes [] No []

If yes, what school?

Diploma/Certificate Type

Do you plan to graduate this year? Yes [] No []

Will you be applying to College? Yes [] No []

Will you be applying to University? Yes [] No []

Have you passed the Literacy test? Yes [] No [] if yes, what school?

Have you completed your community hours? Yes [] No [] if yes, what school handed them in to?

Are there any outside agencies you wish us to communicate with? Yes [] No []

If yes, please list the agency and contact person.

Medical

Health Problems: are there restrictions which may affect school work or physical activity? Yes [] No []

If YES, give details

Describe below, any significant health factors: Life Threatening

Yes [] No []

Yes [] No []

Country of Citizenship to be completed for ALL students:

Legal Documents Verified: Yes No
ESL/ELD Confirmation Form Completed: Yes No

Copy to be forwarded to Supervisor, School Business Operations

Birth Country: _____ Province of Birth: _____ Country of Last Residence: _____
(if born in Canada) (only if other than Canada)

Status in Country (Canada)

Canadian Citizen Landed Immigrant Student Visa Other Visa Refugee

Arrival Date in Canada: _____ Arrival Date in Ontario: _____
(if country of birth is other than Canada)

Language Information:

First Language: _____ Language(s) Spoken at Home: _____

Other Languages: _____

Are you a Non-First Nation (Non-Native) student living on a Reserve?

Yes No If yes, fees **MUST** be paid by parent/guardian prior to entry.
Contact Financial Services at extension 2255 for information.

If the student is part of a tuition agreement, please check appropriate box:

Alderville Curve Lake Hiawatha

**VOLUNTARY NATIVE, MÉTIS and INUIT
SELF-IDENTIFICATION**

All parents/guardians of aboriginal students and students where they are 18 years or older, have the right to voluntarily self-identify. By self-identifying, you help us to monitor the success of the programs and services we offer and identify ways we can support aboriginal students so that they meet with success. (Please see Board Policy No. ES-3.13, First Nation, Métis and Inuit Voluntary Self-Identification, for additional information.)

If the student is considered to be of Aboriginal ancestry, please check appropriate box:

First Nation (Status or Non-Status) Métis Inuit

Student Home Address

Proof of Address Received: Yes No

I am under 18 years of age and live independently Yes No

Number _____ Street _____ Apt. No. _____ Unit No. _____ Suite No. _____

City/Town _____ Township _____ Emergency 911# _____

Province _____ Postal Code _____ Home Phone Number: (____)____-____ Unlisted

E-mail Address _____ Cell Phone Number: (____)____-____

Student Mailing Address (if different from home address)

Number _____ Street _____ Apt. No. _____ Unit No. _____ Suite No. _____

Rural Route No. _____ Post Office Box No. _____

City/Town _____ Province _____ Postal Code _____

Residency

Address

Legal Documents Received: Yes No

CONTACT INFORMATION: Please complete ALL applicable boxes.

Legal documentation must be provided if **NO Access** is selected for a parent/guardian listed.

Complete contact priority based on the order to be notified in the case of an emergency or closure.

Do not give more than one contact the same priority number. Each student must have a priority 1 contact.

Canada's anti-spam legislation ("CASL") prevents Kawartha Pine Ridge District School Board from sending any electronic message which is commercial in nature without your consent. Examples of commercial messages includes invitations to purchase school photographs, spirit wear, yearbooks, pizza days, special events and field trips, etc. These may be direct messages or could be included in school newsletters. If you consent to receiving commercial electronic messages for these purposes from Kawartha Pine Ridge District School Board, including its schools and school councils, please provide your email address in the contact information below.

Your consent to receive these messages can be revoked at any time by contacting the school office.

1st Contact Person

Last Name _____ First Name _____

Relationship _____ Gender Male Female

Access to student Guardian Lives with student Access to Records
No Access Custody Receives Mail Speaks School Language

Circle: Emergency Priority: 1 2 3 4

Circle: School Closure Priority: 1 2 3 4

Home Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____ E-mail _____

Place of Employment: _____ Business Phone: (____) _____ - _____ ext. _____

Home Address (complete ONLY if different from student)

Number _____ Street _____ Apt. No. _____ Unit No. _____ 911# _____

RR# _____ PO Box _____ City/Town _____ Province _____ Postal Code _____

2nd Contact Person

Last Name _____ First Name _____

Relationship _____ Gender Male Female

Access to student Guardian Lives with student Access to Records
No Access Custody Receives Mail Speaks School Language

Circle: Emergency Priority: 1 2 3 4

Circle: School Closure Priority: 1 2 3 4

Home Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____ E-mail _____

Place of Employment: _____ Business Phone: (____) _____ - _____ ext. _____

Home Address (complete ONLY if different from student)

Number _____ Street _____ Apt. No. _____ Unit No. _____ 911# _____

RR# _____ PO Box _____ City/Town _____ Province _____ Postal Code _____

Information Release

Information Release

- 1. I give permission for my photograph, art work, articles and school projects to be included in items such as the following: School Newsletter, School/Teacher website, School Board website, School Board publications, School Yearbook and Video Conferencing. Yes No
- 2. I give permission for the news media to interview my child, publish or broadcast photos or videos of my child and/or publicize my child's work. Yes No
- 3. I give permission for my name and phone number to be shared with a phone committee so that I can be informed of early dismissal, student events and other school related activities. Yes No
- 4. Teachers may wish to take a class on walking trips in the area of the school. Teachers carefully plan and supervise these walking trips, so that they are appropriate for the students' age and grade level. I give permission for my child to participate in such walking trips. Yes No

Parent/Guardian Comments

Student personal information is collected during registration and while attending school pursuant to the Education Act. It will be used for planning, administration, programming, for the provision of continued education, school to home communications and to establish the Ontario Student Record which contains information conducive to the improvement of instruction. Limited information may be disclosed beyond the board for purposes such as yearbooks, provision of transportation, medical care, child care and accident information to the board's insurer. On-line digital tools and resources will be used in accordance with Kawartha Pine Ridge District School Board's roles, responsibilities, guidelines and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* legislation for the purpose of education. Questions about the information collected on this form should be directed to the Principal of the school.

I understand that it is my responsibility to immediately advise the school of any changes in any of the information stated on this form.

I hereby certify that the above information is accurate to the best of my knowledge.

Date

Signature of Student

Date

Signature (Parent or Guardian)

Date

Signature (Principal)

Office Use Only:

Track	Date of Entry	Student #	OEN#	Homeroom	English	French
Proof of Birth: Baptismal Record <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Immigration Papers <input type="checkbox"/> Other _____						

CIS Student Expectations

Student Name: _____

Course Work:

- Students are expected to work while in class. Students who choose not to perform or participate in class will be asked to see the Vice Principal or Principal.
- Students are expected to attend the class(es) on their timetable.
- Teachers track your progress. Through discussions with you, your parents/guardians (as applicable) and other teachers, a variety of strategies will be utilized to help you succeed. Regular and consistent contact will be made with you, and where appropriate, your teachers or administration.
- All course work is to be completed in class. Work completed at home may not be evaluated. Regular and constructive feedback from your classroom teacher is essential for your success.
- Senior courses dropped or withdrawn after the midpoint will be recorded on your transcript.

Academic Blocks of Study:

- Courses at CIS will follow an 8 week schedule.
- These blocks are identified on the CIS school calendar.
- Students are expected to strive to complete assigned course work within the block the course is started. It is the students' responsibility to discuss unforeseen circumstances that may interfere with meeting a block completion date. Extensions to completion dates for open block courses will be granted or denied at progress meetings. A final mark will be assigned on the extended completion date.
- Students who purposefully extend their studies will be referred to the Vice Principal or Principal

Academic Honesty:

- Violations of academic honesty include plagiarism, cheating or copying others' work.
- Consequences may include redoing the assignment, a mark of zero, and possible disciplinary action.

Class Breaks:

- Breaks should not be taken during class time unless teacher permission is granted.
- There is a 5 minute break in between classes to attend to personal issues.

Absences:

- Absences will be reported by teachers to the campus secretary.
- Students who arrive late or leave early need to sign in/ out with the office.
- Parents/guardians will be notified if students are under 18 years of age.

On Property Issues:

- Smoking is not permitted on school property. Doing so is subject to fines from the Tobacco Enforcement Officer. Un-lit cigarettes should not be visible in the school building.
- Only students attending classes or have other appointments at CIS are to be on school property. This assists others in staying focused on their class work.
- Your cooperation is appreciated in moving away from the entrance to CIS on break times and at the end of the day. Also, please show your consideration in moving so community members may pass by on the sidewalk.

Valuables and Search and Seizure:

- For the safety and security of the school, school administration has the right to search school and student personal property. This includes, but is not limited to, backpacks, purses, and cars parked on school property.
- The school is not responsible for personal valuables brought to school.

Personal Electronic Devices (PED):

- The use of cell phones and personal electronic devices is governed by federal and provincial law, The Education Act, Board Policy and the CIS Code of Conduct.
- During the school day, the privacy, dignity and safety of others must be maintained.
- Teachers will refer students to school administration whose use of a PED interferes with or disrupts the academic day or the teaching learning environment.
- Headphones must be used unless permission is granted by the teacher.
- Students who have difficulty following the CIS Code of Conduct governing PED's will be subject to appropriate consequences of progressive discipline guidelines, Ontario Safe Schools legislation, the CIS Code of Conduct and KPR Board Policy No. ES-1.1, Safe, Caring and Restorative Schools.

CIS Dress Code

- The school is a workplace for students and staff. Students are to dress in a manner which is appropriate at school, the workplace or a school trip.
- Clothing which displays alcohol, illegal substances or demeaning/obscene language or images is unacceptable. Overly revealing tops and bare midriffs, excessively short bottoms or excessively low-riding pants are not appropriate for school.
- Students wearing inappropriate clothing will be asked to cover up or turn their shirt inside-out. What is considered inappropriate is at the discretion of school administration and teaching staff at CIS.
- If you think it might be deemed inappropriate, please don't wear it to school --- save it for outside school and the weekend!!

Additional Student Responsibilities

- Exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability.
- Come to school prepared on time, read to learn and support a positive learning environment.
- Show respect for themselves, for others and for those in authority.
- Refrain from bringing anything to school that may compromise safety of self and/or others.

CIS Code of Conduct:

- ◆ "The code of conduct is posted on the school website, in classrooms and in the office. Some specific expectations are also included in the student handbook. ALL students are responsible to make themselves familiar with the school code of conduct and CIS expectations."

Student Signature _____ Date: _____

*****I am a student 18 years of age or over or living independently and I hereby give permission for CIS to contact and/or release information regarding my progress, attendance and other school related issues to my parents/guardians.**

Student Signature: _____ Date: _____



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Agreement for the Safe and Acceptable Use of the Kawartha Pine Ridge Computer Network and the Internet

The Kawartha Pine Ridge District School Board and your school provide access to computer networks and the Internet for staff and students.

Our goal in providing these services is to promote educational excellence and enhance the educational experience through resource sharing, access to information, innovation, communication and collaboration. By enabling education to extend beyond the classroom, the network and access to the Internet will enhance the ability of our educators to assist students in meeting the changes of the Ontario Curriculum.

Responsible use of the network and the Internet, involves following the rules and practicing network etiquette. Kawartha Pine Ridge District School Board supports the privacy of user accounts and electronic mail, however, account users must not assume that this can be guaranteed. The administrative team can access user accounts and open private mail *if that action seems necessary in the on-going management of the network*. This situation is rare and attempts will be made to request the user's permission first. These rules and network etiquettes are described below.

RULES

It is expected that staff and students will use the network and the Internet in safe and acceptable ways. Failure to do so may result in the withdrawal of access. The rules of use include, but are not limited to the following:

1. The network and use of the Internet is to be used solely for educational purposes. Activities such as advertising, political lobbying, or conducting personal commerce are not permitted.
2. It is not acceptable to give out your login/password (account), share your account, use an account owned by another user, use your account to harass someone or send nuisance messages, attempt unauthorized access to any resource, or use your network privileges for any illegal or unethical act.
3. You are responsible if your account is misused by another person to whom you made it available. Providing someone else access to the network or access to the Internet via your account by giving them your login/password (account) or shared access shall result in immediate loss of your access rights.
4. The sending of messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system is prohibited.
5. Any attempted or successful unauthorized access to resources, entities or data of others for any purpose whatsoever is prohibited.
6. Transfer of commercial software, materials protected by trade secret or other copyright protected material is forbidden. If software known as "shareware" is transferred and retained for use, the author's registration fee is to be paid by the user. If the software is not of continuing use or is not registered it is to be deleted from the network and the user's computer. It is the user's responsibility to check for copyright or licensing agreements. If there is doubt as to the copyright status of the program or material don't copy it.
7. The placing of unlawful information on any computer system accessed through the network is prohibited.
8. The forwarding of non-work related "broadcast" messages and "chain letters" will not be tolerated.

RULES ... continued

9. Downloading or transmission of pornographic, obscene or other socially unacceptable materials is strictly forbidden.
10. Offensive material is not allowed. Private or public messages shall not include profanity, put downs, sexual, racial, religious or ethnic slurs or other abusive, threatening or otherwise objectionable language.
11. Revealing your own personal addresses or phone numbers or that of others or otherwise invading the privacy of others over the network is not allowed.
12. Plagiarism of information obtained via the network or access to the Internet is not allowed.
13. Playing on-line games on the system is not allowed.
14. Subscription to "listserv" services, "newsgroups" and mailing lists will be controlled by school and board system administrative staff. Responses to a "listserv" should be through personal e-mail.

NETWORK ETIQUETTE (NETIQUETTE)

15. Send or keep only information that you would have no problem seeing in the daily newspaper.
16. You are communicating with other people, not computers. Be careful what you say about others, as your messages reflect upon you. Use humour and sarcasm where appropriate, but be sure your intent is understood. Don't be critical of others' spelling or grammatical errors, you'll make them too. Do not use all capital letters as this is the Internet equivalent of shouting.
17. Do not send anonymous messages from group accounts. Include your name at the bottom of messages.
18. Cite all quotes, references and sources of information used in your messages.
19. Send personal messages to a personal computer address, not to a computer conference.
20. Forwarding e-mail messages should be done with discretion, respecting the integrity of the originator.
21. The resources made available for network access are limited. Appropriate use of the network includes the responsibility to use these resources wisely.
22. Stay on topic and keep messages short and to the point.
23. Delete or transfer to your local disk all mail and other files as soon as possible.
24. Keep file transfers to a minimum.
25. Software downloads can only be done with teacher permission and it should be done outside of class time as to not affect others' access to the network.
26. Do not read instructions or long messages on-line. Download and read information locally, freeing up the remote access capacity.

WHAT ARE THE CONSEQUENCES OF VIOLATING THE SAFE AND ACCEPTABLE USE AGREEMENT?

Students who violate the Kawartha Pine Ridge District School Board's Agreement for the Safe and Acceptable Use of the Computer Network and the Internet may expect disciplinary action in accordance with the school's Code of Behaviour. When and where appropriate, Board level personnel and/or law enforcement agencies may be involved.



**Acceptance of the Agreement
for the Safe and Acceptable
Use of the Kawartha Pine Ridge
Computer Network and the Internet**

STUDENT:

Sign and return this form as indication that you agree to comply with the Kawartha Pine Ridge District School Board's Safe and Acceptable Use of the Kawartha Pine Ridge Computer Network and the Internet.

I have read the information, and understand the rules, responsible network use, the instructions, and other terms and conditions as set forth in the Safe and Acceptable Use of the Kawartha Pine Ridge Computer Network and the Internet and agree to comply with them while I am a student in this school.

School Name: _____
(please print)

Student's Name: _____
(please print)

Signature: _____ Date: _____

PARENT or GUARDIAN:

I have read the information, and understand the regulations, responsible network use instructions, and other terms and conditions as set forth in the Safe and Acceptable Use of the Kawartha Pine Ridge Computer Network and the Internet.

I understand that the acceptance of this agreement is in effect while my son/daughter is enrolled in this school.

Parent or Guardian: _____
(please print)

Signature: _____ Date: _____