

SUMMIT LEARNING CENTRE
CROSS ENROLLED REGISTRATION FORM

For Office Use Only Information Verified by (Staff Name): _____
 Date: _____ **Staff Initial**

Current Year – Enrollment Date: _____ Grade: _____
 Next Year: Date of Registration: _____ Time of Registration: _____ Current/Next Grade: _____

REGISTRATION DOCUMENTATION:

<p>Proof of Age:</p> <p><input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of citizenship <input type="checkbox"/> Immigration Canada documents <input type="checkbox"/> Passport <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Indigenous Status Card <input type="checkbox"/> Driver's License (if over 19)</p>	<p>Proof of Residency:</p> <p><input type="checkbox"/> Driver's License <input type="checkbox"/> Rental Agreement <input type="checkbox"/> Municipal Tax Bill <input type="checkbox"/> Utility Bill <input type="checkbox"/> Parent's Care Card <input type="checkbox"/> Parent's BC Services Card <input type="checkbox"/> IN DISTRICT</p>	<p><input type="checkbox"/> International <input type="checkbox"/> Approved by International Department <input type="checkbox"/> Resource Deposit Paid: \$ _____ Appr Code: _____ <input type="checkbox"/> Paid for Course Paid: \$ _____ Appr Code: _____ Refund to: _____</p>
---	--	--

STUDENT INFORMATION:

Name of current school: _____

Name of counselor at current school: _____

COURSE(S) REQUESTED _____ **CURRENT GRADE:** _____

My Counsellor at my present school is aware I'm requesting these courses: NO YES

(Student is advised to inform counselor at current school they are enrolling for the course mentioned above at Summit)

Legal Last Name: _____ Usual Last Name: _____

Legal First Name: _____ Usual First Name: _____

Legal Middle Name: _____ Usual Middle Name: _____

Birth Date: _____ Age: _____ Legal Gender: M F / Preferred: M F Transgender
(DD-MM-YYYY) (If Applicable)

Home Phone No. _____ Cell Phone No. _____

Student Email (if applicable): _____

Address: _____
Apt #, Street Name City Province/Postal Code

Mailing Address *if different from above:* _____

CITIZENSHIP: Country of Birth: _____ Citizen of: _____ Immigration Status: _____

LANGUAGE: At Home _____ Most Used _____ First _____

INDIGENOUS ANCESTRY: NO / If YES, please tick the applicable ancestry below:

Inuit Metis Non-Status Status-Off Reserve Status-On Reserve

Band of Origin: _____ Band of Residence: _____

Previously Enrolled at Summit? NO YES, Please provide date _____

How did you hear about Summit? _____

MEDICAL: Care Card Number: _____ Doctor's Name: _____ Phone: _____

Student has potentially life threatening condition. Details: _____

Please arrange a meeting with the school Principal if the student has a medically diagnosed life-threatening condition.



**SUMMIT LEARNING CENTRE
CROSS ENROLLED REGISTRATION FORM**

SPECIAL NEEDS or LEARNING CONSIDERATIONS:

Identified Learning Needs / Special Needs: Yes No Specify: _____

Student currently has an Individualized Education Plan (IEP): Yes No If yes, current designation(s): _____

(if possible please provide copy)

Other information: _____

PARENTS(GUARDIANS) & CONTACTS

Contact #1: Relationship: _____

Last Name: _____

First Name: _____

Home Ph: _____ Cell Ph: _____

Work Ph: _____

Email: _____

Living with Student: Yes No Has Custody: Yes No

Can pick up?: Yes No Speaks English: : Yes No

Address if different: _____

Contact #2: Relationship: _____

Last Name: _____

First Name: _____

Home Ph: _____ Cell Ph: _____

Work Ph: _____

Email: _____

Living with Student: Yes No Has Custody: Yes No

Can pick up?: Yes No Speaks English: : Yes No

Address if different: _____

CUSTODY Are there any legal documents in force re:
Custody/Guardianship/Access Yes No
If yes, have you provided the school with a copy of these legal documents? Yes No

CUSTODY – if Agency Representative (eg. MCFD):
 Continuing Custody Order Temporary Custody Order
If yes, have you provided the school with a copy of these legal documents? Yes No

***** PLEASE NOTE *****
SUMMIT REQUIRES AT LEAST ONE PARENT/GUARDIAN EMAIL ADDRESS FOR CROSS ENROLLED STUDENTS

Other Notes or Comments:

I verify that the information contained in this registration is accurate and complete.

Parent/Guardian Name (Please print): _____

Parent/Guardian Signature (if student is under 19): _____ Date _____

The information on this form is collected under the authority of the School Act, Sections 13 & 79; and may be used by the District for Ministry of Education reporting; demographic, enrolment, budget facility and operational analysis. It will be kept secure and confidential in accordance with the Freedom of Information and Protection of Privacy Act.

Letter of Commitment for Cross-enrolled Students

Student Name: _____ **Grade:** _____

School of Record: _____ **Counselor Email:** _____

I, _____ agree to enroll my child, as listed above, in Summit Learning Centre.

Parent Name (Please print)

I, _____ agree to enroll in Summit Learning Centre.

Student Name (Please print)

All courses at Summit Learning Centre are based on the BC Ministry of Education curriculum found at:

<http://www.bced.gov.bc.ca/irp/plo.php>

- Note: **Provincial Assessments** - For courses that require a **provincial assessment**, students are required to complete their course work 2 weeks in advance of the assessment date, and contact the **teacher AND their school counselor 6 weeks** in advance of the assessment date, to register to write the assessment. **Assessments are to be written at the school of record, NOT at Summit, so it is very important students register with their school counselor to advise them of their intent to write the assessment.**

All course outlines, syllabus and assessment criteria can be found at: <http://sd75.knowplace.ca/>

As a parent, I agree to, and understand the following:

- I understand that my child is required to be actively engaged in all courses within 2 weeks of enrolment, and maintain a status of active engagement throughout the course to maintain enrollment
- I understand that my child must submit student work on a regular and ongoing basis in all subject areas
- I understand that my child must maintain regular and ongoing communication with my child's teacher either in person, over the phone or via email, and through student work submissions
- I understand that my child is required to participate in school district and provincial assessments and surveys
- I understand that if my child fails to abide by the above criteria, their continued enrollment at Summit will be in jeopardy, and they will be issued a 'warning of withdrawal' email, with directions required to maintain enrollment at Summit, and that failure to comply will result in their withdrawal from Summit.

Parent Signature: _____ **Date:** _____

As a student, I agree to, and understand the following:

- I am required to be actively engaged in each course within 2 weeks of enrolment, and maintain a status of active engagement throughout the course to maintain enrollment
- I am required to submit assignments on a regular and ongoing basis in all subject areas
- I am required to review, and abide by, the academic integrity policy for Summit Learning
- I am required to maintain regular and ongoing communication with my teachers in all subjects via email, phone, face to face, and including through assignment submissions.
- I am required to contact my teacher for direction or support as needed
- I am required to participate in invigilated tests and exams as required per course
- I am required to contact my teacher immediately if for any reason I am unable to meet the above criteria
- I understand that if I fail to abide by the above criteria, my continued enrollment will be in jeopardy, and I will be issued a 'warning of withdrawal email', with directions required to maintain enrollment at Summit, and failure to comply will result in my withdrawal from Summit

Student Signature: _____ **Date:** _____

Roles and Responsibilities - Cross-enrolled Students

It is the **Summit Teacher's Role** to:

- Lead the instructional program and provide necessary direction and support in all subject areas
- Provide curriculum and resources to support the educational program
- Assess and evaluate student progress and provide instructive feedback for learning on student work
- Engage in regular and ongoing communication with parents and/or students in person, via email, phone or face to face, and feedback on student work submissions
- Produce formal report cards 4 times a year, and 2 informal reports each year, as per Ministry of Education guidelines
- Provide information of, and access to, programs offered by Summit and the Mission School District
- Provide advanced warning of withdrawal from Summit for failure to comply with the Letter of Commitment and Roles and Responsibilities forms signed upon enrolment
- Withdraw a student who is not in compliance with the Letter of Commitment and Roles and Responsibilities signed upon enrollment

It is the **Parent's Role** to:

- Under the direction of the SLC teacher, work closely with the student to ensure they are working on their course, on a path to successful course completion
- Ensure that the student is actively engaged in all courses within 2 weeks of enrollment
- Ensure that assignments are submitted on a regular and ongoing basis to the teacher
- Provide a workspace environment in the home that is conducive to learning for the student
- Motivate, encourage and be actively involved in the child's learning, and seek support as needed
- Engage in regular and ongoing communication with teachers at Summit as needed
- Regularly check Summit website for updates, reminders and important dates

It is the **Summit Student's Role** to:

- Ensure active engagement in each course within 2 weeks of enrollment in each course
- Maintain active engagement in all courses and submit assignments on a regular and ongoing basis in all courses
- Maintain regular and ongoing communication with teachers via email, phone, in person, or other means, including regular ongoing submission of work
- Initiate contact with the teacher for direction or support as needed
- Review, and abide by, the Academic Integrity policy for Summit Learning signed upon enrolment
- Participate in invigilated tests and exams as required per course
- For courses that require a **provincial assessment**, complete course work 2 weeks in advance of the assessment date and contact the teacher **AND their school counselor** 6 weeks in advance of the assessment date to register to write the assessment. **Assessments are to be written at their school of record, NOT Summit, so it is very important you register with your school counselor.**
- Contact the teacher immediately if for any reason they are unable to meet the above criteria

I have read and understand the Roles and Responsibilities above

Parent Signature: _____ Student Signature: _____ Date: _____

Academic Integrity Policy Cross Enrolled Students

Please read the following information regarding the Academic Integrity policy for students at Summit Learning Centre. After reading the document, please sign and date the last page as an indication that you have read and understood the information outlined below.

Plagiarism or Academic Dishonesty is:

1. Submitting work that you have copied from the internet, a friend, or any other source or person.
2. Having someone else complete your work for you.
3. Submitting work that has been significantly edited by a tutor, parent, or any person.
4. Using information from a person or source during a test, unless authorized by the teacher or the course instructions.
5. Providing, or accepting, unauthorized access to restricted course materials (tests, passwords, quizzes, answer keys), without the teacher's written consent.
6. Submitting the same work for different assignments or courses.

Note: Students are responsible for keeping a record of the resources used when completing assignments/projects. Please be sure to check your specific course, or teacher, for the Citation style that you are required to use.

Potential or escalating consequences of plagiarism or academic dishonesty:

1. Redoing the assignment/test under teacher supervision at Summit during regular school hours.
2. Receiving a "0" on the assignment/test.
3. Being required to do all future tests and/or major assignments under the supervision of a Summit teacher, or a BC certified teacher.
4. Being withdrawn from the course or receiving a failing grade on the course.
5. Being withdrawn from the school.

In all instances of plagiarism, or academic dishonesty, a parent/guardian will be notified, in addition to the school administrator. Consequences will be determined at the discretion of the teacher and administrator on a case by case basis.

Test Invigilation Guidelines at Summit

1. Tests need to be supervised by teachers at Summit during regular school hours. If you are unable to come to Summit, you can request that the teacher supervise you via Skype.
2. If you cannot attend Summit for supervision, you can arrange to be supervised off-site by a BC Certified teacher. This teacher must have an active school district email address, from which they email your teacher for test instructions and passwords.
3. If there is a discrepancy of more than 25% between the supervised tests and other coursework, then a teacher can:
 - a. Weigh the supervised test more heavily than previous course work.
 - b. Require the student to re-do the test and/or previous coursework under the supervision of a Summit teacher during regular school hours.
 - c. Require that all future tests and major assignments be completed under the supervision of a Summit teacher during regular school hours.

I have read, and understand, the above Academic Integrity Policy, and Test Invigilation Guidelines, for Summit Learning Centre.

Student Name: _____

Student Signature: _____

Parent Signature: _____

Date: _____

Network, Internet and Wi-Fi Access User Agreement Form for Students K – 12



The personal information on this form is collected by School District No. 75 (Mission) under the authority of the School Act. The information will be used for educational purposes. This information will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District No. 75, 33046 4th Avenue, Mission, BC, V2V 1S5, 826-6286.

Student Section

Student Name: _____

School: _____ Grade: _____

I have read the *Internet & Wi-Fi Access for All Users of the School District Computer Network* policy and regulations and I agree to follow the rules and regulations in the policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent or Guardian Section

Students under the age of 19 must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of the above-named student, I have read the *Internet & Wi-Fi Access Agreement for All Users of the School District Computer Network Policy and Regulations* and agree to abide by the provisions therein. I understand that network services are intended for educational purposes.

In consideration of the privilege of using the MPSD.CA Network, I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MPSD.CA Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Student Acceptable Use Policy and Regulations. I will emphasize to my child the importance of following the rules for personal safety and understand that it is impossible for the School District No. 75 (Mission) to restrict access to all controversial materials, and I will not hold School District No. 75 (Mission) responsible for materials acquired via its networks.

I give permission for _____ (name of student) to access the SD75.MISSION Network and/or the Internet and/ or Wi-Fi and certify that the information contained in this form is correct.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Home Address: _____ Phone: _____

This form will be retained at the office of the enrolling school of the student.

The Board of Education will set appropriate standards for users to access the MPSD Network, Internet, and Wi-Fi Access in order to perform work and studies. This use must not jeopardize operation of the School District Network or the reputation and/or integrity of the School District.

General Guidelines

Internet Usage

- Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Internet usage must be able to withstand public scrutiny and/or disclosure. Sites should be accessed in accordance with the criteria established in the [Selection of Supplementary Learning Resource Materials Administrative Procedure #212](#).
- Sensitive information must not be transmitted via or exposed to Internet access.
- Internet usage must be consistent with professional conduct and not for personal financial gain.
- Users must not attempt to obscure the origin or any message or download material under an assumed Internet address.
- Administrators must ensure that all student users sign a [Network, Internet and Wi-Fi Access User Agreement Form for Students K -12](#) before access is allowed. Parents/guardians will be advised by the School District that they can withdraw their consent at any time.
- The Systems Administrator monitors the use of the School District network and will monitor selected network traffic at the request of School District administration or the Ministry of Education.

Responsibilities

Users

- Users are responsible for ensuring that their use of the MPSD Network, Internet and Wi-Fi is appropriate and consistent with this policy.
- Users with an Access Agreement completed are personally responsible for the security of their user account, if one is granted, as follows:
 - Passwords must not be disclosed to any other individual.
 - Responsible for all activity that occurs within their account.
 - Notifying the immediate supervisor, teacher or systems administrator immediately if a security problem is suspected.
- Users are responsible for informing a teacher, an administrator or the system administrator if they mistakenly access inappropriate information or receive any message that they feel to be inappropriate.
- Users are responsible for following virus protection procedures to avoid the spread of computer viruses.
- Users are responsible for checking their email on a regular basis and for deleting unwanted messages.

Administrators

- Administrators are responsible for ensuring that all students review this policy, the [Computer Network Administrative Procedure # 601](#) and [Internet Access for Students and Staff: Safe Practices Administrative](#)

[Procedure #107](#). These policies are to be reviewed annually with users and parents of students to ensure they are aware of their obligations and responsibilities.

- Administrators and supervisors are responsible for taking appropriate action when this policy is contravened.

Systems Administrator

- The District Systems Administrator is responsible for monitoring network usage in term of traffic/load.
- On an annual basis, the systems administrator will delete all non-renewed network access agreements (i.e. graduated students, students who do not have parental and/or school permission, students who have withdrawn, transferred, etc.).
- Students that leave the School District, will have their accounts disabled. Student's accounts will be purged and deleted at the end of each school year.
- Limited privacy is afforded to student personal files on the School District network through routine maintenance and monitoring of the system.
 - Pursuant to the School Act, parent(s)/guardian(s) have the right to view the contents of their student's files.
 - A search will be conducted if there is a reasonable suspicion that a student has breached the rules and regulations governing use of the MPSD.CA network, the [District Code of Conduct Policy #19](#), or the law.
- The School District will cooperate fully with law enforcement officials conducting an investigation into illegal activities related to student use of the MPSD.CA network.

Safe Practices

- The MPSD.CA network must not be used for any of the following. Engaging in any of these activities may be considered an illegal act and subject to an investigation by school and/or law enforcement officials.
 - transmitting any materials in violation of Canadian laws;
 - violating, or attempting to violate, the security of the district's computers, data or network equipment or services;
 - offering, providing or purchasing products or services;
 - political lobbying;
 - posting or linking personal and/or private information about themselves or other people. (See the Information and Privacy Act for a definition of *personal information*);
 - knowingly or recklessly posting false or defamatory information about a person or organization;
 - engaging in personal attacks, including prejudicial or discriminatory attacks;
 - using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language at any time;
 - harassing another person;
 - posting chain letters or sending unnecessary messages (spamming) to a large number of people;
 - posting information that could cause damage or danger;
 - plagiarizing works found on the Internet;
 - accessing material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination (hate literature);
 - pursuing unauthorized access or attempt to access another person's accounts, files or computer;
 - attempting to spread or create computer viruses, destroy data or disrupt the computer system in any way;
 - engaging in any act that contravenes the [District Code of Conduct Policy #19](#).

Administrative Procedure #210b

Network, Internet, and Wi-Fi Procedure for Students K – 12



Date Adopted: October 2001

Date Amended: April 2018

Definition:

- *“User” means students authorized to access the network, internet and Wi-Fi via a School District service provider and.*
- *“Internet” means the global interconnection of data networks that commonly use (but are not limited to) the Internet Protocol.*
- *“Sensitive Information” means personal, confidential or protected information whose release is unauthorized – i.e. information which is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.*
- *“Offensive material” includes, but is not limited to, pornography, hate literature or any material which contravenes the BC Human Rights Act.*

Cross Reference: [District Code of Conduct Policy #19](#)

[Internet Access for Students & Staff: Safe Practices Administrative Procedure #107](#)

[Selection of Supplementary Learning Resource Materials Administrative Procedure #212](#)