



St. Stephen Catholic Secondary School

300 Scugog Street, Bowmanville, ON L1C 3K2

Phone: 905-623-3990 / Fax: 905-623-9991 / www.sscss.ca

Principal: Mark Joly

Vice-Principals: Laurie Corrigan, Robert Citro



APPLICATION AND INTERVIEW PROCESS

Student's Name: _____ Phone: _____

Date: ___/___/___ Grade Entering: ___ Present School: _____ Location: _____

Students wishing to register at St. Stephen Catholic Secondary School are requested to:

- (A) Complete the Pre-Admission Application Forms attached and
- (B) Submit the requested documentation

An interview with Administration will be scheduled **only** after all the required documents listed below have been submitted and if the requested courses are available. Administration reserves the right to determine if an interview will be granted to prospective students. Speciality courses/programs can only be offered subject to availability.

DOCUMENTS REQUIRED:

- BIRTH VERIFICATION DOCUMENT (ie Birth Certificate)
- REGISTRATION FORM COMPLETED
- PROOF OF RESIDENCE WITHIN ST. STEPHEN CSS AREA - ie Driver's License
- RELEASE OF CONFIDENTIAL INFORMATION COMPLETED
- CONSENT FORM
- RELIGIOUS PARTICIPATION FORM
- INTERNET ACCEPTABLE USE SIGNED
- SCHOOL HISTORY - Completed by Vice-Principal of present school
- UP-TO-DATE SCHOOL TRANSCRIPT
- COPY OF GRADE 10 LITERACY TEST RESULTS SUBMITTED
- COPY OF MOST RECENT REPORT CARD SUBMITTED
- ATTENDANCE RECORD FROM LAST SEMESTER SUBMITTED
- CURRENT TIMETABLE OR FUTURE CHOICES SUBMITTED
- PROOF OF IMMUNIZATION
- \$25.00 CHEQUE FOR SCHOOL ACTIVITY FEE



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Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

OFFICE USE: \$25.00

REGISTRATION FORM

STUDENT INFORMATION

Legal Surname: _____ Legal First Name: _____ Middle Name: _____ (Usual Name: _____)

Birth date: Month _____ Day _____ Year _____ Age: _____ Sex: M / F Religion (Circle One): Catholic / Non-Catholic

House #: _____ Apt. #: _____ Street: _____ City: _____ Postal Code: _____

R.R. #: _____ P.O. Box: _____ Township: _____ Home Phone: _____ - _____ - _____

Email Address for Parental Contact: _____

Do any siblings attend St. Stephen Catholic Secondary School? Yes No If yes specify name(s): _____

Check here if you are Native Canadian: (This information is requested for reports to the Federal Government)

Primary Language: _____ Citizenship: _____ Entry Date to Canada: MO _____ DAY _____ YR _____

Present School: _____ Present Grade : _____ Town: _____

PARENT/GUARDIAN INFORMATION

Student lives with (select 1 of 5): Mother/Father: Mother: Father: Joint (½ and ½) : Guardian: Other: _____

1st Parent - Last Name: _____ First Name: _____ Circle One: Mr. / Mrs. / Ms.

Work # : _____ - _____ - _____ Ext. _____ Relationship to Student: _____ Primary Residence: Yes / No

2nd Parent - Last Name: _____ First Name: _____ Circle One: Mr. / Mrs. / Ms.

Work # : _____ - _____ - _____ Ext. _____ Relationship to Student: _____ Primary Residence: Yes / No

Special custody concerns (e.g. visitation rights) _____

Ward of Children's Aid Society: List name, address and phone number of C.A.S. worker: _____

EMERGENCY/SPECIAL EDUCATION INFORMATION

Emergency Contact (other than PARENT) - Name: _____ Phone: _____ - _____ - _____

Doctor's Name: _____ Phone: _____ - _____ - _____

Special Medical Information (include MEDIC ALERT/EPIPEN): _____

(Note: Fill out the following for students who have been IDENTIFIED through Special Education Services of their previous school or the Board.)

Date of last I.P.R.C.: Month _____ Year _____ Exceptionality: _____

Parent/Guardian Responsibilities: St. Stephen Catholic Secondary School has a Formal Dress Code and Code of Conduct.

Your signature below indicates that you agree that your son/daughter will adhere to the Formal Dress Code and Code of Conduct of the school as outlined in the Student Agenda.

Parent/Guardian Signature: _____ Date: _____

EMERGENCY / MEDIA FORM

Student Name: _____

The personal information on this form has been collected under the authority of the Education Act, R.S.O. 1980, c.129, as amended, and under the Municipal Freedom of Information and Protection of Privacy Act, it is necessary for us to obtain your consent.

Each year, it is necessary and very important to bring pupil records up to date so that, if the need arises, we can act quickly to contact you or an appropriate party. This form will be handled with the strictest confidence.

Student name, address, phone number, school, grade and date of birth shall be shared with the School Nurse and Medical Officer of Health. Parent / guardian / name, address, and phone number shall be shared with the School Nurse and Medical Officer of Health. (Bill 30, section 7 (2a)).

Users of this information will be Principals, Teachers and Secretaries.

Please check appropriate box

INFORMATION RELEASE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board takes pride in publishing events happening in the schools. Board newspapers, newsletters, website, media and other publications often contain student's names, photographs or other personal information. Under the Freedom of Information Act and Protection of Privacy Legislation, permission is required to continue the practice of publicizing your child's involvement with some of the events happening in school.

I authorize the PVNCCDS Board and St. Stephen Catholic Secondary School to use the name, grade, photograph, artwork, articles and school projects of my child in school newsletters, the school web site, Board publications, media and other displays.

Yes

No

WALKING EXCURSIONS

Teachers may wish to take a class on a walking excursion in the vicinity of the school. Walking excursion are carefully planned and supervised. The length of the excursion and amount of supervision required is determined by the grade level of the students.

I give permission for my child to participate in supervised walking excursions.

Yes

No

PARISH PRIEST

I give permission for my name and phone number to be shared with the Parish Priest to facilitate the Catholic education of my child.

Yes

No

PHONING COMMITTEE OR PARENT ADVISORY GROUP

I give permission for my name and phone number to be shared with the Phoning Committee or Parent Advisory Group to facilitate early school dismissals, school excursions and other school activities.

Yes

No

POTASSIUM IODIDE (KI) PILL

IN THE EVENT that radioactive emissions occur at the Darlington Nuclear Station:

I GRANT permission for my son/daughter to be administered a potassium iodide (KI) pill.

Yes

No

IN CASE OF EMERGENCY

In the case of emergency, when parents or designates cannot be contacted, the student will be taken to hospital.

OTHER INSTRUCTIONS: _____

Signature of Parent/Guardian: _____ Date: _____
(Student signature if over 18 years)

PARTICIPATION IN RELIGIOUS CELEBRATIONS AND RELIGIOUS EDUCATION COURSES

To ensure the integrity of our ministry in Catholic Education,
St. Stephen Catholic Secondary School students undertake a religious education course during
each year of study and they participate fully in religious celebrations.

This provides our students with the opportunity to learn about and celebrate their faith.

It is understood that registration and attendance at this school is founded upon
these components of Catholic Education.

We look forward to sharing our ministry of Catholic Education with your child and family.

Acknowledgment of reading this document

Student Signature

Parent Signature

STUDENT COMPUTER USER CONTRACT

St. Stephen Catholic Secondary School is pleased to offer students access to the Internet. A **Computer User Contract** must be signed and returned to the school before access to the computer system will be granted. The computers may be used for legal activity that is within the aims and policies of St. Stephen Catholic Secondary School, the School Board Policy and the Ontario Education Act.

The computer system can be defined as **all computers** at the school including those located in the computer classes. All computers within the school are networked together allowing students access to their files and programs from any location in the school (labs, career centre, library, guidance office and individual classrooms.)

Within the computer system, each student is assigned a student login which allows them access to the programs required for their use and access to their own student folder. Students should be sure **not** to give other students access to their login name and password or their student folder for privacy issues as well as discipline issues arising from misuse of the computer system. The student folders are only accessible by their teachers (if in a computer class) for marking purposes and by the computer technician and site administrator for monitoring purposes.

The computer system also gives students access to the Internet. The Internet server, located at the School Board Office, will attempt to filter out offensive material, but parents and students are warned that some materials accessible on the Internet may contain items that are inaccurate, defamatory, illegal or offensive. It is our intent to make the Internet available for research and to promote educational objectives. This resource must be used within the parameters stated above and must not be used to destroy other user's data or privacy. Users must not reveal personal addresses or phone numbers on the Internet. **Students may not use the school computer for non-educational purposes, i.e. play games, chat lines etc.**

It is understood that **access is a privilege and not a right**. This privilege may be withdrawn from individuals for an indefinite period of time for illegal and/or misuse of the network. Depending on the issue for which access is withdrawn, other disciplinary actions may be taken.

- STUDENT COMPUTER USER CONTRACT -

I understand that when I am using the Internet or any networked environment, I must adhere to all rules of courtesy, etiquette and law regarding access and copying of information as prescribed by Federal, Provincial or local law, and St. Stephen Catholic Secondary School.

If I do not follow the rules in the **Computer User Contract** and **Acceptable Use Policy** (please see other side), I understand that my network account will be taken away from me. I also realize that misuse could result in other disciplinary actions.

My signature below, and that of my parent(s) and/or guardian(s), means that I agree to follow the guidelines of the **Computer User Contract** and the **Acceptable Use Policy** at St. Stephen Catholic Secondary School.

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Signature

SCHOOL INTERNET ACCEPTABLE USE POLICY

St. Stephen Catholic Secondary School offers its students Internet access for **educational and research** purposes only. This can include such uses as research for a specific assignment, or exploring legitimate career interests, or enriching topics being studied in a student's courses. Email may be used in a class, under a teacher's direction only.

The Internet also has the capability of being used for many other purposes which (although common and legal) are **NOT** educational, and so not acceptable when using St. Stephen CSS Internet access. These include **commercial** use (buying/selling/advertising), or **entertainment** use (game playing, hobbies, etc.), or **personal communication** use (e-mail, MSN, chat rooms, etc.) Use of Internet sites which provide essays, term papers, etc. is also not allowed.

When using the Internet (as with all research), proper credit must always be given, when using the words, graphics or ideas of others. Students must be very careful to avoid plagiarism, which is presenting the work of others (whether exact words or a paraphrase) as your own.

Each user is responsible to avoid initiating access to any site which is not appropriate (e.g. hate literature, racist material, pornography) or not acceptable (i.e. commercial, entertainment or personal communication).

Users who inadvertently come across Internet sites which they realize are not allowed under this policy should notify a staff member immediately (or it can be assumed that they knowingly accessed the site).

Anyone using the school computer equipment must use **only their own login**. Using someone else's login **OR allowing** someone else to use your login will lead to loss of your login/password rights.

SCHOOL HISTORY

To be completed by the Vice-Principal of your present school

Name of Vice-Principal: _____ Signature: _____

Name of Present School: _____ Phone: _____

Student attended this school from: _____ until: _____

Attendance: Excellent Acceptable Unacceptable

Achievement: Excellent Acceptable Unacceptable

Behaviour: Excellent Acceptable Unacceptable

Reason for leaving school: _____

Has this student had any suspensions during the past school year?: Yes / No

If Yes, please state the reason(s): _____

Has this student ever been expelled? Yes / No

If Yes, please state the reason(s): _____

Literacy Test Results: Complete Incomplete

IEP: Yes / No

Identified: Yes / No Exceptionality: _____

Date of Last IPRC: _____ Decision: Continue / Discontinue

EA Support: Yes / No

SIP Claim: Yes / No Details/Equipment to Transfer: _____

ESL student: Yes / No Country of Birth: _____ First Language Spoken: _____

Other: _____

AUTHORIZATION

By signing below, I authorize the Administration of St. Stephen Catholic Secondary School to contact the Administration listed below of my former school(s).

Name of Administrator of present school to contact: _____

Student's Signature: _____ Parent's Signature: _____

Date: _____