



ADMISSION SCHEDULE FOR NEW and RETURNING STUDENTS 2024 - 2025 SCHOOL YEAR

**Open House – November 28, 2023
New Application Deadline is January 19, 2024**

Please see below, our scheduled dates and times for accepting completed application and acceptance forms. An appointment is not necessary for the dates and times below, however, if you cannot come during the scheduled times, you must make an appointment with the office to bring in your application.

January 18th - 4:00pm to 8:00pm

Accepting Applications

January 19th - 9:00am to 3:00pm

Accepting Applications Deadline

January 29th

Email notification letters to applicants stating status as 'accepted' 'on waiting list' or 'declined'

(please check your spam and junk folders)

If accepted, Acceptance Package Return Dates:

February 7th – 4:00pm to 8:00pm

February 8th – 9:00am to 8:00pm

New students will be admitted to Grades 9 through 12 as space becomes available.

Re-registration packages for existing students will also be submitted on the above acceptance package return dates.



NEW STUDENT APPLICATION CHECKLIST 2024-2025

The following documents must be fully completed and submitted together to the school office on the following dates and times, incomplete packages will not be accepted.

January 18th 4:00pm to 8:00pm and January 19th 9:00pm to 3:00pm. The deadline is January 19th. Please make an appointment if you cannot make those times.

- FORM - New Student Application
- FORM - Student Personal Writing
- FORM - Family Statement of Commitment
- FORM - Personal Electronic Devices and Technology Acceptable Use
- FORM - Personal Information Protection Act
- FORM - Acknowledgement of School Policies
- FORM – Academic Support Form (*for students that are currently receiving academic support*)
- FORM – Status of Parent/Guardian Admission to Canada and Residency-Form A
- FORM - Pastor's Authorization Form (*please contact your parish to set up an appointment to ensure you are categorized by the application deadline*)
- Report Cards - Grade 7 or most recent report card for those applying to Grade 8
- Report Cards – the subsequent years from students applying for grades 9 and above (*for example if you are applying for grade 9, provide the most current grade 8 report card*)
- Copy of Student's Birth Certificate is mandatory. If born outside of Canada, a Birth Certificate and Canadian Citizenship card or Landed immigrant documents are required.
- Copy of Parent/Guardian's birth certificate if born in Canada, or if Parent/Guardian is born outside of Canada, a copy of the Canadian Citizenship card or Landed immigrant documents.
- Copy of Parent/Guardian's Driver's License, or recent copy of utility bill, property tax assessment, etc.
- Baptismal Certificate (*if Catholic*)
- Copy of Custodial Agreement or Court Order (*if applicable*)
- \$50 Non-Refundable Application Fee – dated immediately, cheque payable to "ACRSS"**

FULL-TIME ENROLLMENT/STUDIES POLICY

Archbishop Carney Regional Secondary School registers and enrolls full-time students and requires them to maintain their full-time status while at the school. This requirement is based upon our commitment to the education of the whole child, as reflected in the Attributes of a Carney Graduate. Education encompasses more than a student's academic timetable and includes a breadth of curricular, co-curricular, and extracurricular opportunities consistent with the mission, vision, and philosophy of the school. The ACRSS Course Selection book published annually states the specific requirements at each grade level for students to maintain their status as full-time students. The school administration approves all student timetables that meet the school requirement for full time status and provides students with the best opportunity of successfully meeting the criteria for graduation.

All policies and procedures can be found on our website at www.acrss.org in the Parent Startup Manual.



APPLICATION PROCEDURES

To apply to Archbishop Carney Regional Secondary you must return the completed application forms and a \$50 application fee cheque dated immediately, to our school office by the deadline specified on the application checklist. Please make cheques payable to: Archbishop Carney Regional Secondary School or ACRSS. All grade 8 applicants will be informed by January 29th, 2024 as to whether they have been accepted, placed on the waiting list or declined.

ADMISSION PRIORITY

The purpose of Archbishop Carney Regional Secondary School, being a school of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA), is to provide Catholic education while fully meeting requirements of the Provincial secondary school curriculum for the students of our regional parishes:

All Saints (Coquitlam)	St. Clare of Assisi (Coquitlam)
Our Lady of Fatima (Coquitlam)	St. Joseph's (Port Moody)
Our Lady of Lourdes (Coquitlam)	St. Luke's (Maple Ridge)
Our Lady of the Assumption (Port Coquitlam)	St. Patrick's (Maple Ridge)

In accordance with CISVA Policy, students will be admitted to this school according to the following priorities to the maximum enrollment for each grade as determined by the Education Committee and the pastors. The pastors of the regional parishes will determine how many students will be admitted from each parish and which students will be admitted if there are more applicants than spaces available.

Priority 1:

Students currently enrolled who have met the application requirements and are working in the spirit of our school philosophy and purpose.

Priority 2:

The siblings of Catholic students of practicing Catholic families who belong to one of our eight regional parishes and;

- a) are supportive of the parish as determined by the pastor;
- b) are supportive of Catholic education through the parish school or P.R.E.P. program; and
- c) have completed the Pastor's Authorization Form.

Priority 3:

Catholic students of practicing Catholic families from the regional parishes who do not presently have siblings here and fulfill the conditions stated in Priority 2.

The following priorities will be used to admit students if the needs of the regional parishes have been met and there are additional spots available.

Priority 4:

Siblings of Catholic students presently enrolled who currently belong to a non-regional parish. A Pastor's Authorization Form is required.

Priority 5:

Catholic students of practicing Catholic families who belong to a non-regional parish. A Pastor's Authorization Form is required.

Priority 6:

Students who are not included in the previously stated categories.



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7 Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

Tuition Rates and School Fees

(an explanation of our fees and what to expect for 2024-2025)

Tuition fees are based on your Tuition Category, which is determined by your Pastor's authorization. Tuition fees are due on the 1st or 20th of each month starting in August of the current year and ending in May of the following year. Tuition fee payments are made by pre-authorized debit. Alternatively, a *single Lump Sum Tuition payment can be pre-authorized.*

The table below summarizes the school monthly tuition fee schedule for the 2024-2025 school year, per child.

2024-2025 Monthly Tuition Fees	Category 1 (Active Parishioner)	Category 2	Category 3 (Non-Catholic)
Definition of Category	Active member of a regional Catholic parish and authorized by pastor to attend this school.	Families from a non-regional Catholic parish and authorized by the pastor to attend this school or families from a regional parish that does not fulfill the requirements for Category 1	Not an active member of any Catholic parish.
1st child	\$469	\$597	\$870
2nd child	\$444	\$597	\$870
3rd or more child	\$0	\$0	\$870

REGIONAL PARISH SUBSIDY TO THE SCHOOL

All parishes that are served by Archbishop Carney Regional Secondary School must contribute financially to support the school's operational costs. The total parish subsidy paid to the school will be based upon the number of **students authorized in Category 1.**

APPLICATION AND MISCELLANEOUS FEES

All pertinent fees, other than the application fee, must be paid upon acceptance. **ALL FEES ARE NON-REFUNDABLE.**

\$50 APPLICATION FEE: PER CHILD, dated immediately and submitted with application

OTHER MISCELLANEOUS FEES PAID ONCE ACCEPTED

\$315 GENERAL STUDENT FEE: PER CHILD, dated June 1, 2024
Covers the cost of equipment use, computer maintenance and site licences, yearbook, combination-lock rental, student parliament fee, emergency supplies and some course fees.

PARENT PARTICIPATION: *Currently the Parent Participation Program is being updated. The program includes 40 hours of volunteer work for parents that wish to participate in the program or a onetime payment of \$1000 scheduled on July 2, 2024, for non-participation. More information will be provided once the program is finalized and will be included in our acceptance package.*

\$15 LINK PROGRAM FEE: Grade 8 students ONLY, dated June 1, 2024
Covers the cost of the Link Program assisting Grade 8 students with their transition to high school.

\$205 GRADUATION FEE: Grade 12 students ONLY, Dated June 1, 2024
\$95 Covers the cost of the commencement ceremony, graduation breakfast, graduation Mass, and other related expenses.
\$110 Covers the cost of the Grade 12 retreat.

OTHER and ADDITIONAL COSTS

SCHOOL UNIFORM: Purchased through McCarthy/Neat Uniforms

TEAM SPORTS FEE (ATHLETICS FEE): Invoiced to all students participating in a team sport: **\$80 for the first sport; an additional \$40 fee for the second and \$0 for any additional sports.** This covers the cost of individual and team league registration, referees and tournament fees. Additional costs may be incurred if individual teams are involved in out-of-town trips or to purchase team apparel.



FORMS

**Please return
to School**

**ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL**1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7
Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

Applying for Grade: (Circle one)

GRADE: 8 9 10 11 12

NEW STUDENT APPLICATION 2024-2025PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION IN FULL

Archbishop Carney School is committed to ensuring the safety of all students. Information on this form is an essential component of the school's emergency response. In the event of an emergency, such as a major earthquake while your child is at school, information provided on this form will assist the school in the temporary care of your child and in making contact with you or someone authorized to act on your behalf. A FULLY completed, up-to-date copy of this form must be provided to the school as required by the Ministry of Education. Keep a completed copy of this form readily available for your reference and updating.

<u>Legal Family Name</u>	<u>Address</u>	<u>City/Postal</u>
<u>Main/Primary Phone #</u>	<u>Family Parish</u>	<u>Primary language spoken in the home</u>
<u>Father's Name</u>	<u>Father's Occupation/Employer</u>	<u>Father Cell Phone #</u>
<u>*Father's Citizenship</u>	<u>Father's Signature</u>	<u>Father Work Phone #</u>
<u>Mother's Name</u>	<u>Mother's Occupation/Employer</u>	<u>Mother Cell Phone #</u>
<u>*Mother's Citizenship</u>	<u>Mother's Signature</u>	<u>Mother Work Phone #</u>
<u>Father's Email</u>		<u>Mother's Email</u>

BELOW PARENTS CAN ADD 1 MORE EMAIL TO YOUR CONTACT INFORMATION FOR EBLASTS AND STUDENT COMMUNICATION

<u>Father's other email:</u>	<u>Mother's other email:</u>
------------------------------	------------------------------

<u>Student Legal last name</u>	<u>Student Legal first name</u>	<u>Student Legal middle name</u>	<u>Student Usual first name</u>
<u>Gender(Male/Female)</u>	<u>Current Grade</u>	<u>BD: day/month/year</u>	<u>Student Cell Phone #</u>
<u>Student email address</u>		<u>* CITIZENSHIP</u>	<u>If Permanent Resident, entry date to Canada</u>
<u>Place of birth (if Canada, give Province; if USA, give State; if other, give country)</u>		<u>Medical Carecard #</u>	

Medical Alert: If yes, explain/attach medical conditions, allergies, medication information and special instructions.

Please check (✓) if an EpiPen is required. yes no

*CITIZENSHIP: Indicate your status in Canada (Canadian Citizen, Permanent Resident/Landed Immigrant, Special Status, etc.) Native students indicate Status/Non-Status, reserve, band name and DIA number. Resident qualification is required for reporting purposes under the terms of the Independent School Support Act.

LIST ALL SIBLINGS, THEIR SCHOOL AND GRADE IN SEPTEMBER 2024

Name: _____ School: _____ Grade _____

Name: _____ School: _____ Grade: _____

Name: _____ School: _____ Grade: _____

PLEASE COMPLETE BELOW IF ADDRESS OF PARENTS ARE DIFFERENT FROM STUDENT

<u>Father's Home Address</u>	<u>Mother's Home Address</u>
Address _____	Address _____
City _____ PC _____	City _____ PC _____

STUDENT EMERGENCY CONTACTS

OTHER CONTACTS - Person to contact other than parents:

_____ Name (In town Contact)	_____ Relationship	_____ Phone Number
_____ Name (In town Contact)	_____ Relationship	_____ Phone Number
_____ Name (Out of town Contact)	_____ Relationship	_____ Phone Number
_____ Name (Doctor)	_____ Phone Number	

STUDENT RELEASE INFORMATION

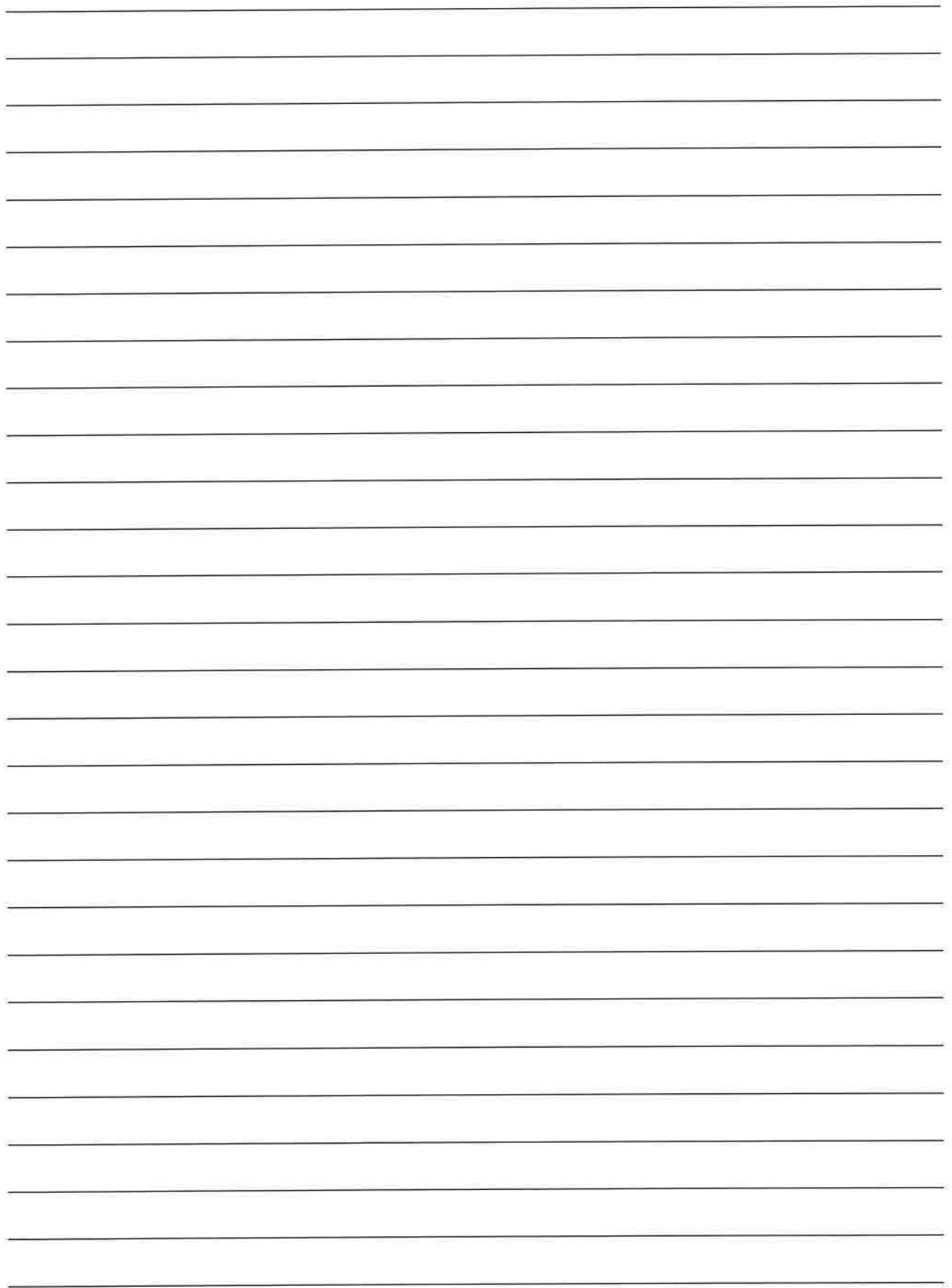
In the event of a serious earthquake or other emergency, the school may implement a controlled release of students for their safety and well-being. If this is necessary, the school will only release your child to persons authorized on this form or, if necessary, to medical personnel. Alternates should preferably live within walking distance of the school – even if it's a long walk (vehicle travel may not be possible after an earthquake).

As a parent/guardian of the said named student, I authorize his/her release after an emergency to any of the Alternate Contacts listed herein if I or another parent/guardian of the student cannot be contacted or do not arrive at the school to retrieve my child within a reasonable amount of time. I also authorize the school or person to use any of the information noted herein, as necessary, in the event of an emergency.

THIS STUDENT RELEASE WILL BE IN EFFECT UNTIL THE SAID STUDENT WITHDRAWS OR GRADUATES FROM ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL.

NAME _____ SIGNATURE _____ DATE _____
PRINT NAME

Archbishop Carney Regional Secondary School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will store securely all electronic and hard copy personal information of parent and student.





Family Statement of Commitment

Philosophy

"Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral, and spiritual dimensions of human growth. Intellect, emotions, creative ability, and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves but find their deepest meaning in God's plan for creation."

From "PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC"

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor or the Chairperson of the Education Committee who will gladly discuss them with you.

By returning the signed statement with your completed application, you accept the responsibility of this commitment.

1. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the teachings on faith and morals in the Christian Education Program and participate in the program as required by the school.
4. All students are expected to attend school on a regular basis and full participation in all aspects of the educational program of the school are required of every student. Each student is expected to strive toward the development of his/her full potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. In this way, each family shares in the responsibility of educating our students.
6. Each student is expected to know and follow school policies on behavior, and each parent/ guardian is expected to review these policies with their own child.
7. Parents/guardians are expected to support their student's educational program. Parents/ guardians agree to consult with that teacher, Principal, or other school staff member with respect to the student's educational program as required.
8. Parents/Guardians are expected to attend at least one orientation session which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
10. If applicable (see Schedule A below), each parent/ guardian agrees to:
 - Provide the school with complete and updated versions of any orders or agreements:
 - Affecting, restricting, or prohibiting a parent/ guardian's ability to access the school or a student attending the school
 - Impacting a parent/ guardian's authority over decision making in relation to a student's education
 - Ensure that any updates to these orders are given to the school as they occur
 - Minimize and void any disruption to the school associated with the implementation of those orders or agreements, and comply with the terms of any orders or agreements
11. If any of these conditions are not met the school reserves the right to refuse admission, or remove the student from the school, or take any other appropriate action in the circumstances.



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7 Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

Parents are asked to sign this Family Statement of Commitment and return it to the school.

I/we have read and understand the above expectations and commitments and I/we hereby accept them as stated.

Parent/Guardian Name (please print) _____

Signature _____

Date: _____

Parent/Guardian Name (please print) _____

Signature _____

Date: _____

Student Name (please print) _____

Signature _____

Date: _____

Schedule A

I _____, parent/guardian of _____,
confirm that there is an order or agreement (check as appropriate):

- affecting, restricting, or prohibiting a parent/guardian’s ability to access the school or a student
- attending the school
- impacting a parent/guardian’s authority over decision making in relation to a student’s education
- Other

Please provide details with respect to the order:

I also confirm that:

- I (we) have provided the school with complete versions of all orders.
- I (we) have provided the school with complete versions of all applicable agreements.
- I (we) have provided the school with complete versions of all updates to these orders and agreements.
- I (we) agree to provide the school with any new updates to these orders and agreements as they are determined and to follow up with the documents as they are made available.
- I (we) agree to comply with the terms of any orders or agreements.
- I (we) agree to minimize and avoid any disruption to the school associated with the implementation of those orders or agreements.



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL
1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7
Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

Based on *Personal Electronic Devices and School-based Technology CISVA Policy 430*

NAME OF STUDENT _____

Personal electronic devices (PEDs) and school-based technology have the potential for positive communication and enhanced student learning. Along with these benefits come associated risks and concerns. The use of PEDs and school-based technology should in no way interfere with the safety, security, and privacy of students and/or staff. In addition, the use of PEDs and school-based technology should not interfere in any way with student learning and school operations. The unregulated use of PEDs or school-based technology may facilitate illegal and/or unethical activities in the school environment. Thus, the use of PEDs and school-based technology needs to be regulated by the school. The use of school-based technology and PEDs in a school is a privilege, not a right. This privilege may be revoked when it is shown to have been willfully abused.

This agreement applies to all electronic devices whether owned or leased by the school or the user. This also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, and volunteers.

Procedure

1. Individuals are expected to abide by the school's rules and procedures with respect to the permitted use of PEDs and School-Based Technology as outlined below.
2. There is a diminished expectation of privacy on any PED brought into the school. Teachers and school administrators are responsible for providing a safe environment and maintaining order and discipline in the school. This responsibility may, in certain circumstances, require them to search for and/or temporarily confiscate a student's PED where they have a reasonable suspicion that a student is in breach of school policy.
3. Any individual who willfully breaches this agreement or otherwise engages in inappropriate use of personal PEDs on school property, a school-issued PED or school-based technology generally, may be subject to sanctions including the restriction of their ability to access and use PEDs or school-based technology and, in the case of students or employees, may be subject to disciplinary action.

A. Rules for the use of both PEDs and School-based Technology:

1. All individuals are expected to use PEDs and school-based technology for educational purposes only and in a courteous, respectful, and otherwise appropriate manner consistent with school and CISVA policies, and the guidelines and expectations outlined in the school code of conduct.
2. The electronic transmission or posting of digital content relating to staff or students, either through the use of school-issued PEDs, school-based technology or personal PEDs while on school property, is prohibited without the express permission of the person or persons involved. In cases where a student is below the age of 19, the consent of the parent/guardian is required.

3. Prohibited uses of PEDs and school-based technology include, but are not limited to, the use of PEDs or school-based technology that:

- a. compromises the academic integrity of the school or an individual within the school.
- b. interferes with or disrupts the academic day or the teaching/learning environment.
- c. violates a person's reasonable expectation of privacy (including, but not limited to, taking, distributing, or posting photos, videos, or audio recordings of other persons without their consent).
- d. compromises personal and/or school safety (including, but not limited to, cyber bullying, and posting information about themselves or others that may put them at risk).
- e. facilitates illegal and/or unethical activities, including but not limited to:
 - i. transmitting materials in violation of Canadian laws;
 - ii. receiving, viewing, duplicating, storing, or transmitting pornographic materials;
 - iii. transmitting or posting threatening, abusive, or obscene messages or materials;
 - iv. duplicating, storing, or transmitting any material that contravenes the Copyright Act;
 - v. installing or reproducing unauthorized or unlicensed software;
 - vi. sending, linking to, or otherwise making available material likely to be offensive, objectionable, or pertaining to criminal skills or activities with a criminal application and intent.
 - vii. utilizing applications to facilitate the downloading or exchange of music, movies, games or other materials in contravention of the Copyright Act;
 - viii. forging any document or message; obscuring the origin of any message, transmission, or file;
 - ix. using programs that harass users, prevent access, investigate, or infiltrate computer systems /or software components;
 - x. promoting commercial uses or product advertising; and
 - xi. participating in online gambling sites.

4. The RCAV, CISVA and school will not be held responsible for any damage that may occur to a PED as a result of connecting to any school-based technology or any electrical power source.

5. The parents and/or guardians of any student bringing PEDs to school are responsible for and will reimburse the school for any damage, either physical or digital, that their child may cause through the use of school-based technology with his/her PED.

B. Rules for the use of School-based Technology:

1. Users are responsible for their own individual account and must take all reasonable precautions to prevent others from being able to use their account. Users shall change their password, seeking assistance from a staff member, if necessary, if they believe that others may know of their password.
2. Users will not attempt to gain unauthorized access or go beyond their authorized access. This includes attempts to enter another person's account password, access another person's files, or 'hacking' into any unauthorized accounts.
3. School-owned or leased electronic devices are not permitted to be taken out of the school building without permission of school administration and internet capabilities of the device must be disabled or appropriately filtered.
4. Users shall not intentionally disrupt, or attempt to disrupt, school-based technology or any other computer system, or destroy data by spreading computer viruses or by any other means.
5. Users shall not disable or otherwise interfere with or modify the virus scanning, security or network settings installed in any school-based technology.
6. Users shall immediately notify a teacher upon discovery of a possible security problem.
7. Users shall not download or attempt to run or store any app and/or program file not authorized by the school.

8. Students shall not attempt to install any software applications on school owned devices. All software is to be installed and configured by school staff.
9. Users shall not take actions that place an excessive load on the School's network as to restrict or inhibit other Users from using school-based technology or impacting the efficiency of the network.
10. ACRSS maintains an active filter system/firewall which both monitors and attempts to block a user's access to inappropriate materials while using our internet services. However, it is not possible for ACRSS to monitor and supervise all internet activity within the building. In particular, Carney cannot be responsible for filtering and monitoring users within the building who use their own, or other's shared data.
11. Users shall not make any intentional (with knowledge that access to such materials they are seeking are blocked) attempt to bypass the school's filters or access any blocked materials.
12. The school Principal, or his or her delegate, has the right to monitor any network activity that utilizes school-based technology in order to maintain its operation and appropriate function.

Definitions

Account means the User ID and Password assigned to an individual for access to a school computer and/or network resource, which may include a third-party service provider utilized by the school for educational purposes.

Filter means a specific technology that blocks or filters access to specific Internet resources, including those that are: 1. Illegal; 2. Obscene; 3. Harmful to Minors; or 4. Unrelated to the school's educational mission.

Personal Electronic Devices (PEDs) are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies and any other convergent communication technologies that do any number of functions. PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. PEDs include, but are not limited to, laptops, phones, tablet computers, wearable technology such as glasses or watches, and cameras.

School-based Technology: means all CISVA school-based networks, including, but not limited to, school servers, school computers, school software, school printers, online services provided by the school, and networks (wired or wireless), which connect all of the above to the Internet.

User means any individual who uses, logs in, attempts to use, or attempts to log into School-Based Technology (by direct connection or across one or more wired or wireless networks) or who attempts to connect to or traverse school-based technology or who uses hardware or software belonging to a school. The term User includes any CISVA staff, students, parents and volunteers who attempt to use school-based technology.

Please sign and return the last page only.

Please keep the first 3 pages of this document for your files.

This Acceptable Use Agreement is also in the Parent Handbook located on our website.



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL
1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7
Phone: (604) 942-7465 Fax: (604) 942-5289 Email: office@acrss.org www.acrss.org

Please sign and return this page with your package

PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

Based on *Personal Electronic Devices and School-based Technology CISVA Policy 430*

Student and Parent/Guardian Agreements

The signatures below indicate that the parties have carefully read and understood the significance of the terms and conditions and agree to abide by them.

STUDENT CONTRACT

I certify that I have carefully read the **ACRSS PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY ACCEPTABLE USE AGREEMENT**. I fully understand the above terms and conditions and agree to follow them. I understand that if I violate any of the above conditions that I may lose my computer account and may also face other disciplinary action. I agree to use electronic devices and Internet for academic use only and also agree to report any misuse of the Technology to the teacher, the Librarian, Principal or Vice-Principal. I will use the school's technology at my own risk and hereby release the school from any claims arising from my misuse of these services. I am also aware that these terms and conditions can change at any time and that it is my responsibility to check the school website for any updates.

Student Name (please print): _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN CONTRACT

As the parent/guardian of _____ I certify that I have read and discussed this Acceptable Use Agreement with my child. I know of the potential dangers of the Internet and realize that my child uses it at their own risk. I will not hold the school accountable for any material obtained on the network and I hereby release the school from any claim arising from my child's use of the Internet at school. I understand that if my child does not follow the terms and conditions of the Acceptable Use Policy that they may lose access privileges or face disciplinary action; and that if a criminal offense has been committed the matter may be turned over to the proper authorities. I understand that my child is responsible for the repair or replacement cost of any equipment they have damaged. By signing this contract, I give my consent to the school to issue a user account to my child and understand that my child can access the Internet with it.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

This agreement is signed by the student and parent upon registration. Students will be required to sign this agreement every year that the student attends Archbishop Carney Regional Secondary School.



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue Port Coquitlam, BC V3B 8G7 Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

PERSONAL INFORMATION PROTECTION ACT

NAME OF STUDENT: _____
LAST NAME FIRST NAME

STUDENT REGISTRATION FORMS

1. I consent to having Archbishop Carney Regional Secondary School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and e-mail addresses, behavioral, academic and health information, report cards, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration. *This information is required in order to register your child at this school and assist the school in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the Privacy Manager for Archbishop Carney Regional Secondary School is Mr. Antonio Sorace who may be reached at 604-942-7465, Extension 223.*

Signature of Parent/Guardian: _____ Date: _____

2. I consent to having photographs and work samples of my child(ren) used by Archbishop Carney Regional Secondary School in the yearbook, newsletters, school website and other promotional material.

Signature of Parent/Guardian: _____ Date: _____

The above consent will be in place for the duration that the student attends Archbishop Carney Regional Secondary.

Archbishop Carney Regional Secondary School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision, and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. However, this policy is superseded by the student records order (section 6 (1)), in cases where there is a requirement for the delivery of health services, social services or other support services, in these cases parental consent would not be required. The school will store securely all electronic and hard copy of parent and student personal information.

A. Sorace

Antonio Sorace, Vice-Principal

Title: Privacy Manager
Phone: 604-942-7465



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7 Phone: (604) 942-7465 Email: office@acrss.org www.acrss.org

ACKNOWLEDGEMENT OF SCHOOL POLICIES

FULL-TIME ENROLLMENT/STUDIES

We agree to abide by the **Full-Time Enrollment/Studies Policy**. We understand that if we do not comply with this policy we may be asked to withdraw as a family from Archbishop Carney Regional Secondary School.

Student's Initials Parent's Initials

ATTENDANCE

We agree to abide by the **Attendance Policy**. We understand that if we do not comply with this policy, we may be billed for the loss of the student government grant. *(This policy can be found on our website in both the parent start up manual and student handbook).*

Student's Initials Parent's Initials

PERSONAL ELECTRONIC DEVICES (PED) AND TECHNOLOGY ACCEPTABLE USE AGREEMENT

We agree to abide by the **PED and Technology Acceptable Use Agreement**. We understand that if we do not comply with this policy, we will be subject to the range of consequences as stated in the Electronic Devices Use Policy.

Student's Initials Parent's Initials

UNIFORMS

We agree to abide by the Uniform Policy. We understand that if we do not comply with this policy, we will be subject to the range of consequences as stated in the **Uniform Policy**. *(This policy can be found on our website in the parent start up manual).*

Student's Initials Parent's Initials

PARENT PARTICIPATION POLICY

We agree to abide by the Policy and Procedures for Participation. We understand that if we do not comply with this policy, we will be subject to the range of consequences as stated in the Policy for Participation. *(This policy can be found on our website in the parent start up manual).*

OVERDUE ACCOUNTS

We agree to abide by the Policy and Procedure for Overdue Accounts. We understand that if we do not comply with this policy, we will be subject to the range of consequences as stated in the **Policy and Procedure for Overdue Accounts**. *(This policy can be found on our website in the parent start up manual).*

Parent's Initials

We agree to abide by the above policies. This agreement will be in place for the duration that the student attends Archbishop Carney Regional Secondary.

Student Signature

Print Student Name

Date Signed

Parent/Guardian Signature

Print Parent/Guardian's Name

Date Signed



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

1335 Dominion Avenue, Port Coquitlam, BC V3B 8G7

Phone: (604) 942-7465 Email: office@acrss.org Website: www.acrss.org

ACADEMIC SUPPORT REQUEST 2024-2025

In order to provide a safe and productive learning environment, it is imperative that all medical and diagnostic information affecting education be disclosed to the school at the time of application or re-application. Admission is contingent upon appropriate disclosure of relevant information and may be revoked if such information is withheld. Disclosure of information WILL NOT AFFECT your child's admission status, but rather allows ACRSS to plan for the coming year.

SECTION 1 – STUDENT INFORMATION

Applying for: September 2024 / Grade Entering (circle): 8 9 10 11 12

Student's Last Name: _____ First Name: _____

Parent Contact Name: _____ Email address: _____

Name of current school: _____

SECTION 2 – HISTORY OF ACADEMIC SUPPORT

Has your child ever received any learning assistance/support, ESL/ELL, counseling or been referred to a public health program or service? No Yes - if yes, please explain:

Empty text box for explaining academic support history.

Has your child ever been assessed for or experienced learning/emotional/intellectual/physical/social difficulties (reading difficulties, speaking difficulties, physical challenges, developmental delays, attention or social issues, aggression, etc.)?

Have reports or documents been written? (Please attach a copy) No Yes - if yes, explain:

Empty text box for explaining assessment and reports.

ACADEMIC SUPPORT REQUEST 2024-2025 Con't

Does your child have an Individual Education Plan (IEP) or a Case Management Plan (CMP) from their previous school?

No Yes - if yes, please explain and attached current and relevant supporting documents:

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Name of person(s) responsible for organizing learning assistance or special services:

Name: _____ Role: _____ Email: _____

Name: _____ Role: _____ Email: _____

Does your child have medical needs that the school needs to be aware of: (i.e. epilepsy, diabetes, vision/hearing impairments, heart condition, etc.) No Yes - if yes, please specify

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

STATUS OF PARENT/GUARDIAN - ADMISSION TO CANADA AND RESIDENCY – FORM A

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

Lawfully Admitted into Canada

1. I am (please ✓ one):

- A Canadian citizen:
Please attach a copy of parent's birth certificate or citizenship paper/card.
- A Permanent Resident:
Please attach a copy of parent's landed immigrant status paper or Permanent Resident card.
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada), with one of the following documents.

Please mark the appropriate box below and attach a copy of document.

- Admission as a refugee or refugee claimant
- Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
- Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
- A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer, or official representative in Canada of a foreign government with a consular post in British Columbia.
- Other – document description: must be cleared with Citizenship and Immigration Canada:

Residency in British Columbia

2. I am a resident of British Columbia (please ✓ check):

- Yes, Residency address: _____

Please attach a recent copy of a recent utility bill, driver's license, municipal tax assessment, mortgage document or rental agreement.

- No, I am not a resident of British Columbia.

Confirming signatures:

3. Parent/Legal Guardian's name: _____

Signature of Parent/Legal Guardian

Date

For Office Use Only:

Proof of Residency: _____

Date: _____

Archbishop Carney Regional Secondary School
PASTOR'S AUTHORIZATION FORM
School Registration 2024-2025

- For all applicants, complete IN FULL, the family demographical information below.
- For Catholic applicants, this form is to be presented to the Pastor by the parent/guardian for his signature.
- For Catholics not registered at a parish or Non-Catholic applicants, sign the section entitled "Category 3" on the reverse side.

THIS SIGNED AND COMPLETED FORM MUST BE SUBMITTED WITH YOUR APPLICATION PACKAGE. PLEASE ALLOW SUFFICIENT TIME FOR YOUR PASTOR TO COMPLETE.

FAMILY NAME		NAME OF PARISH ATTENDED BY FAMILY		
FAMILY ADDRESS				
CITY	POSTAL CODE	HOME PHONE		

NAME OF STUDENT APPLYING FOR SEPTEMBER 2024	<i>(circle grade)</i>				
	8	9	10	11	12

LIST ALL SIBLINGS ALREADY ENROLLED AT ARCHBISHOP CARNEY AND CIRCLE THEIR GRADE IN SEPTEMBER 2023					
	8	9	10	11	12
	8	9	10	11	12
	8	9	10	11	12

All parishes that are served by Archbishop Carney Regional Secondary School must contribute financially to support the school's operational costs. The total parish subsidy paid to the school will be based upon the number of **students authorized in Category 1**.
(CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)

CATEGORY 1 - PARISH AUTHORIZATION (Parish subsidy)

Authorization in Category 1 is based on the following:

- registration in this parish,
- regular Mass attendance in this parish,
- use of Sunday envelopes, and
- participation in work activities as required by the parish. *(CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)*

 Name of Parish

 Pastor's Signature

 Date of Signature



CATEGORY 2 - PARISH AUTHORIZATION (No Parish subsidy)

Authorization in Category 2 is based on the following:

- families from non-regional parishes
- families from a regional parish that do not fulfill the requirements for Category 1.
(CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)

Name of Parish

Pastor's Signature

Date of Signature

CATEGORY 3

Students from families who are not members of any Catholic parish. (CISVA Policy #404, Application/ Re-Registration Package – Regional Schools)

Parent's Signature

Date of Signature

SPECIAL PARISH SUBSIDY for 2024-2025

NAME OF PARISH _____

OPTION 1

THE PASTOR IS NOT ABLE TO OFFER A SPECIAL SUBSIDY AT THIS TIME.

Pastor's Signature – OPTION 1

Date of Signature

OPTION 2

Pastors should complete this section if the parish is granting a Special Subsidy by paying part of the tuition for this family for the school year 2024-2025. This subsidy is **IN ADDITION TO** the required \$25 monthly subsidy per student paid to Archbishop Carney Regional Secondary School.

PLEASE LIST ALL CHILDREN FOR WHOM YOU ARE GRANTING A SPECIAL SUBSIDY.

STUDENT'S NAME: _____ Monthly amount of Special Subsidy \$ _____

STUDENT'S NAME: _____ Monthly amount of Special Subsidy \$ _____

STUDENT'S NAME: _____ Monthly amount of Special Subsidy \$ _____

Pastor's Signature – OPTION 2

Date of Signature