BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

St. Mary Catholic Learning Centre
Be... belong... become!

Main Office
455 Colborne St.
Brantford, ON N3T 5M8

T: 519-753-0552
F: 519-753-6555
@stmaryclc
www.stmaryclc.ca

Welcome to St. Mary Catholic Learning Centre

Alternative Day School Experience

Thank you for considering alternative education at St. Mary Catholic Learning Centre a priority! We look forward to further discussing our school community and what we offer!

St. Mary Catholic Learning Centre is designed to provide students an alternate structure for earning credits within an inclusive environment. The pathway for each student at St. Mary Catholic Learning Centre is unique and each student learning plan considers short-term and long-term goals that incorporate credit accumulation, community service hours and required provincial assessments embedded in Catholic values and personal wellness.

Student attending St. Mary Catholic Learning Centre access curriculum through the Brant Haldimand Norfolk Catholic District School Board Brightspace online platform. With on-going access available at home and school. Students can also choose to participate in credits delivery weekly in a group setting (tentative due to covid-19 restrictions). Congregated dual credits at Fanshawe or Conestoga College are also a consideration when nearing graduation.

In addition to academic instruction, daily on-site support is available for students who are working towards improved attendance and personal wellness. Access to social work services and community partnership programming is embedded within the daily school day at St. Mary Catholic Learning Centre.

St. Mary Catholic learning Centre welcomes all future students to experience our commitment to being, belonging and becoming!

Sincerely,

Terre Slaght

Principal

tslaght@bhncdsb.ca

Programs offered at St. Mary Catholic Learning Centre

	SUPERVISED ALTERNATIVE LEARNING	ALTERNATIVE EDUCATION	SWAC / INTEGRATED CREDITS	HOME INSTRUCTION (ON-SITE)	RE-ENGAGEMENT
Age	14-17	14-18 Senior years	16+ Grade 12 and up	Any	18+
Accumulated Credits to Date	O +	Any	20 + more than 22 is ideal	Any	20 +
Reason for Placement	- significant attendance - Issues impacting academic - success - may be employed during school hours - inability to attend regular day school/classroom due to social, mental well-being	- behind in credits - fallen behind in their semester and need to catch up - difficulty in regular day program due to structure of the school	- looking to graduate - college stream - re-engagement of student who left school - final year of school needing more than eight credits	- unable to attend regular day school - supported by doctor's note	- non-compulsory school age - not on roll - completed 4 years of school and did not graduate
Time Requirement	- full time – 70 min/day or more - part time - 70 min/day or less	- 210 minutes/day minimum	- 210 minutes/day minimum	- based upon student	- based upon student
Appropriate Candidate	- can work independently - can read independently and comprehend written material - will be willing to work or continue work at home - ability to independently utilize an online environment - computer literacy	- can work independently - can read independently and comprehend written material - can be present and ready to work for 3 hours a day with short breaks - computer literacy	- a student who has not graduated and has 20 or more credits - planning to graduate - can work independently - mature - can read independently and comprehend written material - computer literacy	- signed application form including doctor's note - desire to earn credits	- a student who has not graduated and has 20 or more credits - can work independently - can read independently and comprehend written material
Next Step	- return to home school within two semesters	- return to home school - SWAC	- graduate	- move to a daily program ex. Return to school - SMCLC programs	- graduate
Program Goal	- increase attendance - accumulate credits - interested in full-time work placement (non-co-op)	- recover credits - accumulate credits beyond the amount available in the semester	- to accumulate college credits - to accumulate credits towards graduation	- to accumulate credits	- to accumulate credits
Duration of Placement	- 1 school year with an option to renew dependent upon age	- 2 semesters with individualized consideration	- maximum 4 dual credits	- 1 school year with the ability to re-apply	- 1 school year

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- **Fax** 519-756-9913

STUDENT REGISTRATION FORM - SECONDARY

STUDENT INFORMATION:

Student's Legal Name: _____
Last First Middle

Student's Preferred Name: _____
(if different from above) Last First Middle

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

Rural Address: RR#_____ Road Number/Name: _____

Mailing Address *(if different from above)*: Postal Box: _____ Postal Code: _____

Document Used for Proof Of Residence_____ Address Verified by:_____
(i.e., Utility Bill/Property Tax/Deed etc.) (School Official or Designate)

Telephone Number: _____

Birth Date: _____/_____/_____ Admitting into Grade: _____ Gender: Male ☐ Female ☐
Year Month Day

Student Baptized Roman Catholic: Yes ☐ No ☐

Date Baptized: _____/_____/_____ Name of Church where Baptized: _____
Year Month Day

School Tax Support of Present Residence: Separate School ☐ Public School ☐

LAST SCHOOL ATTENDED:

Name of School: _____ School Board: _____
Address: _____ Postal Code:_____
Phone Number: _____

PARENTS AND/OR GUARDIANS:

Mother/Guardian Name: _____
Address (*if different from Student*):_____
Lives with Student: Yes ☐ No ☐
Employer: _____ Occupation: _____
Phone #: Work: _____ Ext.:_____ Available at Work? Yes ☐ No ☐
Phone #: Home: _____ Cell: _____
Mother's/Guardian's E-mail Address: _____
Religion: Roman Catholic? Yes ☐ No ☐ Parish: _____

Father/Guardian Name: _____
Address (*if different from Student*):_____
Lives with Student: Yes ☐ No ☐
Employer: _____ Occupation: _____
Phone #: Work: _____ Ext.:_____ Available at Work? Yes ☐ No ☐
Phone #: Home: _____ Cell: _____
Father's/Guardian's E-mail Address: _____
Religion: Roman Catholic? Yes ☐ No ☐ Parish: _____

CUSTODY:

Please indicate if the school administration should be aware of any such Court Order for the protection of your child.

Yes ☐ No ☐ If 'yes', please make arrangements to discuss this situation with the school principal. Legal documentation will be required.

STUDENT CITIZENSHIP/ IMMIGRATION INFORMATION: A copy of Birth Certificate or Visa/Immigration Documentation is required for ALL students

Country of Birth: _____ Original Date of Entry into Canada: ____/____/____ (Year Month Day)

Province of Birth: _____

Indigenous Student Self-Identification *(voluntary information)*: First Nation ☐ Mètis ☐ Inuit ☐

Student is a member of : Six Nations ☐ New Credit ☐ Other ☐_____

Resident of Reserve: Six Nations of the Grand River ☐ Mississaugas of the New Credit ☐

Citizenship Status: Canadian ☐

Permanent Resident (Landed Immigrant) ☐ Date on PR Documentation ____/____/____ (Year Month Day) Verified By: _____ (School Official or Designate)

Student Visa☐ Other Visa☐ _____ Expiry Date: ____/____/____ (Year Month Day)

First Language Spoken: _____

Interpreter Required: Yes ☐ No ☐ Tuition Paying Student: Yes ☐ No ☐

EMERGENCY CONTACT: In case of emergency or school closure, please provide us with names and phone numbers of contacts if the school cannot contact you.

	Name	Relationship	Phone Number(s)
Emergency Contact #1 (Other Than a Parent)			Home: Cell:
	Name	**Relationship**	**Phone Number(s)**
Emergency Contact #2 (Other Than a Parent)			Home: Cell:

MEDICAL INFORMATION:

Are there any particular health/medical problems your child may be experiencing which the school should be aware of?

No Health Concerns ☐ Life Threatening Allergies/Conditions ☐ Physical Disabilities ☐ Allergies ☐ Serious Illness ☐ Asthma ☐

Please explain: _____

_____

Does your child require any prescribed medication for his/her condition/illness during school hours? Yes ☐ No ☐

Health Card # (optional): _____

Doctor: _____ Phone Number: _____

SPECIAL PROGRAMMING:

Has your child previously received English as a Second Language Assistance? Yes ☐ No ☐

Has your child previously received Special Education Assistance through an Individual Education Plan? Yes ☐ No ☐

Has your child participated in the Identification Placement and Review Committee (IPRC) process? Yes ☐ No ☐

Does your child have any Physical Needs?: Vision ☐ Hearing ☐ Toileting☐ Medication☐ Mobility☐

Does your child use any assistive devices? Please specify: _____

_____

Does your child currently receive support from any Community agencies? Please specify: _____

QUESTIONNAIRE FOR ADMISSION

Last School Attended : _____

Have you been suspended from school in the past year? Yes ☐ No ☐

Have you ever been suspended from school for a violent act? Yes ☐ No ☐

NOTES:

1. The information you have provided is collected under the legal authority of section 265(d) of The Education Act, R.S.O., 1991 Vol. 2, C.10, 5.6, and may be used for administrative purposes related to school programs and records and for determining eligibility for attendance. Questions should be directed to the Principal.
2. A school transfer could affect eligibility to participate is sports.
3. Admission is considered conditional pending receipt and review of the student's records from his/her previous school. Falsifying information on this form will rescind the admission.

Your previous Principal or his/her delegate is asked to comment on the following:

1. Attendance Acceptable ☐ Unacceptable ☐
2. Behaviour Acceptable ☐ Unacceptable ☐
3. Achievement Acceptable ☐ Unacceptable ☐

General comments: _____

_____

_____

_____

_____

_____

Principal Signature: _____ Date: _____

I, _____ authorize school staff to contact my previous principal or delegate as required.

Student Signature: _____ Date: _____

INFORMATION COLLECTION AUTHORIZATION

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989.The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

Under the Education Act, transportation is an educational purpose. Whether it is a class trip or transportation to school, most of our students will ride a school bus. The Brant Haldimand Norfolk Catholic District School Board has an agreement with Student Transportation Services - Brant Haldimand Norfolk (STSBHN) to share student data including personal information. Examples of information that is shared includes (but is not limited to) a student's home address (for bussing to school) or a student's emergency contact name and phone number (on hand for bussing during a class trip). STSBHN is bound by the same 'acts' as the Board (PIPEDA, MFIPPA, PHIPA) and handles the personal information they receive accordingly.

I consent to the collection, use and disclosure of personal information to Student Transportation Services Brant Haldimand Norfolk.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

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MEDICAL ALERT FORM

In order for the staff to provide the proper care for your child, accurate information is needed by the school. If your child has any allergies or other medical issues the school needs to be aware.

STUDENT NAME :

PART 1 – ALLERGIES

ALLERGY to

Nuts/Peanuts ☐ Bee Stings ☐

Other: _____

Does student carry an EPI-PEN? Yes ☐ No ☐

Indicate where EPI-PEN is located (locker, backpack, etc.) _____

Describe the student's **REACTION/SIGNS** and step-by-step **PROCEDURES** to follow in case of an anaphylactic emergency:

_____

_____

PART 2 – OTHER MEDICAL ISSUES

The student has the following **MEDICAL CONDITION AND SYMPTOMS:** (Do not include allergies as indicated above)

_____

_____

The student has the following **RESTRICTIONS:**

_____

Describe the student's **REACTIONS/ SIGNS** and step-by-step **PROCEDURES** to follow in case of an anaphylactic emergency:

_____

_____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

Communication Services

Notice of Collection and Use of Personal Information

Consent Form

Dear Parent/Guardian, Student 18+ Years, Community Members:

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines that Boards of Education must adhere to when protecting the personal information of their students. The Act requires that students, and parent/guardians of students under the age of 18, be informed of the uses, disclosures and maintenance of their personal information and that they be given the opportunity to make inquiries about the same.

Personal Information includes but may not be limited to a student's first and last name, address, telephone number, email address, student number, student's three-letter identification, school name and grade.

During the school year, you or your child(ren) will be involved in a variety of school related activities and events consistent with the purpose of educating students in accordance with the Education Act. We bring to your attention the following areas that you and/or your child's personal information **may** be revealed **without notification to you.**

Under the authority of the Education Act, personal information may be disclosed:

- To **volunteers** and **bus operators** for the purpose of making contact during an emergency, such as inclement weather situations, etc.;
- To School Councils for communication purposes;
- With the offices of a Member of Parliament and/or a Member of Provincial Parliament for the purpose of the student receiving a congratulatory letter;
- With the **Health Units,** for the purpose of "establishing and maintaining a school health record according to the Health Protection and Promotion Act and Immunization of School Pupils Act". Medical information may be shared with parent volunteers and bus operators when relevant (i.e. on a school trip);
- **OSBIE** (Ontario School Board Insurance Exchange) in the event of an accident or witness to one;
- **OFSAA** (Ontario Federation of Secondary Athletic Association) for students that express a desire to participate in school athletics.

Third party contractors sign a confidentiality clause that states that personal information disclosed to them may only be used for the purpose that it was collected and no other purpose. Personal information may be shared with third party contracts such as:

- **School Photographers;**
- The **Student Transportation Service – Brant Haldimand Norfolk** and their contracted **Bus Companies;**
- A **Computer Service Company** for the purpose of troubleshooting computer software, specifically the Student Administration Software;
- **Third party providers of online teaching tools** requiring class lists to create student accounts.

Other instances when personal information may be disclosed:

- **Student work (only)** with their first name and last initial and possibly grade level, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newspapers, Board Publications and at the Catholic Education Centre;
- **Class lists** with students' **first name and last initial only**, may be distributed to other parents for addressing greeting cards or invitations about Halloween, Christmas, Valentine's Day, birthday parties, etc.;
- The **media** may be invited to the school to take **video or photographs** and **write articles** about achievements, graduations or special events, as part of the school's communication plan to share newsworthy events that occur at the school and/or Board;
- Students may be **audiotaped, videotaped or photographed by staff for assessment purposes**. All records will be **retained/deleted/destroyed, safely and timely**, in accordance to the Board's file retention guidelines;

- Student/family names and contact information may be shared with the **local parish** or **diocese** for the purpose of communicating information such as details of **sacramental preparation**, etc.;
- **Photographs and videos of students** (with their first names and grade) **and community members**, collectively or individually, may be taken by the Brant Haldimand Norfolk Catholic D.S.B. staff and/or professional photographers that have been approved by the Board and may be used in the following manner:
  - **Bulletin boards** that are displayed in the classroom and in school hallways;
  - **School yearbooks**, school newsletters, or for school identification purposes;
  - **During classroom activities**, open house or parents' night, etc.;
  - **Course calendars, presentations** and other **Board and School Publications;**
  - **In local newspapers** and on **local television;**
  - **On the BHNCDSB and school websites, Twitter accounts or other social media accounts (images and possibly first name only);**
  - **On some school buses,** to monitor student behavior.

Internet: Students have been instructed not to disclose personal information over the Internet. Parents should be sure to read the *Electronic Communications and Social Media Use Policy* that can be found on the Board's website and the *Student Information and Communications Technology Use Agreement* that is distributed by the school, and each student is required to sign.

Parents/guardians/community members and staff taking pictures/video at events:

We recognize that **parents, guardians, community members and staff may wish to take photos/video at school events; however, it is important to be aware that any images/video captured cannot be shared in public or posted on the Internet**, including any social media (such as Facebook, Twitter, etc.) without the **expressed written consent** of **all** the other students, parents/guardians, community members and staff members in the photo/video.

I have read and understand the information provided on this form. I consent to the use and disclosure of my or my child(ren)'s personal information as described.

Date (month, day, year): _____

Consent for the sharing of personal information of: _____
(please print student, community member name)

Name of parent/guardian/person of authorization: _____
(please print parent/guardian/person of authorization name – must be over 18 years of age)

Signature: _____

Information Collection Authorization

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989.The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

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Student Information and Communications Technology Use Agreement Intermediate/Senior Students Grade 7 - 12

Student users of the Brant Haldimand Norfolk Catholic District School Board's technology resources must complete this form with applicable signatures. Students without this signed form on file will be denied access to BHNCDSB technology resources. Students that violate this Agreement will be reported to the Principal of their school and their access to the Board's network may be blocked or removed entirely; depending on the severity of the violation. All illegal activities will be reported to the Superintendent or his/her designee and prosecuted to the fullest extent of the law. Computer use by students is a privilege, not a right.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that:

- School computers are to be used for educational purposes only.
- The internet is provided so I can conduct research, complete course work and communicate with others.
- My Board email account is not private.
- My files stored on school computers and the board network is not private.
- All communications and information accessible via a school computer or the board network is not private.
- Anything created on a Board-owned computer during school hours is the property of the Board.
- Illegal activities are strictly forbidden.

As an intermediate/senior student of the Brant Haldimand Norfolk Catholic District School Board , I understand that I must:

- Ask permission before using a school computer or device and or accessing the internet at school.
- Review all information that I will be posting to the internet and I must ask permission before doing so.
- Ensure my personal information remains confidential, i.e., password, home address, telephone numbers or those of other students.
- Use school computers for school purposes only.
- Be courteous and respectful in messages to others.
- Use appropriate language on school computers.
- Abide by generally-accepted rules of *netiquette* and conduct myself in a moral and ethical and polite manner while using any school computer.
- Abide by all patent, trademark, trade name and copyright laws.
- Notify a staff member immediately if I can identify a security problem.

As a senior student of the Brant Haldimand Norfolk Catholic District School, I also understand that I must not:

- Use social media in a way that may be harmful to another person.
- Transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.
- Use the computer in a way that can harm people or the system (physically, spiritually or emotionally).
- Store files on school computers that are illegal (i.e., downloaded music or movies).
- Use email to bully, harass or embarrass others.
- Forward spam or jokes from Board accounts or to Board addresses.
- Access a computer using another person's username and password.
- Use school or Board logos without my teacher's permission.
- Use the Board's network in such a way that would disrupt the use of the network by other users.
- Attempt to navigate around the Board internet filter.
- Post personal messages on bulletin boards or list servers.
- Use school computer resources for commercial purposes or product advertising.
- Tamper with, illegally access or hack any Board computer resources.

I understand that failure to comply with Information Technology Policies and Procedures from the Brant Haldimand Norfolk Catholic District School Board may result in my Information and Communications Technology and Electronic Communications privileges being suspended. Further, violations of these policies or procedures will be dealt with in the same manner as violations of other Board policies or procedures and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges, suspension and legal action.

Student's Name: _____ Incoming Grade: _____

Student's Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I have read the above Agreement and grant permission for my child to access the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that individuals and families may be held liable for violations.

Parent's Signature: _____ Date: _____

If student is under 18 years of age

I have read the above Agreement and understand that I will have access to the Information and Communication Technology resources of the Brant Haldimand Norfolk Catholic District School Board. I understand that the Brant Haldimand Norfolk Catholic District School Board's Information and Communication Technology resources are designated for educational purposes only. I also understand that it is impossible for Board staff to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I understand that I may be held liable for violations.

Signature: _____ Date: _____

Student is over 18 years of age

BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD
Excellence in Learning – Living in Christ

Tax Direction and Lease Information

Support Catholic Education

Help protect and preserve our Catholic education system, by ensuring you are registered as an English Separate (Catholic) School Supporter. Like many Catholics, you may be surprised to find out that you are registered as a Public School supporter.

To verify that you are and English Separate (Catholic) School Supporter:

1. Check the assessment section of your Tax Bill or Property Assessment Notice OR
2. Check your Voter Information Card

By directing your tax support to the separate school system:

- You may vote for separate school trustees in municipal elections
- Your children may attend Catholic elementary schools
- You show your support for the Catholic school system

Have you moved?

Even if you have been an English Separate (Catholic) School Supporter in the past, the designation DOES NOT follow you when you relocate. Every time you move, it is essential that you register yourself as an English Separate Catholic supporter.

What is a Separate School Lease Agreement?

A Separate School Lease Agreement allows people who jointly own or rent a property to designate school support to the Separate School Board when one of the owners or tenants is non-Roman Catholic.

The Separate School Lease Agreement allows the Roman Catholic joint owner or tenant the right to designate the school support for the non-Roman Catholic. Otherwise, the English-Public designation applies as required by the Assessment Act.

Only one school support designation is allowed for each household (e.g., a self-contained residential unit) and only Roman Catholics may support a separate school board. If only one owner or tenant qualifies, the separate school board should be contacted so that a Separate School Lease Agreement can be mailed.

What is a Lessor and Lessee?

Lessor = a person who leases property to another; a landlord.

Lessee = a person who holds the lease of a property; a tenant.

I'm Catholic but my husband is not. I've been asked to fill out a Separate School Lease Agreement but am not sure who is the Lessor and who is the Lessee.

In Ontario, the tenant has the right to direct school support.

If you are renting your place of residence, your landlord is the owner (who may or may not be Catholic) and you are the tenant. You may direct your support to Public-Separate. Please remember to indicate that your landlord does not live at the address on the form.

If you and your spouse co-own your residence, but your spouse is not Catholic, he must 'rent' the rights to direct the direction of tax support to you (the Catholic). This is done though a Separate School Lease Agreement.

Form Samples

A sample which includes one owner as Catholic, the second owner as non-Catholic with children are available to view on the Brant Haldimand Norfolk Catholic District School Board's website. A Separate School Lease Agreement must accompany the Application for Direction of School Support form in this situation.

Help protect and preserve our Catholic education system!

Catholic ratepayers who no longer have children in school are important to the vitality of our Catholic education system. School support direction should be made even if you don't have children currently attending school. It is an investment in our future and all Catholic ratepayers are partners with Catholic Educators in this investment.

Municipal elections are important to the future of Catholic education and to Catholic families

Your ongoing support of Catholic schools is instrumental in the preservation and enhancement of our system. When you direct your support to the English Separate (Catholic) system, you are sending the government a powerful message. It says:

- You support Catholic schools in your community;
- You want to see Catholic schools continue to exist and flourish;
- You want equitable resources for your Catholic schools.

Your record of school support is part of an assessment base that also serves other important functions:

- It is used to determine the number of trustees elected to each board;
- It supports the board`s population projections, which affects funding.

To register, check or change your Direction of School Support Designation, contact 519-756-6505 Ext 120.

UNLESS you are identified as an English Separate School Supporter...

- You CANNOT vote for Catholic school Trustees
- You are NOT counted as a supporter of Catholic Education in Ontario

Show your support by directing your property taxes to the English Separate (Catholic) school system. Please note that English Separate School Supporter means the same as Catholic School Supporter.

If you require assistance filling out the forms, please contact your local Catholic school or call the Catholic Education Centre 519-756-6505 Ext 120.

Completed forms may be returned to the school or mailed to:

Catholic Education Centre
322 Fairview Drive
P.O. 217
Brantford, Ontario
N3T 5M8

Background

MPAC maintains school support information for every property in Ontario as required by section 14(1.1) of the*Assessment Act*. School support information is included on every Property Assessment Notice.

It is not necessary for a property owner or tenant to have children in order to support a particular school board or to vote for its trustees. However, section 16(4) of the *Assessment Act* requires that the school support designation default to English-Public unless the owner or tenant advises MPAC otherwise.

Sections 236 and 237 of the *Education Act* set out the requirements for property owners to indicate their school support. The *Act* provides that qualified owners or tenants may designate support for each residential property they own or lease. Where a person owns or leases more than one property in a school board jurisdiction, all properties must carry the same support. The *Act* also allows for qualified individuals to vote in the next municipal election for trustees for the school board they support.

There are five school support options available:

- English-language Public Board;
- French-language Public Board;
- English-language Catholic Separate Board;
- French-language Catholic Separate Board; and
- Protestant-Separate School Board (available in Penetanguishene only).

To support a separate school board, the property owner or tenant must be Roman Catholic. Not all school boards are available in all municipalities. Owners or tenants may only direct school support to one of the boards operating in their municipality.

Separate School Lease Agreement

A Separate School Lease Agreement allows people who jointly own or rent a property to designate school support to the Separate School Board when one of the owners or tenants is non-Roman Catholic.

The Separate School Lease Agreement allows the Roman Catholic joint owner or tenant the right to designate the school support for the non-Roman Catholic.

Otherwise, the English-Public designation applies as required by the *Assessment Act*.

Only one school support designation is allowed for each household (e.g., a self-contained residential unit) and only Roman Catholics may support a separate school board. If only one owner or tenant qualifies, the separate school board should be contacted so that a Separate School Lease Agreement can be mailed.

The Process

When a property owner or tenant calls MPAC to change their school support designation, his or her identity will be verified for security purposes. See the Procedure for Caller Identity Verification for more information.

MPAC will confirm the school support information on file for the property and if a change is required, the property owner or tenant will be asked to complete an Application for Direction of School Support form. The form can be obtained from the local school board office. As required by section 16(3) of the *Assessment Act*, changes to school support designation must be made in writing.

Once the Application for Direction of School Support and/or School Support Lease Agreement are completed and signed, it can be returned to MPAC via email, fax or mail:

E-mail: Contact Us

Toll-free Fax: 1 866 297-6703

Mail: MPAC
P.O. Box 9808
Toronto ON M1S 5T9

MPAC staff will process the school support designation change upon receipt.

Ontario

Application for Direction of School Support
under Section 16 of the Assessment Act

Demande d'affectation des taxes scolaires
en vertu de l'article 16 de la Loi sur l'évaluation foncière

An application must be made to the Assessment Commissioner to include or revise school support on the assessment roll.

Pour ajouter ou modifier l'affectation des taxes scolaires sur le rôle d'évaluation, il faut soumettre une demande au commissaire à l'évaluation.

Instructions: see reverse / *voir au verso*

Property Identifier / *Identification de propriété*

NBHD *Quartier*	County *Comté*	Mun *Mun.*	Map/Div *Plan/div.*	Map/Sub *Plan/sec.*	Parcel *Parcelle*	Prim/Sub *Princ./sec.*

Please enter or revise my school support designation on the assessment roll in accordance with the following information.
Veuillez inscrire ou modifier l'affectation de mes taxes scolaires sur le rôle d'évaluation selon les renseignements ci-après.

Municipality / *Municipalité*	Address of Property / *Adresse de la propriété*	Unit/Apt. / *Logement/App.*	Residence Tel. No. / *N° de tél. (domicile)*

Mailing Address - if different from above / *Adresse postale - si autre que ci-dessus*
Street No., Name, P.O. Box, R.R. # / *N° et rue, C.P., R.R.* | City / *Ville* | Province | Country / *Pays* | Postal Code / *Code postal*

Complete for rural areas only / *Remplir dans les cas des zones rurales seulement*
Lot No. / *N° de lot* | Plan / Conc No. / *N° de plan/conc.*

Business Address - if self-employed or in partnership in business / *Adresse commerciale - commerçant indépendant ou société de personnes*

Business Tel. No. / *N° de tél. (bureau)*

List other properties that you own or rent in the Municipality or Region / *Indiquez les autres propriétés que vous possédez ou louez dans la municipalité ou la région.*

Please Answer All Questions Below. / *Veuillez répondre à toutes les questions ci-dessous.*

School Board Use Only / *Réservé au conseil scolaire*

A Resident (Please print) / *Résident(e) (S.V.P.)*
List all occupants, including ALL children.
Inscrivez le nom de tous les occupants, y compris TOUS les enfants.

B Occupancy Status / *Statut de l'occupant(e)*

1. Owner / *Propriétaire*
2. Tenant / *Locataire*
3. Spouse / *Conjoint*
4. Child, boarder etc. / *Enfant, pensionnaire etc.*

This person lives: / ***Cette personne demeure :***
1. at above address / *à l'adresse indiquée ci-dessus*
2. elsewhere on this property / *ailleurs sur cette propriété*
3. elsewhere in this municipality / *ailleurs dans cette municipalité*
4. in another municipality / *dans une autre municipalité*

C School Support (see instructions) / *Soutien scolaire (voir les instructions)*

Roman Catholic? / *catholique?*

French-language Education Rights? / *Droit à l'enseignement en langue française?*

Supporter/Elector for: / ***Contribuable/électeur des écoles :***
1. English-Public / *Publiques de langue anglaise*
2. English-Separate / *Séparées de langue anglaise*
3. French-Public / *Publiques de langue française*
4. French-Separate / *Séparées de langue française*

Last Name / *Nom de famille*	First / *Prénom(s)*	male / *homme*	female / *femme*	Birth / *Naissance* year / *année*	month / *mois*	day / *jour*	Canadian Citizen / *Citoyen canadien* yes / *oui*	no / *non*	B: 1	2	3	4	This person lives: 1	2	3	4	Roman Catholic? yes / *oui*	no / *non*	French-language Education Rights? yes / *oui*	no / *non*	Supporter/Elector for: 1	2	3	4

School lease in effect? / ***Procuration scolaire signée?***
Indicate / *Cocher* (✓) ☐

Indicate (✓) area occupied: / ***Cocher les parties occupées :***
Whole House / *Maison entière* ☐ | Base Apt. / *App. au sous-sol* ☐ | 1st Floor / *1er étage* ☐ | 2nd Floor / *2e étage* ☐ | 3rd Floor / *3e étage* ☐

Owner or tenant of this property since / *Propriétaire ou locataire de la propriété depuis le*
Date: Day / *Jour* | Month / *Mois* | Year / *Année*

Name of School Board/Agent / *Nom du conseil scolaire/agent*

Is hereby authorized to act as agent in matters of school support designation in respect to the above mentioned property(ies) on behalf of the undersigned. / *Il est autorisé par la présente à agir en tant qu'agent pour les questions relatives à l'affectation des taxes scolaires en ce qui concerne la (les) propriété(s) mentionnée(s) ci-dessus au nom du (de la) soussigné(e).*

Signature of Owner or Tenant / *Signature du propriétaire ou du locataire* | Date: Day / *Jour* | Month / *Mois* | Year / *Année*

Signature of Owner or Tenant / *Signature du propriétaire ou du locataire* | Date: Day / *Jour* | Month / *Mois* | Year / *Année*

This Application is: / ***Cette demande est :*** ☐ Approved / *Approuvée* ☐ Refused / *Rejetée*

Reason for Refusal: / *Motif du refus :*

Signature of Assessment Commissioner / *Signature du commissaire à l'évaluation*
John Smith
Digitally signed by John Smith
DN: cn=John Smith, o=Parent, ou=Parent, email=jsmith@princeton.a, c=US
Date: 2018.01.15 13:41:27 -05'00'

Date: Day / *Jour* | Month / *Mois* | Year / *Année*

For School Board Use Only / *Réservé au conseil scolaire*

Information About This Application

The Application for Direction of School Support form enables any person to apply to have their school support included or revised on the assessment roll by sending the completed form to the Regional Assessment Commissioner. The collection of the information on the form is authorized under the *Assessment Act,* and any personal information is confidential and protected under the *Freedom of Information and Protection of Privacy Act.*

The information will be used to direct your school taxes; to prepare voters' lists for municipal and school board elections; to help with municipal and school board planning. Note: Tenants have the right to direct school taxes even though they may not pay taxes directly.

Included below are instructions to help you complete each section of the form. **If you have any questions about this form or about school support, please contact your local Public or Separate School Board.**

How To Complete This Application

A Resident
Every person in your household should be listed. Put the family name first, followed by given name(s). Owners or tenants are listed first, followed by spouses, all children, and other occupants. If this form is not for your permanent home (for example, if it is for your cottage or your business), only owners, tenants and spouses should be listed - children and other occupants should not be listed.

B Occupancy Status
Is this person an owner, tenant, spouse, child, boarder or other resident? Note: A Roman Catholic who has signed a separate school lease will be shown as a tenant. This does not affect their ownership.

C School Support
Roman Catholic - includes Greek and Ukrainian Catholics

French-language Education Rights

You have French-language education rights if you are a Canadian Citizen and can answer "yes" to any one of the following questions:

1. Is French the language you first learned and still understand?
2. Did you receive your elementary school instruction in Canada in French? (This does not include French immersion or French as a second language.)
3. Have any of your children received, or are they now receiving, elementary or secondary school instruction in Canada in French? (This does not include French immersion or French as a second language.)

School Board
Persons who are **not** Roman Catholic and do **not** have French-language education rights, must be English-Public school supporters/ electors.

Persons who are **not** Roman Catholic but do have French-language education rights, must be either English-Public or French-Public school supporters/electors.

Roman Catholics who do **not** have French-language education rights must be either English-Public or English-Separate school supporters/ electors.

Roman Catholics who have French-language education rights, may be a supporter/elector for any one of the following school boards: English-Public, English-Separate, French-Public or French-Separate.

If you do **not** indicate which school board you support, it will be assumed that you are an English-Public school supporter/elector.

Renseignements sur la demande

La Demande d'affectation des taxes scolaires, dûment remplie et envoyée au commissaire régional à l'évaluation, permet à quiconque de demander de préciser ou modifier son soutien scolaire sur le rôle d'évaluation. Ces renseignements sont recueillis en vertu de la *Loi sur l'évaluation foncière* et toute information personnelle sera tenue strictement confidentielle et protégée par la *Loi sur l'accès à l'information et la protection de la vie privée.*

Ces renseignements serviront à déterminer la destination de vos taxes scolaires; à préparer les listes électorales aux fins des élections municipales et scolaires; à faciliter la planification scolaire et municipale. Nota : Même s'ils n'acquittent pas directement leurs taxes scolaires, les locataires ont le droit d'en choisir l'affectation.

Voici quelques directives qui vous aideront à remplir chacune des sections du formulaire. **Si vous avez des questions concernant le formulaire ou le soutien scolaire, adressez-vous au conseil d'écoles publiques ou séparées de votre localité.**

Comment remplir la demande

A Résident(e)
Chaque occupant doit être recensé : le nom de famille d'abord, suivi de tous les prénoms; assurez-vous aussi que le sexe, la date de naissance et la citoyenneté de chaque personne sont bien inscrits. Les noms de famille inscrits en premier sur la liste doivent être ceux des propriétaires ou locataires suivis de ceux du conjoint, de tous les enfants et de tout autre occupant de la propriété. Si le formulaire ne concerne pas votre domicile permanent (un chalet ou un bureau par exemple), seuls les noms du propriétaire ou du locataire et du conjoint doivent figurer sur la liste. N'inscrivez pas les enfants et autres occupants.

B Statut de l'occupant(e)
La personne est-elle : propriétaire, locataire, conjoint, enfant, pensionnaire, ou autre? Nota : Un(e) propriétaire catholique qui a signé un «bail d'école séparée», sera classifié(e) comme «locataire». Cela ne modifie aucunement le statut de propriétaire de cette personne.

C Soutien scolaire
Catholique - comprennent aussi les catholiques grecs ou ukrainiens

Droit à l'enseignement en langue française

Vous avez droit à l'enseignement en langue française si vous êtes citoyen(ne) canadien(ne) et que vous pouvez répondre «oui» à n'importe laquelle des questions suivantes :

1. Le français est-il la première langue que vous avez apprise et le comprenez-vous toujours?
2. Avez-vous fait vos études primaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)
3. Avez-vous un ou des enfants qui ont fait ou qui font des études primaires ou secondaires en français au Canada? (Cela n'inclut pas les programmes d'immersion ou de français langue seconde.)

Conseil Scolaire
Toute personne d'allégeance **non** catholique et qui **ne** jouit **pas** du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise.

Toute personne d'allégeance **non** catholique mais qui jouit du droit à l'enseignement en français doit élire un(e) conseiller(ère) et doit destiner ses taxes scolaires à un conseil d'écoles publiques de langue anglaise ou française.

Les catholiques qui **ne** jouissent **pas** du droit à l'enseignement en français doivent élire un(e) conseiller(ère) et doivent destiner leurs taxes scolaires soit à un conseil d'écoles publiques de langue anglaise, soit à un conseil d'écoles séparées de langue anglaise.

Les catholiques qui jouissent du droit à l'enseignement en français ont le choix d'élire un(e) conseiller(ère) et ont le choix de destiner scolaires à l'un ou l'autre des conseils scolaires, à savoir écoles publiques de langue anglaise, écoles séparées de langue anglaise, écoles publiques de langue française ou écoles séparées de langue française.

Si vous **ne** confirmez **pas** votre préférence en matière de soutien scolaire, vous devrez élire un(e) conseiller(ère) et vos taxes scolaires seront destinées au conseil d'écoles publiques de langue anglaise.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
P.O. Box 217, 322 Fairview Drive, Brantford ON N3T 5M8
Phone 519-756-6505 -- **Fax** 519-756-9913

SEPARATE SCHOOL ASSESSMENT LEASE

This lease made this _____ day of _____, 20____

I, (Non-Catholic Lessor) _____
Surname *Christian Name*

Hereby agree with
(Roman Catholic Lessee) _____
Surname *Christian Name*

To lease the premises situated at _____
Number *Street*

In the City or Town of _____ in the City/Town/County of _____

the herein named _____ Roman Catholic Lessee, for a term of one (1) year,

to be computed from _____, 20____, and automatically renewable annually; Provided however, that this lease may be terminated upon thirty (30)days notice in writing given by either party.

The parties hereto agree that the intent in granting this lease is to allow the subject property to be assessed on the basis of being a separate school supporter under Sections 20 and 24 of the Assessment Act, R.S.O. 1970, Chapter 32.

This lease does not affect the ownership of the property in any way whatsoever, nor will it be registered.

Signed, and delivered
in the presence of

_____ (Lessor)

_____ _____ (Lessee)
Witness

The Brant Haldimand Norfolk Catholic District School Board shall be deemed the authorized agent for the school support.

FOR OFFICE USE ONLY

NBHD	CNTY	MUN	MAP/VID	MAP/SUB	PARCL	MAPSUB

INFORMATION COLLECTION AUTHORIZATION

Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom and Protection of Privacy Act, 1989.The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITIES

Note: Check with your guidance counsellor to ensure that your planned community service hours will be acceptable.

OFFICE USE ONLY

☐ Completion entered in Student Record

_____ _____

Signature of School Official Date

Student:_____ Principal:_____

School: _____ Telephone:_____

Activity (provide a brief description of your duties)	Start Date	No. of Hours	Date of Completion (month/day/year)	Location and Telephone	Supervisor's Name

Student Signature:_____ Parent/Guardian Signature: _____

Date:_____ Date: _____

The information may be privileged or confidential where disclosure or other use by persons other than the intended recipient may result in a breach of applicable laws or infringement of third party rights.

O:Michele/Forms/Community Service

ELIGIBLE ACTIVITIES

WHICH TAKE PLACE IN **NON-PROFIT ORGANIZATIONS**

FUNDRAISERS	Canvassing, walk-a-thon, celebrity games, gift wrapping, gala events, famine week-ends and sales.
SPORTS/RECREATION	Coaching, track meets, summer games, working with a buddy, working at a recreation center, scorekeeping, and organizing Special Olympics.
COMMUNITY	Helping to organize winter carnivals, parades, summer fairs.
COMMUNITY PROJECTS	Participating in food drives, support services for community groups, 4H Clubs, Welcome Wagon, Meals on Wheels, St. Vincent de Paul and food banks.
ENVIRONMENTAL PROJECTS	Participating in community clean-up, flower/tree planting, recycling and beautification activities.
RELIGIOUS ACTIVITIES	Programming for children, child-minding, helping with Sunday School, special events, and clerical tasks, alter serving, music ministry, assisting with liturgy.
SENIORS' PROGRAM	Assisting in a Seniors' Residence or Seniors' Community Program (i.e. helping with activities, visiting and reading).
OFFICE AND CLERICAL	Reception, computer work, and mailings for volunteer**/not-for-profit agencies.**
YOUTH PROGRAM	Helping run youth programs such as 4H, Scouts, Guides, drop-in-centers, breakfast, after school and March Break programs, Leaders in Training, Summer playground activities, and camps.
WORK WITH ANIMALS	Working with animal care, i.e. Humane Society, rescue or therapeutic camps.
ARTS AND CULTURE	Assisting at a gallery, performing music, involvement with a community theatre program, or involvement in a library program.
ACTIVITIES FOR INDIVIDUALS	Assisting senior's shop, read, prepare letters, shovel snow, rake leaves, garden, cut lawn, chronic care hospital visits or tutoring, transcribing, and/or reading buddies.
SCHOOL COMMUNITY PROGRAM	Helping out with a non-credit extra-curricular activity such as; student governance, organizing school activities (i.e: sports meets, music production, theatre production) and assisting in school activities (i.e: ushering, parents night, fundraisers).

Note: Being a member of a committee, club or organization of itself is not an eligible activity, although services provided by that committee, club or activity may be eligible, if they meet the criteria stated.

Where an activity does not clearly fall within the guidelines, principals have the discretion to approve areas of involvement on a case-by-case basis.
A principal is not obligated to approve an activity.