

SECONDARY SCHOOL RELIGIOUS EXPECTATIONS AND REQUIREMENTS - LETTER OF ACKNOWLEDGEMENT -

TO BE COMPLETED UPON INITIAL SECONDARY SCHOOL REGISTRATION IN DUFFERIN-PEEL

Thank you for choosing to enroll your son/daughter in one of our Catholic secondary schools. The Dufferin-Peel Catholic District School Board (the “Board”) is committed to providing a quality Catholic education which views human life as an integration of body, mind and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic school graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes, and actions. The Ontario Catholic School Graduate is expected to be: a discerning believer; an effective communicator; a reflective, creative and holistic thinker; a self-directed, responsible, lifelong learner; a collaborative contributor; a caring family member; and, a responsible citizen.

The Board supports freedom of religion and an individual’s right to manifest his/her religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic educational system and denominational rights of Catholic schools.

The Board recognizes that any form of discrimination is incompatible with Catholic moral principles and is in violation of the Ontario *Human Rights Code*. The Board recognizes that the school system gives pre-eminence to the tenets of the Catholic faith, congruent with the protection afforded in the Ontario *Human Rights Code*, the *Constitution Act, 1867* and confirmed in the *Canadian Charter of Rights and Freedoms*.

The Board and its staff are committed to the elimination of discrimination as outlined in Ontario’s Equity and Inclusive Education Strategy and the Ontario Ministry of Education Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board’s denominational rights under section 93 of the *Constitution Act, 1867* and as recognized in section 19 of the Ontario *Human Rights Code*.

The historical mandate of the Catholic school system in Ontario is to infuse the entire syllabus, and related activities of the school on the life and teaching of Jesus. As such, the Dufferin-Peel Catholic District School Board has the expectation that all students admitted to the Catholic system will benefit from these values and teachings and be formed into responsible, reflective and well-rounded citizens.

Our religious expectations and requirements for the duration of a student’s tenure are as follows:

1. All students will enroll in a Religion course in each of the four years. All Religion courses are approved by the appropriate Catholic authority. The Government of Ontario recognizes that Religion credits count towards a secondary graduation diploma.

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2. All students will participate in an annual retreat for the first four years that they are in a secondary school. The retreat normally takes place during the school day at a site off school property. The chaplaincy leader organizes the annual retreat based on spiritual themes appropriate for adolescents.
3. All students will participate in the prayer and liturgical life of the school. Catholic students are expected to participate fully as mandated by their sacramental Baptism. Non-Catholic students are expected to participate to the extent that they can. It is not the intention of the Dufferin-Peel Catholic School Board to proselytize. However, for supervision, safety and community reasons, the entire school participates in all religious events that occur during the school year. At a minimum, non-Catholic students will attend and maintain respectful silence at all religious observances. All students are encouraged to get involved.
4. Students requesting accommodations must present written notice from their parent(s)/guardian(s) specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made in advance (preferably at the beginning of each school year) to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes the religious observances into consideration.
5. The Catholic District School Boards of Ontario follow approved provincial curriculum. Given the distinctiveness of Catholic schools, the Government of Ontario recognizes parallel curricula for our system. All courses in all subject areas in our Catholic secondary schools are infused with core Catholic values and teachings. Regardless of the subject matter, the Catholic ethos, and moral value system is reflected throughout the curriculum, and as such, is inextricable from delivery.

In order to complete your child's registration package, we ask that upon review of the expectations outlined in this letter, you acknowledge its receipt.

We know your child will find their experiences in our Catholic secondary schools rewarding and we look forward to joining with you in supporting your child during these formative years.

School: _____

Name of Student (please print): _____

I acknowledge that I have received and reviewed the Religious Expectations and Requirements for secondary school registration.

Signature of Parent/Guardian/Adult Student: _____

Signature of Student: _____

Date: _____

NETWORK USER APPLICATION AND AGREEMENT

TO BE COMPLETED ON FIRST REGISTRATION IN DUFFERIN-PEEL
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The Dufferin-Peel Catholic District School Board policy supports the use of the local and wide area networks for electronic communication, and the Board believes this to be an integral part of the school curriculum.

In addition to the school's Catholic Code of Conduct and to outline in some detail the responsibilities of the school and the Dufferin-Peel Catholic District School Board, any student using the school network is required to adhere to the following rules:

1. These are the "Rules of Conduct" for Electronic Networks in Dufferin-Peel schools, including internet access.
2. The school reserves the right to change the rules at any time without notifying users. (Changes to rules will be posted.)
3. The school reserves the right to remove network access from any user who breaks these rules.
4. The school does not warrant that the functions will meet any specific requirements the student may have; nor that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequent damages (including lost data, information or profits) sustained or incurred in connection with the use of, operation of, or inability to use the system. The student maintains responsibility for meeting all personal deadlines regardless of network availability.
5. The student is responsible for his/her actions while using the computer.
6. The student will not assist in breaking these rules or be a party to others breaking these rules.
7. The student must not intentionally seek information, browse, obtain copies, modify files, or passwords belonging to others, whether at the school or elsewhere, unless specifically authorized to do so by those individuals.
8. Consistent with item 7, the student will refrain from using or introducing to the school computer environment, whether network or stand-alone, files, programs, or disks known to contain viruses. In this spirit, the student will also regularly check his/her files and disks for viruses and endeavour to keep computing systems virus free.
9. The student must not try to obtain system privileges to which he/she is not entitled.
10. The student will not share his/her login and password with others, nor attempt to learn or use logins and passwords which are not his/her own.

Network User Application and Agreement

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11. The student must not exploit any gaps in security and, furthermore, must report these gaps immediately to his/her teacher.
12. The student must not seek or send images, sounds, or messages which might be considered inappropriate, obscene, abusive, offensive, harassing, illegal, or counsel to illegal activities.
13. A student who receives or encounters any of the material indicated in item 12, which makes him/her feel uncomfortable, should report it to his/her teacher immediately.
14. The student is responsible for determining the copyright status of any program(s) or data used, and for respecting intellectual property rights and the laws which govern them.
15. It is the student's responsibility to back-up, save, and maintain any of his/her information.
16. The student must abide by all federal, provincial and local laws.
17. The school reserves the right to review, edit or remove any material stored on Board computer/network facilities.
18. The school will be the arbiter of what constitutes a violation of this Agreement.

School: _____

Name of Student (Please print): _____

I acknowledge that I have received and will abide by the Network User Application and Agreement and that this Agreement remains in effect for the duration of the student's tenure in this school system.

Signature of Student: _____

Signature of Parent/Guardian: _____

Date: _____

NOTIFICATION OF THE ROUTINE COLLECTION, USE AND DISCLOSURE OF STUDENT PERSONAL INFORMATION

The Dufferin-Peel Catholic District School Board (the Board) wants to help you understand how we use personal information we collect about your child.

The Education Act requires that the Board promote student achievement and well-being and deliver effective and appropriate educational programs for students. Schools collect and use student personal information to fulfill their legislated duties.

The school principal is required to establish and maintain an Ontario Student Record (OSR) for each student attending school in accordance with the Ontario Student Records Guideline and Board Policy. The OSR is a cumulative record of the student's progress used by staff to support student achievement and well-being that follows the student through Ontario elementary and secondary schools.

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines for schools/boards to follow when collecting, using and/or disclosing students' personal information. Under this law, personal information refers to recorded information about an identifiable individual and may be used or disclosed:

- for the purpose for which it was obtained or a purpose consistent with the reason collected;
- to board officers or employees who need access to the information in the performance of their duties, if necessary and required for the discharge of the board's duties;
- to comply with laws, a court order or subpoena to aid in a law enforcement by a law enforcement agency; or
- to report to the Children's Aid Society regarding child protection matters in compelling circumstances affecting health or safety of staff or students in accordance with the law.

EXAMPLES OF ROUTINE USES OF STUDENT PERSONAL INFORMATION

We will inform you at time of collection how the personal information we collect will be used. In addition, we draw your attention to the following routine uses of student personal information. Please contact the school principal to discuss any concerns you may have with how these practices affect your child. The following uses will apply unless a concern or objection is filed with the principal and an alternative resolution can be found.

Student Instruction, Achievement and Well-Being

- Student personal information, including OSR information, will be used by school and board staff for the purpose of meeting student's needs, promoting student achievement and well-being and to support the transition of students between schools and programs (elementary to secondary school, French Immersion programs, etc.). Staff may

include teachers of the student, guidance counsellors, student success teachers, educational resource workers, special education teachers and administrators.

- Information about the student's progress at secondary school may be shared with their former elementary school to support the continuous improvement of the elementary school program to benefit all students.
- Students may be photographed or recorded as part of teaching and learning to support student achievement and assessment.
- Student work, including student name, may be displayed throughout the school and in school and Board newsletters. It may also be displayed at community events such as science fairs, colouring/writing/poster contests or similar events outside the school.
- Contact information, marks and transcripts are shared with Ontario colleges and universities to support post-secondary applications.
- Referrals to personal health services such as psychological assessments, speech and language assessments, social work and child and youth service require the consent of the parent/guardian/adult student. On referral, you will be advised how personal health information is collected and used.
- Visitors to schools/classrooms such as volunteers, third-party service providers, or government and community agency staff, may on occasion visit schools/classrooms under the approval and direction of the school principal and/or superintendent. Any information they receive as a result of this visit is subject to confidentiality in accordance with Board policy and procedure.
- Ancestry information of self-identified First Nation, Métis and Inuit students, will be used to allocate resources, improve student learning and student success and reported to the Ministry of Education and the Education Quality Accountability Office (EQAO).
- Information may be shared with Police Services and School Resource Officers to investigate school incidents that involve possible criminal offences as outlined in the Police School Protocol or to comply with police investigations in accordance with the law. Information may include statements relating to the matter under investigation.

Health and Safety/Transportation

- Student medical health information provided by parents/guardians or adult students will be used to address the student's medical needs at school and during school activities.
- Personal information is shared with the Regional Public Health Units in accordance with the Education Act the Immunization of School Pupils Act. Communicable diseases

shall be reported in accordance with the Health Promotion and Protection Act and the Education Act.

- Surveillance equipment may be used on school property to enhance the safety of students and staff, to protect property against theft or vandalism and to aid in the identification of intruders or persons who endanger the health, well-being or safety of school community members.
- Student accidents will be reported to the board's insurer. Reports include the name of the injured student(s) and details about the incident, as well as the name and contact information of witnesses to the accident.

School Events and Activities

- We understand that parents, family members or friends may want to photograph or record school events or activities where the public is invited. Visitors are asked to follow the direction of the principal at these events as in some cases, photos or recordings may not be allowed. Where photography or recording is permitted, visitors should always try to capture photos/videos of only their own child. Where photos/videos include other students or staff, please respect the digital footprint and privacy rights of others, by not sharing them with the media or on the internet/social media.
- Personal information including student name, number and date of birth are shared with the Board's online payment system provider so parents may remit student activity and other fees online.
- Personal information such as student name, date of birth, year of entry into grade 9 and credits achieved, shall be shared with Board-approved Governing Athletic Associations for the purpose of determining eligibility requirements to participate in inter-school competitive programs.
- In accordance with the Board *Sportsmanship and Ethical Conduct Guideline*, personal information shall be shared with Board-approved Governing Athletic Associations and Community Agencies for the purpose of investigating non-compliance and inappropriate behavior while attending or participating in sporting activities, including during travel, at accommodations and at any location students attend as part of the school-sponsored activity.
- Student names and/or photographs may be printed in school yearbooks, school programs or brochures (i.e. graduation programs, celebration of sacraments, school plays and musical productions), on student awards, honour roll, class assignment lists and posted throughout the school.
- School newsletters report on school events and activities. They may include limited student personal information such as student name and student photos. Consent is sought to share personal information and/or photos on the internet or on social media.
- On occasion, the media may be invited to schools and board sites to report on school/board events or activities.

Students may be photographed/recorded as part of a group, but only those students with appropriate consents will be interviewed and identified.

- Contracted photographers will take individual and class photos of students. These photos will be used for administrative and archival purposes, on student cards, in school yearbooks and will be offered to parents for purchase.
- Birthdays may be celebrated at school. Class lists with student first names and last initial may be distributed for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.
- Authorized volunteers or school council members may contact parents on behalf of the school regarding school-related activities which benefit the student and the school community or for the safe arrival/attendance verification program.

Community or Public Events

- Extra-curricular activities that take place in or outside of school and are open to participating schools or community members may be covered by media and others. In some cases, media may want to feature and/ or interview students. If you do not want your child to participate in media reports/interviews, please advise the coach and/or indicate your wishes to your child.
- Please note, when events take place in public areas, it may be difficult for the school to prevent the media or others from recording or photographing students. If you have concerns about your child's participation in such forums, please speak to the school principal.

CONSENT FOR OTHER PURPOSES

In accordance with MFIPPA and the *Education Act*, releasing personal information for any other purpose requires the informed consent of:

- the parent/guardian for children under 16 years of age;
- the parent/guardian and the student where the student is 16 and 17;
- the student where the student is over 18 or is 16 or 17 years of age and has withdrawn from parental control.

Schools will send home a form to seek consent for the use and disclosure of student work, identifiable student photos and student recordings on the internet/social media; to media and within the school community; and other permissions as appropriate. Please complete the form and return it to the school as soon as possible.

STUDENT ANNUAL CONSENT AND NOTIFICATION FORM

Student Name _____ School _____

Parent/Guardian Name _____ Grade/Teacher _____

Annual Parent/Guardian Notifications

Information for Parents/Guardians about DPCDSB

Ontario's Ministry of Education has provided parents and guardians with the document, [Your child's education: A parent guide to our school system](#). Information specific to the Dufferin-Peel Catholic District School Board (DPCDSB) on topics listed in the Ministry of Education's guide for parents and guardians can be found in the [DPCDSB Companion Resource](#) and/or on the DPCDSB website (www.dpcdsb.org).

DPCDSB also has a policy regarding advocacy and responding to concerns and inquiries. The policy includes information regarding roles and responsibilities, procedures regarding contacting appropriate staff and timelines associated with receiving a response to inquiries and/or concerns. [Policy 2.0 Advocacy: Responding to Concerns and Inquiries](#).

Catholic Code of Conduct

DPCDSB is committed to the implementation in every school of the Catholic Code of Conduct that clearly reflects the need to provide a safe, caring, inclusive and healthy Catholic school community. All community members will work together to develop spiritually, intellectually, physically, socially, and emotionally by aspiring to the highest possible standards of Catholic behavior, in living out the gospel values, and by fostering a Catholic culture of respect, responsibility and concern for the common good. The Catholic Code of Conduct is available can be found on the DPCDSB website (<https://www.dpcdsb.org/students/catholic-code-of-conduct>). Parents, Guardians, Students and Community members are invited to provide feedback regarding the Code of Conduct using the link provided on the DPCDSB website.

Student Handbook

The student handbook is posted on [DPCDSB website](#) under the Students Tab ([Elementary Student Handbook](#); [Secondary Student Handbook](#)). The student handbook contains information regarding DPCDSB policies, guidelines, and expectations for students. Please note, failure to review the handbook does not remove the onus of responsibility from a student to adhere to school policies, rules, and procedures. If you have any questions, please contact your school's main office.

- I have reviewed the general information, policies, and procedures outlined in the Catholic Code of Conduct and Student Handbook.

Student Signature

Parent/Guardian Signature

Use and Disclosure of Student Pictures, Recordings, and Work

The Student Handbook also includes a statement to notify you about how the DPCDSB routinely uses and discloses student personal information as authorized by the *Education Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Please review it and address any questions you may have to the school principal.

In addition, we would like to celebrate and showcase student achievements and activities and are seeking your consent to share personal information about your child including: student work, name and/or identifying images and/or recordings. Achievements and activities may include: student work/projects, plays, athletics, extra-curricular activities, presentations, awards, ceremonies, and field trips.

With appropriate consent, information may be shared:

- on school and/or board websites, social media sites (such as Twitter, Facebook, YouTube, school blogs), school and DPCDSB newsletters;
- in yearbooks;
- within the school and/or church community; and
- with local and/or national media for reporting newsworthy events including interviewing your child.

Yes, I consent to use of my child’s work, name and identifying images and/or recordings as outlined above. I understand that I may withdraw consent at any time with written notice to the principal; however, that it may not be possible to remove or recall information previously shared.

Parent/Guardian Signature

No, I do not consent to my child’s work, name and identifying images and/or recordings as outlined above.

Parent/Guardian Signature

Permission for Walking Excursions to Local Sites

Throughout the school year, students may go on supervised walking excursions in the school neighborhood, for example: to church, local park, etc. These walking excursions may be spontaneous activities that are dependent on weather conditions and do not generally require special provisions for transportation, lunch, or fees. Staff will discuss safety procedures prior to the excursion. Please advise the staff of any special considerations.

Yes, my child may participate in local walking excursions as determined by the school.

Parent/Guardian Signature

No, my child may not participate in local walking excursions as determined by the school.

Parent/Guardian Signature

Lunch Hour Permissions (Grades 5 through 8 Only)

Students who remain at school for lunch are not permitted to leave school property during the lunch hour. Written permission or a phone call from a parent/guardian is required to permit a student to leave school property during lunch. This form can be used to provide appropriate permission. Students who normally remain at school for lunch and leave school property without appropriate permission, may face consequences as outlined in the Catholic Code of Conduct.

Note: If you require a specific schedule of days when you need this permission granted, please submit a note to the school principal describing your request, along with this signed form.

My child in Grades 5 through 8 **has permission to leave** the school for lunch on the following days of the week (please check all that apply).

- Mondays Tuesdays Wednesdays Thursdays Fridays All weekdays

Parent/Guardian Signature

My child in Grades 5 through 8 **does not have permission to leave** the school for lunch.

Parent/Guardian Signature

Emergency Early Dismissal (Grades 9 through 12 Only)

In the event of a school emergency requiring early dismissal of students in Grades 9 through 12, schools shall advise parents/guardians that students will be dismissed. If further clarification is needed, parents/legal guardians will be informed. Note that transportation of students via school bus during emergency early dismissals will be provided on a case-by-case basis.

I understand that my child(ren) may be **dismissed early in the case of a school emergency.**

Parent/Guardian Signature