



Thank you for choosing Peace River School Division. We are dynamic learning community focusing on each student reaching their full potential in safe and caring learning environments. Information in your child's registration form is protected by the Alberta Education Student Records Regulation and Protection of Privacy Legislation.

School: _____

Date of Registration: _____ (MM/DD/YY)

Registering for Grade: _____

STUDENT INFORMATION	Print the student's legal surname (last name) and given names below. These are the names on the student's birth certificate/legal document. If the student uses a different first or last name, there is a space at the end of this section for preferred name.		
Student's Legal Last Name	Student Identification information (ASN)		
Student's Legal First Name	Student Email Address		
Student's Legal Middle Name	Date of Birth (MM/DD/YY)	Gender	
Student's Residence (Physical Location of Students Residence - Street address or 911 Address – no Legal Land Location)			
Address	City	Province	Postal Code
Mailing Address (if different than Student's Residence – mail-outs from school will be sent to this address)			
Address	City	Province	Postal Code
Primary Phone (home, cell, work - please circle) ()	Student Cell Phone\Other (home, cell, work - please circle) ()		
Student's Preferred Name			
Last Name	First Name		
SCHOOL HISTORY			
Previous School Attended	City	Province/Country	

CITIZENSHIP STATUS	What is the citizenship or immigrant status of the student? Supporting documentation is required.
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident/Landed Immigrant
<input type="checkbox"/> Child of a Canadian Citizen (child not Canadian)	<input type="checkbox"/> Refugee
<input type="checkbox"/> Child of Permanent/Temporary Resident	<input type="checkbox"/> Other, explain: _____

SECTION 23 – FRANCOPHONE RIGHTS	According to the School Act and section 23 of the Canadian Charter of Rights and Freedoms, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. (Appendix 2)
According to the criteria as set out in the Canadian Charter of Rights & Freedoms, is your child eligible to receive a French first language (Francophone) education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do you wish to exercise your right to have your child receive a French first language (attend a Francophone School Authority)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

INDEPENDENT STUDENT STATUS	The School Act defines an independent student as someone who is: (i) 18 years of age or older, or, (ii) 16 years of age or older, and (a) who is living independently, or, (b) who is a party to an agreement under section 57.2 of the Child, Youth and Family Enhancement Act
Are you claiming status as an Independent Student under the definition of the School Act:	<input type="checkbox"/> Yes <input type="checkbox"/> No



DISCLOSURE RESTRICTIONS	A parent or legal guardian may have their right to access information about a student removed by a legal process. Where a person claims to be a parent or guardian, or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim.
Please indicate if a legal document exists which restricts access to information about this student: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have answered yes, please attach copies of the required Documentation. Copies Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
In rare instances, a child may be the subject of a protective court order (i.e. restraining order). In other instances, an order or an agreement made pursuant to legislation affecting guardianship rights, custody or access rights to the student may be issued. Please indicate if any such orders or agreements exist and copies are attached <input type="checkbox"/> Yes <input type="checkbox"/> No	

PARENT/LEGAL GUARDIAN INFORMATION	If there are two parents or guardians, it is important to fill in both sections below, whether or not the parents or guardians are living together. Legal guardianship in Alberta is defined in the School Act and the Family Law Act, section 20. (Appendix 3).		
First Parent/Legal Guardian	Relationship to Student		
	Last Name		First Name
	Email Address		Salutation (Mr.,Mrs., Ms.,Dr.,etc.)
	Address (if different from Student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Mail to? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<small>Address</small>	<small>City</small>	<small>Province</small> <small>Postal Code</small>
	Primary Phone (home, cell, work - please circle) ()	Secondary Phone (home, cell, work - please circle) ()	
Religious Declaration (select one) <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			

Second Parent/Legal Guardian	Relationship to Student		
	Last Name		First Name
	Email Address		Salutation (Mr.,Mrs., Ms.,Dr.,etc.)
	Address (if different from Student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Mail to? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<small>Address</small>	<small>City</small>	<small>Province</small> <small>Postal Code</small>
	Primary Phone (home, cell, work - please circle) ()	Secondary Phone (home, cell, work - please circle) ()	
Religious Declaration (select one) <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			

Other Parent/ Guardian	Relationship to Student		
	Last Name		First Name
	Email Address		Salutation (Mr.,Mrs., Ms.,Dr.,etc.)
	Address (if different from Student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<small>Address</small>	<small>City</small>	<small>Province</small> <small>Postal Code</small>
	Primary Phone (home, cell, work - please circle) ()	Secondary Phone (home, cell, work - please circle) ()	
Religious Declaration (select one) <input type="checkbox"/> Not Roman Catholic <input type="checkbox"/> Roman Catholic			



EMERGENCY CONTACT INFORMATION	An emergency contact is someone who may be contacted if the student's parent/legal guardian is unavailable. This is <u>NOT</u> the Student's Parent/Legal Guardian.	
Emergency Contact Information		
Relationship to Student		
Primary Phone (home, cell, work - please circle) ()	Secondary Phone (home, cell, work - please circle) ()	
Doctor	Phone (with area code) ()	

MEDICAL INFORMATION	Please acquaint the school with any health conditions which may affect the student at school or on the bus (asthma, diabetes, rheumatic fever, allergies, medication taken, etc.) Please write "NONE" if student is normally healthy. Should this information change during the school year, please notify the school.
Medical Notes (If any)	
Personal Health Care #: _____	

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)	In order to celebrate and notify our school community of student success, school events and news, the school communicates in a number of ways and works with local organizations (media, Town/Village/Hamlet offices, educational organizations). Consent is not required for activities within the school however without parental consent the school is not authorized to release the names or pictures of students (Appendix 1). Please indicate your approval to the release of information with the intent to celebrate and highlight student success/school events and news below:
I approve the release of the names and/or photos identifying my child in the following communication tools:	
Internet (school newsletters, website, divisional website, social media)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other organizations (art, poetry contests, Rotary, Town publications, educational organizations, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Media (newspaper, radio etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

ABORIGINAL SELF-IDENTIFICATION (Optional)
If you wish to declare the student is Aboriginal, please select one:
<input type="checkbox"/> Status Indian/First Nation <input type="checkbox"/> Non-Status Indian/First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit
For Further information, please refer to: https://education.alberta.ca/system-supports/results-reporting or contact Alberta Education at 780-427-8501.
If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at 780-624-3650. Treaty Band Number (if applicable): _____

Searches of Persons or Personal Property (Administrative Procedure 354)

Please be advised that in accordance with Administrative Procedure 354, that student desks, lockers and other property supplied by the Board of Trustees, Peace River School Division No. 10, are subject to periodic searches by the Principal or their designate to ensure there are no violations of School Board or School Regulations with regard to cleanliness and personal hygiene and to unlawful substances or illegal goods, illegally obtained goods or personal property, the possession of which on school property is restricted or forbidden by School or Board rules or policy.

PRSDnet STUDENT USER AGREEMENT	As parent/legal guardian of the student, I have read/reviewed the PRSDnet Use Guidelines and Responsibilities (Appendix 4) with my child. I understand that I may be held responsible for violations by my child; that some materials on the internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, sharing and/or exploring information and media. Peace River School Division will not assume any legal liability for inappropriate use.
My child and I have read and agree to comply with the PRSDnet Student User Agreement Guidelines: <input type="checkbox"/> Yes <input type="checkbox"/> No	
As parent/legal guardian of the child named in this registration form, I hereby grant permission for my child to access network computer services provided by PRSDnet: <input type="checkbox"/> Yes <input type="checkbox"/> No	

OTHER INFORMATION	The questions may be asked to assist in program placement or communication regarding school activities.
Language Spoken at Home: _____ Any special accommodations/needs: _____ Other siblings attending this school: _____ School System Property Taxes are paid To: <input type="checkbox"/> Public <input type="checkbox"/> Catholic <input type="checkbox"/> Both <input type="checkbox"/> N/A If you reside outside of the Peace River School Division, please indicate School District in which you reside: _____ _____ We want to continue to keep you informed about the school information, events and announcements. Occasionally these communications may include information about offers and promotions related to school activities. Please indicate if you do not wish to receive electronic (email) communication from the school: <input type="checkbox"/> No Electronic Communication	

DECLARATION BY PARENT, LEGAL GUARDIAN, OR INDEPENDENT STUDENT	
The information provided in this document is true, correct and complete. I have identified all parents and legal guardians for this student. The individuals identified in the "parent/legal guardian" section have the right to view student information and make educational decisions for this child, unless otherwise indicated here and supported with legal documentation. In the event of an emergency, such as a sudden illness or accident and a legal guardian cannot be contacted by telephone, the school personnel have my permission to take my child to our family doctor, or another available doctor. Further, I recognize that it is my responsibility to notify my child's school should the above information change.	
_____ Parent / Guardian Name (Please Print)	_____ Signature of Legal Guardian
_____ Student Name (Please Print)	_____ Signature of Student
_____ Date	

Office Use Only	A copy of any student identification documentation should be placed in the Student Record.
LEGAL STUDENT IDENTIFICATION VERIFICATION DOCUMENT - Select applicable documentation(s):	
<input type="checkbox"/> Alberta Birth Certificate	<input type="checkbox"/> Canadian Study Permit
<input type="checkbox"/> Alberta Adoption Order	<input type="checkbox"/> Canadian Temporary Resident Visa
<input type="checkbox"/> Canadian Citizenship Certificate	<input type="checkbox"/> Canadian Work Visa
<input type="checkbox"/> Canadian Passport	<input type="checkbox"/> Legal Guardianship Copies
<input type="checkbox"/> Canadian Permanent Resident Visa	<input type="checkbox"/> Court Order Copies

Appendix 1 Freedom of Information and Protection of Privacy Provisions

The information collected on this form as part of the school registration process is personal information as referred to in the Freedom of Information and Protection of Privacy (FOIPP) Act, which became effective for Alberta School Districts on September 1, 1998. This personal information is collected pursuant to the provisions of the School Act and its regulations, and pursuant to section 33(c) of the FOIPP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment. The FOIPP Act requires that parents/guardians be advised of the collection and use of personal information that is not authorized under the School Act. This includes many activities that are part of normal school community interaction, such as:

- 1) Individual photos that are taken;
- 2) Photos and/or videos of classroom and school activities that are taken and used in the school calendar, school yearbook, or for other purposes within the school, as well as video monitoring used in schools and busses;
- 3) Class and team photos that are taken and used within the school;
- 4) Student name and description of activities that are used in the school newsletter and other school communications;
- 5) Student name, photograph and write-up that are included in school yearbook (if one is produced);
- 6) Student names that are included in an honour roll listing, birthday recognition listing (including announcement on PA system), student achievement awards, and graduation roll, within the school;
- 7) Media photographs or videos of classrooms and school activities, where individual students cannot be identified, may be taken and used by the media;
- 8) Student names that are used on artwork, written material, or other items to be displayed in the school;
- 9) The use of student names, rural school bus route information, related contact information and phone numbers for classroom reps, school council, and parents on your rural school bus route (if applicable);
- 10) The use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf;
- 11) The use of student names and relative contact information for the Public Health Authorities.
- 12) Other similar activities within the school.
- 13) Photographs or videos taken by the media or any other organization where individual students are identified or instances where students are interviewed.
- 14) Photographs or videos taken by the Division where the material will be used outside of the school system (i.e. Divisional brochures and reports)

Please note:

a. Copyright for artwork or creative writing which will be reproduced for use outside of the classroom require separate consent.

b. PRSD is unable to restrict photos and videos taken by the general public at events open to the public.

If you have any questions or concerns regarding the collection of information, or intended use of information, please contact PRSD's Corporate Secretary/FOIPP Coordinator, at 780-624-3601 or Toll Free 1-800-848-8391.

Appendix 2- Section 23 Francophone Education Eligibility Declaration

(Form is prescribed by the Minister pursuant to section 276 of the School Act)

The personal information collected on this form is collected by the Peace River School Division #10 pursuant to the provisions of the Student Record Regulation, A.R. 225/2006, section 10 of the School Act, and section 23 of the Canadian Charter of Rights and Freedoms and may be used to ensure your child has a program that meets his or her needs. Information in Question A is provided to Alberta Education as required by the Student Record Regulation and will be treated in accordance with Alberta's Freedom of Information and Protection of Privacy Act and may be shared with a Francophone Regional authority. Should you have any questions regarding the collection of this information, please contact the Secretary Treasurer, Peace River School Division #10, 10018—101 St., Peace River, AB T8S 2A5 or by calling 780-624-3601 or 1-800-848-8391 (toll free).

Section 2(1) of the Student Record Regulation states that:

The student record of a student must contain all information affecting the decisions made about the education of the student that is collected or maintained by a board, regardless of the manner in which it is maintained or stored including...

(s) if the parent of a student is eligible to have the student taught in the French language pursuant to section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right.



Pursuant to Section 23 of the Canadian Charter of Rights and Freedoms:
Citizens of Canada

- Whose first language learned and still understood is French; or
 - Who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
 - Of whom any child has received or is receiving primary or secondary school instruction in French in Canada,
- have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional Authority.

To exercise your Section 23 rights, you must enrol your child with one of the five Francophone Regional authorities listed below:

The Northwest Francophone Education Region No. 1 – St. Isidore (780) 624-8855

The Greater North Central Francophone Education Region No. 2 – Edmonton (780)468-6440

The East Central Francophone Education Region No. 3 – St. Paul (780)645-3888

The Greater Southern Separate Catholic Francophone Education Region No. 4 – Calgary (403)685-9881

The Greater Southern Public Francophone Education Region No. 4 – Calgary (403)686-6998

Appendix 3 - Legal Guardianship

Effective October 2005, amendments to the School Act provide that a parent is the guardian as set out in section 20 of the Family Law Act ("FLA"); Part 1, Division 5 of the Child, Youth and Family Enhancement Act; or section 23 of the FLA; a temporary or permanent guardianship order under the FLA; or an order of the court or an agreement made in accordance with family law legislation.

While a parent is usually the legal guardian of their child, that is not always the case. Guardianship rights can be shared by parents or can be lost. As a student's right to attend any particular school is based upon the residence of the "parent", and as it is the parent who exercises the various powers, responsibilities and entitlements as a guardian under the School Act, it is important that a school board determine who the legal guardians are for any particular child. The legal guardian/parent must reside in Alberta to be eligible for educational funding as an Alberta Resident. If the parent isn't the legal guardian, court orders must be obtained in order to substantiate guardianship.

The FLA provides that, subject to any order of a court regarding guardianship of the child, the mother and father of the child are both the guardians of the child where the mother and the father:

- Were married to each other at the time of the birth of the child;
- Were married to each other and the marriage terminated by a decree of nullity of marriage, or a judgement of divorce granted less than 300 days before the birth of the child;
- Married each other after the birth of their child;
- Cohabitated with each other for 12 consecutive months during which time the child was born; or
- Were each other's adult interdependent partners at the time of the birth of their child or became each other's adult interdependent partners after the birth of their child.

If the above does not describe your relationship, guardianship is determined based on residence of the child. Section 20(3) of the FLA provides that the mother and the father are both the guardians of the child until such time as the child usually begins to reside with one of the parents, at which time that parent becomes the sole guardian of the child; or if the child lives with both parents, or alternatively, with each parent for substantially equivalent periods of time, both parents become the guardian of the child.

Despite subsection 20(3) of the FLA, if both parents agree in writing, both parents continue to be the guardians of the child even after the child begins to usually reside with only one of them. A parent with whom the child has usually resided for one year is the guardian of the child, even if the child no longer resides with that parent. The FLA is provincial legislation that defines guardianship rights in Alberta. Parental rights may also be described using

the terms of custody and access in cases where the parties are divorced or have commenced legal proceedings under the Divorce Act. The School Act provides that where a person claims to be a parent or guardian, or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of claim. Please provide copies of any orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child or child's information to the relevant individual.

Appendix 4 - PRSDnet Student Use Agreement

New technologies are shifting the ways that information may be accessed, communicated and transferred, and those changes are also altering education and student learning. Peace River School Division (PRSD) offers students and employees access to Divisional electronic networks, email, and the Internet. We call these services PRSDnet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, school staff, parents and guardians of minors are responsible for setting and conveying the standards that they should follow when using media and information sources. PRSD supports and respects each family's right to decide whether or not to allow their child to apply for access to PRSDnet.

PRSDnet Use Guidelines and Responsibilities for Staff and Students

PRSDnet users are responsible for their behaviour on school computer networks just as they are in the classroom or school hallway. Communications on the network are often public in nature. All network traffic is tracked and logged by PRSD technology services. General school rules for behaviour and communications apply to network use. Violation of PRSDnet guidelines and responsibilities will result in a loss of access and may result in other legal or disciplinary actions as per Peace River School Division Administrative Procedures 350, 355 and 352.

PRSDnet is provided for staff and students to conduct research and communication with others in relation to school work. Access to network services is given to staff and students who agree to act in a considerate and responsible manner. Parent/guardian permission is required for student use. The school administrator shall be responsible to inform staff and students of their rights and responsibilities on a yearly basis. The school administrator will also inform parents through the school newsletter of the substance of the *Use Guidelines and Responsibilities* and make available to parents the opportunity to review, discuss and re-sign or rescind permission. **Access is a privilege, not a right.** Therefore, based upon the acceptable use guidelines outlined in this document, the school administrators will deem what is inappropriate use and their decisions are final. Either the school-designated or Division network administrators may temporarily close an account at any time. Upon review administration and staff of PRSD may limit or suspend specific user accounts.

Individual users of PRSDnet are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of PRSD. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of Canadian or Alberta laws, including copyright, threatening or obscene materials, is prohibited. Use for unauthorized commercial activities by for-profit organizations, product promotion, or illegal activities are strictly prohibited.

The user is expected to observe the following network guidelines:

- Keep passwords, personal address and phone numbers confidential.
- Keep the passwords, personal addresses and phone numbers of others, if you know them, confidential.
- Use the network in such a way that will not disrupt the use of the network by other users.
- Treat others' data with respect. Do not attempt to modify or harm the data of another user.
- Use the network to access only authorized networks or computer systems.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes.
- Seeking, transmitting, or accepting obscene materials are prohibited.
- Use electronic mail with care; it is not private.
- Use school division provided on site and web based storage with care. It is not private.
- Use only language that is appropriate to a classroom setting.
- Apply the rules of the following 'LARK' acronym to help meet these guidelines.
- Be aware that all network traffic is tracked and logged.

Personal Devices

Personal devices include laptops, phones, tablets, e-readers, USB flash drives, and any other electronic data device. Be aware that every principal may have additional guidelines or restrictions for the use of personal devices in their school and every teacher may have additional guidelines or restrictions for the use of personal devices in their classroom.

Personal devices should be used for educational use and users must follow the guidelines and responsibilities outlined above.

Students are responsible for the content of the data stored on their personal devices when using that personal device in a school.

If you are deemed to be using a personal device inappropriately, your device may be confiscated until your parents are contacted. Administrative Procedure 354 will be followed.

The bus is an extension of the school. Infractions involving personally owned devices will be dealt with in a manner in line with infractions that occurred at school.

Ethical Use of Computers

Please use the "LARK" acronym daily to test if you are meeting the Acceptable Use Policy of PRSD #10 for computers, software, networks, e-mail, the Internet and any other component of information technology used within our schools.

L (for **Legal**) – Only software and music that's been purchased can be downloaded. Sources can only be used if they're cited (given credit) by you and used appropriately.

A (for **Appropriate**) – Everything viewed; sent, downloaded, and used on school computers must be school-appropriate.

R (for **Responsible**) – Equipment and resources must be used carefully and responsibly to prevent damage. Being responsible means doing the right thing even when no one is watching.

K (for **Kind**) –All e-mails, and other electronic communications must be respectful and considerate of all parties.

Sending chain mail is a waste of valuable time, and any type of offensive or insulting material, to anyone, is never kind; it's bullying!

PRSDnet Student User Agreement Form

After reading the PRSDnet Use Guidelines and Responsibilities, please complete this form to indicate that you agree with the terms and conditions outlined. **The signatures of both student and parent/guardian are mandatory before access may be granted to PRSDnet.** This document, which incorporates PRSDnet Use Guidelines, reflects the entire agreement and understanding of all parties.

As a user of the Peace River School Division computer network, I have read and hereby agree to comply with the PRSDnet Use Guidelines. I understand that all network traffic is tracked and logged.

Student Name (Please Print):

Signature:

Date:

School/Office:

As parent/legal guardian of the student signing above, I grant permission for my child to access network computer services provided by PRSDnet such as electronic mail and the Internet. I have read and agree to the PRSDnet Use Guidelines and I understand that I may be held responsible for violations by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, sharing and/or exploring information and media. Peace River School Division will not assume any legal liability for inappropriate use.

Parent/Guardian Name (Please Print):

Parent/Guardian Signature:

Date:

Address:

Daytime Telephone:

Home Telephone:

Administrative Procedure 354 – Searches of persons or personal property

The Board of Trustees believe that individuals should have a right to privacy with respect to their personal property, however privacy rights may be reduced or extinguished to protect the rights and enhance safety and security of all students. The Board of Trustees requires school officials to follow the regulations set out in this policy with respect to the searching of individuals or their personal property, whether those officials are acting on their own, or in concert with a government authority.

REGULATIONS:

- 1. Subject to this policy and the regulations thereunder, school officials shall take reasonable steps to protect a student's right to privacy.*
- 2. Students and their parents shall be informed at the beginning of each school year or semester regarding any Divisional and school policy in effect that student property is subject to searches at any time of a general administrative nature for contraband and rule violations (Appendix I).*
- 3. a. Before conducting a search, for any reason other than those described in regulation 2 above, there must be reasonable grounds for belief that a criminal offense is being committed or has been committed. A search of the person or property in this instance will provide evidence in these matters, or will lead to conclusion that the commission of a criminal offense will occur.*
 - b. Reasonable grounds for a search may be found in the following context:*
 - 1. information received from one student considered to be credible; or*
 - 2. information received from more than one student, or*
 - 3. a teacher, other staff member or principal's own observations.*
 - 4. Information received from another source considered to be credible; or*
 - 5. Any combination of these pieces of information which the relevant school authority considers to be credible.*
 - c. The grounds for conducting a search shall be recorded in writing by the principal and kept on file.*
 - d. The student's consent to the search of property shall be sought, wherever reasonably possible.*
 - e. The student should be present during the search, wherever possible.*
 - f. At least one witness shall be present wherever reasonably possible when the search takes place.*
 - g. Parents or guardians of the student shall be informed of the search and the reasons for it, prior to or after the search takes place, as circumstances warrant.*
 - h. Any search conducted pursuant to this policy shall be carried out in a sensitive manner and with the minimal amount of intrusion.*

Administrative Procedures 354 Appendix AP354 – Peace River School Division No. 10 Search of Property Notification Form

Please be advised that student desks, lockers and other property supplied by the Board of Trustees, Peace River School Division No. 10, are subject to searches at any time by the Principal or his designate to ensure there are no violations of School board or School Regulations with regard to cleanliness and personal hygiene and to unlawful substances or illegal goods, illegally obtaining goods or personal property, the possession of which on school property is restricted or forbidden by school or Board rules or policy or administrative procedure.

Adopted/Revised: Apr/88; Mar/99; Mar/01