

**STUDENT APPLICATION FOR REGISTRATION & CONSENTS****SCHOOL:** RRC-WSD ADMINISTRATIVE ASSISTANT PROGRAM 2025-26**STUDENT #:** _____**GRADE:** _____ **ROOM:** _____ **PROGRAM CODE:** _____**MET #:** _____**RESIDENT:** ☐ YES ☐ NO **CATCHMENT:** ☐ YES ☐ NO**MOVE - EFFECTIVE DATE:** _____**STUDENT INFORMATION**

Legal Names: Last Name _____

First Name _____ Middle Name _____ Name Known by _____

Birthdate: _____ Sex: Female ☐ Male ☐ Country of Birth: Canada ☐ or _____Preferred gender (choose one if applicable): Trans Person ☐ Two-Spirit ☐ Gender non-conforming ☐

Not a Canadian Citizen, please indicate:

Date Entered Canada _____ Visa Expiry Date: _____ UCI Number _____

Permanent Resident ☐ Government Assisted Refugee ☐ Private Sponsor Refugee ☐ Refugee Claimant ☐ Visa Student ☐Languages spoken at home: English: Yes ☐ No ☐ Other Languages: _____

Current or Last School Attended: _____ City/Town/Prov: _____

STUDENT ADDRESS

Apt. No./Street No./Street _____ City Winnipeg or _____

Postal Code _____ Home Phone _____ ☐ Unlisted Student Lives on Own: Yes ☐ No ☐**PARENT/LEGAL GUARDIAN AND CONTACT INFORMATION****Parent, Legal Guardian or Alternate Contact**

Last Name _____ First Name _____

Relationship to Student _____ Student Lives with Yes ☐ No ☐ / Student Also Lives with Yes ☐ No ☐

Enter address and home phone if different from student

Address _____ City _____ Postal Code _____

Home Phone _____ ☐ Unlisted Work Phone _____ ext _____ Cell _____

Email _____ Employer _____

Parent, Legal Guardian or Alternate Contact

Last Name _____ First Name _____

Relationship to Student _____ Student Lives with Yes ☐ No ☐ / Student Also Lives with Yes ☐ No ☐

Enter address and home phone if different from student

Address _____ City _____ Postal Code _____

Home Phone _____ ☐ Unlisted Work Phone _____ ext _____ Cell _____

Email _____ Employer _____

Parent, Legal Guardian or Alternate Contact

Last Name _____ First Name _____

Relationship to Student _____ Student Lives with Yes ☐ No ☐ / Student Also Lives with Yes ☐ No ☐

Enter address and home phone if different from student

Address _____ City _____ Postal Code _____

Home Phone _____ ☐ Unlisted Work Phone _____ ext _____ Cell _____

Email _____ Employer _____

LEGAL CUSTODY Please provide documentation as necessaryJoint* ☐ Mother ☐ Father ☐ Guardian ☐ Agency ☐ Other ☐

*Joint Custody is when those parents have a legal custody agreement in place for the student

SIBLINGS Pre-School/School Age

Name	Birthdate	Sex	School
_____	_____	Female ☐ Male ☐	_____
_____	_____	Female ☐ Male ☐	_____
_____	_____	Female ☐ Male ☐	_____

(day/month/year)

ADDITIONAL CONTACT INFORMATION**Emergency Contact** (if parent/guardian cannot be reached)

Last Name _____ First Name _____
Relationship to Student _____ Student Lives with Yes ☐ No ☐
Home Phone _____ ☐ Unlisted Work Phone _____ ext. _____ Cell _____

Day Care

Name _____ Phone _____
Address _____ Winnipeg, MB Postal Code _____

Medical Information

MB (9 digit) Personal Health ID No: _____

Health Concerns/Allergies: _____

Additional Health Concerns Please indicate (✓) all health care needs that apply to your child:

- ☐ Anaphylaxis: Life-threatening allergy (child is prescribed an EpiPen) A letter and additional form will be provided
- ☐ Asthma: (administration of medication by inhalation) A letter and additional form will be provided.
- ☐ Bleeding Disorder
- ☐ Cardiac Condition
- ☐ Clean Intermittent Catheterization
- ☐ Diabetes: Type 1 or Type 2
- ☐ Gastrostomy Feeding Care
- ☐ Osteogenesis Imperfecta (brittle bone disease)
- ☐ Ostomy Care
- ☐ Pre-set Oxygen
- ☐ Seizure Disorder
- ☐ Steroid Dependent Condition
- ☐ Suctioning (oral and/or nasal)
- ☐ My child is receiving Winnipeg School Division transportation to and from school.
- ☐ My child does not have any of the above listed health care concerns.

If you have checked any of the above health care needs, the school will provide you with a Unified Referral and Intake System (URIS) Application. The URIS application will then be submitted to the Winnipeg Regional Health Association (WRHA) URIS nurse to ensure the appropriate services will be provided and an individual health care plan put in place as needed.

Application for the Use of the Online Information Resources in the Winnipeg School Division

To the Student: I understand and abide by the Division Policies, and applicable legislation for the responsible use of technology (Division/personal devices) and social media applications including use of the Winnipeg School Division networks. *To student 16 years and older please initial* _____

To the Parent: As the parent/guardian of the student, I understand that access is designed for educational purposes as set out by The Winnipeg School Division policies and applicable legislation. I hereby give permission to my child to have access to all technologies and Division approved social media within the Winnipeg School Division.

- ☐ I consent to allowing my child to have access to all technologies and social media
- ☐ I do not consent to allowing my child to have access to all technologies and social media

Ancestral / Cultural Identification and Languages Declaration (if *Aboriginal* continue on next page)

Providing this personal ancestral/cultural information is voluntary and optional.

What is the student's ancestral or cultural identity, (for example, Chinese, Swazi, Filipino, etc.): _____

SIGNATURE OF PARENT/GUARDIAN OR ADULT STUDENT

 **DATE:** _____
(day/month/year)

Aboriginal Identity Declaration EIS Data Collection

Aboriginal Identity Declaration helps to support the efforts of Manitoba Education and Training and school divisions to plan and improve programs in a way that is responsive to Aboriginal learners.

(Providing this personal information is voluntary and optional. It is being collected in compliance with section 36(1)(b) of The Freedom of Information and Protection of Privacy Act as it is necessary for and relates directly to the activity of Manitoba and school divisions to plan, deliver and improve programs.)

Student Name: _____

1. I, _____ (name of parent/guardian, please print clearly):

- ☐ Am submitting my child's Aboriginal Identity Declaration for the first time.
- ☐ Am making changes to my child's Aboriginal Identity Declaration
- ☐ Already submitted my child's Aboriginal Identity Declaration and have no further changes to make at this time.

2. Is your child an Aboriginal person, that is, First Nation (North American Indian), Métis, or Inuk (Inuit)?

Note: First Nations (North American Indian) include Status and Non-Status Indians

If "Yes", mark the square(s) that best describe(s) your child now:

- ☐ Yes, First Nation (North American Indian)
- ☐ Yes, Métis
- ☐ Yes, Inuk (Inuit)

3. Which best describes your child's Aboriginal cultural-linguistic identity? Please select up to two choices:

- ☐ Anishinaabe (Ojibway/Saulteaux)
- ☐ Dene (Sayisi)
- ☐ Oji-Cree
- ☐ Inuktitut
- ☐ Ininiw
- ☐ Dakota
- ☐ Michif
- ☐ Other – please specify: _____

 Parent/Guardian/Adult Student Signature _____ Date _____
(day/month/year)

Informed Consent-Students

Attention Parents/Guardians/Adult Students: Please complete and return this form to the school as soon as possible. This information will be kept on file for reference throughout the school year.

Student Name: _____

School: _____

1. Publish or Display Student Work

Our school would like to share information and communicate with parents/guardians by highlighting the school, students and student work or activities in a variety of publications and/or Division organized or sponsored event. The following are examples only and not meant to be an inclusive list of how student information and work may be published or shown:

- students and their displays during school sponsored open houses, professional development sessions;
- students in other school related activities held at the school, school division sites or at school or school division sponsored events;
- division publications, or school publications, which are posted to the school or Winnipeg School Division controlled website;
- or posting or publishing on the school or Winnipeg School Division controlled social media platforms.

Please note: Video and photographs of students posted to the school or Winnipeg School Division controlled websites and Winnipeg School Division controlled social media platforms may identify students by name.

Please indicate your choice below:

- ☐ **I GIVE CONSENT** to the Winnipeg School Division to publish or show my child's, or my (as an adult student) photographs, name, grade, school and samples of my or my child's work in various publications, at a Winnipeg School Division organized or sponsored events, and/or on Winnipeg School Division websites and social media platforms. I understand that photographs of students posted to the school or Winnipeg School Division controlled websites and social media platforms may identify students by name.
- ☐ **I DO NOT GIVE CONSENT** to the Winnipeg School Division to publish or show my child's, or my (as an adult student) photographs, name, grade, school and samples of my or my child's work in various publications and/or **Division organized or sponsored events**.

2. Media

Many positive things take place in our schools and we would like to share this good news with the broader community by inviting journalists and other members of the media to visit our schools. Photographs, videotaping or interviews are allowed at schools only with **the permission of the principal or vice-principal**.

Please indicate your choice below:

- ☐ **I CONSENT** to my son/daughter (or myself as an adult student) being photographed, videotaped/recorded or interviewed by the media.
- ☐ **I DO NOT CONSENT** to my son/daughter (or myself as an adult student) being photographed, videotaped/recorded or interviewed by the media.

3. Emails

The electronic distribution of newsletters, school updates and announcements regarding division and school activities, including fundraising and promotions.

- ☐ **I CONSENT** to receive information in the form of newsletters, school updates and announcements regarding division and school activities, including fundraising and promotions.
- ☐ **I DO NOT CONSENT** to receive information in the form of newsletters, school updates and announcements regarding division and school activities, including fundraising and promotions.

Parent/Guardian or Adult Student (please print): _____ Date: _____

(day/month/year)

 Signature of Parent/Guardian or Adult Student: _____

Please note: Should circumstances change during the school year, you may change your consent at any time by contacting the school principal in writing.

R.B. Russell Code of Conduct

With these rights, comes the responsibility to respect the rights of others and to become actively involved in your own Academic and Vocational learning.

Respect

Students have the right to be in school. It is expected that all students will respect themselves, others, the building, its contents and follow the school's code of conduct. **The following will not be tolerated:**

- ✓ Weapons, as "weapons" are defined in section 2 of the Criminal Code (Canada) are prohibited.
- ✓ Students and staff must adhere to school policies respecting appropriate use of electronic mail, social media and the internet, including the prohibition of accessing, uploading, downloading or distribution material that the school has determined to be objectionable.
- ✓ Use, possession, sale or attempted sale of alcohol, controlled substances, mood altering substances, or misuse of prescription drugs is prohibited.
- ✓ Gang activities or involvement will not be tolerated.
- ✓ Certain prints, headgear, certain colour combinations, offensive symbols and slogans are not permitted. Students will be asked to remove such items.

Belonging

Every person has the right to an education in a safe, accepting environment. Learning can only happen when we belong and feel safe. **The following will not be tolerated:**

- ✓ Bullying and or harassment
- ✓ Discriminating on the basis of gender, nationality, ethnicity, religion, age, sex, sexual orientation, family status, source of income, political views, physical or mental ability is in violation of the Manitoba Human Rights Code and is unacceptable.
- ✓ Threats will not be tolerated. Threats may be verbal, written, drawn, posted on the internet or made by gesture. All incidents of threats will be taken seriously and addressed accordingly.
- ✓ Physical, sexual or psychological abuse, orally, in writing or otherwise will not be tolerated.

Responsibility

Students must take responsibility for their learning with the support of their parents/guardians. They must demonstrate responsible and mature behaviour and life skills necessary to achieve credits for graduation and for the world of work.

Teachers will assist students in setting goals and problem solving.

Reporting Requirements:

- ✓ All acts of bullying and/or unacceptable conduct are to be reported to the school administration.
- ✓ If the principal believes that a student of the school has been harmed as a result of unacceptable conduct, the principal will, as soon as reasonably possible, notify a student's parent / guardian.
- ✓ The following information will be provided to the parent or guardian
 1. The nature of the conduct that resulted in the harm
 2. The nature of the harm to the student
 3. The steps taken to protect the student, including the nature of any disciplinary measures taken in response to the unacceptable conduct

Consequences:

- ✓ A conversation with school administration and / or a staff member
- ✓ Being sent home from school for the remainder of the school day
- ✓ A re-entry meeting with the school administration and the parent / guardian
- ✓ A formal suspension from school (ranging from 1 – 5 school days)
- ✓ Students who are 18 and older may be withdrawn if there is no response to school contact.
- ✓ If a student is sponsored by any agency, a copy of all letters will also be sent to the agency.
- ✓ A student who is withdrawn from a course may appeal.

If a student is withdrawn, he/she may be able to re-enter if he/she can demonstrate a renewed commitment to school. However, the student may lose his/her Vocational placement and have to choose another Vocational program.

Academic Responsibility:

Students are responsible for providing evidence of their learning within established timelines. There are consequences for incomplete and/ or late assignments.

1. **Cell Phone** usage interferes with student learning and can be a distraction in the classroom. Students are expected to put their cell phones away during class time.
2. Students will be provided with clear expectations of assignments, through things like exemplars, rubrics and teacher feedback.
3. Assignments will have reasonable timelines for completion that will be communicated by the teacher. Regardless of all life and extenuating circumstances, all work must be completed by the end of the course.
4. There will be consequences for late and missing work. Teachers may deduct marks, require the student to complete work during school time or at lunch, and /or refuse to accept the work.

Academic Honesty:

Student tests and submitted assignments must be their own work. Cheating and plagiarism will not be tolerated.

1. Students will be provided with a clear explanation of academic honesty and will be expected not to lie, cheat or plagiarize assignments, tests or projects.
2. There will be consequences for students found to be academically dishonest. Teachers may contact parents, document the incident in the student's file, enforce loss of privileges at the school, require the student to redo the work honestly and/or deduct marks.

Academic Promotion/ Retention:

Students will obtain credit for courses when there is clear evidence of achievement of the learning outcomes set out in the provincial curricula.

1. If students do not submit the necessary evidence of learning to be granted a credit in a course, then the student may be assigned a failing grade and not granted a credit in that course.
2. Students must earn 30 credits in order to graduate. This includes Mathematics, English Language Arts and Physical Education at grades 9, 10, 11 & 12. At grade 9, 10 & 11 a Social Studies credit is required. In addition, a minimum of two grade 11 credits and two grade 12 credits in a vocational area is required. The remaining credits can be made up of a variety of credits at any level.

Families Can Help By:

- ✓ Reviewing the Code of Conduct at home
- ✓ Maintaining up-to-date information in the school, including phone number, address, email, etc.
- ✓ Ensuring regular attendance
- ✓ Attending Parent Advisory Council meetings
- ✓ Following the Winnipeg School Division's respectful environment policy
- ✓ Sharing concerns with teachers and school administration
- ✓ Supporting the school in maintaining regular communication
- ✓ Attending meetings, student-led conferences and other school events

Lost or Stolen Items:

Although school staff will make every attempt possible to help recover lost or stolen property, R.B. Russell Vocational High School will not assume responsibility to replace missing items.

Student Agreement

I, _____ (print student's name) have received and read the R.B. Russell Code of Conduct. I am aware of my rights and responsibilities. Furthermore, I understand that inappropriate behavior will result in interventions and consequences as stated in the Code of Conduct.

☛ Student Signature: _____ Date _____

Attendance/Absence from Class/Exams/Evaluations

Students are expected to notify the appropriate instructor(s) or the Educational Assistant on or before the same day before class regarding unavoidable absences, i.e. illness, family health or crisis, or in advance in the case of religious holidays. Students must notify instructors by email or phone before the start of class. See Academic Standards Policy A22.

A maximum of unexcused five absences will be allowed in this program.

Students missing three days consecutively will require a medical declaration and or a meeting with the Educational Assistant or Instructor.

Students who are absent for tests, mid-terms, or a final exam will be given a grade of (F) until other arrangements can be made.

A medical certificate may be requested for absences (due to illness). In other cases, a student may be asked to provide a written statement of the reason for the absence and to discuss the matter with the Educational Assistant or Instructor of the program who will then notify the Program Manager. In cases of unavoidable absences (extreme circumstances), it is the responsibility of the student to check with the appropriate instructor for work missed. Tests must be written, and assignments submitted on their set date. When extreme circumstances make this impossible, arrangements must be made with the appropriate instructor before tests can be written or marks will be forfeited.

A variety of class activities will be conducted throughout the course. These cannot be made up; therefore, your absence forfeits the opportunity to learn from these activities. In case of serious illness, accident, or a death in your social network, a physician's note and/or other documented evidence of your absence will be required. If you miss a class for any reason, it is YOUR RESPONSIBILITY to call or make an appointment to see your instructor. Please do not wait until the next class period to find out what you need to accomplish to catch up.

- If you are going to be late or absent, it is the responsibility of the student to report to your subject instructor before the beginning of class.
- It is the responsibility of the student to make up the time missed and catch up on notes and assignments, for all late and absent periods.
- All missed tests with excused absences* may be pre-arranged with the Educational Assistant or Instructor or may be written in the final week of the program. Excused absences are at the discretion of the course instructor and Program Manager.

EXCUSED ABSENCES MAY INCLUDE

- Substantiated medical or family problems (Require Physicians Note).
- Circumstances beyond the student's control where such lateness or absences have been approved in advance by the instructor.
- Exceptional weather conditions.
- Family emergencies (e.g. funeral)

Project#:

Program/Course Name:

Company Name (Sponsor):

Date:

Term:

Section#:

Sec ID#:

Instructor:

Location/room:

In order for us to accurately record your marks; effectively register you into our system; or to correctly issue a transcript or certificate, we require that you complete this form. All of the personal information you provide on this form, including your SIN number, is strictly for internal use only by Red River College. ***All information is protected by the provisions of Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA).***

PERSONAL INFORMATION (PLEASE PRINT):

Check one: New Student: ☐ Returning Student: ☐ Male ☐ Female ☐

Student #: _____ Social Insurance Number: _____ Date of Birth: _____
(if known) (optional) (year/mm/dd)

Last Name: _____ First Name: _____ Mid Init: _____

Home Address: _____

City: _____ Prov. _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Bus Phone: _____ Bus Fax: _____

Personal Email: _____ Bus Email: _____

SPONSOR INFORMATION:

Sponsor name: _____

Employer Information (please print):

Employer Name: _____ Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Fax: _____

VOLUNTARY DIVERSITY SELF-IDENTIFICATION

At RRC Polytech we are committed to fostering an inclusive environment, where all students feel valued, respected and supported. You are encouraged to identify your status in relation with these five equity-deserving groups. Your declaration as a member of an equity-deserving group is voluntary and will remain confidential.

Learn more about equity-deserving groups (rrc.ca/self-identification)

EQUITY-DESERVING GROUPS (CHECK ALL THAT APPLY):

- ☐ Woman ☐ Indigenous Person ☐ Racialized Person ☐ Person with a Disability
- ☐ Person of the 2SLGBTQIA+ Community ☐ Inuit ☐ Metis ☐ First nation Status ☐ First nation Non Status
- ☐ African
- ☐ Arabic ☐ Caribbean ☐ Central Europe ☐ Eastern Europe ☐ East and Southeast Asia
- ☐ Latin, Central/South American ☐ South Asian ☐ Western Europe
- ☐ I choose not to declare

INDIGENOUS ANCESTRY

An Indigenous Person is recognized as 'one of the Aboriginal peoples of Canada' within the meaning of section 35 of the Constitution Act, 1982, which further states that the 'Aboriginal peoples of Canada' includes the First Nation, Inuit and Métis peoples of Canada.

- ☐ First Nation Status ☐ First Nation Non-Status ☐ Métis ☐ Inuit

Given that this course is sponsored by _____, Red River College requires your signed consent to release certain information to them.

I hereby authorize Red River College to release to _____ any of the following information for the purpose of administering the above sponsored program for a period of 3 years past the end of the program: *Transcript of Marks, Class Attendance Report, Classroom Performance, and Program Withdrawal.*

I also hereby agree to save harmless Red River College from any present or future claims by myself, my heirs, or assigns for releasing the above listed history to the organization.

Participant Signature

Date