

STUDENT PARTICIPATION IN SCHOOL ATHLETICS/PERFORMING ARTS

Athletics—As part of the normal operation of school athletics, player rosters are compiled, consisting of player's name, position played, grade level, height and sometimes weight. Typically, this information is distributed to schools within the competing conference, schools hosting tournaments, various print and broadcast media, and the governing bodies of the respective athletic association. In addition, we enjoy and encourage an open relationship with the print and broadcast media in their endeavours to promote and report on school athletics, and to help us celebrate student success.

Performing Arts—Similarly, as part of the normal operation of a school's performing arts programs (e.g., band, drama, etc.), student information is compiled, consisting of student's name, grade level and sometimes the area of specialty within the arts program. This information is typically distributed to schools hosting competitions, various print and broadcast media, and the governing bodies of the respective performing arts association, if applicable. In addition, we encourage and enjoy an open relationship with the print and broadcast media in their endeavours to promote and report on school performing arts programs, and to help us celebrate student success.

It is considered important that the information listed below continue to be disclosed for those students participating in school athletics and performing arts programs. Students participating in these programs:

- ✓ May have their photograph displayed within the school or Board sites;
- ✓ May have their name, along with other relevant personal information, included in school publications and programs to be distributed at performances/competitions;
- ✓ Will have personal information, including name, grade, parent name(s) and contact information, along with other personal information relevant to their program/sport, released to the teacher/individual/coach in charge of the program or any formal parent group charged with organizing activities for the program/team;
- ✓ May be interviewed by print/broadcast media in situations other than events open to the public;
- ✓ May be photographed/videotaped by the print/broadcast media at times other than public performances/competitions;
- ✓ May have their program/roster information disclosed to the print/broadcast media; and
- ✓ Will have their program information distributed to schools and/or agencies hosting competitions.

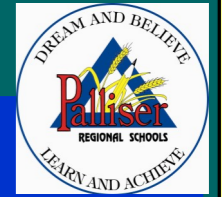
Information disclosed will be limited to that which is directly related to the student's involvement in their particular activity/sport.

Photographs or videos taken by the media or any individual at a school function where the public are welcome to attend are not within the control of the school or School Board.

If you have any concerns over the release of personal information as indicated above, please identify your concern, in writing, to the school principal, and your request will be accommodated.

Student Registration

Palliser Regional Schools



The Freedom of Information and Protection of Privacy Act (FOIP) sets controls and standards on how public bodies such as school boards collect, use and disclose personal information that is in their custody or under their control.

The FOIP Act requires that school boards:

- ◆ Collect personal information directly from the individuals the information is about, unless another method of collection is authorized under Section 34(1)(a) of the Act;
- ◆ Provide the individual with the legal authority for the collection (e.g., School Act);
- ◆ Explain the purpose of the collection and how the information will be used; and
- ◆ Provide a contact person should an individual have questions relating to this activity.

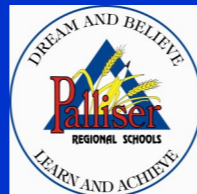
The information collected as part of the student registration process is personal information as referred to in the FOIP Act. This personal information is collected pursuant to the provisions of the School Act and its regulations (e.g., for the establishment of a student record, determination of residency), and pursuant to section 33(c) of the FOIP Act, as the collection is directly related to and is necessary to a school board's obligation to provide students with an educational program that meets their needs and to provide a safe and secure school environment (e.g., program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health-related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Learning for the purpose of carrying out programs, activities or policies under his administration (e.g., research statistical analysis).

If you have any questions about the collection, use or disclosure of information collected in the registration process or on any matters of access or privacy, please feel free to contact:

The FOIP Coordinator
Palliser Regional Schools
Palliser Centre
#101, 3305—18 Avenue North
Lethbridge, AB T1H 5S1

Phone: (403) 328-4111
1-877-667-1234
Fax: (403) 380-6890

“Together we will ensure learning success for all students to develop their unique potential as caring citizens in a changing world.”



Uses of Information

The Freedom of Information and Protection of Privacy Act requires that consent be obtained for the collection and use of personal information that is not authorized under the School Act. Palliser Regional Schools believes the uses listed below are part of a vital, healthy and functioning school and participation of students is important and encouraged. Following are examples of how personal information is used:

- √ Use of a student's name, photo and/or comments in the school calendar, newsletter, yearbook, graduation book or other school publications. Note, many schools post their school newsletters on their school websites. (As there are more significant privacy issues related to a video yearbook, participation in any form of a video yearbook will require a separate informed consent prior to taping.)
- √ Use of a student's photo (provided by the contractor responsible for taking student and staff photos) for school administration purposes (e.g., student information database, student identification rolodex, student files).
- √ Taking of individual, class, team or club photos for school purposes, and the use of student photos for the purpose of identification.
- √ Use of student names/class assignments on artwork or other creative works of students displayed within the school or School Board sites, or at school-sponsored displays in the community.
- √ Display of student pictures, along with the student's name and class assignment/event, within the school or School Board sites.
- √ Use of student names in honour rolls, birthday recognition and other similar acknowledgements within the school or School Board sites.
- √ Use and publication of student names as part of graduation, scholarship or other award recognition and ceremonies.
- √ 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.
- √ Use of student names, related contact information and telephone numbers for absenteeism verification.
- √ Use of student names in Palliser Regional Schools e-mail accounts for individual students (e.g., john.doe@pallisersd.ab.ca).
- √ For students transported on Palliser Regional Schools buses, release of names and contact numbers of students and parents/guardians to the appropriate bus driver(s). As well, to ensure student safety, information on any health conditions that may require emergency treatment by the driver will be provided to the bus driver.
- √ Taking of photos and/or videos of students and interviews with individual students by **local** media, where they may or may not be identified by name or face, in various school settings (see "Media" section under "Information Disclosure" on the next page).
- √ Taking of photos and/or videos of classroom or other school **activities not open to the public** by School Board personnel where the material will be used within the school or School Board sites only. (Where individual students are identified or interviewed and the material will be used outside the school or School Board sites, a separate and specific consent will be required. You will be contacted prior to this event taking place.)
- √ Release of names of parents/guardians, addresses and phone numbers, as well as class lists of students, to the School Council and other parent groups charged with organizing activities for the school (e.g., band parents, hot lunch program committee) for the following purposes: fund-raising, volunteer programs, program organization, meeting notification, and contact during times of emergency. (The School Council and parent groups will only have access to personal information necessary for performing their function, and they will be advised that this is personal information to be used **only for the authorized purpose(s)**. These groups will be directed to appropriately destroy the information at the end of the current school year.)

Information Disclosure

HEALTH REGION

In order to correctly identify the student, health care providers rely on the Personal Health Number provided by Alberta Health and Wellness, which is a unique lifetime identifier. This is especially important during the immunization programs carried out in schools, as it ensures the health care provider administers the correct immunization to the correct student. Parents/guardians are asked to voluntarily provide the student's Personal Health Number (previously known as the Alberta Health Care number) to the school for the purposes outlined above. These numbers will then be provided to the local health region for use during the regular immunization programs.

If you have any concerns over the collection of the Alberta Personal Health Information number, please identify your concern, in writing, to the school principal, and your request will be accommodated.

MEDIA

Palliser Regional Schools enjoys and encourages an open and beneficial relationship with the **local** print (i.e., newspapers, etc.) and broadcast media (i.e., television, radio) as a means of promoting and reporting on school activities and student success. Typically, these activities would include:

- √ Photographs or videos of students, where they may or may not be identified by name or face;
 - Working in a classroom or other educational setting (possibly off-campus);
 - Participating in extra- and co-curricular activities;
 - Playing or socializing during recess or noon hour;
- √ Interviews with individual students when students may or may not be identified by name or face.

If an outside organization other than the **local** media (print or broadcast media who normally cover local school events) requests photographs or videos of students or interviews with students at a non-public event, a separate Consent to Release Students' Personal Information form will be required to be signed by the parent/legal guardian/independent student prior to access being granted.

Photographs or videos taken by the media or any individual at a school function where the public are welcome to attend are not within the control of the school or School Board.

If you have any concerns over the involvement of media in school activities as noted above, please identify your concern, in writing, to the school principal, and your request will be accommodated.

STUDENT PRODUCTION(S)/WORK(S)

As part of the student's educational program, they may be recorded and taped, their work will be displayed, and they may have their work reproduced for non-profit, educational purposes. The student's production(s)/work(s) may be shown at educational displays during open houses, inservice sessions and other school-related activities at school or School Board sites, or at school or School Board sponsored displays in the community, or used in a school publication (e.g., newsletters) during the current school year. If student work is to be used for purposes other than those noted above, a separate Copyright Release form will be required to be signed by the parent/legal guardian/independent student¹ prior to the use being permitted.

If you have any concerns over the use of student work as noted above, please identify your concern, in writing, to the school principal, and your request will be accommodated.

¹ The School Act defines an "independent student" as a student 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 party to an agreement under section 8(2) of the Child Welfare Act.

If you have any concerns with these uses of information or other possible uses, please notify the school principal, in writing, and your request will be accommodated.