

# Austin Elementary School

## Student Registration

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If you are planning on registering your child in the Pine Creek School Division for the first time, please:

- Fill out this package of forms,
- Save it,
- Email it as an attachment to [aes@pcsdonline.ca](mailto:aes@pcsdonline.ca)

Ensure that all fields have been completed to the best of your ability prior to handing them in.

If you would prefer not to sign online, please send it by email and this package will be printed at the school and signatures will be collected after you're contacted.

Once you have sent it by email, the school will contact you with further information about providing proof of residence at the school and will finalize the registration.

Packages will also be available at the school if you choose to come in to fill them out.

If you have any questions about registration, contact the school at 204-637-2240.





# School Registration Form

School: \_\_\_\_\_ Grade: \_\_\_\_\_

## Student Information

Student Legal Name: \_\_\_\_\_  
(Last) (First) (Middle)

Name Known By: \_\_\_\_\_ \*Birth date: \_\_\_\_\_  
(day) (month) (year)

Gender: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_  
PROOF OF RESIDENCY

Phone: \_\_\_\_\_  Unlisted Student Cell: \_\_\_\_\_

School Catchment Resident  or School of Choice  Requires provincial form to be completed at school

Previous School Attended: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Previous Grade \_\_\_\_\_

\* A birth certificate & proof of residency (please see the main registration website page for a list of acceptable documents) is required for registration.

**Parent/Legal Guardian**  Student lives with **Parent/Legal Guardian**  Student lives with  Student also lives with

Relationship to Student: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City & Postal Code: \_\_\_\_\_ City & Postal Code: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_  Unlisted Preferred Phone: \_\_\_\_\_  Unlisted

Work Phone: \_\_\_\_\_  Unlisted Work Phone: \_\_\_\_\_  Unlisted

Other Phone: \_\_\_\_\_  Unlisted Other Phone: \_\_\_\_\_  Unlisted

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

\* A Legal Guardian is one who has been appointed as Guardian and awarded letters of guardianship by the Court of Queen's bench of the Province of Manitoba

**Legal Custody:** \*joint custody pertains to those parents who have a legal agreement in place for child custody

Joint       Mother       Father       \*Appointed Guardian       \*Agency: \_\_\_\_\_

\*Please provide documentation as necessary

Lives on Own: (where applicable)     Yes     No

Please check if correspondence i.e. report cards, newsletters, etc. are to be sent to an additional address.

If checked, please provide address:

**Residency Status:**

- Canadian Citizen      Country of Birth (if not Canada) \_\_\_\_\_ Immigration Date: \_\_\_\_\_ (d/m/y)
- Permanent Resident      Date Permanent Residency granted: \_\_\_\_\_ (d/m/y)
- Visa Student (190)  
(Parents on work or study permit)      Visa Expiry Date: \_\_\_\_\_ (d/m/y)
- Temporary Resident (ISP 390)      Arrival Date in Canada: \_\_\_\_\_ (d/m/y)
- Band Sponsored (340)      Name of the band: \_\_\_\_\_
- Inbound Foreign Exchange (210)      Agency: \_\_\_\_\_
- Federally Funded (310)

**Aboriginal Identity**

Please fill out the following section if you wish to declare your child's aboriginal identity.

**Authorization and Statement of Understanding** - *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.)*

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 and have no further changes to make at this time.

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

Note: First Nations (North American Indian) includes 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)

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

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

**Emergency Contact** (other than parent/legal guardian)

Relationship to Student: \_\_\_\_\_

Name: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_  Unlisted

Work Phone: \_\_\_\_\_  Unlisted

Other Phone: \_\_\_\_\_  Unlisted

**Emergency Contact** (other than parent/legal guardian)

Relationship to Student: \_\_\_\_\_

Name: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_  Unlisted

Work Phone: \_\_\_\_\_  Unlisted

Other Phone: \_\_\_\_\_  Unlisted

**Siblings 18 Years and Under**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (d/m/y) Grade: \_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (d/m/y) Grade: \_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (d/m/y) Grade: \_\_\_\_ School: \_\_\_\_\_

**Babysitter/Daycare Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Medical Information**

Personal Health Identification \_\_\_\_\_ (9 digits) International medical # (ISP) \_\_\_\_\_

Student's Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Emergency Procedures:** In case of any minor accidents or illness reported to the office, first-aid shall be rendered and parents will be notified for further direction if the principal deems it necessary. In the case of accidents, or illness which, in the opinion of the principal, requires immediate medical care, first-aid shall be rendered. If the parents cannot be reached immediately, the principal will take or arrange for the injured student to be taken to the nearest emergency ward if it is deemed necessary to do so. The parents shall be notified of such action as soon as possible thereafter.


**Medical Information/Requirements for regular medications:** If your child requires medication to be given during the school day, please refer to Pine Creek School Division policies and regulations.

Please indicate any health care needs or conditions and complete a URIS form for health planning.


Asthma  Diabetes  Anaphylaxis  Seizures  Allergies (identify): \_\_\_\_\_


Epi-pen  Bronchial Inhaler  Catheterization  Insulin Injector  other (identify): \_\_\_\_\_


**Additional Permissions**

 **Photos and visits by Media:** I have reviewed the Pine Creek School Division Photo Release Form and have signed the Division Release form and agree to the terms and conditions stated in this policy.  Yes  No

 **Pine Creek Developing Safe School Communities Booklets:** I have received a copy of the Pine Creek Safe School Communities Booklet. I understand that this applies to participation at school, at school activities, to and from school sponsored activities and School Division activities and sponsored activities.  Yes  No

 **Technology Acceptable Use Policy:** I have reviewed the Pine Creek School Division Technology Acceptable Use Policy with my child and have signed the **Technology Acceptable Use Agreement for Students**. We understand and agree to the terms and conditions stated in this policy.  Yes  No

 **Transportation:** Pine Creek School Division provides busing for any K-4 student who lives .8 km from the school or further and for Grades 5-12 who live 1.6km from the school or further. If your child requires bus transportation, **please fill in the Transportation Form**, and please read the **School Bus Ridership information**.

 **Students in care of Child and Family Services:** If a child is in the care of Child and Family Services, the legal guardian may choose to fill out a form to allow the Foster Parents to provide permissions for things such as Field Trips, Milk Cards etc.

**Personal Belongings Equipment Acknowledgment of Risk:** I understand that the school and the Pine Creek School Division will take responsible precautions (locked doors, security systems) to secure the school building and guard against theft or damage of our personal belongings and equipment when it is at the school. I also recognize and acknowledge that despite these measures, the school and the school division will not be responsible for any loss or damage to personal belongings and equipment.  Yes  No

**Off School Site Trips:** I consent to my son/daughter/custodial participation in teacher-planned and supervised school-related programs which occur off-school site and begin and end on the same day that do not require transportation. (I understand that I will be informed in advance of all such programs.)  Yes  No

Is there any other information about your child that is not covered on the registration form that you would like the school to be aware of?

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature if student is 18 years or older

\_\_\_\_\_  
Date

THIS INFORMATION IS AVAILABLE ON REQUEST IN A FORMAT THAT MEETS THE INDIVIDUAL'S COMMUNICATION NEEDS. THIS PERSONAL INFORMATION IS BEING COLLECTED UNDER AUTHORITY OF PINE CREEK SCHOOL DIVISION AND WILL BE USED FOR EDUCATIONAL PURPOSES. IT IS PROTECTED BY THE PROTECTION OF PRIVACY PROVISIONS OF THE FREEDOM OF INFORMATION OF PRIVACY ACT.

# Developing Safe School Communities

A standard of behaviour for  
the  
Pine Creek School Division



A Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning and including rather than excluding.

The objective of this Standard of Behaviour is to ensure, to the fullest extent possible, the provision of a "safe and caring community" for all involved with the Pine Creek School Division.

Each school in Pine Creek School Division together with its community will develop its own code of conduct/safe school plan modeled in these principles.

Emotional and physical safety are fundamental for the provision of safe and caring school communities, and refer to a classroom or school environment in which students can experience all of the following:

- a sense of value, belonging, acceptance, respect and dignity.
- the freedom to, in an environment of respect and acceptance, risk learning new things without fear of making a mistake.
- encouragement support, recognition, effective instruction, guidance and appropriate resources.
- recognition and acknowledgement of one's unique talents, skills and qualities.
- the freedom from harassment, intimidation (examples include: labeling, name-calling, ridicule, taunting, criticism or contempt) and threat of physical harm from adults or peers.
- the freedom to make choices and influence one's own learning and pursue personal interests.
- the freedom to have (and appropriately express) one's own feelings and opinions without fear of recrimination.

## **Responsibilities**

One of the priorities of the Pine Creek School Division is "preparing students for their role as citizens and active participants in a safe and democratic society." To support this work:

Students are, to the fullest extent possible, responsible for:

- Complying with the Standard of Behaviour of the Pine Creek School Division and its individual schools
- showing respect for the rights, property and safety of themselves and others
- respecting and appreciating the diversity of all school members, regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability
- expressing themselves with socially acceptable language and behaviour
- exhibiting behaviour that avoids all forms of intimidation, harassment, racism, and discrimination
- dressing in accordance with school dress standards
- treating school property and the property of others with reasonable care
- respecting the responsibilities of all school members in exercising their duties
- promoting positive behaviour through the avoidance of all types of violent acts
- attending classes, activities and events and being prepared and punctual
- showing courtesy and respect for the rights of all people in the school and in the community
- demonstrating behaviour that contributes to an orderly, supportive, and safe learning environment
- resolving interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel
- developing self-discipline

## **Students and Staff**

Students and staff must adhere to school policies respecting appropriate use of electronic mail and the internet including the prohibition of material that the school has determined to be objectionable.

### ***Staff Members are responsible for:***

- subscribing to the policies of the Pine Creek School Division and/or the tenets of the Manitoba Teacher's Society Code of Professional Practice regarding responsible, professional behaviour
- treating parents, students, and fellow staff with dignity and respect at all times
- participating and cooperating with parents and other school staff in the development and implementation of plans to address the learning needs of students
- communicating information about student behaviour to parents and administration as appropriate
- establishing and maintaining a safe, secure, non-threatening learning environment
- providing an environment that promotes self-esteem and self-discipline
- teaching and modeling the Standard of Behaviour



### ***Parents are responsible for:***

- instilling basic values and responsibilities in their children
- treating staff with dignity and respect at all times
- following established protocol in expressing concerns about individual staff members
- ensuring that their child attends regularly and punctually
- helping their children understand and succeed in meeting the behavioural expectations
- contacting the school regarding their child's needs (academic, social, emotional and behavioural)
- demonstrating support for the school and offering constructive input
- problem solving in a manner respectful of all involved

Parent responsibilities are in accordance with The Public Schools Act, The Child & Family Services Act and the obligations outlined therein.

### ***Behaviour***

Behaviour is situational, and any and every response to behaviour must always be informed by the circumstances of the situation.

- Discipline is intended to restore safety, change inappropriate behaviour, and promote the learning of self-control.
- Expected behaviours must be actively taught both at home and in school.
- The strategies used to develop understanding and respect for the rights of others may vary from student to student.
- When there is non-compliance with the Standard of Behaviour, an appropriate response shall follow.

The nature and scope of inappropriate behaviour ranges from disruptive to severely disruptive.

### ***Disruptive Behaviour***

Behaviour that interrupts the learning climate of the school, endangers the well-being of others, or damages school property is classified as disruptive. Examples of disruptive behaviour may include, but are not limited to:

- late arrival at school and to class
- disrespect or insubordination
- failure to obey instructions, forging notes or excuses
- failure to arrive with the materials required for class
- non-attendance or poor attendance in school or specific classes
- failure to attempt and/or complete assignments
- loitering in school areas when asked not to
- profanity
- minor conflict
- inappropriate response to conflict
- passive support for the misconduct of others (being a bystander)
- smoking/vaping
- petty theft
- other acts of misconduct that are disruptive or that may create a potential safety hazard

### ***Severely Disruptive Behaviour***

Behaviour that significantly disrupts the learning climate of the school, endangers the well-being of others, or damages school property is classified as severely disruptive. Examples of severely disruptive behaviour include, but are not limited to:

- chronic disruptive behaviour (a repeated pattern of misbehaviour)
- vandalism
- disruptions to school operations
- verbal abuse
- active encouragement for the misconduct of others
- racial and/or discriminatory misconduct
- sexual harassment and/or assault
- sexual misconduct, sexual abuse or physical abuse
- making threats
- physical violence
- hazing
- use or possession of any form of a weapon
- use or possession of drugs and/or alcohol
- drug trafficking
- illegal activity
- gang activity
- bullying: repeated targeting, intimidation and exclusion of others by an individual or group, including electronic harassment

### ***Appropriate Responses***

Schools are safe but by their very nature will encounter problem behaviours. The Pine Creek School Division is committed to working towards the provision of a safe learning community and will always respond to situations that threaten or violate the physical and emotional safety of those in its care.

In addressing any misbehaviour, responses shall:

- be logical, realistic and timely
- be appropriate for the student's stage of development and considerate of the student's special needs
- reflect the severity of misbehaviour and take into account the frequency, duration and intent of the misbehaviour
- be chosen initially to restore safety and order
- make sense to students as much as possible
- enable students to generate appropriate responses and solutions

Individuals or groups violating these principles become subject to a range of appropriate responses as defined by the Pine Creek School Division Standard of Behaviour.

The following are examples of responses that may be considered in addressing inappropriate behaviour:

- discussion with those involved
- interviews that may involve students, staff, parents and/or Divisional personnel
- a plan that may include counselling, mentoring or mediation
- time out: a "cooling off" period
- student detention during school hours
- withdrawal of privileges

- withdrawal from course(s) because of poor attendance
- making amends either monetarily or through school-based community service/ restitution
- development and implementation of a behavioural or performance contract
- suspension: in-school or out-of-school
- suspension for the remainder of the school year
- expulsion: involvement of school administration, Superintendent and Board is required

In response to a high risk and severely disruptive behaviour, an immediate suspension of up to 5 days may be given in order to secure safety and develop an appropriate plan.

In the event a parent or staff member wishes to appeal decisions related to discipline, established protocol must be followed to express these concerns.

Pine Creek School Division follows the Manitoba Education Citizenship and Youth Appeal Protocol. Please see:

- [Appropriate Educational Programming in Manitoba: A Formal Dispute Resolution Process](#) 2006 - pages 2 - 6 and/or
- [Working Together: A Guide to Possible Problem Solving for Schools, Families, and Communities](#)

*Students today are facing a new set of "basics," among them respect for self and others, the ability to work cooperatively, a sense of empathy towards others, anger management skills, a sense of hope, a sense of personal responsibility, non-violent conflict resolution competence and an understanding that our actions do have an impact on our world and our life*

*Naomi Drew*

*The modeling of conduct that we desire students to emulate is an ongoing responsibility for all the adults in a child's life—at school, at play and at home.*

\*Adapted from SRSD and PTSD

The model presented in this document reflects the thinking and work of Dr. Jane Bluestein, Barbara Coloroso, Dr. Mary Hall and Safe Schools Manitoba as well as the Nova Scotia Department of Education among others.

This framework is consistent with The Public Schools Act: Bill 30, The Safe Schools Charter.



## **Student Media Release Consent Form**

For educational, instructional, informational or promotional purposes, Pine Creek School Division occasionally publishes students' names, photographs and academic/extracurricular achievements in a variety of formats within the division. At times, we may also invite the media to school events where your child is a participant.

It is important for us to know your wishes regarding division and media coverage of student achievements and events during the time your child is a student within our school division. Please complete the form below and return it to your child's school. *This consent may be revoked at any time in writing delivered to the school office.*

### **Part 1 - Division Coverage & Use of Name by Division**

I, \_\_\_\_\_, hereby agree and give permission for Pine Creek School Division

*(Name of parent/guardian if student is a minor, under the age of 18.  
Name of student if an adult, 18 years or older.)*

(PCSD) to record, film, photograph, audiotape or videotape my/my child's image, student work, and performance and to display, publish or distribute these works for the purpose of publishing, posting on the PCSD website, posting in schools, posting on social media sites and/or for broadcasting on television or radio as determined by PCSD.

- I DO** give permission for PCSD coverage as indicated above.
- I DO NOT** give permission for the PCSD coverage indicated above.

In addition to using my child's image or student work as indicated above, I give Pine Creek School Division (PCSD) permission to: (check one)

- Use my child's **FIRST NAME AND FIRST INITIAL OF LAST NAME** in PCSD publications, materials or websites.
- Use my child's **FIRST AND LAST NAMES** in PCSD publications, materials or websites.
- I do not want my child's first or last name in PCSD publications, materials or websites.

### **Part 2 - Media Coverage**

I understand that external media organizations may attend school events. I give permission for my/my child's name, image, student work, interview and performance to be photographed, filmed, audio-taped or videotaped for the purpose of being published and/or broadcast online, on television or radio. Please note, media coverage does include use of your child's name.

- I DO** give permission for my child to participate in the media coverage indicated above.
- I DO NOT** give permission for my child to participate in the media coverage indicated above.

I have read this Student Media Release Consent Form and I fully understand the contents and meaning of this release. I understand that I am free to contact the principal with any questions regarding this release.

**Date:**

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**Name of student (please print):**

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**Name of parent or guardian (please print):**

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**Signature of parent or guardian:**

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**\*Signature of student (If 18 years or older):**

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***Students 18 years of age or older do not require a parental signature.***

# Information Technology Acceptable Use Policy for Pine Creek School Division

## K-Grade 4

Today's digital environment provides staff and students with a multitude of opportunities to be a part of digital culture that connects people to a broader local and global context. The ability to utilize technology to create authentic and powerful teaching and learning experiences requires strong policies to guide practices. Pine Creek School Division believes that for staff and students to participate fully, safely and ethically a clear statement of responsibilities and digital opportunities must be defined. We believe that effective and sustainable processes of technology integration will enable all users of our computer network and Internet system, herein referred to as the SYSTEM, to appreciate and respect the following opportunities and responsibilities:

- To communicate, publish and interact online. This could include emailing, wikis, blogs, tweets, social media, texting and other online communication tools
- To access digital resources for research, learning and participating in educational processes for local and global issues
- To learn online and support the diverse range of course/content areas being studied
- To augment classroom experiences through online multimedia interactions that provide alternative modes of learning.
- To exhibit leadership for digital citizenship
- To demonstrate personal responsibility for continuous learning
  
- To exhibit a positive attitude and ethical behaviours towards the use of technology for collaboration and productivity
  
- To advocate and practice safe, legal and responsible use of information **What is an Acceptable use Policy (AUP)**

An Acceptable Use Policy (AUP) is a written agreement, outlining the terms and conditions of use for the Pine Creek School Division Technology Network. This AUP contains several sections and you and your child should discuss each section and sign the permission form in the appropriate places. This AUP specifically sets out acceptable uses, rules of on-line behavior, and access privileges. Anyone using the School Network is required to sign this AUP, and know that it will be kept on file.

## Acceptable Use Policy for K – Grade 4

1. I will never use the computer to threaten or talk badly about someone else.
2. I will never try to download and install computer programs or games.
3. I will use only my own log-in name and password and nobody else's.
4. I will keep my log-in name and password a secret.
5. I will always ask for permission before I enter any website unless my teacher has already given me permission.
6. I will never damage computer equipment.
7. I will not look at or delete other people's files.
8. I will always ask my teacher's permission before opening an e-mail or an e-mail attachment from someone I do not know.
9. I will only send polite and respectful e-mail messages.
10. I will not tell anyone my name, home address, school name and address or my phone number when online.
11. If I am invited to meet someone face-to-face, I will tell my teacher immediately.
12. I will tell my teacher immediately if I see anything on my computer that I am unhappy seeing, or if I receive messages I do not like.
13. I will not use personal or divisional devices to audio record, video record, and/or take pictures of other students without the parental consent of the other child(ren).
14. I know that my teacher may check my computer files.
15. I know that if I break any of these rules on purpose, I can be stopped from using either the Internet or the school computers.

I give my child permission to use the Internet or the technology network at school.

### **Damaged or lost Devices:**

Damaged or lost devices may be the responsibility of the parent/guardians. Each situation is reviewed by the principal and IT department.

### **Device Accessories:**

The initial charger is provided with the device – if the charger goes missing, further purchases are the responsibility of the parents/guardians.

Parent/Guardian Signature \_\_\_\_\_

Comments on reverse (optional)

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

# Information Technology Acceptable Use Policy for Pine Creek School Division

## Grade 5 - 12

***This policy was designed for all individuals having access to school/divisional/personal technology services.***

Today's digital environment provides staff and students with a multitude of opportunities to be a part of digital culture that connects people to a broader local and global context. The ability to utilize technology to create authentic and powerful teaching and learning experiences requires strong policies to guide practices. Pine Creek School Division believes that for staff and students to participate fully, safely, and ethically a clear statement of responsibilities and digital opportunities must be defined. We believe that effective and sustainable processes of technology integration will enable all users of our computer network and Internet system, herein referred to as the SYSTEM, to appreciate and respect the following opportunities and responsibilities:

- To communicate, publish and interact online. This could include emailing, wikis, blogs, tweets, social media, texting and other online communication tools
- To access digital resources for research, learning and participating in educational processes for local and global issues
- To learn online and support the diverse range of course/content areas being studied
- To augment classroom experiences through online multimedia interactions that provide alternative modes of learning.
- To exhibit leadership for digital citizenship
- To demonstrate personal responsibility for continuous learning
  
- To exhibit a positive attitude and ethical behaviours towards the use of technology for collaboration and productivity
  
- To advocate and practice safe, legal and responsible use of information

### **What is an Acceptable use Policy (AUP)**

An Acceptable Use Policy (AUP) is a written agreement, signed by students and their parents or legal guardians, outlining the terms and conditions of use for the Pine Creek School Division Technology Network. This AUP contains several sections and you and your child should discuss each section and sign the permission form in the appropriate places. This AUP specifically sets out acceptable uses, rules of on-line behavior, and access privileges. Also covered are penalties for violations of the policy. Anyone using the School Network is required to sign this AUP and know that it will be kept on file.

## **2. Acceptable Use Policy**

### **A. Educational Purpose**



## Information Technology Policy

Pine Creek School Division's SYSTEM is provided to schools for educational and administrative purposes and its use is limited to such.

Activities that are acceptable on the SYSTEM include classroom activities, career development, and high-quality personal research and school administrative tasks.

The Division has the right to place reasonable restrictions on the material accessed or posted through the SYSTEM.

Users may not use the SYSTEM for commercial purposes. This means one may not offer, provide, or purchase products or services through the SYSTEM unless it is for approved school-based projects or fundraisers.

The SYSTEM may be used to communicate with elected representatives and to express personal opinions on political issues, but not for political lobbying.

### **B. Student/Staff/Visitor Internet Access**

The World Wide Web (WWW) is a global database system providing access to information from around the world. E-mail is an electronic mail system, which allows students to communicate one-to-one with people throughout the world.

Students/Staff/Visitors may have access to the Internet WWW information resources through their classroom, library, school computer lab or personal electronic device.

Students may have e-mail access only under their teacher's direct supervision using an account approved by the school.

### **C. Unacceptable Uses**

The following uses of The SYSTEM are considered unacceptable:

#### **1. Personal Safety and Personal Privacy**

Students will not post personal contact information about themselves such as one's address and telephone number. This information may not be provided to an individual, organization, or company, including World Wide Web sites that solicit personal information.

School web pages will not display individual information/pictures without written permission from parents. Caution will be taken to protect student privacy and limit access to individual information.

Students will not agree to meet with someone they have met online.

Students must promptly disclose to a teacher or other school employee any message received that is inappropriate.

#### **2. Illegal Activities**

Users will not attempt to gain unauthorized access to The SYSTEM or to any other computer system through The SYSTEM or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.

Users will not make deliberate attempts to disrupt the computer system or destroy data.

## Information Technology Policy

### **3. System Security**

Users are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use the account. Under no conditions should one's password be provided to others.

Users will avoid the inadvertent spread of computer viruses by following appropriate virus protection procedures when loading or downloading files from external sources.

### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on World Wide Web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

### **5. Respect for Privacy**

Users will not forward a message that was sent privately without permission of the person who sent the message.

Private information, including personal contact information, about another person is not to be posted.

Parents have the right to request to see the contents of their son or daughter's e-mail files.

Students will not use personal or divisional devices to audio record, video record, and/or take pictures of other students, who are under eighteen years of age, without the parental consent of the other child(ren) during school hours or events.

### **6. Respecting Resource Limits**

Students will not download large files unless permission is gained from the supervising teacher.

The posting of chain letters or spamming is not condoned. (Spamming is sending an annoying or unnecessary message to a large number of people.)

Users will subscribe only to high quality discussion group mail lists that are educationally relevant and will only log on with the expressed permission of the supervising teacher.

### **7. Plagiarism and Copyright**

Users will not plagiarize works or material found on the Internet unless it is in the public domain. All users will respect the rights of copyright owners.

### **8. Inappropriate Access to Material**

The SYSTEM is not to be used to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

## Information Technology Policy

### **9. Damaged or lost Devices:**

Damaged or lost devices may be the responsibility of the parent/guardians. Each situation is reviewed by the principal and IT department.

### **10. Device Accessories:**

The initial charger is provided with the device – if the charger goes missing, further purchases are the responsibility of the parents/guardians.

Any other accessories to the device are the responsibility of the parents/guardians.

## **STUDENT USER AGREEMENT – Grade 5 – Grade 12**

Name of School: \_\_\_\_\_

Grade: \_\_\_\_\_

I understand what my teacher has told me about the rules for using computers and the internet at school, and that I must agree to follow those rules. I also understand that if I do not follow these rules, I may not be able to use the computer or the Internet at school.

Name of Student (Print): \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

As a parent or guardian of the student (named above), I support the policy and agree that access provided to the Pine Creek School Division technology environment is to be used for educational purposes only.

I understand that it is not possible for the School Division to control all access to the technology network. I will not hold the School Division responsible for information obtained through the technology network that is inappropriate for school use.

I understand the terms and conditions outlined in this Acceptable Use Policy and give my permission for the student (named above) to access the Pine Creek School Division Technology Network.

Name of Parent/Guardian (Print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



**Transportation Department  
of  
Pine Creek School Division**

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To All Parents and Guardians,

**Regarding student busing for the 2023-2024 school year.**

To provide the best service to parents we will be asking the school bus drivers to contact parents directly for those students on their bus route. The school bus driver will contact parents with the pick up time and location at the end of August, using the parent contact information on file.

If your contact information changes please inform the school first and then the transportation office at 204-637-2073. It is important to communicate any and all changes with the school as well as the transportation office. These changes can include: address, busing location, daycare schedule, phone #, emergency contacts, vacation or time away, and last minute changes such as sick days.

**Any requests for transportation need to be done via the online form available on the Pine Creek School Division web page.**

If you have not received a call from your school bus driver before August 31st or require further information please contact the transportation office.

**The transportation office has a 24hr answering machine at 1-204-637-2073 or email [transportation@pcsdonline.ca](mailto:transportation@pcsdonline.ca). The transportation office operates 12 months of the year.**

Thank you.



# School Bus Winter Months



## **Bus Cancellations**

If the weather reaches - 45 (with wind chill) buses may be canceled. Poor visibility or poor road conditions may also cause buses to be canceled.

Unsafe conditions in one area may cause a division wide cancellation.

We urge parents to check the website and listen to local radio each morning during the winter months. While buses are usually canceled at 6 AM they can be canceled with little notice due to a turn in the weather.

Students should be well dressed for the weather and prepared to wait at their bus stop in case a bus is delayed.

If there is a unforeseen circumstance where a route needs to be canceled, that information will be posted to the school and division's website along with message sent to parents/guardians through the SchoolMessenger System.

## **Parents Get The Final Say**

Our division is very spread out geographically, and weather conditions can vary from area to area. Even if buses are running parents always have the final decision. If you will not be sending your student on the bus due to weather conditions please contact:

**Transportation Office: 1-204-637-2073 / [transportation@pcsdonline.ca](mailto:transportation@pcsdonline.ca)**

## **Storm Billets**

Division policy requires that all bus students have storm billets. In the event that buses are unable to run after schools are in session for the day, schools will follow the following procedures for billeting of students:

1. The decision to billet will be made by 2:00 p.m. and will be broadcast on the local radio station in accordance with the division's Storm Policy. Schools and families will be advised of the decision through our School Messenger system from the school administration or senior administration.
2. All students will remain in school until the normal dismissal time unless picked up either a parent or storm billet. Parents may authorize their child to be released to another parent by telephone.
3. Students will be sent to their homes after school is dismissed. Billets may be asked to specify how they want students to get to their homes.



### Additional Permission Form

Date: \_\_\_\_\_

Re: \_\_\_\_\_ DOB \_\_\_\_\_  
Child's Legal Name Day/Month/Year

School Attending: \_\_\_\_\_

Throughout the school year we require various school forms to be signed by the Legal Guardian for the above named child who is a ward of Child and Family Services and is attending a school in Pine Creek School Division.

Please indicate how you would like the school to manage documents that require a signature for this child.

- CFS worker /legal guardian to sign all forms; this includes homework assignments, milk orders, school trips etc.
- Foster parent to sign all forms; this includes homework assignments, milk orders, school trips etc.
- Foster parent to sign all forms except for school trips that exceed 100 km from the school.
- Other requests unique to this child not mentioned above:

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\_\_\_\_\_  
Signature of Legal Guardian/CFS worker

Thank you for your cooperation.



## **UNIFIED REFERRAL AND INTAKE SYSTEM**

Fact sheet for Parent/Guardian

### **What is the Unified Referral and Intake System (URIS)?**

The Unified Referral and Intake System (URIS) is a provincial initiative of Manitoba Family Services and Consumer Affairs and Manitoba Education.

URIS supports children who have health care needs that require intervention during attendance at a community program including schools, licensed day cares, recreation programs or situations where respite is part of the family's plan.

### **Who can receive URIS support?**

Children with the following **health care conditions that require intervention during attendance at a community program** are eligible for URIS services.

- **Life-threatening allergy and the child is prescribed an EpiPen**
- **Asthma**
- **Seizure disorders**
- **Diabetes**
- **Cardiac conditions**
- **Bleeding disorders**
- **Steroid dependence**
- **Gastrostomy care**
- **Ostomy care**
- **Clean intermittent catheterization**
- **Pre-set oxygen**
- **Suctioning (oral or nasal)**

### **What support is provided through URIS?**

URIS support includes a registered nurse to:

- Develop and maintain a written Health Care Plan (IHCP) for the child during attendance at the community program; and
- Train and monitor community program staff that are responsible for assisting the child with his/her health care interventions.

## **How does the URIS program work?**

1. A URIS application is completed and submitted by the community program. The application is divided into three sections:
  - Section I includes community program information.
  - Section II includes child information (name, date of birth and health care interventions required during attendance at the community program).
  - Section III is an Authorization for the Release of Medical Information. It is a written consent for the community program to share the child's information with the URIS office and the nursing service provider. This consent must be signed by the parent/guardian before the application is submitted.
2. The community program contacts a nursing service provider (e.g., Regional Health Authority, private nursing agency, independent practicing nurse) to provide URIS support.
3. The nursing service provider contacts the parent/guardian to assess the child's needs and develop the health care plan. This collection of information may include consultation with relevant team members such as the primary physician and other health care professionals. The nurse also provides training to community program staff.

## **Why do I have to provide my child's health information to the community program every year?**

The community program submits URIS renewals annually so URIS support can be received. An annual review of health care plans and training of community program staff is necessary to keep information and skills current.

As well, a child's health care needs can change over time. Asking about a child's health care needs every year provides the community program with your child's current health care needs.

## **What involvement does the parent/guardian have?**

- The parent/guardian accurately provides the community program with information about their child's health care intervention.
- The parent/guardian signs the Authorization for the Release of Medical Information (Section III of the URIS application). An application cannot be submitted until the parent/guardian signs this consent.
- The parent/guardian works together with the nurse to develop a health care plan for their child that is relevant to his/her attendance at the community program. The parent/guardian can also talk to the nurse about their involvement in training community program staff.
- The parent/guardian signs the completed health care plan. The community program cannot implement a health care plan until the parent/guardian and the nurse sign it.