



# STUDENT REGISTRATION FORM – Rolling River School Division

**PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM**

Before a student can be registered by a school, this form must be completed in its entirety and signed by the parent or legal guardian. *Registration will not be permitted until all necessary documentation has been provided.* This form is used to enroll a student who is new to Rolling River School Division, or who is returning to the Division. Use this form to record important changes, such as the student identification (legal name, date of birth, gender, identification document type and document number), legal relationship of student and parent/guardian, or Aboriginal self-identification.

<b>Office Use Only</b>			
MET #	<input type="text"/>	School	<input type="text"/>
Grade	<input type="text"/>	Room	<input type="text"/>
		First Day of School	<input type="text"/>

## STUDENT INFORMATION

Registering for grade:			
Student's <u>Legal</u> Last Name			
Student's <u>Legal</u> First Name		Student's <u>Legal</u> Middle Name	
Preferred Called Name		Date of Birth	
Gender	Aboriginal Ancestry (if applicable)	RRFN Student? <input type="checkbox"/>	
Student's Address ( <i>Residence – Apartment #, Street Name &amp; #, Section/Township/Range</i> )			
Address	City	Province	Postal Code
Mailing Address ( <i>if different than student's residence – mail-outs from school will be sent to this address – Box #, Group #, RR #</i> )			
Address	City	Province	Postal Code
Student Home Phone ( <i>with area code</i> )		Student Cell Phone ( <i>with area code</i> )	

## SCHOOL HISTORY

Has the student registered at a Rolling River School in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which school?	
Last school attended <u>in</u> Manitoba: _____	Last school attended <u>outside</u> Manitoba: _____
Date of last attendance: _____	Date of last attendance: _____
Is the student a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, from which school/city/province?	

## CITIZENSHIP STATUS

Citizenship Declaration	Legal Document	OFFICE USE Initial for copy received
<input type="checkbox"/> Canadian Citizen	Birth Certificate or Passport	
<input type="checkbox"/> Landed Immigrant	Landed Immigrant paper	
<input type="checkbox"/> Parent Work Permit/Visa	Expiry Date: MM DD YY	
<input type="checkbox"/> Parent Study Permit/Visa	Expiry Date: MM DD YY	
<input type="checkbox"/> Permanent Resident	Permanent Resident paper	
<input type="checkbox"/> Refugee Claimant	Refugee Claimant paper	
<input type="checkbox"/> Other:	Other:	

# PARENT/LEGAL GUARDIAN INFORMATION

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

Are the parent(s)/guardian(s) residents of Rolling River School Division? No, complete the **Out of Division School of Choice Form**.

Are the parent(s)/guardian(s) residents in the school catchment area? No, complete the **Within Division School of Choice Form**.

**Is child currently in CFS Care?  Yes  No If yes \*\*CFS = First/Parent/Legal Guardian / \*\*Foster Family = Optional–Other Relevant Adult**

<b>First Parent – Legal Guardian</b>	Name (Last, First)		Mr., Mrs., Ms., Dr., etc.	School Messenger Contact <input type="checkbox"/>	
	Address (if different from student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Address	City	Province	Postal Code	
	Home Phone (with area code)		Business Phone (with area code)		
	Other Phone (with area code)		Email		
<b>Second Parent – Legal Guardian</b>	Name (Last, First)		Mr., Mrs., Ms., Dr., etc.	School Messenger Contact <input type="checkbox"/>	
	Address (if different from student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Address	City	Province	Postal Code	
	Home Phone (with area code)		Business Phone (with area code)		
	Other Phone (with area code)		Email		
<b>Optional – Other Relevant Adult</b>	Relationship to Student:				
	Name (Last, First)		Mr., Mrs., Ms., Dr., etc.	School Messenger Contact <input type="checkbox"/>	
	Address (if different from student's)		Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Address	City	Province	Postal Code	
	Home Phone (with area code)		Business Phone (with area code)		
Other Phone (with area code)		Email			

<b>CUSTODY</b>	Are there any custody documents related to this child? <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>OFFICE USE</b> Initial for copy received
	If yes, provide a copy of the legal document.			
	Is there any restricted contact related to this child? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide name and copy of legal document. Name: _____				
Would you like an additional report card sent? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide name and address. _____				

<b>SIBLING INFORMATION</b>	<b>Sibling Name</b>	<b>M/F</b>	<b>Date of Birth (M/D/Y)</b>	<b>School/Grade Attending</b>

## EMERGENCY/STORM BILLET INFORMATION

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

### EMERGENCY CONTACTS (NOT STUDENT'S PARENT/LEGAL GUARDIAN)

#### Emergency Contact Name #1

Home Phone of Emergency Contact #1 (with area code)

Other Phone (with area code)

#### Emergency Contact Name #2

Home Phone of Emergency Contact #2 (with area code)

Other Phone (with area code)

#### Storm Billet Name Contact

Home Phone of Storm Billet Contact (with area code)

Other Phone (with area code)

## STUDENT TRANSPORTATION – *Bus Students ONLY*

Does your child require school bus transportation?  Yes  No If you have answered yes, provide pick up/drop off address below:

(Sec/Township/Range / Municipality / Lane#): \_\_\_\_\_

## RECEIVING SCHOOL INFORMATION

I consent to receive, via email, information in the form of newsletters, school updates and announcements regarding division and school activities, including fundraising and promotions. (If at any time you wish to be removed from our email list, please contact the school office.)

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

### STUDENT PERMISSION – GRADES 7-10 ONLY

I grant permission for my son/daughter to leave the school grounds during NOON HOUR for the current school year.

I DO NOT grant permission for my son/daughter to leave the school grounds during NOON HOUR for the current school year.

### STUDENT PERMISSION – GRADES 11-12 ONLY

I grant permission for my son/daughter to leave the school grounds during NOON HOUR and UNASSIGNED TIME for the current school year.

I DO NOT grant permission for my son/daughter to leave the school grounds during NOON HOUR and UNASSIGNED TIME for the current school year.

## MEDICAL INFORMATION

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

MB PHIN Medical #: (9-digit)

**Please check (X) "Yes" or "No" for all health care needs below:**

Anaphylaxis  Yes  No

Asthma  Yes  No

Bleeding Disorder  Yes  No

Cardiac Condition  Yes  No

Clean Intermittent Catheterization  Yes  No

Diabetes  Yes  No

Gastrostomy Care  Yes  No

Osteogenesis Imperfecta  Yes  No

Ostomy Care  Yes  No

Pre-Set Oxygen  Yes  No

Seizure Disorder  Yes  No

Endocrine Condition  Yes  No

Suctioning (Oral/Nasal)  Yes  No

The parent/guardian may also inform the community program at any time that their child has a health care need that is eligible for URIS Group B support.

*This medical information is being collected so that appropriate health-care plans and programming may be developed. This information will only be shared with appropriate individuals. This information is protected by The Personal Health Information Act. Questions should be directed to the school principal.*

Other Medical Considerations:

Other Medical Alerts:

## STUDENT SERVICES INFORMATION

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

The Support Services Information is being collected so appropriate educational services can be provided for your son/daughter. This information will only be shared with appropriate individuals. This information is protected by The Freedom of Information and Protection of Privacy Act. Questions should be directed to the school principal.

**Please indicate if the student has utilized any of the following services in a school they have attended:**

In-School Supports		Name of Contact	Phone #
<input type="checkbox"/>	Resource		
<input type="checkbox"/>	Reading Recovery		
<input type="checkbox"/>	School Social Worker		
<input type="checkbox"/>	School Counsellor		
<input type="checkbox"/>	Psychology		
<input type="checkbox"/>	Speech & Language		
<input type="checkbox"/>	Other:		

Outside Agency Supports		Name of Contact	Phone #
<input type="checkbox"/>	Child Family Services		
<input type="checkbox"/>	Probation		
<input type="checkbox"/>	Mental Health		
<input type="checkbox"/>	Psychiatry		
<input type="checkbox"/>	Physiotherapy		
<input type="checkbox"/>	Occupational Therapy		

The following signature verifies that the above information is true and accurate. Upon transfer or withdrawal of the student, the information will be forwarded to the next school of attendance.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Aboriginal Identity Declaration 2024-2025 EIS Data Collection

**Aboriginal Identity Declaration helps to support the efforts of Manitoba Education and Advanced Learning 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.)

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:

- |   |  |
|---|--|
| <input type="checkbox"/> Anishinaabe (Objibway/Saulteaux) | <input type="checkbox"/> Ininiw                      |
| <input type="checkbox"/> Dene (Sayisi)                    | <input type="checkbox"/> Dakota                      |
| <input type="checkbox"/> Oji-Cree                         | <input type="checkbox"/> Michif                      |
| <input type="checkbox"/> Inuktitut                        | <input type="checkbox"/> Other-please specify: _____ |

For more information about Aboriginal Identity Declaration, please contact:

Aboriginal Education Directorate

Murdo Scribe Centre

510 Selkirk Avenue

Telephone: 204-945-7886 (Toll Free: 1-800-282-8069 ext. 7886) Fax: 204-948-2010

Email: [richard.perrault@gov.mb.ca](mailto:richard.perrault@gov.mb.ca)

Or visit the website at: <http://www.edu.gov.mb.ca/aed/abidentity.html>

Student Name (please print) \_\_\_\_\_

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

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S SCHOOL OFFICE.



**ROLLING RIVER SCHOOL DIVISION**  
**STUDENT EMERGENCY RELEASE AUTHORIZATION FORM**

**SCHOOL:** \_\_\_\_\_

In the event of a serious incident resulting in school closure, where I am unable to collect my child(ren) from school, I, Parent/Legal Guardian of:

Name(s) of Child(ren): _____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____

authorize release of my above child(ren) into the custody of the following people:  
(please provide at least two names)

	NAME	ADDRESS	TELEPHONE
1			
2			
3			

*I fully realize that during a natural disaster, my child(ren) will not be released from school to another adult unless authorized by myself (as above); and that on the release of my child(ren) a record shall be kept at the school of the name of their guardian, time of release and expected destination.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## MEDIC ALERT

If your child requires medication or has a medical condition that requires special attention, please provide details below:

# ROLLING RIVER SCHOOL DIVISION POLICY

## Acceptable Student Use of Technology and Electronic Communication

JF/P

Rolling River School Division (RRSD) recognizes that new technologies in today's society can enhance learning environments by providing students ways to create, collaborate, communicate and think critically.

To support the Division's commitment in the use of information technology and enhance the digital learning environment across the Division, students are provided with access to computers, devices, networks and other technology resources. The Division will ensure that interactions within this learning environment contribute to a safe and positive school climate.

This policy and regulation applies to:

- All student use of School Division computers, devices, networks and facilities owned, or leased and operated by the Division.
- Student-owned devices used to access the Division network and related resources.

To be permitted access to any Division technologies or related resources:

1. Parent(s) or guardian(s) of students under 18 years of age must annually sign the Division's Acceptable Use Agreement (Appendix A).
2. Students 18 years of age, must annually sign the Division's Acceptable Use Agreement (Appendix A).

To comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the School Division requests consent annually from parents or students to post or publish photos of students, examples of student work and information on various public forums and media outlets.

Students are responsible for their activity, behaviour and communications over the network and are expected to comply with all Division policies related to the respectful, responsible, ethical and lawful use of technology.

[Index](#)  
[Regulation](#)

[KLD - Resolving Complaints](#)  
[JFCB – Property Damage](#)

**Date Adopted:** October 9, 2019



# ROLLING RIVER SCHOOL DIVISION REGULATION

## Acceptable Student Use of Digital Technologies and Electronic Communication

JF/R

Student use of Rolling River School Division's networks and technology is for educational purposes only and is a privilege, not a right. This regulation outlines students' responsibilities associated for the respectful, ethical, and legal use of Division technologies and resources.

Internet use is an important component of the integration of technology and communications with learning in the School Division. Teachers will guide students to become responsible digital citizens in order to:

- access information on topics studied in the classroom;
- communicate rapidly with other users around the world;
- collaborate with others in different locations on topics of common interest;
- become competent global citizens.

### **A. General Student Responsibilities**

When using technology at school, it is expected that students will:

- act responsibly and protect the equipment from misuse, loss, theft or damage and promptly notify the Division/School Administration in any such event;
- obey network and Internet limitations and restrictions put in place by the Division;
- accept responsibility for their actions in accessing Division technology and communication resources;
- use good judgment at all times and to respect the rights and privacy of other technology users;
- follow generally accepted network etiquette rules, including using appropriate language and content in all correspondence or communications;
- obey all applicable copyright and intellectual property laws;
- use only the Divisional accounts (e.g. network login, e-mail) assigned to them by the Division IT Department;
- ensure all user IDs and passwords for Divisional accounts remain confidential
- close all Internet browser windows and log off the Divisional network when not directly using a computer or mobile device;
- maintain settings and software previously installed by the Division IT Department; do not modify or uninstall software;
- access only Internet sites with content appropriate for a school environment;
- treat others with respect and engage in appropriate behaviours as per Policy GBCB – Harassment Prevention, Policy GBCD-JFA-KGB – Code of Conduct, and Policy JG – Safe & Caring Schools;
- do not reveal personal information about themselves and/or others online, including but not limited to, name, age and location;
- respect the direction of their teachers as to when, and what technology use is appropriate while in class.
- use only Division managed or endorsed technology and communication systems unless otherwise approved through the Director of Instruction, Curriculum and Technology;
- accept the consequences of inappropriate use of technology, as outlined in this policy;

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Acceptable Student Use of Digital Technologies and Electronic Communication - Continued

JF/R

### Examples of prohibited activities:

- Any action that violates existing Division policy, public or copyright law.
- Accessing another's personal accounts or passwords without permission.
- Releasing personal information such as address, phone number, or names.
- Sharing or posting information about others including employees and students.
- Purporting to act on behalf of or impersonate the Division or someone else.
- Disclosing any passwords to another user or to a third party.
- Employing Division technologies for commercial or political purposes (e.g. promoting and/or advertising commercial events, promoting a political party or candidate).
- Unauthorized access to, or distribution of confidential or proprietary material of the Division.
- Distributing unsolicited, non-business-related email. (e.g. spam or chain mail).
- Sending, displaying or downloading offensive messages or pictures.
- Using obscene language, harassing, insulting or attacking others, maligning or defaming the Division, its employees, its students or the Rolling River School Division community.
- Sending fraudulent or anonymous messages.
- Deliberately accessing, downloading, storing, transmitting or printing inappropriate content that contains obscene or objectionable material, including files or messages that are vulgar or sexually explicit, or that contain profane language or degrade others.
- Downloading and/or installing unauthorized software on workstations or other Division owned devices.
- Deliberately bypassing, attempting to bypass or disabling any workstation or network level security measures implemented by the Division.
- Any attempts to alter, damage, congest or destroy data on the division's network include, but are not limited to:
  - knowingly distributing or propagating files that may introduce a virus to the system.
  - denial of service attacks.
  - unauthorized access to any information or systems on the network.
- Any non-school related online activity.

### **B. Student Safety**

Ensuring student safety while accessing the internet is the shared responsibility of Division personnel, parents/guardians and students.

Network and internet access measures, in addition to staff and student training and procedures, are in place to encourage safe and ethical use of the Internet. The School Division employs the use of web content-filtering software to support our educational goals and initiatives (e.g. conducting research, communicating for legitimate school or educational activities).

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Acceptable Student Use of Digital Technologies and Electronic Communication - Continued

JF/R

Student use of technology and communication resources will take place in settings supervised by instructional staff. Teachers will guide students toward appropriate online materials to ensure that all students are utilizing the Internet in a manner consistent with the mission of the School Division.

### C. Student Owned Devices

All rules and procedures of this policy also apply to student owned devices accessing the School Division network.

Students are permitted to use student owned devices as part of their school day with the understanding that such use is limited to supporting curricular outcomes in the classroom.

Students are only permitted network access to the secure wireless network using their Division supplied access credentials.

Students accessing the internet on personal devices using the Division WiFi network will be provided with filtered internet access. Beyond this safety measure, the School Division is not responsible for supervising student internet access on personal devices outside of in-class use.

The School Division assumes no responsibility for the loss, damage or theft of any student owned device; nor will the Division be liable for the loss of any data on a student owned device due to any technical or other difficulties.

Division IT staff will only provide direction for students to connect to the secure Wi-Fi network. Division IT Staff will not provide technical support or other services for student owned devices.

### D. Privacy Notice

- Rolling River School Division's network is intended for educational or research purposes.
- The Division owns all data and information that is stored on or transmitted by Division technology or networks.
- Students have no privacy when they are using Division technology or networks even if students are using their own devices.
  - The Division will monitor student use of Division technologies for the purpose of:
    - administering and operating its networks and related systems.
    - conducting investigations into violations of this or other policies.
    - online activities by students and to access student user accounts and email accounts in cases where there is reasonable cause to suspect misuse of the system or unlawful activity.
    - disclosure of the student's confidential information, as well as infringements on individual staff and student privacy.
    - preventing defamatory statements and harassment by students (which contravenes Safe & Caring Schools Policy).
    - protecting the student's reputation.
    - complying with the Division's legislated duties.

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Acceptable Student Use of Digital Technologies and Electronic Communication - Continued

JF/R

### E. Social Media & Other Interactive Online Services

Students are responsible for any information posted on social media sites or any interactive online services using either Division-owned or personal devices.

Please refer to Appendix A for Guidelines for Safe Student Use of Social Media.

### F. Enforcement Policy

Students are responsible for their actions and are encouraged to report any unauthorized or inappropriate use immediately to their teacher or school administration.

Failure to comply with the rules and procedures set out in this policy may result in disciplinary action as necessary.

Disciplinary action may include temporary or permanent loss to technology access, suspension or expulsion from the Division, and/or legal action. Any suspension of network access may necessitate withdrawal from any technology-related courses in which a student is enrolled.

**Index  
Policy**

**Date Adopted:** October 9, 2019

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Acceptable Student Use of Digital Technologies and Electronic Communication - Continued

JF/R



### “APPENDIX A”

#### Guidelines for Safe Student Use of Social Media

Access to the Internet provides students with opportunities to use Social Media and other online interactive services on externally-hosted, public websites that benefit learning, communication and social interaction.

Students must abide by the Terms and Conditions as set out by the service to which they are subscribing as a condition of creating an account on any public social media site. Many of these services are hosted in the United States of America. The Children's Online Privacy Protection Act (COPPA) guidelines dictate that children under 13 years of age will not be permitted to subscribe to the service.

Teachers will not direct students to create personal accounts on public social media sites without prior authorization from the Director of Instruction, Curriculum, and Technology and parents.

Students are responsible for any information posted on social media sites or any interactive online services using either Division-owned or personal devices.

#### Safe Social Media Use Guidelines

Student use of social media and any interactive online services is be guided by these principles:

1. Be Aware
2. Be Safe
3. Be Respectful
4. Be Honest
5. Be an Ambassador
6. Be Healthy

#### Be Aware

- Be aware your digital footprint is permanent that what goes online stays online.
- Think before you post text, images, videos, etc. Do not post anything you wouldn't feel comfortable having friends, parents, teachers, or a future employer see.
- Never post or respond to posts in anger.
- Always consider the effects your words might have before you post.

#### Be Safe

- Never post or give out personal information, including, but not limited to, names, phone numbers, addresses, or birth dates.
- Never share your user ID or password.
- Be aware of your privacy settings and location service settings and know when they change. Review these settings frequently.
- If you don't know the person, do not friend them, open their emails, respond to their texts, etc.
- Be wary of emails from hacked accounts. Even if the email comes from someone you know, if it looks suspicious, delete it or follow up with your friend for confirmation.

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Acceptable Student Use of Digital Technologies and Electronic Communication - Continued

JF/R

### Be Respectful

- Always ask permission before you publish a photo or video of anyone.
- Do not post offensive and insulting comments.
- Respect your teacher. Social media (Facebook, Instagram, Twitter, etc.) is not permitted during class time unless specifically authorized by the teacher.
- Always ask permission before forwarding someone else's words/emails/texts/etc.
- Always ask permission before uploading and tagging a picture of someone.
- Never access another user's account.
- Never pretend to be someone you aren't.
- Stop the activity if and when someone asks you to stop doing something online. (e.g. texting them repeatedly)
- If someone asks you to take down a post, image, etc., respect their wishes and take it down.
- Respect the rules of the virtual space you are in. (For example, if you are part of a class Edmodo site dedicated to homework questions, ensure that your questions are relevant.

### Be Honest

- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to simply copy and paste other's thoughts or work.
- When referencing someone else's idea(s) or work online, be sure to cite your source with the URL.
- Obtain permission or the rights to use any images, etc. you find on the Internet.

### Be an Ambassador for your School and School Division

- Disagree but do it respectfully. Ensure that criticism is constructive and not hurtful.
- Consider linking to other websites to support your thoughts and ideas. However, read the entire article prior to linking to ensure that all information is relevant and appropriate for a school setting.
- Ensure that any content you post does not reflect poorly upon the school or on you.
- Ensure that comments by other individuals in response to any content you post do not develop into something that negatively impacts the School Division or others. Should that occur, remove the initial post.
- Do not publish or post disrespectful or harassing remarks. Social media is not the venue to vent.
- When creating anything online, permission from the school Principal is required before using the Division or School name, logo, photos or other intellectual property (documents produced by the school or students).

### Be Healthy: Tips for Home

- Limit the amount of time you spend time working online.
- Balance your time online and time being active every day.
- Balance your time online and your time talking to people face-to-face.
- Silence your device and suppress notifications after a reasonable hour every evening.
- Avoid spending time in front of your screen right before bed. The artificial light from the screen before bed can disrupt normal sleep patterns.

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Acceptable Student Use of Digital Technologies and Electronic Communication - Continued

JF/R



### “APPENDIX B”

## Acceptable Student Use of Technology and Electronic Communication Student Use Agreement

### A. Internet Use Parent Advisory

Rolling River School Division (RRSD) believes that technology and access to the internet are valuable resources that teachers use as a means to extend and enhance the learning experience in the classroom. Your child may have regular access to the technology available in their school and in turn, access to the internet.

All RRSD students will be supplied with a Division managed Office 365 account which includes an email address, cloud-based document storage, and a set of productivity and collaboration tools that can be used at school and at home.

These resources are provided to students with the understanding that they will be used for educational purposes only and any use will comply with the following Division policies including:

- Acceptable Student Use of Technology and Electronic Communication (Policy JF)
- Code of Conduct (Policy GBCD/JFA/KGB)

### B. Student Acceptable Use Agreement

I have read and agree to comply with the Division Policies regarding my responsibilities as a Rolling River School Division student as they pertain to my use of information technology. I understand and agree that access to technology provided by the Division is for educational purposes only.

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

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

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

As a parent or guardian of the above student, I have read and agree to support the Division's policies.

*(Parent or guardian signature required for students less than 18 years of age.)*

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

Signature of Parent or Guardian: \_\_\_\_\_

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

**Note: Parents and students must annually sign Section B of Policy - JF on the School Registration Form. For students who turn 18 years of age during the school year, the school will ensure that the student signs a new media release form prior to their 18th birthday.**

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

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



## ROLLING RIVER SCHOOL DIVISION PRINT & DIGITAL MEDIA RELEASE FORM

Rolling River School Division recognizes that print and digital media and the internet provide an ideal means to showcase and promote School and Divisional activities and share student work with other students, parents/guardians, staff and the global community.

1. Student photographs or samples of student work may appear in the web version Publication of Student Photos & Student Work Samples of the school newsletter, the school website or its associated teacher websites only with prior permission from the parents/guardians.
2. Publication of Student Names - Students appearing in photographs may only be identified by first name in any format being published to the internet or distributed to the greater community. This would include student names appearing in, but not limited to...
  - (a) the web version of the school newsletter
  - (b) the school website or its associated teacher websites
  - (c) student, classroom or teacher authored multimedia content
  - (d) Divisional promotional material

NOTE: In situations where a student is being recognized for a local, provincial and/or national award, both first and last names may be used.

3. Publication & Distribution of Multimedia Content - Student, classroom or school created multimedia content may only be published to the web and/or distributed with prior permission from the parent s/guardians. (For example, student, classroom or teacher authored multimedia content... classroom presentations, science fair projects, audio or video podcasts).

Please **CHECK ONE** option and sign below:

**YES, I DO** grant Rolling River School Division permission to publish my child's name, photograph and samples of my child's work as per the protocols outlined above for the purposes of recognizing my child's accomplishments or publicizing and promoting school activities.

**NO, I DO NOT** grant Rolling River School Division permission to publish my child's name, photograph and samples of my child's work as per the protocols outlined above for the purposes of recognizing my child's accomplishments or publicizing and promoting school activities.

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

Signature of Parent or Guardian: \_\_\_\_\_

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

*Note: Once dated and signed, this form shall remain in effect for the current school year or until consent is revoked. You may, at any time, amend this form by notifying (in writing) the school principal of the change. Note that consent of parents/guardians may be withdrawn at any time.*





**ROLLING RIVER SCHOOL DIVISION**  
**BUS RIDERSHIP**  
**A Parent's Guide to Review with their Children**



***Bus drivers will report any misconduct to the school principal when these expectations are not met.***

1. Students must be properly dressed for weather conditions and in complete readiness to board the bus when it arrives at each pick-up point.
2. If a student is not waiting to board the bus when it arrives, the bus driver will wait until the scheduled pick up time before proceeding to the next pick-up stop. The parents of students who are not ready to board the bus on time will be responsible to provide their own transportation.
3. When boarding the bus, students will proceed directly to their assigned seat. Students will remain in their seats while the bus is in motion unless permitted to move by the busdriver, generally only when the bus is stopped.
4. Students will listen to the bus driver, be respectful to others on the bus, not throw objects, not cause damage to the bus, use appropriate language, and visit quietly without bothering other students or causing a distraction to the bus driver.
5. Students must remain on the bus on the way to or from school unless permission by the parent is given to the bus driver, School Administration or teacher.
6. Students must be prepared to board the bus immediately after school. A student who misses boarding their school bus at afternoon dismissal must immediately report to the school office.
7. The consumption of alcohol, drugs, vaping, or any tobacco products and the use of lighters or matches is prohibited on the bus.
8. Eating or drinking on the bus will be allowed with the driver's permission. When allowed, hot beverages must be stored in a non-spill container with a lid. Garbage will be removed by those who generate it when they disembark from the bus.
9. Vandalism on the bus will not be tolerated and damages will be charged to the student responsible.

***Rolling River School Division is not responsible for personal items lost or left on the school bus.***

***Communication regarding daily school bus ridership is encouraged between the bus driver, students, their parents, guardians and our school staff.***

### **The Role and Responsibility of the Trip Supervisors**

Staff, Parent and Volunteer Supervisors must be aware of the School Bus Ridership Expectations prior to the trip and shall be strategically placed throughout the bus to properly supervise students.

The teacher is responsible for proper student ridership and will deal with student behavior in conjunction with the school principal. Parent and volunteer supervisors are to assist the teacher in the overall supervision of the students to ensure the safest ride possible for everyone.

## Carry-On Items on School Buses

**Below are guidelines to be used for carry on items on school buses for both regular routes and extra-curricular travel.**

1. The center aisle of buses must be kept clear at all times.
  - a) Items being carried on by students are limited to small articles that can be easily held on their lap or stored under the seat occupied by the students.
  - b) Skates will be allowed if they have guards or are enclosed in a proper skate or gym bag.
  - c) Hockey equipment is allowed provided that it is packed securely in a duffle bag. The duffle bag is to be stored between seat rows on the floor and on the seat but no higher than the seat backs. The aisle must be clear of all equipment. The packing of hockey and other carry on equipment must be done to the satisfaction of the bus driver and supervising teacher. Students are not to occupy a seat containing hockey equipment.
  - d) Skis, poles, hockey sticks, and other sport equipment with sharp or protruding edges are not to be transported on the school bus unless bundled to eliminate any sharp edges and be packed on the bus to the satisfaction of the bus driver and supervising teacher.
  - e) Musical Instruments are limited to those which can be easily held on the lap or stored under the seat occupied by the student.
2. Schools and students are to make alternate arrangements for the transportation of large musical instruments, large physical education equipment or large quantities of carry-on items that are not safe for school bus travel.
3. The driver has the responsibility and right to reject any item(s) felt to be unsafe or inappropriate for school bus travel. The driver also has the right to reject any or all equipment transported via a bus while on route or for extra-curricular travel activities if items are considered to crowd passengers or to be unsafe in the bus.
4. At no time are carry-on items to extend into the aisle, be packed higher than a seat back or be packed in a fashion that is unsafe to passengers. They must not be allowed to become a projectile or cause damage to the bus in any way.
5. Any questions or concerns are to be directed to the Transportation Supervisor for clarification.

## Loading and Unloading Procedures

School bus accident data shows that passengers are more likely to be injured in the loading or unloading process than during the bus ride itself. For this reason the procedures for loading and unloading a school bus must be carefully followed. The loading and unloading at schools is supervised by school staff. **According to statistics, the most dangerous area around a school bus is close to the front of the bus and the right hand side of the bus.**

### **A. Loading Procedures:**

1. Students will only be loaded at designated bus stops approved by the Transportation Department. Parents are permitted and encouraged to provide additional safety for their children during the loading procedure.
2. Students shall wait at least two meters from the outer edge of the road and be ready to board the bus when it arrives. They are not to move toward the bus until the bus stops and the entrance door is fully open.
3. Students who must cross the road to load shall stand ready at their laneway and only cross after all traffic has stopped and the “clear to cross” wave has been given by the driver. After receiving a wave from the driver, the student shall also check for traffic and cross the road when safe at least 3 meters in front of the bus.
4. Students shall wait in an orderly manner for the bus to arrive. They shall not crowd or push while waiting for or while getting on the bus and proceed directly to their assigned seat.

### **B. Unloading Procedures:**

1. Students must remain seated until the bus comes to a full stop at their stop and file off the bus in an orderly manner.
2. Students must walk clear of the bus immediately after getting off. Parents are permitted and encouraged to provide additional safety for their children during the unloading procedure.
3. If student must cross the road after getting off the bus, they shall walk at least 3 meters in front of the bus and wait at the corner of the bus for the wave from the driver that the way is clear to cross, check the traffic themselves before proceeding and cross when safe.
4. Students must not retrieve any article that falls from their possession while they are getting on or off the bus. Students must never crawl under the school bus at anytime. Always ask the bus driver.

### **Bus Evacuation Procedures**

1. The bus driver and/or leaders will assess the situation to determine if it is safe for students to remain on the bus. If a hazard warrants the evacuation of the bus, the following procedure is recommended:
2. When evacuating, if you are in radio range, make the announcement “Emergency Evacuation” and notify the School Division for their assistance and their help to contact the proper authorities.
3. Determine which exit or combination of exits will be used, the rear door, front door, side window, or roof vent, and move there in an orderly manner as safely and quickly as possible. Once exited, proceed to the safe area chosen by the leader.
4. Student’s books, lunch kits, loose articles, and personal belongings are to be left on the bus. Only items strapped to their body like backpacks are to be taken off the bus.
5. With the help of the selected leader and two helpers; (previously selected or those chosen the day of the evacuation):

- a) The leader will pick a safe area at least 30 meters from the bus to assemble the students together in a manner that they are easily counted.
  - b) The helpers will assist passengers as they exit the bus by taking them by the elbow to balance them and help to keep them from falling as they exit the bus.
  - c) If the bus is in contact with live hydro wires and it has been determined that you are safer outside the bus than inside, evacuate. To prevent completing the circuit and electrical shock, jump clear of the bus without any assistance. Do not contact the ground and touch the bus at the same time. Once on the ground, shuffle your feet on your way to the safe area.
6. When the passengers have been evacuated, the bus driver will make sure the bus is shut off and secured, then walk through the bus to ensure everyone is off, and exit and proceed to the safe area to be with the students. Ensure all riders are accounted for and double-check by using the buddy system. If time permits and their safety allows, the driver will have the first aid kit, fire extinguisher, and student list available outside the bus.

**Additional information regarding school bus ridership is available from the Transportation Department of:**

**Rolling River School Division  
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1-204-867-2754 Ext. 235**