



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Wednesday, February 13, 2013, 11:30 a.m.
Conference Room, Administration Office

Present: G. Kruck (Chairperson), M. Sefton
Dr. D. Michaels (entered at 12:05) Mr. K. Zabowski

Guest: D. Swayze, Division Solicitor, B. Ewasiuk, Director of MIST,
K. Boklaschuk, Communications and Technology Specialist.

Regrets: P. Bartlette

CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:50 a.m. by the Committee Chairperson, Mr. Glen Kruck.

2. APPROVAL OF AGENDA

The Committee agenda was approved.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the January 23, 2013 Board Meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) Social Media Policy

Mr. David Swayze, Division Solicitor, spoke to the Committee regarding the proposed policy and procedures. He noted the critical components he felt needed to be included to govern a social media policy. Mr. Swayze addressed the concept of ownership, stressing the importance of establishing that any such social media account set up for instructional purposes, belongs to the Division and not to individual staff members. He noted the Division owned the computers and the network through which social media sites would be accessed. Mr. Swayze recommended the requirement of permission prior to establishing a social media account by a staff member as the Division needed to be aware of what type of a media site was being established for student participation. Legal age restrictions on various social media sites as well as increasing multi-age classrooms were also discussed with respect to granting permission to use sites. A series of procedures established to maintain security, and the risks involved in using social media sites, was also discussed by the Committee. Mr. Swayze highlighted the importance of staff members establishing separate accounts for personal use and not using the Division account for the purposes of personal communications. Student access, recording keeping, acceptable conduct and privacy and permanency of the use of

social media were reviewed and discussed in detail. Mr. Swayze also noted he had prepared a draft Social Media Contract to be signed by both the parent/guardian and the student prior to setting up and using a social media account for school purposes. Discussions were held regarding equity and it was noted the policy and media contract stated that a student was not required to have a social media account in order to complete school work. The Committee discussed the rights of a parent with respect to access to student work on social media accounts established for school purposes. It was noted that social media accounts were to be considered an extension of the classroom and the behavior and conduct expected in a classroom setting were also required on the social media site being access. Further discussions were held regarding School Bundle and the need for various groups to provide feedback on the proposed document. It was agreed a revised draft of the policy and procedures should be distributed to such groups as the School Division Parent Guardian Advisory Committee, student groups, and possibly the Brandon University. It was also suggested that the local media provide input as well as Mr. Mike Nantais, Faculty of Education, Brandon University. The Division solicitor was directed to provide a revised copy of the draft policy and procedures to Senior Administration before the end of the week in order to begin circulating and receiving feedback on the document from other groups.

b) Registration of Students (Child in Care Policy)

The Committee reviewed the revised policy and procedures regarding the registration of students. Mr. David Swayze, Division Solicitor, reviewed the changes which had been made with respect to non-resident students. Senior Administration highlighted why procedures were required. It was agreed the policy and procedures would be recommended to the Board for approval. Once the proposed policy and procedures had been approved, Senior Administration was directed to forward a copy of the policy and procedures to all agencies which would need to be aware of the required procedures to be followed. (Appendix "A")

Recommendation:

That Policy and Procedures _____ – "Registration of Students" is hereby approved.

6. OPERATIONS INFORMATION

NEXT MEETING: 11:30 a.m., Wednesday, March 20, 2013

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

G. Kruck, Chair

P. Bartlette

M. Sefton

K. Sumner (Alternate)



BRANDON SCHOOL DIVISION POLICY

[Appendix] A

POLICY 7026

REGISTRATION OF STUDENTS

Adopted:

The Board of Trustees of the Brandon School Division recognize that all students within the Brandon School Division who qualify to be registered as students of the Brandon School Division should be registered promptly. However, circumstances arise where the family situation of the student may be such that additional documentation is required to satisfy the Division that the student is eligible for registration.

The Brandon School Division and Board of Trustees recognize the benefit of defining the documentation required and which will be considered acceptable by the Brandon School Division when registering students in the Brandon School Division.

The Procedures attached to this Policy set out the documentation which will be required of a parent, guardian or child welfare agency in order register a student in the Brandon School Division.



BRANDON SCHOOL DIVISION POLICY

DRAFT

PROCEDURES 7026

REGISTRATION OF STUDENTS

Adopted:

DEFINITIONS

“Agency” means a child and family service agency established and governed by *The Child and Family Services Act* or *The Child and Family Services Authorities Act*.

“Custodial Parent” means the Parent of a child who has an order of custody authorizing the parent to make decisions on or behalf of the child.

“Guidelines” means the “Guidelines for School Registration of Students in Care of Child Welfare Agencies” published by the Province of Manitoba, revised September 2002, and any successors thereof.

“Guardian” means a person who has a private order of guardianship granting the person legal authority to make decisions on or behalf of the child.

“Non-Custodial Parent” means a Parent who does not have an order of custody authorizing the parent to make decision on behalf of the child.

“Parent” means the natural or adoptive parent of a child but excludes a Non-Custodial Parent.

“Resident” means a “resident” as that term is defined in the *Public Schools Act*.

“School Intake Information Form” means “The student’s in care-School Intake Information Form” established pursuant to the “Guidelines for School Registration of Students in Care of Child Welfare Agencies” published by the Province of Manitoba, revised September 2002, and any successors thereof.

“Special Needs Student” means a student with special needs which may have a physical or mental disability requiring that the student have additional programming supports or services.

I PROCEDURE FOR PARENTS

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card listing the parent as the parent of the student;
3. Proof the student is a resident within the Brandon School Division which may take the form of a Manitoba Health Card, the parent's driver's license, most recent property tax statement, or current tenancy agreement; and
4. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

II PROCEDURE FOR CUSTODIAL PARENTS

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card listing the custodial parent as the parent of the student;
3. Proof the student is a Resident within the Brandon School Division which may take the form of a Manitoba Health Card, the custodial parent's driver's license, current property tax statement, or current tenancy agreement;
4. A copy of the court order granting custody to the custodial parent;
5. A non-custodial parent will not be permitted to register a student without the court order granting custody to the custodial parent, the written authorization of the custodial parent, and proof satisfactory to the Brandon School Division that the student is a resident; and
6. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

III PROCEDURE FOR GUARDIANS

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card identifying the student;

3. Proof the student is a resident within the Brandon School Division which may take the form of a Manitoba Health Card, the guardian's driver's license, current property tax statement, or current Tenancy Agreement;
4. A copy of the court order awarding guardianship to the guardian; and
5. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

IV PROCEDURE FOR CHILD WELFARE AGENCIES

In order to register a student within the Brandon School Division, the following information will be provided to the school principal at the school where the child is sought to be registered:

1. A completed Brandon School Division registration form;
2. A completed School Intake Information Form which comprehensively identifies any special needs of the student, any pertinent history of the student, the name of the placing agency, the case manager, and the legal guardian status, as well as the contact information for the person authorized to make medical and other decisions on behalf of the child;
3. A completed Child in Care form as prescribed by the Province of Manitoba;
4. The legal authority placing the student with the agency which may consist of one of the following:
 - a. A copy of the court order granting temporary or permanent guardianship to the agency;
 - b. In the case of a voluntary surrender of guardianship by the parent, a copy of the placement agreement between the parent and the agency; or
 - c. In the event that the student has been apprehended and a court order has not yet been issued, a letter signed by the CEO of the agency verifying that the child has been apprehended, stating the date of apprehension and stating when the matter is first scheduled to appear before the Court with an undertaking to provide the court order to the Division as soon as it is issued;
5. The agency may redact from any of the foregoing documents information which does not relate to the child or which is not relevant for the purposes of providing education to the child, subject only that the documents must verify the date the guardianship was assumed by the agency and the name and the birth date of the child; and
6. Upon the foregoing documentation being provided and the same being in a form satisfactory to the principal, the child may be registered with the Division.

Change of Status

In the event that there has been a change in status, a change of guardianship, or a voluntary placement agreement and/or apprehension has resulted in the issuing of a temporary or permanent order of guardianship, the Division may request, and the agency shall provide, a copy of the court documentation.

In the event that the child is transferred from one foster placement to another, the agency shall provide updated contact information for the child within five (5) days of the change of foster home.

V NON RESIDENT STUDENTS

The policy and procedures herein must be read in conjunction with Policy and Procedures 7025.

Non-Resident student means a student who does not reside in the Brandon School Division catchment area but who otherwise qualifies for funding under a provincial or federal program and is eligible to transfer into the Brandon School Division.

Admission of the non-resident student is subject to the requirements of Policy and Procedures 7025. In addition to any of the requirements set out in Policy and Procedures 7025, a non-resident student who seeks to be registered must submit to the school principal the following:

1. A completed Brandon School Division registration form;
2. A birth certificate or a Manitoba Health Card listing the parent as the parent of the student, or satisfactory legal proof of guardianship;
3. Contact information for parent or guardian;
4. Contact information for an adult with whom the student will be residing and an authorization signed by the parent or guardian permitting the school to share information in relation to the student with the adult with whom the student will be residing.