

# INSTRUCTIONS

## **Student Registration**

- ☐ Please read, complete **all** areas and sign where needed.
- ☐ Indigenous Identity Declaration – only complete if you are declaring Indigenous Identity.
- ☐ Transportation. Please review the map to see if your child is eligible for bussing. Purchased seats are not available at this time for the 2025-2026 school year. Unless at an eligible address due to daycare.

## **Walking Field Trip Form**

- ☐ Please complete and sign.

## **Lunch Program Rules**

- ☐ Please review these rules with your child and sign.

*The above items are to be returned to the school office.*

## **The following documents are for you:**

**School Supply List - \$50 Student Fees** ( indoor shoes, water bottle, 2 boxes Kleenex boxes)

**School Cash Online** – Instructions on how to sign up. School Cash is the preferred method of payment.

**Opening Day Conference** – Instructions for signing up and booking conference appointments. (September only.)

**Safe Arrival** – Instruction for registering and reporting student absences either by using app or phone.

**School Day Calendar** – FYI – early dismissal dates, holidays, and school closing days.

**Mabel's Labels** – Ongoing fundraiser for Heritage School



Great Schools for  
Growing and  
Learning

## Heritage School

47 Heritage Blvd  
Winnipeg, Manitoba  
R2Y 0N9

Phone: 204-837-1394 Fax: 204-832-6676

Date Received \_\_\_\_\_

File Requested: \_\_\_\_\_

# STUDENT REGISTRATION 2025-2026

**NOTICE:** This registration form is to be completed by the parent/guardian. Providing false, misleading or incomplete information in this application will constitute just cause for possible withdrawal from school.

### REGISTRATION INFORMATION

You are enrolling your child in Grade: K 1 2 3 4 5 (Please circle one)

Previous School Attended: \_\_\_\_\_ Previous Grade: \_\_\_\_\_

### STUDENT INFORMATION

**LEGAL NAME:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(On Birth Certificate) Last Name First Name Middle Name

I agree to provide a birth certificate for the child (if not previously submitted) and two official documents with the current address of the legal guardian(s).

**Preferred First Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

**Gender:** ☐ M ☐ F ☐ X ☐ Trans Person ☐ Two Spirit ☐ Gender Non-Conforming **Pronoun:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_ **Student Cell Number** (if applicable): \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street/Apt # City Province Postal Code

If your current school is not in St. James-Assiniboia, have you ever attended school in Manitoba? ☐ Yes ☐ No

If yes, name of school: \_\_\_\_\_ Manitoba Education (MET) #: \_\_\_\_\_

### FAMILY INFORMATION

**Parent Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Address** (if different from above): \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Phone number you would like used as the main contact number:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Address** (if different from above): \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Phone number you would like used as the main contact number:** \_\_\_\_\_

**Legal Custody (if applicable – as appointed by the Court of King's Bench):**

☐ Joint ☐ One Parent ☐ Guardian ☐ Child and Family Services

**Name of person(s) who has (have) legal custody:** \_\_\_\_\_

If joint custody, is there primary care and control assigned? ☐ Yes ☐ No To whom? \_\_\_\_\_

Legal documentation provided (court orders, restraining orders, etc.) ☐ Yes ☐ No

Other Related Information: \_\_\_\_\_

**Legal Guardian's Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

Address (if different from above): \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Phone number you would like used as the main contact number: \_\_\_\_\_

In Care of CFS? (agency name, worker, telephone, etc): \_\_\_\_\_

**Siblings:** Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**MEDICAL INFORMATION**

Manitoba Health # (9-Digit): \_\_\_\_\_

Primary Healthcare Provider's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Does your child have accident insurance? ☐ Yes ☐ No Insurance Co. Name: \_\_\_\_\_

It is important that we are aware of any medical conditions or on-going prescribed medications.

**Diagnosed Health Needs** - Please check all that apply:

Is the student on any on-going prescribed medications: ☐ Yes ☐ No Specify: \_\_\_\_\_

(Administration of Prescribed Medication Form must be completed)

If yes, who administers during school hours: ☐ Home ☐ Self ☐ School

Allergies ☐ Yes ☐ No EpiPen ☐ Yes ☐ No Allergic to: \_\_\_\_\_

Asthma ☐ Yes ☐ No Inhaler ☐ Yes ☐ No

Diabetes ☐ Yes ☐ No Seizures ☐ Yes ☐ No

Hearing ☐ Yes ☐ No Vision ☐ Yes ☐ No

☐ Other – Please Specify: \_\_\_\_\_

Do you have any concerns regarding your child's speech and language? ☐ Yes ☐ No

Does this student have a URIS file? ☐ Yes ☐ No

If you answered "Yes" to ongoing medical conditions and do not have a URIS file, would you like your child to have a divisional health care/URIS plan (developed by a Registered Nurse: WRHA)? ☐ Yes ☐ No

If your child has a Medic Alert Member ID number, please provide: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

We request that you provide us with the names and phone numbers of at least two contacts, other than yourself (a step-parent, relative, friend, or neighbor), in case we are unable to contact you:

**Contact Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

## CATCHMENT

Do you live in this school's catchment area? ☐ Yes ☐ No

If no, what is your catchment school? \_\_\_\_\_

If no, why did you choose to register at this school instead of your catchment area school? Please write below:

\_\_\_\_\_

## CHILD CARE (If Applicable)

Child Care Centre your child will be attending: \_\_\_\_\_

Private Sitter Name: \_\_\_\_\_ Address: \_\_\_\_\_ Ph: \_\_\_\_\_

## USE OF PHONE NUMBER AND EMAIL

☐ Yes ☐ No I give permission to the school to give my phone number and/or email address to school parent organizations so that I may be contacted for special functions that are carried out by these organizations.

☐ Yes ☐ No **Canada Anti-Spam Legislation:** I consent to receive email in the form of newsletters, school updates, and announcements regarding division and school activities, including fundraising and promotions.

Note: Special announcements and events are also broadcast using the divisional School Messenger telephone system.

## PARENT/GUARDIAN CONSENT FOR PARTICIPATION IN SMUDGING AT SCHOOL

IMDE-E-2

Your child may be invited to participate in smudging at school throughout the school year.

As an inclusive and culturally responsive school, we are welcoming all students to learn about First Nations, Métis, and Inuit traditions.

Smudging is an Indigenous tradition that involves the burning of traditional medicines. Smudging allows people to become mindful and centered, better able to hear, see, think, speak, and act in a good way. Participation is always voluntary. It is done in a designated area on school grounds and is approved by the Division's Workplace Health and Safety Officer to ensure that there is proper ventilation. More information about smudging is available by contacting the school. To participate in smudging, this consent form must be completed and returned to the classroom teacher.

I grant \_\_\_\_\_ permission to:

(Student's Name)

- ☐ Participate in smudging at the school.
- ☐ Only observe smudging at school.
- ☐ Leave the room during the smudging event.

Comment(s): \_\_\_\_\_

**Parent(s)/Guardian(s) Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Contact #(s):** \_\_\_\_\_

## STUDENT PRESENCE AND ENGAGEMENT AND STUDENT CONDUCT POLICIES

All students and parents are responsible for ensuring that they are familiar with and comply with the Schools' Student Presence and Engagement and Student Conduct Policies. Copies of the policies are available in the school office and will be distributed at the beginning of the year.

### FAMILY LIFE (Potentially Sensitive Content)

IHA-E-2

The Physical Education/Health Education curriculum is mandated by Manitoba Education. Content related to substance use and abuse, personal safety and human sexuality is considered potentially sensitive.

Potentially sensitive content must be treated in ways that are appropriate for the local school and community context. Manitoba Education recognizes that the prime responsibility for education about issues of sexuality, including healthy relationships, consent and sexually transmitted and blood borne infections, rests with the family. It is clear to parents, teachers, and community health leaders that young people must have knowledge, skills, guidance and support if they are to make responsible and health and wellness enhancing decisions.

In accordance with this, the option is available for parents of students at all grade levels to decide whether the student should receive school-based delivery of potentially sensitive content, or delivery in an alternative setting of their choosing. Parents will be notified of the start date and topics to be covered prior to the program delivery.

- ☐ **Yes**, I give my child permission to **receive school-based delivery** of the potentially sensitive content as outlined in the Physical Education/Health Education Curriculum.
- ☐ **No**, I prefer that my child receive delivery of the potentially sensitive content as outlined in the Physical Education/Health Education Curriculum **in an alternative setting**. I understand that I am responsible for ensuring the delivery of the potentially sensitive content. Resources and curriculum materials are available through your school or on the Manitoba Education website at <http://www.edu.gov.mb.ca/k12/cur/physhlth/resources.html>

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

### PARENT/GUARDIAN AND STUDENT CONSENT FOR SEARCH

JIHA-E-1

Lockers, cupboards, desks and any other storage areas are the property of the St. James-Assiniboia School Division and as such the Division reserves the right to inspect the contents of these areas at any time. School administrators have the authority to conduct an inspection of these areas, locked or unlocked, whenever they have reasonable grounds to believe a school or division regulation, rule or discipline has been breached or a violation of the law has occurred and the search will reveal evidence of that breach or violation.

Students should consider whether they wish to keep items of a private nature in the locker.

Both parent/guardian and student must sign the Parent/Guardian and Student Consent for Search form at the time of registration in accordance with Policy JIHA, JIHA-R (Search of Student Desks, Lockers, Storage Areas, Student Effects and Student Driven Vehicles).

I have read, understand and agree with the above.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

Note: Parents will be asked annually to sign off on JIHA-E-1 on the School Registration Form.

### INTERNET USE PARENT ADVISORY

IJNDC-E-1

The St. James-Assiniboia School Division strongly believes that technology and access to the internet are valuable resources that teachers will use as a means to extend and enhance the learning experiences in the classroom. As such, you may expect your child to have regular access to the technology available in their school and in turn, access to the internet.

Additionally, all St. James-Assiniboia students will be supplied with a Division managed Office 365 account providing them with 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 being provided to students with the understanding that they will be used for educational purposes only and all such use will abide by the following Division policies:

- Acceptable Student Use of Digital Technologies and Electronic Communications (Policy IJNDC and Regulation IJNDC-R)
- Acceptable Student Use of Digital Technologies and Electronic Communication (Exhibit IJNDC-E-2)
- Student Conduct (Policy JK)

## STUDENT ACCEPTABLE USE AGREEMENT

IJNDC-E-1

I have read, or will ensure that I read, and agree to comply with the Division policies (IJNDC, IJNDC-R, IJNDC-E-2, JK) regarding my responsibilities as a St. James-Assiniboia School Division student as they pertain to my use of Information Technology. I understand and agree that access to technology as provided by the School Division is to be used for educational purposes only, that there is no expectation of privacy, and that the Division has the right to access and monitor the information in the accounts.

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

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

As a parent or guardian of the above student, I have read, or will ensure that I read, and agree to support the Division's Student Acceptable Use Policies. (IJNDC, IJNDC-R, IJNDC-E-2, JK) *(Parent or guardian signature required for students less than 18 years of age)*

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

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

*Note: Parents and/or students will be asked annually to sign off on Section B of IJNDC-E1 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 prior to their 18th birthday.*

## PRINT & DIGITAL MEDIA RELEASE FORM

IJNDC-E-1

The St. James-Assiniboia School Division recognizes that print media, digital media and the internet provide an ideal means to showcase, celebrate and promote school and Divisional activities and share student work with other students, parents/guardians, staff and the global community.

At the same time, however, the Division remains committed to protecting the privacy and safety of all students. For this reason, the Division has established a protocol for the publication, broadcast and distribution of print and digital media under regulation IJNDBA-R and policy IJNDBA.

School Division managed/sanctioned online sites are defined as:

- the Division website;
- school websites;
- teacher websites;
- teacher blogs;
- School Division sanctioned social media tools (as defined in policy GBEE);
- School-wide moderated public social media networks (as defined in policy GBEE).

The School Division requires parent/guardian consent for the use of their child's photograph, video or audio recording, samples of their child's work and the use of their child's name under the circumstances detailed below.

### 1. Use of Student Photograph and Name in Print and/or Digital School Yearbook\*

The following may appear in print or digital versions of the school yearbook:

- Student photographs
- Video and/or audio recordings of students
- Students may be identified by first and last name.

\* The term School Yearbook may also include any similar print or multimedia "school souvenir" collection to be distributed to the student body or a smaller group thereof.

## 2. Publication of Student Photos, Student Work Samples, Video /Audio Recordings and Use of Student Names

For the purposes of highlighting and celebrating events and activities in the school, student photographs and samples of student work may appear:

- in the printed version of the school newsletter.
- in any printed promotional material for the School Division.
- in the local community or city newspaper.
- in the online version of the school newsletter which is posted to the school website.
- on publicly accessible School Division managed/sanctioned online sites as defined above.

Video and/or audio recordings of student activities or events may appear:

- in any multimedia promotional material for the School Division.
- on publicly accessible School Division managed/sanctioned online sites as defined above.
- on television and/or radio broadcasts.

NOTE: At times, schools may choose to stream public events such as sports games, awards ceremonies or music concerts to the internet. As these events are public in nature, privacy legislation does not require the School Division to obtain parental consent to stream the event. The school will advise parents, however, when such events are being streamed to the internet.

### Publication of Student Names

Students will only be identified by first name in any of publishing formats described above. In cases where a student is being recognized for a local, provincial and/or national award, both first and last names may be used.

### **Media Release Form Signatures**

Please indicate your media release preferences and sign below. If you have any questions or require clarification related to the media release, please speak with your school administrator.

#### 1. Permission for School Class Photos for Picture Day/Photos used within the school (Assembly, TV)

☐ **YES, I DO** grant the St. James-Assiniboia School Division permission to publish and distribute my child's (or my) photograph or video/audio recording in the print or digital version of the school yearbook.

☐ **NO, I DO NOT** grant the St. James-Assiniboia School Division permission to publish and distribute my child's (or my) photograph or video/audio recording in the print or digital version of the school yearbook.

#### 2. Permission for All Other Media Use

☐ **YES, I DO** grant the St. James-Assiniboia School Division, and other media outlets as described, permission to publish my child's (or my) photograph, work samples, video and or audio recordings and name as per the guidelines detailed above.

☐ **NO, I DO NOT** grant the St. James-Assiniboia School Division, and other media outlets as described, permission to publish my child's (or my) photograph, work samples, video and or audio recordings and name as per the guidelines detailed above.

Name of Student (Print): \_\_\_\_\_  
(For students 18 years of age or older only)

Student Signature: \_\_\_\_\_  
(For students 18 years of age or older only)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

Name of Parent or Guardian (Print): \_\_\_\_\_  
(Required for students less than 18 years of age)

Parent/Guardian Signature: \_\_\_\_\_  
(Required for students less than 18 years of age)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

*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. Consent of parents/guardians may be withdrawn at any time.*



# St. James–Assiniboia School Division

*Great Schools for Growing and Learning*

**Jeness Moffatt**

Superintendent / Chief Executive Officer

**Kimberley Kummen**

Secretary-Treasurer / Chief Financial Officer

Dear St. James-Assiniboia School Division Families;

## **Re: Indigenous Identity Declaration**

The Province of Manitoba requests that school divisions give First Nations, Metis, and Inuit students an opportunity to declare their cultural identity. The Indigenous Identity Declaration (I.I.D.) collects information about the ancestral/cultural background of Indigenous students. Accurate data is essential in improving the programming in St. James–Assiniboia School Division, and helps us in supporting student success.

The form includes an opportunity for parents to indicate if they are declaring their child for the first time, whether they want to alter or edit a child's previously declared identity, or whether they are simply confirming that a previous declaration has been made.

Declaring your Indigenous Identity is always voluntary, and it can be completed at any point during your child's educational journey.

If you are interested in declaring your child's Indigenous identity, please complete the registration form and return it to your school's office as soon as possible. If you can't remember if you have declared in the past, please feel free to do it again to ensure your family is included.

For more information, please visit [http://www.edu.gov.mb.ca/iee/aid/q\\_a.pdf](http://www.edu.gov.mb.ca/iee/aid/q_a.pdf) or <http://www.edu.gov.mb.ca/iee/aid/brochure.pdf>

Thank you in advance for your support!

St. James-Assiniboia School Division



# *Declare your child's* **Indigenous Identity**

## *Questions and Answers for Parents and Guardians*

### *1. What is Indigenous Identity Declaration?*

Indigenous Identity Declaration (IID) is an opportunity for parents/guardians of Indigenous students to declare their child's Indigenous identity within Manitoba's Kindergarten-Grade 12 provincial school system usually at time of registration. IID information received from parents/guardians is entered into a database by the school office and is then reported yearly to the Department of Manitoba Education and Training.

### *2. Why are Indigenous students being asked to declare their ancestral/cultural background?*

IID helps direct resources to Indigenous students to help them succeed. Manitoba Education and Training is committed to supporting the academic success of Indigenous students. Your declaration helps school divisions enhance services and supports for Indigenous students. By declaring, your child (children) receives the appropriate support and programming they may need.

### *3. Statistics Canada collects this information. Why are parents/guardians being asked to provide information to the school?*

Aboriginal identity refers to whether the person reported identifying with the Aboriginal peoples of Canada. This includes those who reported being an Aboriginal person, that is, First Nations (North American Indian), Métis or Inuk (Inuit) and/or those who reported Registered or Treaty Indian status, that is registered under the Indian Act of Canada, and/or those who reported membership in a First Nation or Indian band. Aboriginal peoples of Canada are defined in the Constitution Act, 1982, Section 35 (2) as including the Indian, Inuit and Métis peoples of Canada. The key data sources for statistics on Aboriginal people comes from the Census, which collects information on the language spoken at home, mother tongue and knowledge of language

IID provides accurate and detailed school level information and is recorded by schools and reported yearly to Manitoba Education and Training. Additionally, this information is combined to give a school division and provincial summary. Information collected through IID is protected under *The Freedom of Information and Protection of Privacy Act (FIPPA)*.

### *4. I'm a First Nation member and my partner is Métis. Which box do we check?*

For families that have multiple ancestral/cultural elements, choose what is most relevant for your family. For more detail, please see the IID identifier descriptions provided on the website at [www.edu.gov.mb.ca/aed/abidentity.html](http://www.edu.gov.mb.ca/aed/abidentity.html).

### *5. I know I'm Indigenous but I don't speak any Indigenous languages. Do I still check any boxes?*

YES. The linguistic identifiers refer to ancestral/cultural identity, NOT your ability to speak a specific Indigenous language. Select the identifier(s) that best reflect your identity. If you are still unsure what to choose, you can check the "Other" linguistic category, and write "uncertain" in the space provided.



*6. My child is adopted and Indigenous, while our family is not Indigenous. Which box do I check?*

Check the box most appropriate for your child's Indigenous identity. For more details, please see the IID descriptions provided or visit [edu.gov.mb.ca/aed/abidentity.html](http://edu.gov.mb.ca/aed/abidentity.html).

*7. I moved to Manitoba from another province and my language/culture identifier is not on the IID list. Which box do I check?*

As the list of languages spoken by Indigenous people in North America is quite large, the IID uses the majority of the languages spoken in Manitoba. If your language is not listed, please check the box labelled "Other". Then you may indicate the language(s) spoken in the space provided (if known, write the language, or if unknown, write "uncertain").

*8. There are so many languages to choose from and my language choice is spelled differently than I remember it being spelled. Are they likely the same?*

Yes. They can be considered the same for the purposes of the IID. There are many different ways of spelling the major language groups. As an example, the word Ojibwe can be spelled, Ojibway and Ojibwa. The same can be said of Inuktituq. It can also be spelled as Inuktitut. Both are considered to be the language spoken by the Inuit people.

*9. I've already declared my child a couple of years ago. Do I need to declare my child every year?*

No. If you have declared your child in the past, you won't need to declare your child every year.

The school office will provide IID information to parents/guardians every year as Indigenous identity is not assumed. Also, sometimes the information parents/guardians provide the school may need to be updated, such as if a child is new to the provincial school system, or if changes were made to the list of IID identifiers. If your child is new to the provincial school system, or if you need to make a change to the declaration you had previously provided for your child, then a declaration form can be obtained from your child's school office at any time.

*10. We've moved to a different school in a different school division. Do I need to declare my child again?*

No. If parents/guardians have declared their child's Indigenous identity in the past, the declaration information will remain in the database throughout the child's education in the Manitoba K-12 provincial school system.

*11. I've registered and/or they know my Indigenous identity at a First Nations school. Do I still need to identify at a provincial school?*

Yes. Your Indigenous identity may not be provided by the First Nations school where you attended. We are asking that you please self-identify when registering at a provincial school.

*12. Will my band lose funding for schools in my home community if I self declare my child in a Manitoba public school?*

By self declaring your child or children your home band or community will not lose any funds. Public school funding and federal schools funding is not connected or related in any way to self declaring your child or children and will not result in any loss of funds.



## ANCESTRAL AND CULTURAL IDENTITY

The St. James-Assiniboia School Division is itself comprised of staff and students from diverse communities. It asserts its commitment to appreciating, respecting, accommodating and supporting human diversity in all its forms (identities). This commitment is based on the following beliefs:

- Recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world and is fundamental to the public education system.
- Safe, caring and inclusive environments are necessary to fulfill our purpose.
- Heterogeneous groups facilitate creativity, problem solving, and the exchange of new ideas and they enrich the experience of our staff and students.
- All individuals have the right to be treated respectfully in all matters solely on the basis of their personal identity

For the complete Human Diversity Policy, please review St. James-Assiniboia Policy AC – Respect for Human Diversity.

### Indigenous Identity Declaration

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

2. Is your child an Indigenous person, that is, First Nation, Métis, or Inuk (Inuit)? Note: First Nations include Status and Non-Status Indians

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

- ☐ Yes, First Nation (Status or Non-Status Indian)
- ☐ Yes, Métis
- ☐ Yes, Inuk (Inuit)

3. Which best describes your child's Indigenous cultural-linguistic identity? Please note that your child does not need to speak the language. Please select up to two choices:

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

For more information about Indigenous Identity Declaration, please contact:

Indigenous Excellence

1577 Dublin Avenue

Telephone: 204-945-7886 Email: [ie@gov.mb.ca](mailto:ie@gov.mb.ca)

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

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy



## Ancestral or Cultural Identity

The St. James-Assiniboia School is inviting parents of students to voluntarily declare their ancestral or cultural identity. This information can help us understand the diverse backgrounds of our students to create an inclusive environment where all cultures/identities are respected and celebrated. We believe that this fosters a strong sense of belonging for students.

- ☐ Black, African, Caribbean, or Afro-Caribbean (e.g. Jamaican, Nigerian, Ethiopian, Somali, etc.)
- ☐ East Asian (e.g. Chinese, Korean, Japanese, Mongolian, Taiwanese, etc.)
- ☐ Latin American (e.g. Hispanic, Latino, Mexican, Haitian, Dominican, etc.)
- ☐ Middle Eastern or North African (e.g. Arab, Iranian, Syrian, Lebanese, Egyptian, Turkish, etc.)
- ☐ South Asian (e.g. Indian, Bangladeshi, Pakistani, etc.)
- ☐ South East Asian (e.g. Filipino, Thai, Vietnamese, Indonesian, etc.)
- ☐ Oceanian or Pacific Islander (e.g. Hawaiian, Samoan, Tongan, Fijian, New Guinean, Polynesian, etc.)
- ☐ Central Asian (e.g. Afghan, Kazakh, Kyrgyz, Tajik, Uzbek, etc.)
- ☐ European (e.g. Eastern/Western European, Irish, Polish, Greek, French, Italian, Icelandic, Norwegian, etc.)

## Languages Spoken and Citizenship

Student's First Language: ☐ English ☐ French ☐ Other: \_\_\_\_\_

Language(s) spoken at home: ☐ English ☐ French ☐ Other; please specify (example: Arabic, Hindi, Tagalog):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Country of Birth: ☐ Canada ☐ Other (please specify): \_\_\_\_\_

Country of Citizenship: ☐ Canada ☐ Other\*\* (please specify): \_\_\_\_\_

Entry Date in Canada (Month and Year): \_\_\_\_\_

Entry Date in Manitoba (if different): \_\_\_\_\_

**\*\*If other citizenship, please indicate status in Canada:**

☐ Permanent Resident ☐ Study Permit ☐ Work Permit ☐ Visiting Forces Act ☐ Refugee Claimant ☐ International

Permit Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm dd yyyy

**Please note: Copies of status in Canada documents must be provided at the time of registration.**



# St. James–Assiniboia School Division

*Great Schools for Growing and Learning*

**Jenness Moffatt**  
Superintendent / Chief Executive Officer

**Kimberley Kummen**  
Secretary-Treasurer / Chief Financial Officer

Dear Parents/Guardians,

## **RE: Transportation for the 2025-26 School Year**

### **Purchase Seats**

Please note that at this time there will be no purchase seats for the 2025-26 school year.

- Your catchment school will update you after November 1, 2025 if an opportunity to apply for purchase seats becomes available, based on individual routes.

### **Applications for Transportation**

- New bussed students and current bussed students transitioning to a new level/school must fill out the transportation form on the 2025-26 student registration form.
- Students who are currently on the bus in 2024-25 do not need to reapply for transportation on the 2025-26 registration form unless they are transitioning to a new school (ex. early to middle years, or middle to senior years).
  - Please notify your school office as soon as possible if there are changes to your bussing information for the new school year. Changes may take up to two weeks to come into effect.

### **To Be Met Designations**

If you have chosen a “To Be Met” designation, please note that the below “To Be Met” guidelines are for the safety of our students.

- Your child must have an adult meet the child at the doors of the bus and identify themselves to the driver (this should be the same person on a daily basis). If the child is being picked up by another adult, the school principal must be notified in writing before the child will be released. The adult picking up the student must provide ID to the driver as well. Give at least 2 days notice when submitting the request. Emergency circumstances can be a verbal notice to the school, who will then notify Transportation of the situation.
- The bus driver will not be taking verbal or written requests from parents.
- If the child is not met at the bus doors, they will be returned to the school.
- If you would like the “To Be Met” designation removed, please contact your school for the deletion paperwork.

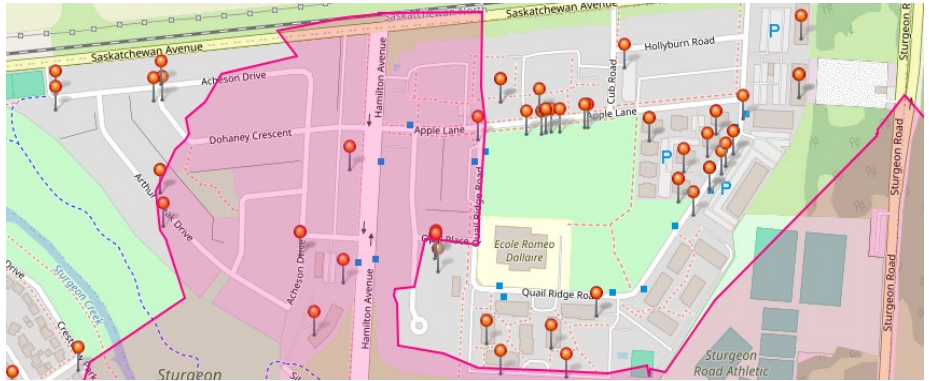
Thank you for your continued cooperation.

## TRANSPORTATION

The St. James-Assiniboia School Division Transportation Policy is subject to change.

**Please note: At this time, no purchase seats will be offered for the 2025-26 school year.** Your catchment school will update you after November 1, 2025 if an opportunity to apply for purchase seats becomes available, based on individual routes.

Heritage eligible bussing area is addresses located in the non shaded/lighter grey area.



### Eligible Riders:

- ☐ Yes ☐ No My child requires transportation to and from school.
- ☐ Yes ☐ No Someone must be at the stop to receive the student at drop-off.  
**NOTE:** If "yes" is checked, the student will be transported back to the school if someone is not waiting to receive the student at the doors of the bus. Written notice must be provided to the school to change this status.

### Transportation Address Information:

#### Pick-up

- ☐ Same as home address  
☐ Different address\*  
☐ Not required

#### Drop-off

- ☐ Same as home address  
☐ Different address\*  
☐ Not required

(\*) If the pick-up/drop-off address is **different** from home address, please indicate below:

Daycare Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Daycare Name: \_\_\_\_\_ Daycare Signature: \_\_\_\_\_

#### Please note:

A fee may be applied for alternate addresses.

If your home address is not eligible for transportation but your daycare address is eligible, a fee for transportation will be applied.

### Exceptional Needs Information:

Requires assistance: ☐ Yes\*

(\*Please follow up with school office and submit a Personal Transportation Plan (PTP) Application)

☐ I/We have read the School Bus Rules (Policy EEAA-E-1) and understand failure to adhere may result in loss of busing privileges as per policy EEAE/JICC.

**\*\*If this information changes at any time throughout the year, please inform the school.\*\***

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

**School Use Only:** ☐ Child is an eligible rider ☐ Exceptional Needs/Special Program ☐ Daycare



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION IJOA-E-1

**SCHOOL NAME:** \_\_\_\_\_  
**INFORMED CONSENT PERMISSION FORM FOR EDUCATION TRIPS** *(Students under 18 years of age)*

Description of Activity: \_\_\_\_\_

Description of Transportation: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

## Elements of Risk:

Educational activity programs, such as the above activity, involve certain elements of risk. Injuries may occur while participating in these activities. Following are examples of the types of injuries possible when participating in the above activity. There may also be risk of other types of injury.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The risk of sustaining injuries results from the nature of the activity and may occur without fault of either the student or the School Board, its employees, or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured. By signing this consent form you indicate that you understand that your child is participating in an activity with the associated risks as outlined above.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

The School Board provides the Universal Student Accident Insurance program which ensures coverage for all students while at school, involved in school activities on or away from the school premises and while traveling to or from school or a school activity (in province only). This insurance does not, however, replace voluntary student accident insurance. Parents may want to consider additional student accident insurance. e.g. Voluntary Reliable Life Student Accident Insurance which would complement and not replace the Universal Student Accident Insurance.

The School and Division do not assume any financial responsibility in the event that students are stranded or delayed due to events and circumstances beyond the control of the school division. The School and Division also do not assume any financial responsibility in the event that a field trip is postponed or cancelled. The School and Division strongly recommend parents purchase trip cancellation insurance.

For field trips outside Manitoba, students must be covered by additional extended health coverage (dental and ambulance transportation) along with travel health insurance.

**\*\*VOLUNTEERS WHO DRIVE STUDENTS TO/FROM ATHLETIC, SOCIAL, RECREATIONAL AND CULTURAL ACTIVITIES WITHIN THE SCHOOL DIVISION BOUNDARIES AND THE CITY OF WINNIPEG AND AFTER THE REGULAR SCHOOL DAY, ARE EXEMPT FROM A CHILD ABUSE REGISTRY OR CRIMINAL RECORD CHECK.**

## Acknowledgement:

We, \_\_\_\_\_ and \_\_\_\_\_ understand and accept the above and  
 (Parent/Guardian's Name) (Student's Name)

hereby give permission for \_\_\_\_\_ to participate in the activity described above.  
 (Student's Name)

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

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

APPROVED 80/05/27; REV. May 26/11 Motion 10-02-11

**\*\* PARENTS MUST FILL OUT A NEW MEDICAL FORM (IJOA-E-13) ANNUALLY, WHICH WILL BE KEPT ON FILE FOR THE SCHOOL YEAR. PARENTS MUST NOTIFY SCHOOLS IN WRITING OF ANY CHANGES TO THEIR CHILD'S MEDICAL INFORMATION DURING THE COURSE OF THAT YEAR.**

The personal information contained on this form is collected and protected under the authority of the Public Schools Act, the Education Administration Act, the Freedom of Information and Protection of Privacy Act and the Personal Health Information Act, and will be used and disclosed for the purpose of participating on school trips. If you have any questions about the collection of this information contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.

This page to be retained by school for three years



# Heritage School

## Lunch Program

Students in Grade K-5 are welcome to stay for lunch free of charge. Supervision is provided by paid lunch supervisors.

Students who are staying for lunch are expected to follow these basic expectations:

- 1.) Respect the lunch supervisors at all times and follow their directions.**
- 2.) Remain seated while eating and speak at a reasonable volume.**
- 3.) Play safely and respectfully on the school playground.**
- 4.) Respectful of other students' allergies.**

**Staying at school for lunch is a privilege that can be revoked if students do not follow the lunch program expectations. There is no microwaves or cutlery. Please ensure you pack what they need!**

If a student normally goes home for lunch, it is the responsibility of the parent/guardian to notify the school by note or phone call of any changes to the normal lunch hour arrangements of their child (ren).

Please assist us with the planning of the lunch hour supervision by filling out the information below and handing it in to your child's homeroom teacher.

---

### Lunch Program Information

Name of Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Room Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

My child will be:

\_\_\_\_\_ Attending the Heritage lunch program

\_\_\_\_\_ Attending a daycare or alternate caregiver or going home for lunch

I have reviewed the Heritage lunch program expectations with my child (ren).

X \_\_\_\_\_

Parent/Guardian Signature





## Do you have a child entering Kindergarten? IF SO, LITERACY LINKS IS FOR YOU. 😊

Literacy Links is a FREE summer literacy program in the St. James-Assiniboia School Division that supports parents in understanding how to develop a positive literacy and numeracy environment in the home setting. Children will be engaged in a wide variety of play-based and enriching learning experiences during the Literacy Links sessions.

A literacy facilitator will demonstrate and provide hands-on activities which support early literacy and numeracy development, build fine motor skills, and create a strong connection between home and school.

Children will receive a series of six virtual sessions using Microsoft Teams with their Literacy Links Facilitator. A home package of play-based materials will be dropped off for children to engage with on the other side of the screen. Feedback from parents has been extremely positive:

*"The virtual model Literacy Links created was impressive and gave us so many ideas to incorporate learning into our day. My child was so excited for his sessions and has learned so much."*

*"Being able to complete the program virtually was convenient and very engaging! My child loved the one-on-one time."*

*"The sessions were very interactive and touched on core developmental areas for a wonderful introduction to the school system!"*

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To register, complete the registration form at [sjasd.ca/Programs/LiteracyLinks](https://sjasd.ca/Programs/LiteracyLinks) and email it to [literacylinks@sjasd.ca](mailto:literacylinks@sjasd.ca). Please direct inquiries to [literacylinks@sjasd.ca](mailto:literacylinks@sjasd.ca).



# St. James-Assiniboia School Division



## Registration Form 2025

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Name of Child \_\_\_\_\_

Birthdate \_\_\_\_\_

Registered for Kindergarten at \_\_\_\_\_ School

Parent/Caregiver \_\_\_\_\_

Address \_\_\_\_\_

Language Spoken at Home \_\_\_\_\_

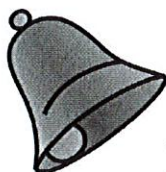
I may be contacted at:

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Please return completed registration form to your local elementary school, or email it to [literacylinks@sjasd.ca](mailto:literacylinks@sjasd.ca)





## **BELL SCHEDULE FOR HERITAGE SCHOOL**

<b>8:15 – 8:30 A.M.</b>	<b>BREAKFAST FOR ALL STUDENTS</b>
<b>8:30 – 8:40</b>	<b>ENTRANCE INTO SCHOOL</b>
<b>8:40 – 8:45</b>	<b>ROLL CALL, OPENING EXERCISES</b>
<b>8:45 – 9:22</b>	<b>PERIOD 1</b>
<b>9:22 – 10:00</b>	<b>PERIOD 2</b>
<b>10:00 – 10:15</b>	<b>RECESS BREAK</b>
<b>10:15 – 10:52</b>	<b>PERIOD 3</b>
<b>10:52 – 11:30</b>	<b>PERIOD 4</b>
<b>11:30 – 12:35 P.M.</b>	<b>LUNCH BREAK</b>
<b>12:35 – 12:40</b>	<b>ENTRANCE INTO SCHOOL</b>
<b>12:40 – 1:26</b>	<b>PERIOD 5</b>
<b>1:26 – 2:01</b>	<b>PERIOD 6</b>
<b>2:01 – 2:16</b>	<b>RECESS BREAK</b>
<b>2:16 – 2:50</b>	<b>PERIOD 7</b>
<b>2:50 – 3:25</b>	<b>PERIOD 8</b>
<b>3:25 P.M.</b>	<b>DISMISSAL OF STUDENTS</b>

**\*\*EARLY DISMISSAL FOR STAFF MEETING FIRST TUESDAY  
OF EACH MONTH 2:55 P.M.**

**\*\*EARLY DISMISSAL FOR PROFESSIONAL DEVELOPMENT  
MEETING THIRD TUESDAY OF EACH MONTH 2:55 P.M.**





# ACCESS Winnipeg West

280 Booth Drive  
Winnipeg, MB R3J 3R7  
Phone: 204-940-2040

January 14, 2025

Dear Parents/Legal Guardians,

Vaccines have been shown to be a safe and effective way of protecting children from diseases. It can also protect other persons who cannot be immunized due to certain health conditions. It is thus very important to make sure that your child is up to date with their immunizations.

We strongly recommend that children between 4 and 6 years of age receive the following immunizations:

Vaccine name	
Measles, mumps, rubella and varicella vaccine (MMRV vaccine)	Preschool
Diphtheria, tetanus, pertussis and polio vaccine (DTaP-IPV vaccine)	Preschool

Please check your child's immunization records to see if your child is up to date. You can visit the Manitoba Health website to know more about routine immunizations for infants and children (<https://www.gov.mb.ca/health/publichealth/cdc/div/schedules.html>). You can also discuss this with your primary care provider.

If your child needs immunizations, your primary care provider (family physician or pediatrician), a walk-in doctor, a nurse practitioner or a public health nurse can provide them.

If you do not have a copy of your child's immunization record, you can call the WRHA immunization records request line at **(204) 938-5347**.

If you are new to Manitoba, you can provide a copy of your child's immunization records to your local public health office. These records will be entered in the Manitoba immunization registry.

If you have questions or do not have access to a health care provider to immunize your child, please call your local public health office at **204 940-2388**.

Sincerely,

*St. James & Assiniboine South Public Health Nurses*



# Speech and Language

## Kindergarten Information Evening

Dear Caregivers,

Welcome to kindergarten! My name is Jenn Tsouras and I am the Speech-Language Pathologist working at your school. Many children at this age have speech and/or language difficulties ranging from mild to severe and can involve:

### Difficulty Speaking Clearly

- difficulty making speech sounds or stuttering,

### Difficulty Understanding Language


- difficulty listening, understanding words/concepts, following directions, understanding and responding to story questions

### Difficulty Using Language

- difficulties finding words, speaking in sentences, asking questions, using correct word order and grammar, engaging in conversations

If you have concerns regarding your child's speech or language development and would like to discuss them before your child starts kindergarten, please feel free to call me at 885-1334 (ext#2339) or e-mail me at [jennifer.tsouras@sjasd.ca](mailto:jennifer.tsouras@sjasd.ca) I'd be happy to discuss any concerns you may have.

Looking forward to meeting all the new kinders!!



Jenn Tsouras, RSLP, M.S., SLP  
Speech-Language Pathologist

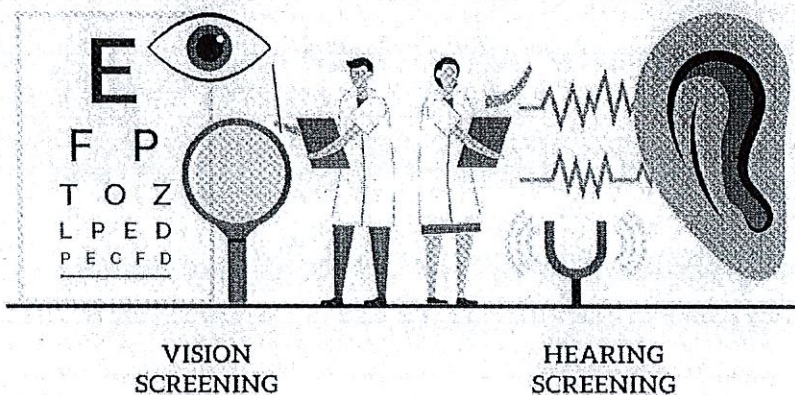


## Hearing Screening

The St. James-Assiniboia School Division has a Hearing Screening Program for kindergarten and grade one students within the Division. The school student service team will administer the screening.

The screening program consists of determining whether the student can hear specific sound frequencies or tones. The program also screens for possible middle ear problems.

Children who are identified as "at risk" in the Hearing Screening will be referred to Access Winnipeg West Hearing Centre who will follow up and contact parents, if a need exists. If you hear nothing from the school or the audiologist, we did **not** find a problem with your child's hearing.



## Vision Screening

The St. James-Assiniboia School Division supports the Eye See...Eye Learn Program. **Eye See...Eye Learn®** is based on research that confirms the importance of vision and eye health on students' success in learning. Children may not reach their full potential if they can't see the board clearly, focus on a picture, or follow words in a book. As well, early diagnosis can prevent future or more complex vision problems.

St. James-Assiniboia School Division recognizes the important link between eye health and learning and recommends comprehensive eye health examinations for all children entering kindergarten. Information will be provided at opening day conferences.

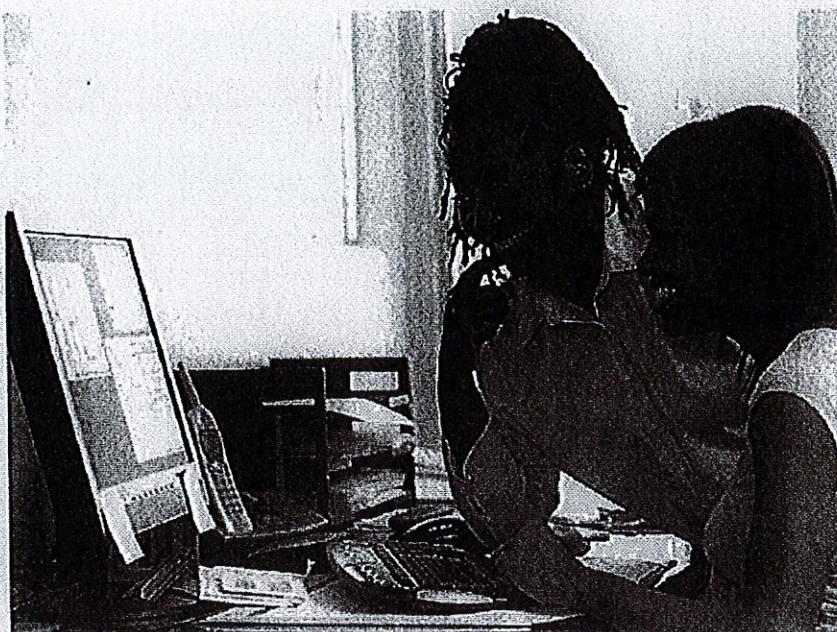


# Pay School Fees Online

Pay for trips, athletic  
fees, and yearbooks with  
School Cash Online

- Fast
- Simple
- Secure

Register at:  
[sjsd.schoolcashonline.com](https://sjsd.schoolcashonline.com)



# SchoolCashOnline

**Parents please register!**

**Here's how:**



**School Cash Online**

**Step 1:** Go to this website: <https://sjsd.schoolcashonline.com>

**Step 2:** Register by selecting the "Get Started Now" and following the steps

**Step 3:** After you receive the confirmation email, please select the 'click here' option, sign in and add each of your children to your household account

Thank you parents

**QR CODE - SCHOOL CASH:**

<https://www.schoolcashonline.com/>

**ETRANSFER:** [heritage.etransfers@sjasd.ca](mailto:heritage.etransfers@sjasd.ca)

**CASH or CHEQUE**





# Heritage School Student Led Conference Manager

## We use this for September Meet the Teacher.



At Heritage School, Student Led Conferences are a key part of our communication strategy regarding your child's progress. Please plan on booking and attending a Student Led Conference with the applicable teacher for each child you have attending the school.

We are using a web-based scheduling application called the *Heritage School Conference Manager*. This application allows you, as a parent, to use the Internet to check our teachers' conference schedules and book appointments quickly and easy.

If you didn't already register yourself in the program for past conferences, you will be required to register and create a parent account, which only takes a minute or two. You can continue to use the same account for the duration of the time you have children in the school, so **please record your password where you can reference it later.**

You may want to register right away. All registered users receive a reminder email when conference scheduling commences. If your email program flags automated emails as junk mail, you may want to put "[appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca)" in your email address book.

Go to our school's website <https://www.sjasd.ca/school/heritage/pages/default.aspx>. Under the Parents & Community heading, select Conference Manager and click on the blue Conference Manager to take you to the Student Led Conference Registration website.

1. **\*\*first time users only\*\*.**

**Register for a parent account.** To register click the REGISTER NOW button and complete the registration page. This email restates your user name and password and is a good email to retain, as you will use the same email and password when booking future rounds of Conferences. If you forget your password you can reset it using the FORGOT PASSWORD link under the login button.

2. **Click the BOOK NOW button. Select conference date in the date drop-down that appears and then select the teacher(s) you wish to meet with and click the NEXT button.** To coordinate bookings involving multiple teachers, select all the teachers applicable to your child(ren) who you wish to meet with.

3. **Click on an available time slot for each teacher you selected and complete the booking form that appears.** You should see the booking appear in the summary list on the right hand side of the screen. A confirmation email is sent for each booking you made or subsequently cancel. You will also receive a reminder and conference itinerary by email. When booking your conference times, you will notice that the time slots are 10 minutes in length. During your 10 minute time slot, you will have the opportunity to meet with your child's teacher.

4. **Confirm your appointments have been booked by looking at the "CURRENTLY BOOKED CONFERENCES" box on the right of the screen or click on the MY CONFERENCES tab.** Only appointments that appear in the CURRENTLY BOOKED CONFERENCES box or on the MY CONFERENCES page are confirmed bookings. You may print this list when you are finished booking all appointments. **When finished booking, click the log off button located at the top right of the browser window.** You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey before completely exiting. We appreciate you completing the survey as this helps guide our decision-making regarding how conferences are booked in the future.

We greatly appreciate parents booking their own appointments. If after following these steps you are still unable to book your own appointment, please call the school office 204-837-1394.

Thank you.  
Heritage Office





# Heritage School

47 Heritage Blvd.  
Winnipeg, Manitoba R2Y 0N9

Dear Parents/Guardians,

At the St. James-Assiniboia School Division, one of our greatest priorities is ensuring that all our students arrive safely at school each and every school day.

To enhance our existing absence-checking procedure, we are introducing a new, student absence reporting system called **SafeArrival**. This new system will reduce the time it takes to verify student attendance, make it easy for you to report your child's absence and easier for staff to respond to unexplained student absences.

With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger** app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-844-434-8116** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent *when the absence was not reported in advance*. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

Please report absences in advance using **SafeArrival** instead of sending notes or calling/emailing the school.

If you have children attending other schools, please continue to report absences using the existing procedures for those schools.

Thank you for your patience and cooperation as we implement this new system.

Ms. Banks, Principal

**The St. James-Assiniboia School Division No. 2**  
**Great Schools for Growing and Learning**

## WHAT IS SAFE ARRIVAL?

SafeArrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods:

### SchoolMessenger app (free)

1. Provide your email address to the school.
2. Get the app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>).
3. Tap **Sign Up** to create your account.
4. Select **Attendance** from the menu, and then select **Report an Absence**.

### Web and Mobile Web: [go.schoolmessenger.ca](https://go.schoolmessenger.ca)

1. Provide your email address to the school.
2. Go to the website.
3. Click **Sign Up** to create your account.
4. Select **Attendance** from the menu, then select **Report an Absence**

### Interactive Toll-free Phone: 1-844-434-8116

1. Call the toll-free, interactive telephone system.
2. Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence.

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you (using the communication preferences if you have set them up in the SchoolMessenger app). You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

If an absence is not explained within approximately 20 minutes of the time that the school starts the notification process, school staff will follow-up to make sure that your child is safe. If you try to explain an absence using SafeArrival, but are then told that it is past the cut-off time, please contact the school directly.

*If you don't want to receive notifications when your child is absent, be sure to report your child's absence in advance.*

*If you do receive notifications of your child's absence, be sure to provide the reason as quickly as possible, using one of the 3 methods listed above or during the phone call notification itself.*





Our Parent Council has an ongoing fundraiser with Mabel's Labels!

If you're not familiar with Mabel's Labels, they are personalized, durable, waterproof labels. They are great for everything from shoes, clothing tags, water bottles and backpacks. You can customize them with your name and a design, and they are dishwasher, laundry, and microwave safe. Mabel's Labels also offers clothing stamps, silicone bands for water bottles and medical alert labels.

To support our fundraiser, visit [campaigns.mabelslabels.com](https://campaigns.mabelslabels.com) and select HERITAGE SCHOOL. We will earn 20% from it! You can pick out whatever labels or product you want, and it will ship for free directly to your house!

Thanks for supporting Heritage School!

Heritage School Parent Council

Scan the QR code to bring  
you directly to the site & search  
for HERITAGE SCHOOL (Winnipeg)

