



JUNE JOTTINGS



30 June Avenue
Guelph, ON
N1H 1H6

Phone: 519-824-4560 Fax: 519-824-9520

Principal: Miss C. Kay

Office Coordinator: Mrs. D. Roosenboom

MISSION STATEMENT

Our mission at June Ave. P. S. is to teach skills that assist each child in his/her academic, social and emotional development. We do this by using all our available resources and expertise through team collaboration and planning. We do this so that all children can learn and achieve their potential.

SEPTEMBER 2017

NEWSLETTER NO. 1

PRINCIPAL'S MESSAGE

As a new school year begins, I would like to welcome back all students, staff and families who are returning to June Ave P.S. for another year of learning and growing together, and extend warm hugs and a big welcome to those students, staff, and families joining June Ave for the first time. I have no doubt that you will all become an integral part of the fabric that makes June Ave a great place of learning. This year promises to be full of new experiences and learning opportunities for everyone. We're going to have a great year!

Transitions to School in the Fall

Returning to school is both an exciting time as well as one that can be challenging for some of our students. As our students get ready for new September routines, here are some tips to support parents on things to consider when the new school year is beginning again:

- If you are new to the school community, make an appointment to meet your child's school team so that you can develop a relationship with the school and learn the school based routines alongside your child.
- Connect your child with neighbourhood friends that are in their class to help them get to and from school with a peer to make the transitions more fun.
- Consider adapting your child's bedtime routine by returning to an earlier 'school day' schedule before school starts, aiming for 10 hours of sleep a night.
- Sit and plan what your child would enjoy eating as part of a healthy lunch while at school. Including kids in these routines helps them build their independence in packing a well-balanced lunch and snacks.
- Walk with your child to school to remind them of the safety rules and routines. The summer is a long time and this needs to be refreshed from time to time.

- Spend time each night checking in on how the first few weeks of school have gone. If your child is facing some concerns that do not seem to be ironing out, connect with the school to see if together something can be done to support them to be happy in their new school year. (Adapted from KidsHealth.org)

I am honoured to be working with such an outstanding staff and with parents who are involved with their child's learning. It takes a community, celebrating the accomplishments of the school, to build an environment where everyone feels accepted, listened to, respected, valued, and where learning comes because we support and help each other.

Please feel free to join us throughout the school year for any or all events that are planned, as time is available to you. My door is always open to talk with parents, hear their stories, concerns, questions and creative suggestions on how to enhance our students' school experiences. If I can ever be of support, service or assistance, please do not hesitate to contact me. By working together, we can create a welcoming and inclusive learning community for all.

Cheers, to an enjoyable and productive year ahead.

Sincerely,

Chris Kay



ASTHMA FRIENDLY SCHOOLS POLICY

Asthma is a very common chronic lung disease that can make it hard to breathe. The Upper Grand District School Board has a policy to provide support for students with Asthma. If your child has asthma, the policy requires an Asthma Management Plan (AMP) to be completed by parents, a child's doctor and the principal of the school. A copy of this plan is available on the Board's website under Policy 516. Parents are requested to complete the AMP and return it to the school as soon as possible at the beginning of the school year.

LIFE-THREATENING ALLERGIES

We have children in our school with potential life-threatening allergies to various foods and other materials called anaphylaxis. This is a medical condition that causes a severe reaction to food or other materials, and can cause death within minutes. In recent years, anaphylaxis has increased dramatically among students.

Our school has procedures in place for the prevention and management of anaphylactic reactions. If your child has health concerns of any kind, please tell your child's teacher or the office and we will take the necessary health protection steps. Thank you for your understanding in ensuring an allergy-safe environment for all of our students.

DAILY TIMETABLE FOR 2017-2018

Below you will find the schedule for each day at June Ave. P. S.

9:00 a.m.	School Entry
9:00 -10:40 a.m.	Instructional Period
10:40-11:25 a.m.	1 st Nutrition Break
11:25 a.m.-1:25 p.m.	Instructional Period
1:25-2:10 p.m.	2 nd Nutrition Break
2:10-3:30 p.m.	Instruction Period
3:30 p.m.	Dismissal

Please note:

***Walking students should not arrive until 8:45 a.m. when there is more supervision on the yard.**

LATENESS

Good habits of being on time need to start early. Arriving late to school is hard on the late student who must scramble to catch up with his/her peers. It also disrupts the learning of other students in the classroom who must wait for the latecomer to get settled and be "brought up to speed".

Thank you for your assistance in promoting good habits of attendance with your children. If your child is late, please have him/her report to the office for a late slip.

BUS STUDENTS

If bus students are being picked up at the end of the day and not riding the bus, they need to be signed out by the person who is taking them. Please contact the school if students are being picked up by someone other than parents. This procedure has worked quite effectively and ensures the safety of all our bus students. The clipboards will be available in the office or at the bus line.

OUR STAFF FOR 2017-2018

Kdgn A	- Mrs. Susan Koop
	- Mrs. Laura Leach
Kdgn B	- Mrs. Lisa Nunn
Grade 1/2A	- Mrs. Ruth Ford
Grade 1/2B	- Mr. Theo Routis
Grade 2/3	- Ms. Cathy Goudie
Grade 3/4	- Mrs. Jenny Jones (Day 1-3 & 5)
	- Mr. Jude Fletcher (Day 4)
Grade 4/5	- Mrs. Liz Martens-Clark
Grade 5/6	- Mr. Andrew Campbell
Special Education/Resource	- Mr. Steve Clark
	- Ms. Chris Kay
Developmental Class	- Ms. Denise Mullins
	- Mrs. Astrid Kastner
Library	- Ms. Stephanie Pennesi
Core French	- Ms. Stephanie Pennesi
Primary/Junior Planning	- Mr. Steve Clark
	- Ms. Stephanie Pennesi
	- Mrs. Laura Leach
Educational Assistants	- Mrs. Linda Banas
	- Mrs. Carrie Baker
	- Mrs. Carole Chalmers
	- Mrs. Anne Gowling
	- Mrs. Nicola Harman
	- Ms. Nicole Lawrence
	- Mrs. Kirsten Rahn-Trinh
	- Mrs. Andrea Rauser
	- Mrs. Shelley Sommerville
	- Mrs. Fiona West
ECE	- Mrs. Ivy Woods
Custodian	- Mr. Bill Hasson
Principal	- Miss Chris Kay
Office Co-ordinator	- Mrs. Debbie Roosenboom
Lunch Supervisor	- Mrs. Kristine Aubin
	- Mrs. Erin Sanders



Class Placements are NOT Final!

Across the school board, the entire staffing process is not complete until the middle of September, and while it appears that our overall numbers have not changed from our June prediction the possibility that the Board ask us to reassign students to new homerooms in order to comply with Ministry mandated class sizes still exists but, we still need to wait until students are sitting in their desks to absolutely confirm our totals. If it is determined that changes are necessary, this will be communicated to parents and students as soon as they are known, but no later than Thursday, September 15th with the changes implemented to start no later than Monday, September 18.

We thank you for your support and understanding as we strive to create the best possible class balance and learning environments for our students.



WHEN SHOULD YOUR KID HEAD TO BED TO GET ENOUGH SLEEP?

AGE	WAKE UP TIME						
	6:00 AM	6:15 AM	6:30 AM	6:45 AM	7:00 AM	7:15 AM	7:30 AM
	BED TIME						
5	6:45 PM	7:00 PM	7:15 PM	7:30 PM	7:30 PM	8:00 PM	8:15 PM
6	7:00 PM	7:15 PM	7:30 PM	7:30 PM	8:00 PM	8:15 PM	8:30 PM
7	7:15 PM	7:15 PM	7:30 PM	8:00 PM	8:15 PM	8:30 PM	8:45 PM
8	7:30 PM	7:30 PM	8:00 PM	8:15 PM	8:30 PM	8:45 PM	9:00 PM
9	7:30 PM	8:00 PM	8:15 PM	8:30 PM	8:45 PM	9:00 PM	9:15 PM
10	8:00 PM	8:15 PM	8:30 PM	8:45 PM	9:00 PM	9:15 PM	9:30 PM
11	8:15 PM	8:30 PM	8:45 PM	9:00 PM	9:15 PM	9:30 PM	9:45 PM
12	8:15 PM	8:30 PM	8:45 PM	9:00 PM	9:15 PM	9:30 PM	9:45 PM

WATCH OUT FOR LIFE-THREATENING ALLERGIES!

Many children have allergies. A few, however, are life-threatening and can be fatal. There are some students at June Ave. Public School who carry an epipen and are severely allergic to peanut and nut products.

The best way to provide a safe environment for all students is to enlist the support of parents to help make our school as **"peanut and nut-free as possible."** This means that each child is asked to refrain from bringing snacks or lunches which contain peanut or nut products.

I realize that this request may pose an inconvenience for you when packing your child's snack and lunch. However, I wish to express my sincere appreciation for your support and understanding of this potentially life-threatening allergy.

Knowing that your child has allergies and knowing how to deal with them is our best defence. If your child has a severe allergy to ANYTHING, please tell us. With your help, we will do our best to prevent mishaps and to make sure that all our students are safe, healthy and able to concentrate on learning. If you would like further information about our policies and practices, please do not hesitate to call the school or check out the Board website.



STUDENTS NEEDING MEDICATION AT SCHOOL

Should your child require any medication during the school day, either on a short or long term basis, we require you to complete an **Administration of Oral Medication Form**.

This form may be obtained from Mrs. Roosenboom in the office. No medication will be dispensed to students without prior written consent from parents. Board Policy also states that *"parents are to ensure that the container of medicine has a pharmaceutical sticker or label attached indicating the name of the child and directions for the administration and storage of the medication."*

PARKING LOT

**No entry is permitted to the school parking lot from
8:30 to 9:00 a.m. or from 3:00 to 3:45 p.m.**

A number of students in our school community require specialized bus or taxi transportation which need to access our parking lot during this time. To allow for the safety of all our students, we require you to adhere to our parking lot restrictions. We do realize it can be an inconvenience to park on June Avenue, especially in the winter months, but nothing is more important than the safety of our children.



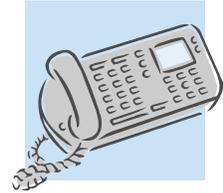
SAFE ARRIVAL

Your child's safety is of utmost importance to us. Please remember to contact the school before 9:00 a.m. if your child is going to be late or absent. If we do not hear from you, we must assume your child is not accounted for. As you can understand, this can be a stressful situation for all involved. Your diligence with reporting absences or "lates" is greatly appreciated. For your convenience we also have an answering machine which allows you to contact the school at any time during the night, over the weekend and early in the morning. When you leave a message, please be sure to note your child's full name, teacher and the reason for the absence.

If your child is absent and we have not heard from you, we will attempt to contact a parent/guardian to ensure that your child is 'safe'. It is important to let the school know if there is any change in your personal information (i.e. home/work phone number, emergency contact, etc.) so that in the event of an absence or emergency, we can contact you immediately.

Students arriving late are expected to check in at the office to obtain an admit slip.
As always, to ensure your child's safety, any parent/guardian picking up his/her child during the instructional day, must report to the office.

When picking up walking students, please meet them around the back on the playground by their entry/exit doors.



SMOKE-FREE ENVIRONMENT

The Upper Grand DSB provides a smoke-free environment for its students, staff and others while on school Board property, in accordance with the Smoke-Free Ontario Act. This policy refers to all forms of tobacco, and any processed form of tobacco that may be smoked, inhaled or chewed, including e-cigarettes.

Smudging is the tradition of using sacred smoke from sacred medicines (e.g., tobacco and sage) that forms part of the indigenous culture and spirituality. Smudging is allowed in schools under the Smoke-Free Ontario Act. Parents will be informed using the school's usual forms of communication when smudging is going to occur in our school. Participation by staff and students is optional in a smudging ceremony.

PARENT REQUEST FOR MATERIALS POSTED ON LINE 2017– 2018

Please send the following hard copies home with my oldest child (check appropriate box):

Monthly school newsletters

Child's Name _____ Teacher: _____

STUDENT ACCIDENT INSURANCE

Reminder for parents: Accidents happen - be prepared with Student Accident Insurance

Parents or guardians are responsible for expenses related to student injuries on school premises during school activities. Accidents can and do happen and the costs involved might not be fully covered by Provincial Health Care or employer group insurance plans.

The Upper Grand District School Board is empowered under *The Education Act* to offer Accident and Life Insurance for students.

Information will be sent home with respect to Student Accident Insurance offered by Old Republic Insurance Company of Canada the week of September 12th. You should receive the Director's letter, an Acknowledgment to be signed by parents (and returned to school) and a Student Accident Insurance application form (to be mailed directly to Old Republic). Old Republic offers a variety of options, including family rates and multi-year plans, at affordable prices. The cost must be paid by parents or guardians.

Subscription is directly through Old Republic by mail or on line. Questions should be directed to Old Republic at 1-800-463-5437 or www.insuremykids.com.

For today's active children, especially those who participate in field trips, co-curricular and other school activities outside the school day, Student Accident Insurance is valuable.

Health Unit Web Site

To access the Wellington-Dufferin-Guelph Public Health website please go to:
www.wdgpulichealth.ca

Parent Involvement Committee

The Board's Parent Involvement Committee is always looking for new participants. The term of office for members is one or two years. You don't need to be on a school council to be selected, just fill in an application form from the Board's website: www.ugdsb.on.ca. Then bring it to the first PIC meeting—open to all parents, not just if you want to apply for a position. Join PIC for dessert and the first meeting of the school year and find out how you can make a difference in education at the Board level.

Street Patrols

Street patrols continue to appreciate drivers parking past the "no parking" signs along June Ave. just in front of the school. Parking a distance from the crosswalk allows street patrols to have a clear view of oncoming traffic.

**Patrols are on duty 8:40 to 8:55 a.m.
and 3:30 to 3:45 p.m.**

There will be no patrols at Freeman and Kathleen this year.

Thank you to all for your cooperation.



PICTURE DAY

Picture Day is on Tuesday, October 3, 2017 at 9:00 a.m.

**Don't forget to bring
your smile**



SEPTEMBER 21st - 5:30 TO 7 P.M. MEET THE TEACHER OPEN HOUSE AND BOOK FAIR

This year our Open House will be held on Thursday, September 21st. We hope every family will make note of this important date and will plan to attend. Step into your child's world to meet his/her teacher and visit the library to meet Ms. Pennesi who supports your child's learning. Give your child an opportunity to introduce his/her family to new school friends and meet other moms and dads.

Stay tuned for information about a family pizza dinner before the open house , sponsored by your Parent Council.

Teachers will establish contact with you, prior to this event, through classroom newsletters, phone calls or the student agendas.

Library News

Volunteers are always welcome in the library! We need assistance with the circulation computer, shelving books, repairs and preparing new materials for cataloguing. If you are interested and have some time to spare, please contact Ms. Pennesi at extension 225.

School Council News

Come and join us for our first School Council Meeting on Thursday, September 7 at 7 p.m. and find out how you can support June Ave, what's planned for this year, and share your ideas and talents.

Involvement in School Council is a wonderful way to meet other committed parents and make a huge difference for the students at June Ave. Many parents believe that if you attend a School Council meeting you will be asked to volunteer your time for various activities. This does not have to be the case. To attend a School Council meeting is to support your child and the greater school community. It is a great chance to share your ideas or visit and listen.

If you are interested in being a part of our School Council, please fill out the **Nomination Form** that will be sent home today.

We look forward to seeing you there!

STUDENT AGENDAS

All our Grade 1 to 6 students have received an agenda. This is a very useful tool to teach children organizational skills. It can also be used as an effective communication tool between home and school. We ask that parents check the agendas each night, as teachers will be checking them each morning.

We are asking students to help cover the increased cost of agendas by bringing in \$6.00 each. It is our hope that this contribution will help the students take some ownership for the agenda and maintain it throughout the year.

The cost of the agendas comes directly out of the school budget. This reduces the amount that can be used to purchase books, technology and other learning materials.



GOING HOME TODAY	ACTION REQUIRED	DUE DATE
School Council Nomination Form	Yes	Thursday September 14, 2017
* Student Information Forms * Blanket Trip Forms (sending home on Thursday, Sept. 8, 2016)	Yes	Thursday September 14, 2017
Conditions for Use of Computer Networks and Internet	Yes	Thursday September 14, 2017
Request for \$6.00 Agenda Fee <u>Can be paid online through CashNet</u>	Yes	Thursday September 14, 2017
Freedom of Information Letter	Yes	Thursday September 14, 2017
Accident Insurance Envelope and Letter (being sent home the week of Sept. 12, 2016)	Yes Acknowledgement Letter	Wednesday September 20, 2017
September School Calendar	No	
School Year Calendar	No	

JUNE AVE SCHOOL COUNCIL

Notice of Nomination

We invite you to join our School Council. As a member you will learn much about our wonderful school. You will also be bringing your representation of the school community to our discussions.

Members of School Council are expected to:

- place the overall interests of the school and students first
- attend and participate in all School Council Meetings (as they are able)
- participate in information and training sessions (as they are able)
- act as a link between the School Council and the Community
- encourage the participation of all parents and individuals within the school community
- seek to reach consensus in the decision-making process of the council
- be enthusiastic and participate in School Council sub-committees (as they are able)

A school council is only as strong as the commitment of its membership. If you wish to become a part of this team, please complete this form and return it to the school office by Thursday, September 14th. School Board policy requests that the new council be formed within 30 days of the beginning of the school year. For more information about the positions don't hesitate to call and speak with me directly.

Thank you for your interest,

Chris Kay

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SCHOOL COUNCIL NOMINATION FORM 2017 - 2018

Name: _____ Telephone Number: _____

Child(ren)'s Names: _____

I am interested in being nominated for: (please circle your interest)

Chair/Co-Chair

Treasurer

Community Rep

Member at Large

Secretary

Event Planner

Fundraiser

PARENTS PLAY A CRUCIAL ROLE AT SCHOOL

Parents and teachers have a common goal—success in school for our children. Research shows that learning improves when parents are involved with the school in their child's education.

Teachers appreciate, and our children benefit, when parents:

- Help their children understand that **learning is important**
- Stress good work habits
- Set **high expectations** for learning, taking into account the child's ability
- **Show interest** in what their child is learning
- **Read** the newsletters and sheets that come home
- **Communicate** key information to the teacher
- **Volunteer/Participate** in school and class events

TERRY FOX RUN

Last year June Ave P.S. participated in the Terry Fox Run. It was a great day and we raised money for the Canadian Cancer Society.

We are looking forward to our annual "Terry Fox Run" to take place on Thursday, September 28, 2017.

Your child will be bringing home specific details closer to this date.

Join us if you can, **The Terry Fox Run** for Cancer Research but pets must be left at home.

Together we can make a difference.



PARKING & STOPPING



Please note that parking/stopping is **NOT permitted** on June Ave, in front of the school from **8:00 am - 4:00 pm** Monday - Friday on **either side of the street**. Parking is permitted from Kathleen to the first house on the North side of June Ave. and further along June Ave. passed the bus loading zone. Alternatively you can use Nicklin at the end of the catwalk as a drop off and pick up point. This will allow your child some exercise and to safely transition to and from school.

Please note that the police will be patrolling the area regularly to ensure the safety of our school community. Thank you for your cooperation.

BE OUR EYES

We need your help to ensure our playground is a safe play place for the children.

We ask that you contact the Guelph Police Department (519-824-1212) if you notice people abusing or vandalizing the school property when we're not around.

Thank you for your assistance.

SCHOOL ENTRY

When parent and/or visitors come to the school (even if they come every day, are coming to pick up a bus student) we ask that they report to the office. It is important that we know who is in the school at all times, for safety reasons.

Thank you for your support in keeping our students/staff safe.

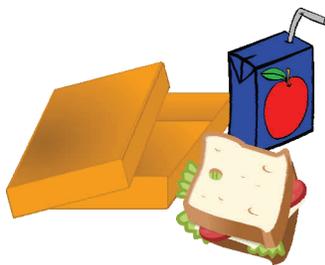
Lunch Program

Yes! There are plans to have the Healthy Lunches program provided through Food & Friends, the University of Guelph Food Sciences students and volunteers and donations from our community, families and friends who can afford to do so back this year. We had a successful year in 2016—2017. It is evident that by meeting the nutritional needs of students they are better able to handle the expectations and demands of learning with sustained ability to focus and control their behavior.

The meals are open to all students but we ask that those families who can afford healthy snacks/lunches choosing to partake in the meals consider *"paying it forward"* by making a donation for the meals their child participates in. In this way you are ensuring the continuation of the program. We will share a meal menu with you that will follow a cycle. This will make it easy for you to pre-plan your weekly shopping and lunch making schedules by deciding when and how many meals your child would like to participate in.

Please note that we will not track who donates and any child without sufficient or healthy food choices at second break will be invited to partake in the meal. Donations are strictly voluntary. A suggested donation per meal/per day would be \$4.00.

Bon Appetite!



September 2017



International Walk to School month (IWALK) is an annual global event taking place each October. It celebrates active transportation and its benefits such as: increasing physical activity, decreasing traffic congestion, improving safety, developing a sense of community, promoting social interaction, and preserving the environment.

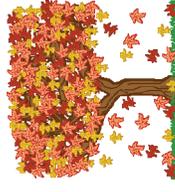
International Walk to School Day Wednesday October 4th
IWALK week is October 2-6 or
Walk/wheel to school all month!

It is important to keep your child's immunization records up-to-date with Public Health. Students who do not have up-to-date immunization records, may be suspended from school. Please report your child's immunizations to Public Health by calling 1-800-265-7293 ext.4396.





September 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labour Day	5 Day 1 Welcome Back	6 Day 2	7 Day 3 Jr Kdgn Staggered Entry ***** School Council Meeting 7 p.m.	8 Day 4 Jr Kdgn Staggered Entry	9
10	11 Day 5 Jr Kdgn Staggered Entry	12 Day 1 Jr Kdgn Staggered Entry	13 Day 2 Jr Kdgn Starts Full Time	14 Day 3	15 Day 4	16
17	18 Day 5	19 Day 1	20 Day 2	21 Day 3 Open House Book Fair 5:30—7 p.m.	22 Day 4 First Day of Autumn	23
		B o o k F a i r				
24	25 Day 5	26 Day 1 Mad Science Demo Assembly	27 Day 2	28 Day 3 Terry Fox Day 'We' Day	29 Day 4 P. A. DAY (no school)	30



PICTURE DAY: OCTOBER 3, 2017

STUDENT PERSONAL INFORMATION ROUTINE USES AND/OR DISCLOSURES



If you have questions about this notice contact your principal or the Freedom of Information Coordinator, Upper Grand District School Board, 500 Victoria Road North, Guelph, Ontario N1E 6K2, (519) 822-4420

The Upper Grand DSB keeps **personal information to provide educational services**. Some examples of personal information are names, addresses, phone numbers and date of birth.

School boards have a duty under provincial law to protect personal information (*Municipal Freedom of Information and Protection of Privacy Act*). The *Act* requires that parents/guardians of students under the age of 16 (and students 16 years of age and older) be informed about how their personal information is used, disclosed and maintained.

All students have an **Ontario Student Record (OSR)**. The OSR is the record of a student's educational history and progress in Ontario. The school principal is responsible for the OSR. In addition to the OSR, we maintain secure electronic student records that contain personal information.

The personal information identified in this form is collected pursuant to the provisions of the *Education Act* including but not limited to sections 169.1-173

Information shared without further notification

We will disclose your child's and or your personal information **without further notification to you** in the following ways:

- **If your child suffers from a life threatening medical condition**, a Life Threatening Management and Prevention Plan will be developed and shared with appropriate staff and transportation services.
- **The Board provides the Wellington-Dufferin–Guelph Public Health Unit** with the pupil's full name, address and telephone number; if applicable, every alternate name; gender; date of birth; school; Ontario Education Number; grade or class and the full name, address and telephone number of every parent of the pupil and their preferred language (as per Regulation 645 made under the Immunization of School Pupils Act (ISPA)).
- **Secondary schools will:**
 - receive information in advance about incoming grade 8 students
 - share information about individual student's progress with the student's previous elementary school
 - send information about potential graduates (contact information, marks and transcripts) to the Ontario College Application Services and the Ontario Universities Application Centre
- **Names and phone numbers** may be shared with school approved volunteers or parents for safety and information purposes.
Examples include:
 - emergency contact lists
 - safe arrival programs
 - school-related notices
 - safety patrol lists
 - school trip, excursion, or school related event where volunteers are supporting students
- **Student names (first and last) and/or photographs** may be printed in school programs for plays and musical productions, on student awards and plaques and in school yearbooks. Some schools may display the names and/or photos of graduating students in their school.
- **Student names** may be included on their work displayed in classrooms or in hallways.
- **Video Recordings:**
 - **The board uses surveillance equipment** in some schools and on buses for safety reasons and property protection. The recording may be shared with authorities if necessary, according to board policy.
 - **Video Recording or Photographs:** Board staff and board-approved professionals may **record or photograph** students in school or during school activities as part of their educational program or for assessment. Informed consent is required to share this information outside of the school. (See *below*)

- **Sharing Information with Agencies Working with the Board**
Personal information may be shared with approved agencies that assist the Board in providing educational and administrative services. Examples include but are not limited to:

- transportation services (STWDSTS) to identify students who qualify for busing
- the Board insurance company and the Ministry of Labour
- automated telecommunications provider to notify parents of upcoming events or that their child is absent from class
- school photographers who take individual and class photographs to sell to parents and students, for student identification cards and for school records
- vendors who provide online services to create school yearbooks
- vendors who provide specialized equipment, resources and training for special needs students
- Ontario Federation of School Athletic Association (OFSAA) for students who participate on athletic teams
- service providers endorsed by the Board/Ministry of Education for online learning and educational administrative services (e.g., Homework Help, Desire2Learn, Maplewood, etc.)

What is informed consent?

To protect privacy, no personal information is provided to the public without informed consent.

A parent/guardian gives informed consent when they agree to the sharing of personal information, understand what will be shared, for what purposes it will be used,

Information for the General Public

Media outlets (including online, newspapers, radio and television stations) stations may be invited to schools to report on activities such as graduations, student achievements/awards, and current events. Their reports may include only non-identifying photos of groups of students. Students are only **photographed and/or identified with informed consent**.

Note: If photography or video recording is permitted during events open to the public, such as school concerts or sporting events, it is generally not possible for the Board to control the use of such recordings. However, we kindly remind anyone who may be taking pictures that they are respectful of the privacy rights of anyone they may capture in their recording and that they not share them in any way without the consent of the individual or if the individual is under the age of 16 the consent of their parent or legal guardian.

When informed consent is required

Listed below are some examples of where informed consent is required before sharing or disclosing information:

- to school-based Psychological Services Staff (including Child and Youth Counsellors), Social Workers and Communication, Language and Speech Services staff
- when
 - photographs or videos are taken for educational purposes and are to be shared outside the school
 - students participating in video conferencing (two-way video and audio transmissions)
 - publicly displaying student work that includes their name
 - Identifying students by name and or photograph in school newsletters and on a class, school and/or board websites and other web services (e.g., Twitter, Facebook or teacher blogs or websites)

If you have concerns or questions about any of the information described above please contact your principal as soon as possible. The above will apply unless an objection is made in writing with the principal and an alternative solution found.





Consent to Share Personal Information

Note: To protect privacy, no personal information is provided to the public without informed consent. A parent/guardian gives informed consent when they agree to the sharing of personal information, understand what will be shared, for what purposes it will be used, and who will receive the information.

We are very proud of our students and our school, and because we are, we like to share our students and school successes with the community. When we identify a student by name and or photo in a newsletter, newspaper or on a class, school or Board website or other web service provider we must have the informed consent of the parent/guardian or the student, if the student is 18 years of age or older. Please read the following information and complete the areas indicated. If you have any questions or concerns please contact the principal.

School Newsletters:

With your consent, we may include photos and stories about students. Stories will only include the students' first name.

Media:

It is possible that during special events that your child may be interviewed by the media and/or have his/her photograph taken. First and last name, grade and school may also identify the child. This information may be included not only in the hardcopy version of the newspaper but also on the media outlet's website. The Board is not responsible for any information posted by the media on its website, as it is outside of the care and control of the Board.

UGDSB Websites and Social Media:

UGDSB websites and Social Media: Refers to all official board-managed websites and social media accounts including, but not limited to, Board departments, school, clubs, teams and classes.

Examples of social media include, but are not limited to Facebook, Twitter, Instagram, Snapchat and online gaming sites.

As outlined in Upper Grand District School Board Policy 312 Website and Social Media Management, the following may be posted **with informed consent**:

- Photos of students that may include the student's first name only.
- Videos of students during special events (e.g., sports activities, performances, receiving awards or recognition etc.)
- Samples of students' work (for example, art, writing, science projects) may be posted with the student's first name only.

All policies are available on the Board website at www.ugdsb.on.ca

By signing below you are providing your consent to the above. At anytime you may change your mind. Should that happen, please notify your principal immediately. Please print clearly.

Student's First Name: _____ Last Name: _____

Homeroom Teacher: _____ Grade: _____

YES, I give consent to all of the above

YES, I give consent to only the following:

NO, I do not consent to any of the above

Name of Parent/Guardian: _____
[print] _____ Date _____

Parent/Guardian Signature: _____

Please note that the information collected on this form is collected for the above noted purposes pursuant to s.169.1 of the Education Act. Questions may be directed to your principal.



CONDITIONS FOR USE OF COMPUTER NETWORKS AND INTERNET

The Internet is a dynamic, educational resource which dramatically expands the classroom by delivering current information, data and images from around the world. The Internet offers unique opportunities to educate, inform and communicate. Students and staff using the resources of the Internet will develop the ability to access, analyze, evaluate and manage information - essential skills in today's rapidly changing society.

We believe that the valuable information and interaction available to users through the resources of the Internet far outweigh the possibility that users may access material that may be inappropriate and inconsistent with school and community values. While teachers will monitor the use of computers by students, ultimately, it is the responsibility of the student to guard against unacceptable information.

Copies of the complete Upper Grand District School Board Acceptable Use of Digital Technology Policy Number 318, which includes the information summarized below, are available in the school office. School administrators will deem what is inappropriate use and their decision is final. Failure to observe these guidelines will result in loss of computer privileges and/or other consequences consistent with Board/school policies and procedures.

USER RESPONSIBILITIES

Each user will comply with the following conditions:

- using e-mail and Internet access in support of education and research, and in a manner consistent with the educational beliefs and objectives of the school and Board
- accepting full responsibility for his/her own exploration of the Internet, or user identification
- respecting the privacy of others
- adhering to school standards of courtesy and behaviour
- promptly reporting to staff any inappropriate e-mail or Internet data or use of digital technology

UNACCEPTABLE PRACTICES

These include but are not limited to:

- accessing or distributing inappropriate material
- using the network for any unauthorized, illegal, inappropriate or obscene purposes
- using the network for financial gain or commercial activity
- plagiarizing or violating copyright
- violating network security
- accessing, vandalizing, damaging or disabling the property of another user
- engaging in *any* form of harassment on the network
- allowing others the access to personal passwords or account passwords
- posting personal contact information of self or others
- reposting or forwarding personal communications without the approval of the author

I have reviewed and understand the Conditions for Use of Computer Networks and Internet:

Teacher's Name	Student Signature	Date
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I have reviewed expectations for use of school computers and internet with my child:

Parents Signature	Date
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