

Ottawa Crescent Public School

Principal: Ms. Ruby Delill

Office Coordinator: Mrs. Heather Seifried

519-822-6880

ottawacresc.ps@ugdsb.on.ca



Welcome / Bienvenue



The Ottawa Crescent P.S. Staff join me in extending a warm welcome to all students and their families as we begin the 2022/23 school year. We especially want to welcome new families and our first year kindergarten students.

My name is Ruby Delill and I am very excited to be joining the Ottawa Crescent P.S. staff and community as your new Principal. I am a lifetime resident of the Wellington County area and was once a student here myself, so my transition to Upper Grand as Principal feels a little like I've come full circle and I am returning home. While I am new to the Upper Grand District School Board, I am not new to the administrative role. After serving many years in Education as an EA, Teacher, Consultant and Administrator within the Peel Region I am thrilled to be joining the Upper Grand District School Board. As we embark on another year of learning I look forward to serving this community and working in partnership with students, parents, guardians and broader community members.

Our teachers, support staff, office staff and custodial team have done a remarkable job of preparing classes for your children. Ottawa Crescent Public School and staff are ready for a great start on Sept. 6, 2022!



MASKING

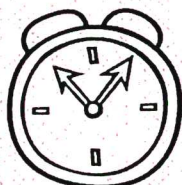
- *Masks are available and masking is a personal choice*

Parent Updates are posted on the school website / UGDSB Mobile APP

Please check our school website for updates on what's new at Ottawa Crescent P.S.!
Please be sure to download the UGConnect APP to receive important and timely school and board updates. www.ugdsb.ca/ottawacres/



The Upper Grand DSB has parent communication for your smartphone. Designed to streamline communication between schools and the communities they serve, the UGDSB Mobile APP provides parents with a simple interface with up to date information including news, calendars and social media feeds. The UGDSB APP is available for FREE at either the Google Play Store or at iTunes. Use the search term "Upper Grand " to find the APP.



Our School Hours

Entry Bell : 8:55am
 Instructional Time: 8:55am - 10:35am
 Outdoor Recess: 10:35am - 10:55am
 Nutrition Break: 10:55am - 11:15am
 Instructional Time: 11:15am - 12:55pm
 Outdoor Recess: 12:55pm - 1:15pm
 Nutrition Break: 1:15pm - 1:35pm
 Instructional Time: 1:35pm - 3:15pm
 Dismissal Bell: 3:15pm

Student SAFETY and school ROUTINES:

Student safety and school routines are critical first goals for school staff. Please make sure we have the following information:

- Current address and emergency information
- Medical information
- Custody information [with court order for files]
- Transportation routines

We ask for your cooperation in adhering to the following safety routines:

- Supervision begins at 8:40am. **Please DO NOT drop students off before this time**
- Call us if your child is going to be absent
- **BUS STUDENTS ONLY: In the event that your child is NOT riding the bus home, please contact the office before 2:30 pm.**



Message from the Board - Re: School Organizations

Schools have built class lists based on their tentative organizations. Changes may be necessary at your child(ren)'s school in order that our Board remain compliant with Ministry parameters (see below). Any changes would be implemented by **Monday, September 19th**. Principals do not have the option of

changing the school organization that is set by the District Staffing Committee of the Board. If changes affect your child(ren), you will be informed by the school.



Ministry of Education Parameters



- Full Day Kindergarten Class Size Average for the Board is 26 students
- • 90% of Full Day Kindergarten classes with 29 or fewer students
- • 10% of Full Day Kindergarten classes with up to 32 students, under certain circumstances
- • 90% of the Board's primary classes with 20 or fewer students
- • 10% of the Board's primary classes up to a maximum of 23 students
- • Grade 3/4 classes have a cap of 23 students
- • Junior/Intermediate Class Size Average for the Board is 24.5 students to 1 teacher



Important Permission/Forms - please review, complete and/or return to your child's teacher:

1. Routine Uses and/or Disclosures
2. Consent to Share Personal Information - signature required
3. Conditions for Use of Computer Networks and Internet - signature required
4. Field Trip Consent Form - signature required
5. Digital Tools Notice Statement
6. Students with Life-Threatening Allergies
7. School Emergency Response Annual Drills
8. Threat/Risk Assessment and Suicide Protocol
9. 2022-2023 School Year Calendar
10. Inclement Weather Reminders/Bus Cancellation Notification
11. Director's letter re: Student Accident Insurance *SEE SECTION BELOW
12. School Cash Online Information & Instructions

Student Accident Insurance

Parents and guardians are responsible for expenses related to student injuries on school premises or 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.

A Director's letter is included in this newsletter containing information with respect to two Programs available for the purchase of Student Accident Insurance. The Insuremykids Program is offered through

Old Republic Insurance Company of Canada and the Study Insured Program is underwritten by Certain Lloyd's Underwriters through AON Insurance.

Each program offers a variety of options, including family rates at affordable prices. The cost must be paid by the parent or guardian. Paper copies of the application are no longer available. Purchase is done directly online or by contacting the provider:

www.insuremykids.com or call toll free 1-800-463-5437

www.studyinsuredstudentaccident.com or call toll free 1-833-560-0527

Lunchroom Supervisors Needed

Lunchroom Supervisors Needed!

Are you looking to be involved in your community school? A great way to be a part of your child's school community is to volunteer or apply to be a Lunchroom Supervisor and make a little extra income! It is also a great opportunity for those seeking experience in an educational setting. We are currently seeking individuals who are interested in this position daily or on an emergency basis. If this is you, or anyone you know, please call the main office 519-822-6880 or email us Ottawacresc.PS@ugdsb.on.ca to express your interest and learn more about the position. We look forward to hearing from you!

School Council

Every school has a school council - a group focused on helping students succeed. School Councils provide a voice for parents and the community and offer advice to the school principal on a number of topics. Your voice and input are important and valued, please consider this great opportunity to be involved in your community school. If interested in attending or being an active committee member, please contact the school via email to express your interest. Watch the school website and your email for our first council date and nomination form towards the end of September.



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 collects and processes **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 Plan of Care will be developed and shared with appropriate staff, volunteers and transportation services (including bus carriers and their drivers).
- **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, guests, or parents for safety and information purposes. Examples include:
 - emergency contact lists
 - safe arrival programs
 - school-related notices
 - safety patrol lists
 - school trip, excursion, school related event, or virtual environment, where guests or volunteers are supporting or interacting with 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
- **Student accounts** are provided for their own use and private to them but the board has the right to audit, investigate, conduct e-discovery, and monitor accounts for appropriate use.
- **Video Recordings:**
 - **The board uses surveillance equipment** in all of our schools and on all school 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.

- **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/or its legal counsel
- 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
- Special Olympics Ontario and the 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, D2L, Maplewood, Schoolcashonline.com, etc.)
- Before and After School Care providers within the schools in relation to health and safety

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, and who will receive the information.

Information for the General Public

Media outlets (including online newspapers, radio and television 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
 - 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 student and school successes with the community. When we identify a student by name and/or photo in a newsletter, newspaper/news website, on social media, or on a class, school or Board website or other web service provider, we must have the informed consent of the parent/guardian or adult student (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. At any time, you may withdraw your consent by contacting your principal.

School Newsletters/School Websites:

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 their 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.

Please note, that photos approved for UGDSB website and social media use *may* also be used in the UGDSB Annual Report (hardcopy and online).

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

As outlined in UGDSB Policy 312 Website and Social Media Management, the following may be posted **with 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.

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

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/Adult Student (18+) Signature: _____



Students are expected to "demonstrate a responsible attitude toward use of computers and the internet". Please review the following Board document to ensure understanding by all.

CONDITIONS FOR USE OF COMPUTER NETWORKS AND INTERNET

511-1

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 Policy for Computer Network and Internet Use, 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
- respecting the privacy of others
- adhering to school standards of courtesy and behaviour
- promptly reporting to staff any inappropriate e-mail or Internet data

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 accounts
- posting personal contact information
- reposting or forwarding personal communications without the approval of the author

NOTE: Students are not allowed to access email or use MSN, YouTube, Facebook, MySpace or other entertainment and/or communication sites at school.

Most important items to be included:

1. There must always be a teacher supervisor present when you are accessing the internet.
2. Keep your own password to yourself. Never use another person's password.
3. Being on line is just like dealing with people, remember your computer is more than a machine. Be polite and remember to treat others as you would like to be treated.
4. Be sure to visit only the sites that have been checked by your teacher. Teachers are able to check internet site history to be sure students are going to appropriate sites.
5. If you are not sure if something you have written would offend someone else, a good rule to think about is:
6. If you do not want your teacher or your parents to read what you have written you should not have written it. Do not download information at school. This will overload our system network and the computers in the lab will not work efficiently. As there are many viruses piggybacking other programs, you may want to refrain from downloading at home as well.
7. Never give out personal information – names, addresses, phone numbers, credit cards.
8. Don't open #-Mail from strangers as it could contain viruses.
9. Never agree to meet anyone you have met on-line.
10. Internet is not a reliable information tool. Just because you read it on-line does not mean the information is true.
11. If you see a sight that is not appropriate, first turn your screen off and then tell your teacher.
12. Junior Teachers:

Before your students access the internet at school it has been recommended that the Conditions For Use of Computer Networks and Internet, be shared with students and parents. One way to do this might be to review this document with your classes.

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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Educational Field Trips and Off-Site Activities
Parental Information/Consent Form
(this is a two-sided form)

508-2

[X] Day Trip

[] Overnight Trip

[] Aquatic/water-based activities

A. PARENTAL INFORMATION

School: Ottawa Crescent Public School Phone: 519-822-6880

Destination of Trip: Walking Trips in the Ottawa Crescent PS Community

Departure Date: September 6, 2022 to June 29, 2023 Time:

Return Date: Time:

Educational Objectives:

Method of Transportation: Walking

Teacher-in-Charge: Your Child's Classroom Teacher

Emergency Contact Name/number: Please call the school (# above) and we will contact the teacher-in-charge of the trip

Student's cost: No Cost Online payment preferred

Activities/Special Considerations: Details will be communicated about specific walk.

BEHAVIOUR: Students participating in an educational field trip or off-site activity are expected to meet the same standards of behaviour as required in the regular school setting. Students in serious violation of the school's Code of Conduct or board policies may, at the discretion of the teacher-in-charge, in consultation with the principal, be sent home. Expenses incurred in sending students home shall be the responsibility of the parent/guardian. All incidents of this type must be reported by the principal to the appropriate superintendent of education immediately. A decision may be made by the principal regarding the need for further disciplinary action.

(Please detach Part A and keep for reference)



(Please complete part B and return to the school immediately)

B. PARENT CONSENT FORM (to be retained by the principal)

- [] Cash
[] Cheque
[] Online

Name of Student: Grade/Course:

Destination of Trip: Walking Trips in the Ottawa Crescent PS Community

Departure Date: September 6, 2022 to June 29, 2023

MEDICAL AND EMERGENCY INFORMATION: The information submitted in September on the Admission Form will be used. Any changes must be communicated to the school. Out-of-province health costs will be the responsibility of the parent if not part of the travel company's package. The Upper Grand District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance for students participating in field trips or off-site activities. This may be provided by personal coverage or by purchasing Student Accident Insurance. Student Accident Insurance information is available on the board website at www.ugdsb.ca/parents/accident-insurance/.

[] Check the box if the student has a LIFE-THREATENING MEDICAL CONDITION PLAN OF CARE on file with the school.

Indicate any special instructions for the trip:

I understand that, in the event of a medical emergency, a medical practitioner and/or an employee of the Upper Grand District School Board can authorize emergency care for my child. Such authorization will only be granted when a serious condition exists, and the medical practitioner(s) and/or an employee of the Upper Grand District School Board has been unable to contact the parent(s)/guardian(s).



Educational Field Trips and Off-Site Activities
Parental Information/Consent Form
SIDE TWO

508-2

ADDITIONAL INFORMATION



INHERENT RISKS: The risk of injury exists in every field trip and off-site activity. However, due to the very nature of some activities, accidents may occur while participating in these activities. The safety and well-being of students is a priority and attempts are made to manage the foreseeable risks inherent in field trip and off-site activities as effectively as possible. The chance of injury can be reduced by participants carefully following instructions at all times while engaged in the activity. The activities listed below, and others, have inherent risks which are beyond the control of the Upper Grand District School Board, its employees or agents, or the facility where the activity is taking place. Participants must assume the inherent risks of the activity and liability should an accident/incident occur. Please note that not all risks associated with these and other activities have been listed.

Sample Activities

- * Ice surface activities (e.g., curling, skating, hockey)
- **Skiing, Snowboarding
- Swimming
- Rock climbing walls
- Wilderness camping
- Canoeing

Inherent Risks

- Broken bones, head injuries
- Head and dental injuries
- Drowning, head injuries
- Back and spinal injuries
- Sunburn, insect bites/stings, strains and sprains, drowning
- Drowning

Other: _____
(specific to activity)

* Ice surface activities: CSA approved hockey helmets must be worn by all staff, students and volunteers who go onto the ice surface.

** Helmets are mandatory for snowboarding and downhill skiing.

I have read the information supplied, understand and accept the conditions outlined on this form, and agree that my child may participate in this field trip and related activities.

Signature of Parent/Guardian: _____ Date: _____

Would you like to be contacted if we require supervisors? YES NO

<p>Revised: 2021 08 Retention: 1 year</p>	<p>The legal authority for the collection of this information is in the <i>Education Act</i> R.S.O. 1980. The purpose is to obtain parental/guardian consent for the impending trip or off-site activity. Users of this information will be the principal/vice-principal, appropriate volunteers, school support staff, superintendent of education and administrative support staff. This form will be retained for one year from the return date of the trip. A records destruction notice will be completed, and forwarded to the records management officer, and the forms will be shredded. The contact person for queries concerning this information is the principal.</p>
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Upper Grand District School Board

Digital Tools Notice Statement

Any questions about information contained in this Notice Statement may be referred to your school principal.

Definitions and Use of Digital Tools

Personal information (PI) in this document means information about an identifiable individual. Examples could include a name, unique identifying number or symbol together with other information about the individual.

Digital tools include software, applications (apps), web services, browser extensions, etc.

We use digital tools to administer educational programs and associated services and to help deliver them in an efficient and cost-effective manner.

The collection of personal information using digital tools is for the purpose of providing education and education-related services such as instruction, assessment, and evaluation, as well as for ancillary and administrative services, such as attendance, transportation and facilities. The collection of personal information is necessary for us to deliver the services that we are mandated to provide by the *Education Act*.

Our teachers use digital tools to assist with differentiated instruction, to provide platforms for and offer parents tools for engagement. Digital tools are also used to gather student work, for assessment of a student's knowledge, learning skills, work habits, behaviour, learning style, learning strengths and weaknesses, engagement, and achievement.

Our employees and contractors use digital tools to make the management of data more efficient and secure, and to assist with reporting requirements to parents and the Ministry of Education.

Purpose of Third-Party Digital Tools

The *Education Act* authorizes us to collect and use personal information to provide the services that we deliver to students and their families.

The table below outlines how digital technologies are used.

Use	Purpose
<p>1. Board Administration, Ministry reporting purposes and legal requirements to share information with third parties.</p>	<ul style="list-style-type: none"> • student registration and class placement • parent and emergency contact information and medical plans of care, if required • communication tools for school administrative purposes • behaviour and safety tracking • attendance reporting and safe arrival programs • student evaluation tracking and report card programs • special education and student services records (IEP, Behaviour Plans) • student transportation • student photos, yearbook creation, etc. • tracking the provision of devices and technologies to students • Reporting to the Medical Officer of Health, OFSSA, the Ministry of Education and other third-party providers as authorized. • Home to school communication tools, parent portals, etc. • Payment processing, i.e., field trips, etc.
<p>2. Student instruction, assessment and evaluation including remote and online learning.</p>	<ul style="list-style-type: none"> • Learning Management Systems (LMS) (i.e. Google Classroom, D2L/Brightspace) • video conferencing, communication, and collaboration tools (i.e. Google Workspace for Education, Microsoft Teams) • Assessment and Evaluation tools • Digital portfolios (i.e. myBlueprint, portfolio)
<p>3. Education tools to support content creating, collaboration, creation, communication, and critical thinking and organizational.</p>	<ul style="list-style-type: none"> • coding programs • blogging • digital math tools • word processing/slides design • music programs • video and music editors • organizational tools • digital reference library and databases
<p>4. Experiential Learning</p>	<ul style="list-style-type: none"> • Simulations • Digital field trips • Guest speakers • Cooperative education • SHSM

Legal Requirements for the Collection, Use and Disclosure of Personal Information

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) identifies when a school board is permitted to collect personal information.

1. Authority to Collect Personal Information

The *Education Act* and Ministry of Education provide the authority for school boards to collect personal information about you and your children attending school.

2. Notice of Collection

This notice is required to advise you that we will be collecting personal information belonging to our students and their parents/guardians to provide educational services. A copy of this notice is available on the board website at <https://www.ugdsb.ca/students/technology>. This notice outlines how the board uses digital tools to fulfil its objectives.

3. Use of Personal Information

We will only use the personal information collected for the reason the it was collected, for a reason that is consistent with the reason it was collected or with your consent to use it for a different purpose.

4. Disclosure of Personal Information

We will only disclose the personal information collected for the reason it was collected or for a consistent reason that is necessary and proper in our efforts to provide educational services.

In some cases, the board may disclose personal information to digital tool providers as agents, and they might be engaged to collect, use and/retain personal information on behalf of the board for the board's purposes. In such cases, the digital tool providers are providing the board with services to fulfil the board's mandate and in a manner that meets the board's legal responsibilities and policy requirements.

When personal information is disclosed to digital tool providers, the board retains ownership and control of the personal information. The providers are only permitted to use the information to provide services for the board and the digital tool providers must ensure that the personal information is secure from inappropriate access, use or disclosure.

5. Protection of Personal Information

Reasonable security measures must be used to protect personal information from inadvertent or inappropriate access or disclosure.

- only those individuals who require access to information to fulfil their job or contractual duties can have access;
- service providers cannot directly or indirectly disclose, sell, share, destroy, exploit or use any personal information (except as permitted by law); and
- Industry standard security measures are required to be used to protect personal information.

6. Risk Mitigation Strategies to Protect Personal Information

The board has policies and procedures that provide guidance for staff and service providers about when and how they can use digital tools that collect personal information.

Strategies are used, when possible and appropriate, to prevent the collection of personal information that is not needed for the board's purposes. Examples include using teacher generated codes, pseudonyms, or anonymous user accounts and/or minimization of personal information collected by the digital tool.

7. Questions or concerns?

Any questions you have about the board's use of digital tools or a particular digital tool used in the classroom may be referred to your school principal.

VERY IMPORTANT

Students with Life-Threatening Medical Conditions

UGDSB Policy 518: Students with Life-Threatening Medical Conditions, outlines the roles and responsibilities for all in the educational community to support students with possible life-threatening medical conditions. The prevalent medical conditions covered under this policy are Asthma, Anaphylaxis, Diabetes and Epilepsy/Seizure Disorders. If your child has one of these, or any other life-threatening medical condition, please visit: www.ugdsb.ca/board/policy (and look for Policy 518) or contact the school as soon as possible. We will work with you to develop a Plan of Care to support your child.

Life-Threatening Allergies

We have children in our school with potential life-threatening allergies (called anaphylaxis) to various foods and other materials. Anaphylaxis is a medical condition that can cause death within minutes. In recent years, anaphylaxis has increased dramatically among students. Although this may not affect your child's class directly, we are letting you know so that you are aware that we aim to create an allergy safe environment at our school. If your child is in a classroom with an anaphylactic child, or your child has anaphylaxis, you will be informed by the classroom teacher. 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.

Smoke and Vape-Free Environment

The Upper Grand DSB provides a smoke and vape-free environment for its students, staff and others while on Board property, in accordance with the Smoke-Free Ontario Act and Board policy 208. 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. If you have any questions or concerns, please contact the principal.

School Emergency Response Training and Annual Drills

September 6, 2022

Dear Parents and Guardians,

I am writing to provide you with some information regarding emergency drills that we will be conducting this school year.

The safety and well-being of our students is our highest priority. Although we hope that an incident that requires response from emergency personnel will never occur in our school, we must be prepared to respond quickly and effectively in case it does.

Each year our school must conduct drills to ensure staff and students are prepared in the event of a real emergency.

The following number of drills are required each school year:

- Three (3) fire drills in the fall and three (3) fire drills in the spring
- Two (2) lockdown drills
- One (1) tornado drill
- One (1) bomb threat drill

For each of these drills, there is an education component to explain why they are necessary. All drills are conducted in a manner that is sensitive to the needs of our students.

If you have any questions, please do not hesitate to contact the school office.

Regards,

Ruby Delill - Principal



UPPER GRAND DISTRICT SCHOOL BOARD

Peter Sovran

Director of Education & Secretary-Treasurer

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: peter.sovran@ugdsb.on.ca

Tel: 519-822-4420 ext. 720 or Toll Free: 1-800-321-4025

September 6, 2022

UGDSB Threat/Risk Assessment and Suicide Protocol Notification

Dear Parents/Guardians:

The Upper Grand District School Board is committed to providing safe learning environments for all students, staff, school visitors, and community members. When a student behaves inappropriately, principals use progressive discipline to help a student take responsibility for their actions, change their behaviour, and learn from their mistakes.

When safety is threatened by the potentially violent or dangerous behaviour of a student, which places either the student or others at risk, school staff follow specific protocols for the protection of all. It is important that you and your child(ren) are aware of these protocols as, in times of imminent risk, they will be followed and might include, a) the immediate involvement of emergency services or supports and, b) sharing of private information.

Community Violent Threat Risk Assessment Protocol (VTRA): This is a community-wide protocol that details the steps by which school staff quickly respond to threatening incidents such as: possession of a weapon or replica, bomb threat or plan, verbal, written, or electronic (internet) threats to injure or kill oneself or others, or other threats of violence. The first step involves gathering the principal/vice principal, social worker, psychological consultant and/or child and youth counsellor and police to assess the immediate threat. If the situation is deemed one of imminent risk, the superintendent is informed and community agencies that are part of the VTRA protocol, such as local mental health organizations, are consulted. The VTRA Protocol (P11) can be found via this link: <http://www.ugdsb.ca/board/policy/violence-threat-assessment-protocol/>

Suicide Prevention, Intervention and Postvention Protocol: This protocol details the steps by which school staff respond to a student at risk of suicide. The protocol details steps for responding quickly, sensitively, and effectively to ensure the student's safety. The steps include having a trained staff member interview the student and taking the necessary steps to ensure safety and arrange appropriate support for the student. The Suicide Intervention and Postvention Protocol (P12) can be found via this link: <https://www.ugdsb.ca/board/policy/suicide-prevention-intervention-and-postvention-protocol/>

Contact with parents and or guardians: Parents and guardians play a vital role in maintaining the safety and well-being of their children. When a student is involved in a VTRA or a suicide risk or threat, every effort will be made to contact parents/guardians unless circumstances prevent us from doing so. If parents/guardians cannot be reached, or if they choose not to provide consent but a safety risk still exists, the processes outlined in the VTRA Protocol or Suicide Intervention and Postvention Protocol will still be followed.

As always, student safety is our first priority. If you have any questions regarding the Upper Grand District School Board's Community Violence Threat Risk Assessment Protocol or Suicide Intervention and Postvention Protocol, please contact the Superintendent of Education for your school at 519-822-4420.

Sincerely,

Peter Sovran
Director of Education & Secretary-Treasurer

Upper Grand District School Board

Linda Busuttill; Chair
Barbara Lustgarten Evoy; Vice-Chair

• Mark Bailey
• Mike Foley

• Jolly Bedi
• Martha MacNeil

• Gail Campbell
• Robin Ross

• Jen Edwards
• Lynn Topping

ELEMENTARY School Year Calendar 2022-23



MINISTRY APPROVED

Legend: H - Statutory Holiday P - Professional Activity Day B - Board Designated Holiday

Last Day 10 Month Employees: June 30, 2023
***1st day back to School for Students - September 6, 2022**

Month	1st Week							2nd Week							3rd Week							4th Week							5th Week						
	M	T	W	T	F	M	T	M	T	W	T	F	M	T	W	T	M	T	W	T	F	M	T	W	T	M	T	W	T	F	M	T	W	T	F
	August 2022	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31											
September 2022																																			
October 2022																																			
November 2022																																			
December 2022																																			
January 2023																																			
February 2023																																			
March 2023																																			
April 2023																																			
May 2023																																			
June 2023																																			
July 2023																																			

Inclement weather protocol



UGDSB Inclement Weather – Communication Channels and Reminders

BUS CANCELLATIONS:

- The decision to cancel buses is made by the Transportation Consortium (STWDSTS) in consultation with the bus operators.
- STWDSTS posts bus cancellation info on its website by 6:30am, <https://stwdsts.ca/>
- The school board does not make the decision to cancel buses. The school board does not send out alerts/messaging about bus cancellations.
- SWTDSTS posts information on bus delays at: <https://www.findmyschool.ca/Cancellations.aspx>
- Parents/guardians can sign up for STWDSTS bus email alerts at: <https://www.findmyschool.ca/Subscriptions/Login.aspx>
- If students/families have questions/concerns about bus delays/cancellations, please contact STWDSTS.

SCHOOL CLOSURES / SYSTEM SHUTDOWN:

- The decision to close schools is a joint decision made by the Directors and Chairs of the co-terminus boards, following a recommendation by STWDSTS.
- UGDSB posts alerts about school closures/system shutdowns on the board website, www.ugdsb.ca, and all school websites and social media.

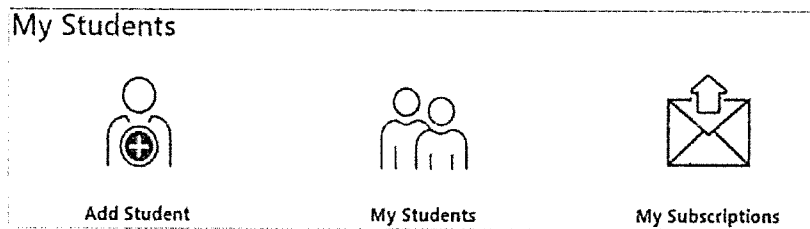


HOW TO SUBSCRIBE FOR BUS DELAYS AND CANCELLATIONS

STWDSTS requires a login to be created using your email and a password in order to find out your child's transportation information and subscribe to notifications.

- A login can be made at www.findmyschool.ca
- Select 'Parent Portal' to login. If you have a login from previous years, please use that for logging in.
- If you forget your password, you can reset your password.

Once logged in, the dashboard below will appear



HOW TO ADD A NEW STUDENT

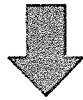
CLICK ON THE ICON BELOW



Follow the prompts by completing the fields required to add a student.

HOW TO VIEW YOUR STUDENTS

CLICK ON THE ICON BELOW



You will see 4 sections.

Transportation - This will show the eligibility of the student and what route the student is assigned to. The bus stop location and time. If any of this information is not correct, please contact STWDSTS to speak with the technician in charge of your student's school.

Transportation							
A00042							
School	Bedrock Secondary School	Grade	10	Eligibility	Out of Bounds	Travel Code	Bussed/ Bussed
Schedule	MTWRF	Met at Bus	No	Instructions			
Does not need parents to meet at bus							
To School							
Time	Stop	Time Of Day	Route : Run	Operator			
4:41 AM	11 JASPER CRT E	AM Pickup	Route-03- Run-03_AM	Rubble Bus Line			
8:25 AM	Bedrock Secondary School	AM Dropoff	Route-03- Run-03_AM	Rubble Bus Line			
From School							
Time	Stop	Time Of Day	Route : Run	Operator			
3:35 PM	Bedrock Secondary School	PM Pickup	Route-03- Run-03_PM	Rubble Bus Line			
6:09 PM	11 JASPER CRT E	PM Dropoff	Route-03- Run-03_PM	Rubble Bus Line			

Information					
First Name	Peter	Last Name	Parker	Student ID	A00042
School	Bedrock Secondary School	District	St Jones	Grade	10
Weather Zones					
Address: Home					
Street Number	11	Street Name	JASPER CRT E	Apt	
Municipality	Pinelake	Province/State		Postal/Zip Code	

Information - This will show the student's personal information. The student's address will appear here. If the student has more than one address (second home, sitter), they will also appear here. If any of this information is incorrect, please contact the student's school to have the addresses changed or removed.

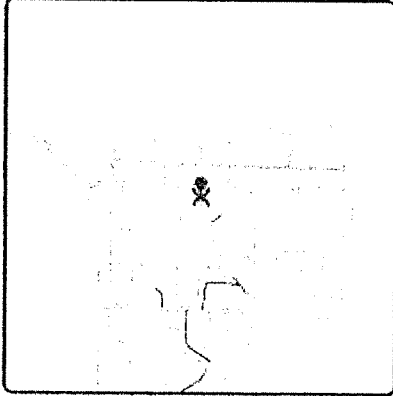
Contacts - The contacts are individuals who are contacted in an emergency like a student not met at a stop or when changes are made. The contacts are the only individuals who transportation is allowed to provide student information to. If the information shown is incorrect or has changed, please contact the student's school to have it changed. It is important that this is kept up-to-date.

Contacts					
Type	Meets Bus	Name	Home	Work	Cell
Mother	No	Parker, Victorina	(543) 903-1023	(125) 546-4478	613-555-0112
Emergency	No	Parker, Bertram	(543) 903-1023	(402) 285-8794	(256) 766-0661
Father	No	Parker, Bertram	(543) 903-1023	(402) 285-8794	(256) 766-0661

Map

Bus Stops	
Time	Description
4:40 AM	11 JASPER CRT E
6:08 PM	11 JASPER CRT E

Addresses	
Type	Address
Home	11 JASPER CRT E, Pinetake



View larger map

Map - The section will provide a map indicating where a student's stop is from the home or sitter address. The map will show the walking path to the bus stops. To the left of the map it will show the address for a student's transportation and the location of the morning and afternoon bus stops.

HOW TO VIEW YOUR SUBSCRIPTIONS

CLICK ON THE ICON BELOW



You will see 2 sections:

Transportation alerts - will notify families when there are updates to the bus at that time like the bus being late or the bus not running due to weather. The current route is the school bus number that a student is assigned to. If your student rides to two different addressees or you have multiple students riding different buses, more than one route will appear. Routes can be added and removed if you choose to. Below the routes will appear the bus stops that the student is assigned to. The drop off and pickup locations will show. Nothing needs to be done in this section because as you add a student, this section will be updated. If a subscriber does not want notifications about the route or specific bus stops, selecting the trash can to remove the route or bus stops from those notifications.

Transportation Alerts

Transportation subscriptions are generally handled automatically as you manage students. However, you can still update your subscriptions here.

Current Routes

Route	Remove
Route-63	

Add a Route

Bus Stop	Remove
Drop off: 11 JASPER CRT E	
Pickup: 11 JASPER CRT E	

School alerts - notify families about any messages that are posted about a school like school closures. This section shows the schools that any notifications will be sent about. If a subscriber does not want notifications about the school, selecting the trash can to remove the school from those notifications. Below school alerts is the general notices section. General notices are alerts that are intended for all subscribers. General notices go to subscribers of all routes and schools. If a subscriber does not want notifications about general notices, selecting the trash can to remove the subscriber from those notifications.

🔒 School Alerts

With school alert subscribers, you can receive all school alerts that are posted for your children's schools.

Current Schools

School	Remove
Bedrock Secondary School	

YOUR ACCOUNT

My Account is where changes can be made to your account and preferences. The email used for the account can be changed by adding the new email and adding a new password. If you choose to not receive any notifications, this can be changed in this section by checking off "I want to receive email alerts". Your email account is the **only way** STWDSTS sends out notifications to parents. Please ensure you check your junk mail/spam/ mailbox size regularly incase notifications are not arriving. STWDSTS has no control on personal and or corporate email account. It's up to the parents'/subscribers' to monitor and contact their local IT.

✉ Email

Current Email
pottsemorgan@gmail.com

New
email@email.com

Confirm
email@email.com

I want to receive email alerts

To make these changes, please enter your password:

Update

Preferences allows a subscriber to make important changes to their account. This section allows families to change the language of the notification for individuals who do not speak English as a first language. This section also allows subscribers to change their password or delete their account if students graduate or no longer use transportation.

⚙ Preferences

Preferred Language
en_CA

Account Enabled

Update

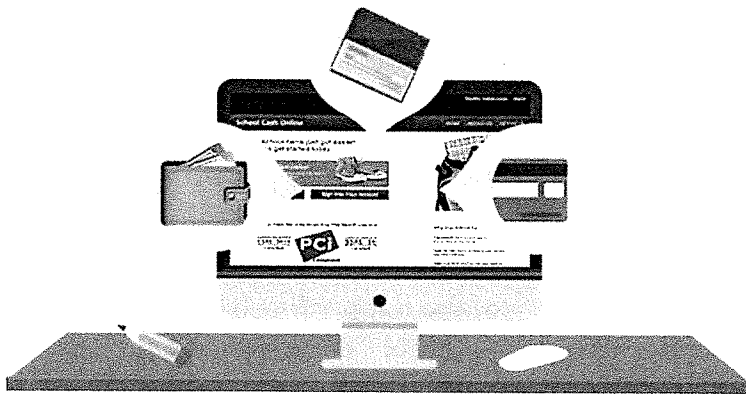
[Change my password](#)

[Delete my Account](#)

Welcome to School Cash Online

What is School Cash Online?

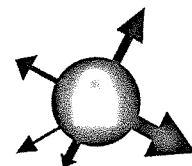
School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows parents to add students, make payments, check current balance/account history and print or view receipts.



Is it safe to use?

Our top priority is to keep your personal information safe. *School Cash Online* is PCI compliant, CSAE 3416 certified, HTTP Secure and adheres to the highest industry standards of security.

School Cash Online does not share your personal information with any third party. *School Cash Online* will never contact you to divulge confidential information via phone, email or mail.

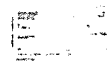


What Payment Methods are Available?



Credit Card

Visa and Mastercard from all major Canadian financial institutions are accepted.



eCheque

Anyone with a chequing or savings account can pay by eCheque. To transfer funds with an eCheque, simply enter your account number on the payment screen and click submit.



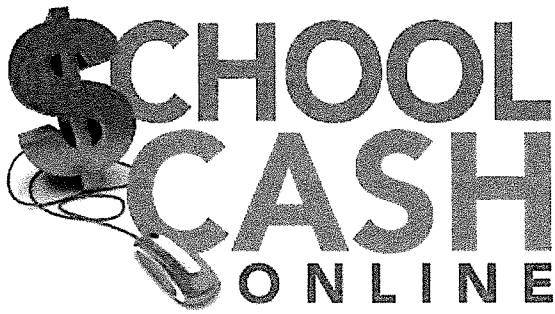
myWallet

Load your myWallet similar to an online gift card up to a maximum of \$500. The balance can then be drawn on for future purchases.

How to load myWallet?

- 1 – When signed into School Cash Online, click on the myWallet tab at the top right corner of the screen
- 2 – Click Add Funds to myWallet
- 3 – Enter the amount you would like to load onto your myWallet account and press continue
- 4 – Enter your payment information and click continue

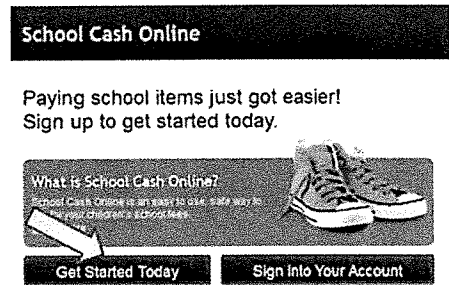
Once your myWallet account has been loaded you can begin making payments by selecting myWallet as your method of payment during the checkout process.



For safety and efficiency reasons, the Upper Grand District School Board would like to reduce the amount of Cash and Cheques coming into our school. We can now join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

Step 1: Register

- a) To register, please go to the School Cash Online home page ugdsb.schoolcashionline.com and select **"Get Started Today"**.
- b) Complete each of the three Registration Steps
*For Security Reasons, your password requires **8 characters**, **one uppercase** letter, **one lowercase** letter and a **number**.



Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created.

Step 3: Find Student

Note: "Student Number" is not the student's OEN. Users should leave this field blank unless instructed otherwise.

This step will connect your children to your account.

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter Your Child's Name & Birth Date
- d) Select **Continue**
- e) On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- f) Your child has been added to your account

Find Student

School Information

School Board Name: School Board 1575
Looking for a student in a different school board?

School Name: Eagle High School

Student Information

Do you have the student number? **This is not OEN# Leave it blank!**

Student Number:

First Name:

Last Name:

Birth Date:
Date format: mm/dd/yyyy

Continue (No students? [Click here](#))

Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select **"View Items For Students"**. A listing of available items for purchase will be displayed.

NOTE: If you require assistance, click the **SUPPORT** link in the top right hand corner of the screen.



UPPER GRAND DISTRICT SCHOOL BOARD

Peter Sovran

Director of Education & Secretary-Treasurer

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: peter.sovran@ugdsb.on.ca

Tel: 519-822-4420 ext. 720 or Toll Free: 1-800-321-4025

September 2022

Dear Parent or Guardian:

RE: STUDENT ACCIDENT INSURANCE

The Upper Grand District School Board does **not** provide accident insurance coverage for student injuries that occur on school premises or during school activities. Accidents can and do happen. Some injuries incur medical, dental or other expenses that are not covered by Provincial health care or employer group plans. As a parent or guardian, you become responsible for these expenses.

Under *the Education Act*, the Board is empowered to make available an Accident and Life Insurance Program for students. Families have a choice between two Providers for the purchase of Student Accident Insurance. Both Providers offer a variety of plans and benefits at affordable annual prices.

Student Accident Insurance Provider Information:

INSUREMYKIDS® – offered through Old Republic Insurance Company of Canada

Insuremykids® offers 3 plans that provide coverage 24 hours a day, 7 days a week. Each plan offers different levels of coverage ranging in price from \$17 - \$33 per year. Family rates for 3 or more children are also offered. There is an added bonus of locking-in at current rates for 3 or 5 years. If you wish to purchase or have any questions in regard to coverage, please visit their website at www.insuremykids.com or call toll free 1-800-463-5437.

STUDYINSURED™ – Underwritten by Certain Lloyd's Underwriters through AON insurance

Studyinsured™ offers 3 plans that provide coverage 24 hours a day, 7 days a week. Each plan offers different levels of coverage ranging in price from \$13 - \$33 per year. Family rates for 3 or more children are also offered. If you wish to purchase or have any questions in regard to coverage, please visit their website at www.studyinsuredstudentaccident.com or call toll free 1-833-560-0527, Mon – Fri 9am – 5pm EST.

Please note that payment is made directly to the Provider. The insurance agreement is between **you** and the Provider. The Upper Grand District School Board is not compensated in any way regardless of the number of students participating in the insurance program. Our interest is to protect our students and their families, resulting in healthier and financially secure communities.

Paper applications are no longer available through your child's school. Please visit the Provider's website. Some promotional Provider information is posted on the Upper Grand District School Board website and can be viewed at this link: <https://www.ugdsb.ca/parents/accident-insurance/>

Student Accident Insurance or Extended Health and Dental coverage is strongly recommended for all students, especially students participating in extra-curricular athletics.

Sincerely,

Brent McDonald

Executive Superintendent of School Operations & Support Services

S:\execassistant-operations\student accident insurance\Exec Superintendent Letter 2022-23 (File Code: L03) /kz

Upper Grand District School Board

- | | | | | |
|---------------------------------------|---------------|------------------|-----------------|----------------|
| • Linda Busuttill; Chair | • Mark Bailey | • Jolly Bedi | • Gail Campbell | • Jen Edwards |
| • Barbara Lustgarten Evoy; Vice-Chair | • Mike Foley | • Martha MacNeil | • Robin Ross | • Lynn Topping |

