

# Upper Grand District School Board



## DIRECTOR'S MESSAGE

Dear Students, Parents, Guardians and Caregivers:

Welcome to the 2021-22 school year! It is an exciting time for learning, and we want you to know that everyone at your school and across the school board is ready to work with you to make this a safe, productive, and enjoyable experience.

The development of good organizational habits and having regular communication between school and home are supported using a resource like this student agenda. We hope that you find this to be a helpful tool and invite you to review the important information that has been included on topics such as transportation services and school board policies.

Wishing you the very best for a successful school year!

Peter Sovran  
Director of Education

### Learn, Lead, Inspire...Together

As leaders in our educational community, we will develop student learning skills; foster achievement and well-being; and create a positive and inclusive environment.

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Visit us at our Board Website:  
[www.ugdsb.ca](http://www.ugdsb.ca)

### Guiding Principles

We believe that:

- ✓ Student learning is our focus
- ✓ The learning process is open ended
- ✓ Education is a community responsibility
- ✓ Embracing diversity contributes to community
- ✓ Teachers make a significant difference
- ✓ Leaders must focus on students
- ✓ Continuous professional development supports life-long learning
- ✓ A commitment to values guides actions
- ✓ A safe, physical environment needs to be sustained
- ✓ A respectful learning environment fosters personal growth
- ✓ Opportunities and resources need to be equitably distributed
- ✓ Everyone should be treated with respect

### About Us

The Upper Grand District School Board (UGDSB) stretches over more than 4000 square kilometers across the City of Guelph, County of Wellington and County of Dufferin. The UGDSB covers the ancestral and traditional territories of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation Territories. We are proud to provide a quality education system in our learning and teaching environment.

In our 76 elementary and secondary schools, we offer a full range of educational programs

including French Immersion, English as a Second Language, International Baccalaureate, a variety of Experiential Learning Programs and many career pathway opportunities including Co-op and the Specialist High Skills Major Program. Our Special Education programs provide a complete range of services from integration to self-contained environments tailored to meet individual needs. Alternative education and adult and continuing education programs serve our wider community.

It is the dedication and support of our caring, committed staff working with volunteers, School Council members and community organizations that makes quality education possible.

### **Access to Schools**

All visitors to the school (including volunteers) are required to report to the main office. Visitors must sign a Visitors Log and may be asked to wear a visitor identification tag. Upon arrival, please follow any additional public health directions posted on the door of the school.

### **Life Threatening Illnesses**

As per Board Policy, parents/guardians of each student who has a life-threatening illness (e.g. allergy, asthma, diabetes and/or epilepsy), are asked to share that information at the time of registration, provide appropriate medications, and ensure that the information is kept up-to-date throughout the school year. An individual Plan of Care will be created and shared with the school staff, and the Transportation consortium will be informed as appropriate. It is recommended that students carry an epinephrine auto-injector or asthma inhaler at all times, if prescribed. Where possible, it is requested that additional medication be supplied to the school where it will be stored in a readily accessible location.

### **Communicable Diseases**

Communicable diseases cause a significant loss of time for school pupils. Many can be prevented by immunization and others are not yet preventable. It is important that school age pupils not be sent to school when ill or return to school before the isolation period is completed. Observance of these precautions will reduce the number of cases. Parents and guardians are asked to notify the school when a child is absent due to a communicable disease or infectious skin

condition. This information is monitored by Wellington-Dufferin-Guelph Public Health.

### **Immunizations**

Provincial law requires that all students have up-to-date vaccinations. Parents are responsible for reporting their child's vaccinations to Public Health directly. Students may be suspended by the Wellington-Dufferin-Guelph Public Health Unit, if records are not up-to-date. Please update your child's records at 1-800-265-7293(x4396) or online at [www.immunizewdg.ca](http://www.immunizewdg.ca)

### **Medication in Schools**

Parents are required to complete a form and submit all medication (prescription and over-the-counter) to the main office where it will be administered. All medication must be in its original labeled container with the dosage clearly visible. Please contact the school office if your child suffers from a condition that may be life-threatening. A special consent form must be completed and up-to-date medication provided

### **Concussions**

As per Board policy #505, a concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow or jolt to the head. Concussion can also occur from a fall or blow to the body that causes the head and brain to move rapidly. Concussion is the term for a clinical diagnosis that is made by a medical doctor or a nurse practitioner. If an event occurs at school that may cause a concussion a parent is informed. A Concussion Passport is given to the student or parent/guardian to determine when or if a medical examination of the student is undertaken to see if there has been a concussion diagnosed. It is returned to the school as soon as possible. It also includes a copy of the Return to Learn/Return to Physical Activity Plan to inform parents and to be used by the school, parents and student if a concussion is diagnosed. The completed form is filed and retained for life in the student's Ontario Student Record (OSR). If a concussion occurs outside of school time, it is important that parents inform the school so that a Concussion Passport is completed and a Return to Learn and Return to Physical Activity Program can be followed. More information, including Rowan's Law (Concussion) is available here: <https://www.uqdsb.ca/parents/concussions/>

## Child Abuse Protection Policy and Programs

The UGDSB places a high priority on student safety. The Child Abuse and Protection Policy is evidence of our commitment to this priority. In compliance with the Child, Youth and Family Services Act, all Board employees are obliged to report suspected child abuse and children in need of protection to Family and Children's Services of Guelph & Wellington County or Dufferin Child & Family Services. In addition, as required in the policy, we teach age-appropriate lessons to help our students identify abuse and to protect themselves from abusive situations. The goal is to provide children with the tools they need to keep themselves safe. The lessons cover a broad range of safety issues, including bullying, stranger danger, and abuse by a known and trusted adult.

## Empowering Students with BYOD (Bring Your Own Device)

The Upper Grand DSB supports the responsible use of personal technology in classrooms with teacher approval. When planned for by the teacher, students may use their personal devices for instructional purposes during instructional time. This is especially important for students who rely on technology to access curriculum, communicate their ideas and to overcome individual learning needs. We recognize the increasingly important role technology plays in the daily lives of our staff and students. By providing access to reliable Wifi in all classrooms, we support teachers and students to realize the potential of digital devices to transform instructional practice and engage in learning.

It is the expectation of the Upper Grand DSB that when approved for use by a teacher, mobile devices may be used when they are deemed not to interfere with a student's personal learning or the learning of others. They are not to be used in private areas such as locker rooms and washrooms nor are they to be used where it interferes with privacy or safety of staff, students or others. All users of technology are required to follow the Board's Responsible Use of Digital Technologies Handbook, Policy 318, and the School Code of Conduct. For more information go to: [www.ugdsb.on.ca/byod](http://www.ugdsb.on.ca/byod)

## Digital Citizenship User Responsibilities

### A. Responsibilities

a) All users are responsible for:

- ensuring that technology is used in accordance with Board policies and procedures
- complying with the school's Code of Conduct
- using technology in a lawful, responsible and ethical manner consistent with the purposes for which it is provided
- their personal network login and password—it should not be shared with anyone other than a parent/guardian
- ensuring that photos, videos or images of an individual/group are not posted online/shared digitally unless consent from the individual(s)—over the age of 18—or parental consent (for those under the age of 18) has been obtained. Photos, videos or images cannot be taken using any device unless authorized.
- demonstrating digital citizenship through the appropriate use of technology, as outlined in schools' codes of conduct
- reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately
- the care, maintenance and security of their personal devices—the Board is not responsible for the replacement of lost, stolen or damaged items

### B. Guiding Principles

There are five guiding principles for digital citizenship and responsibility:

1. **Intended use:** Board technology is provided for educational and administrative purposes. Technology should be used for these intended purposes only.
2. **Security and safety of Board data:** Users should take reasonable precautions to ensure that the data that they use is secure and safe. Data should be used for the intended purposes only.
3. **Responsible resource usage:** The Board's technology resources are shared and limited. Users should use technology resources responsibly and should not waste resources. Personal materials should not be stored on Board property.

#### 4. **Legal compliance and adherence to Board Policies:**

Users are expected to comply with federal and provincial legislation, as well as Board Policies and corresponding Operating Procedures.

**5. Ownership of data:** Board technology and all data stored on Board technology are owned and may be accessed by the Board. Users should have no expectation of privacy in anything they create, store, send or receive using Board technology.

#### **First Nation, Metis, Inuit Self Identification**

The Upper Grand District School Board recognizes the importance of collaborative relationships with the First Nation, Metis and Inuit communities. It is the goal of the UGDSB to understand all student populations, provide programs and services that support student achievement, and have accurate data to improve success for all students. One way of achieving this goal is to have Indigenous students self-identify. Self-Identification is the voluntary, confidential, self-described declaration of Indigenous identity. For more information on this process and supports in the UGDSB, please contact your school principal.

#### **Equity and Inclusion**

The Upper Grand District School Board is committed to providing a whole school community approach to understanding diversity, decreasing discrimination, and promoting social justice. Opportunities exist for students to be involved in positive change within class, and by participating in school and clubs, initiatives, and events. Our goal is to create schools that are safe and inclusive spaces for everyone.

#### **Freedom of Information and Privacy**

##### **1. Protecting Privacy**

We are committed to protecting the privacy of our students and their parents/guardians. You/your child's personal information is collected, used, disclosed and retained to provide educational and support services.

##### **2. Accurate and Current**

It is important that all student personal information be accurate and current. Home and work telephone numbers, addresses and emergency contact information are vital in emergencies. In order to do this, we need your assistance. In September, a pre-printed verification form is sent home. Please check all

information on this form and report to the school any errors, omissions and/or changes. Sign and return the form to the office as soon as possible.

#### **3. Decision-Making Responsibilities**

Unless otherwise directed by a court of law, both natural parents have full decision-making responsibilities of their child and access to their records. If, for some reason these rights are restricted, it is important to notify and provide the Principal with a photocopy of any legal documents that outline specific parenting time (i.e. Parenting Order). Should the situation change, please ensure that the Principal is notified of the change and that a copy of the revised document is sent to the school.

#### **4. Name Change**

Occasionally, parents may wish their child to assume a name other than the name that appears on the birth certificate. If this is the case, we must have legal documentation or a written request (Change of Name by Repute Form) with appropriate signatures for this to be done. Please call the school office for full details.

#### **5. Disclosing/Sharing of Personal Information**

As a School Board we are subject to the Municipal Freedom of Information and Protection of Privacy Act.

In September, a notice explaining the Act and outlining some of the ways in which a school may disclose students' personal information is sent home. Please read this document carefully. If you have concerns or questions about this notice, contact your Principal as soon as possible.

#### **6. Recording School Events & Privacy**

It is wonderful to take photos of your child while they participate in school events. However, we remind you that taking photos or recording school events that include people other than your child, and then posting these photos or recordings on social media is not respectful of the privacy rights of parents, staff and particularly students whose images you share without their knowledge or permission. It is the responsibility of everyone to protect personal and confidential information.



## 7. Wellington-Dufferin Student Transportation Services (STWDSTS)

In order to determine eligibility of transportation and provide safe transportation to our students, it is necessary to share some of your/your child's personal information (name, address, emergency contact and medical issues) with the Wellington-Dufferin Student Transportation Services (STWDSTS). For the safety of those students who receive transportation, their personal information is provided to the appropriate carriers.

### Inclement Weather Procedures

The Board and Transportation Consortium (STWDSTS) have procedures in place to deal with inclement weather. STWDSTS makes the decision to cancel bus transportation on days when it is not safe to operate school buses (due to snow, sleet, fog, ice, extreme cold temperatures, etc.). In cases when severe weather requires the closing of schools to all students, that decision is made by the Directors of the co-terminus boards, after consultation with STWDSTS. Procedures are also in place to ensure the safety of students during their outdoor breaks at recess and lunchtime during periods of extreme cold.

Information about bus cancellations is posted on the Service de transport de Wellington-Dufferin Student Transportation Services website, [www.stwdsts.ca](http://www.stwdsts.ca) and on Twitter @STWDSTS. To receive school bus route cancellations on your personal device, please register at: <https://stwdsts.ca/bus-subscription/> If schools are closed, the information will be posted on the Board's website: [www.ugdsb.ca](http://www.ugdsb.ca). Please note: school closures that result simply from bus cancellations (because the school is dependent on transportation) will be posted on the STWDSTS website and not the Board website.

### Mental Health

Ensuring positive student mental health is a shared responsibility of students, staff, parents and community partners. The Upper Grand District School Board has a Mental Health and Well-Being Strategy outlining our plan to increase awareness, decrease stigma and support students. We have many resources in our school board and community to support students and families. If you have a concern about your child's mental health, please speak to their teacher or the principal at the school or contact a community

mental health agency. For more information, see our website:

<https://www.ugdsb.ca/parents/mental-health/>

If you, your son/daughter or someone you know is in crisis or needs help call:

**Guelph/Wellington:** 1 844 437 3247 (HERE247)

**Dufferin:** 519-941-1530 (DCAFS)

**KidsHelpPhone:** 1 800 668 6868

### Online Bully Reporting Tool

The Upper Grand District School Board takes all incidents of bullying seriously. If your child encounters or sees bullying behaviour at school, please encourage them to speak to someone at school. Our online bullying reporting tool gives students and parents 24/7 online access for reporting bullying and can be accessed on school websites and the Board's website at ...

<https://webapps.ugdsb.on.ca/reportbullying/>

These online reports are sent directly to school principals for follow up.

### Safe Arrival Program

Schools operate a Safe Arrival Program in conjunction with daily attendance. It is the parents'/guardians' responsibility to notify the school in writing or by telephone when a child will be late or absent. Parents are expected to provide the names and current telephone numbers of emergency contacts to be notified in the case of an unexplained absence. In all cases where a child is absent from school, the school will initiate phone calls in this order, unless an alternate request is made by parents: child's home number, parent/guardian's cell number, parent/ guardian's work number, emergency contact, police (as necessary). Please ensure the school has updated contact names, emails, and numbers if changes occur during the year.

### School Council

School Councils act in an advisory capacity to school Principals and the Board for the continued promotion of excellence throughout the system. School Councils are comprised of a majority of parents along with the Principal, a teaching and non-teaching staff member, a community representative and at secondary schools, students. It is expected that the membership on School Council will reflect the diversity of the school community it serves.

The members of School Councils shall: place the interests of the school and students first; participate in Council meetings; participate in information and training programs; act as a link

between the School Council and the community; encourage the participation of parents and others within the school community; and seek consensus in the decision-making processes of the Council.

A Board-wide Parent Involvement Committee (PIC) serves as a liaison between the Board, individual and groups of School Councils providing information, advice and resources that help support parent engagement and involvement. Feel free to join us! Agendas and meeting information are posted monthly on the website below:

Website: [www.ugdsb.on.ca/pic](http://www.ugdsb.on.ca/pic)

E-mail: [pic.info@ugdsb.on.ca](mailto:pic.info@ugdsb.on.ca)

## Special Education

The UGDSB Special Education Plan is available on the UGDSB website ...

<https://www.ugdsb.ca/programs/special-education/> and provides information about special education programs and services for students with Individual Education Plans (IEPs). A wide range of information is available in this plan including Special Education goals, the Identification, Placement and Review Committee process, transition planning and information about the Special Education Advisory Committee. <https://www.ugdsb.ca/programs/special-education/seac/>

## Student Bus Code of Conduct

1. A student is expected to behave in accordance with the expectations of the Principal at the pick-up and transfer points and while travelling in the school bus.
2. A student will follow the driver's direction and cooperate with and assist the patrols in carrying out their duties.
3. A student is responsible for repair costs for any damage or destruction to school buses.
4. Bus students may only be picked up or discharged at designated stops.
5. Books, lunch boxes and bulky items must be kept on the student's lap to remain secured.
6. A student must keep his or her arms and head inside the bus at all times.
7. No eating, smoking or vaping is allowed on the bus.
8. Only small personal radios with headphones may be brought onto the bus.
9. Profane language is not permitted on the bus at any time.

10. Students must be aware that serious or repeated misconduct will be recorded. Such actions may result in the loss of transportation privileges.

11. In order to keep everyone safe, masks must be worn by all riders (except those with special exemptions). The driver will have a small supply of single-use masks available for emergency use.

For further transportation information, please go to [www.stwdsts.ca](http://www.stwdsts.ca)

## Student Transportation

Service de transport de Wellington-Dufferin Student Transportation Services (STWDSTS) considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all aspects of the transportation system comply with the appropriate Acts, Regulations and Safety Standards. STWDSTS will cooperate with Provincial and local police in all matters related to school bus safety.

Every student is responsible to the school Principal for personal behaviour on the school bus. The bus driver is in charge of the bus, and to ensure student safety, all students must abide by the bus driver's instructions.

For the safety of all riders, video surveillance equipment is installed on every school purpose vehicle. For safety and insurance reasons, STWDSTS does NOT allow students to ride buses other than their assigned bus, except in emergency situations approved by STWDSTS.

## Volunteers

The UGDSB acknowledges the value of volunteers in schools and encourages parents to join our team of volunteers. Volunteers will complete the Volunteer Agreement (Form 205-1). Volunteers will work under the direction and supervision of the Principal or designate and school staff. There are some activities for which a Criminal Background and Vulnerable Sector Check will be required. Volunteers must wear a badge or sticker while visiting at the school.

## “Wheels” at School

For the safety of all students, the use of hover boards, skateboards, roller blades, scooters, bikes and wheelie shoes are not permitted on school property. Bikes must be walked on school property.