



# ***ELDER'S MILLS PUBLIC SCHOOL***

## ***School Start-Up Package***

***2022-2023***

*120 Napa Valley Avenue, Woodbridge, Ontario L4H 1L1*

*Phone: (905) 893-1631*

*Fax: (905) 893-7371*

*email: [elders.mills.ps@yrdsb.ca](mailto:elders.mills.ps@yrdsb.ca)*

*website: [eldersmills.ps.yrdsb.ca](http://eldersmills.ps.yrdsb.ca)*

*Twitter: [@EldersMills](https://twitter.com/EldersMills)*

***Inspire*** Learning!

## TRANSLATION

**This guide provides important information about the York Region District School Board. Please take it to someone who can explain it to you.**

<b>Arabic:</b>	حول مجلس إدارة مدارس منطقة يورك York Region District School Board يقدم لك هذا الدليل معلومات يرجى منك أخذه لشخص يستطيع شرحه لك.
<b>Chinese:</b>	此指南為您提供有關 York Region District School Board 的資訊。 請您將它拿給可以向您解釋此指南的人。
<b>Farsi:</b>	درباره York Region District School Board فراهم می کند. این راهنما برای شما اطلاعاتی لطفاً آنرا نزد شخصی که بتواند در مورد آن به شما توضیح دهد ببرید.
<b>Gujarati:</b>	આ માહિતીના ચોક્કસ વિષય જાણના બોક્ક વિષે માહત્વની જાણકારી પૂરી પાડે છે. આ માહિતીના તમે એવા વ્યક્તિની પાસે લઈ જાવો જેથી તમને સુજ્ઞાતિમાં સમજાવી શકે.
<b>Hebrew:</b>	חברת הדרכה זו מכילה מידע אודות York Region District School Board. אנא קחו חברת זו למישהו שיוכל להסביר לכם את המידע המפורט.
<b>Hindi:</b>	इस गाईड में आपको York Region District School Board के बारे में जानकारी मिलेगी . कृपया इसे किसी ऐसे व्यक्ति को दिखाएँ जो इसे आपको समझा सके .
<b>Khmer:</b>	សៀវភៅនេះផ្តល់ព័ត៌មានអំពី York Region District School Board ។ សូមយកវាទៅជូនអ្នកណាម្នាក់ដែលអាចជួយពន្យល់វាឱ្យបាន។
<b>Korean:</b>	이 안내서는 York Region District School Board에 대한 정보를 제공합니다. 내용을 설명해줄 수 있는 분에게 보여드리십시오.
<b>Punjabi:</b>	ਇਸ ਗਾਇਡ ਵਿੱਚ ਆਪ ਨੂੰ York Region District School Board ਬਾਰੇ ਜਾਣਕਾਰੀ ਮਿਲੇਗੀ, ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸਨੂੰ ਕਿਸੀ ਅਜਿਹੇ ਵਿਅਕਤੀ ਕੋਲ ਲੈ ਜਾਓ ਜੋ ਇਸਨੂੰ ਆਪ ਨੂੰ ਸਮਝਾ ਸਕੇ.
<b>Romanian:</b>	Acest ghid furnizeaza informatii cu privire la scollile din cadrul lui York Region District School Board. Apelati la cineva care va poate ajuta sa-l intelegeti.
<b>Russian:</b>	В данном руководстве Вам предоставляется информация о школьном совете района Йорк – York Region District School Board. Пожалуйста, обратитесь к кому-либо, кто сумеет Вам его разъяснить.
<b>Spanish:</b>	Esta guía le proporciona información sobre el York Region District School Board. Llévesela a alguien que pueda explicársela.
<b>Tamil:</b>	York Region District School Board பற்றிய தகவல்களை இந்த வழிகாட்டி உங்களுக்கு வழங்குகின்றது. தயவுசெய்து இதனை உங்களுக்கு விளங்கப்படுத்தக்கூடிய யாராவது ஒருவரிடம் எடுத்துச் செல்க.
<b>Urdu:</b>	یاد میں معلومات فراہم کرتی ہے۔ براہ مہربانی اسے اس فرد ریگائیڈ آپ کو York Region ڈسٹرکٹ سکول بورڈ کے کے پاس لے جائیں جو آپ کیلئے اس کی وضاحت کر سکے۔
<b>Vietnamese:</b>	Tài liệu này cung cấp cho quý vị các thông tin về York Region District School Board. Xin đưa tài liệu này cho người nào có thể giải thích nội dung cho quý vị rõ.

## Elder's Mills P.S.

### **Welcome Letter from your Administration Team**

*Dear Parents/Guardians,*

*Welcome to all our new and returning families. We hope you all had a safe, healthy and enjoyable summer. Our caring, professional and dedicated school team has been working hard to prepare to welcome your children back to school.*

*We recognize that the pandemic and school closures affected students and families in different ways. As a school community, we are committed to supporting the learning, achievement and well-being of your child throughout the upcoming school year. We also continue to prioritize health and safety and follow guidelines and direction from the Government of Ontario and York Region Public Health.*

*This start-up package includes important information about our school, and we encourage you to review it. Families will also receive the [Guide to the School Year](#) which includes important Board information.*

*Each year we ask families to complete some **important forms** to indicate they have reviewed and understand school and Board policies, and to indicate permissions. We are pleased to let you know that families will be able to complete this information online this year. You will receive an email from the school board. Please take the time to review and complete the forms. If you prefer to receive and complete a paper copy, please let us know. These forms can also be found when available at [www.yrdsb.ca/family-resources](http://www.yrdsb.ca/family-resources).*

*We have a dedicated staff with a strong commitment to student well-being and achievement, and to promoting positive, inclusive and supportive relationships with students, families, staff and community members. We are committed to supporting our students' transition back to school and to providing a learning environment where everyone feels safe, valued, welcome and respected.*

*We value the relationship we have with families, and look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to connect with you.*

*There are many ways to stay connected with what is happening in our school. Visit our school website <http://www.yrdsb.ca/schools/eldersmills.ps> and follow us on Twitter [@EldersMills](#) and sign up for Edsby. [Information on creating an Edsby account is linked here.](#) You can also find updated information about the Board at [www.yrdsb.ca](http://www.yrdsb.ca) and Twitter [@YRDSB](#).*

*We wish you all a happy, safe, and successful school year.*

*Sincerely,*

*Eugenia Korinis, Principal and Omari White, Vice Principal*

---

### **Information Package and Form Checklist**

This package includes important information about the school. Please review this information.

You will also receive an email with **forms** that you need to complete for each child. If you prefer to receive a paper copy or have not received the forms, please contact your school office.

**Return complete the forms by September 23rd, 2022.**

#### **Required Forms Completed Online:**

These forms will be sent by email and must be completed and returned by September 23rd, 2022

- School Start-Up Permissions Form
- Student Personal Information Consent Form

#### **Additional Forms:**

These programs or opportunities are optional. These forms will be sent by email and must be completed **only** if you or your child wish to participate.

- Request for Faith Accommodations Form
- School Council Nomination Form (please return by September 21, 2022)

## Elder's Mills P.S.

### Contact Information

For Ministry and Board compliance purposes, **please ensure that the school has your up-to-date contact information**, including:

- telephone number
- home address
- email address
- your child's emergency contact information
- medical information, if applicable

Please contact your school's main office to review or update your information.

**If your child has a medical condition** that requires emergency intervention, an essential routine health care plan, or any of the following medical conditions: Anaphylaxis, Asthma, Diabetes or Seizures you must contact your child's school to ensure all information is up-to-date and accurate.

### Our School

#### School Day Organization:

Period	Times	Office hours: 8:15 a.m. – 4:15 p.m.
Before school supervision	8:30 – 8:45	<b>Recess and Lunch Schedule:</b>
Learning Block 1	8:45 – 10:25	
Recess	10:25 – 10:55	10:25 - 10:40 Inside for snack
Learning Block 2	10:55 – 12:35	10:40 - 10:55 Outside for recess
Lunch	12:35 – 12:55	12:25 - 12:55 Inside for lunch
Learning Block 3	1:35 – 3:15	12:55 - 1:35 Outside for recess
Dismissal	3:15	

### Additional Information

You can find information on topics covered in this package and more in the **Guide to the School Year**. A copy is provided to families and is also available on the York Region District School Board website at [www.yrdsb.ca](http://www.yrdsb.ca).

## COVID-19

The health and safety of students, staff members and their families continues to be our top priority. York Region District School Board will continue to follow the guidance and direction of the Government of Ontario and York Region Public Health, and to share information with families as it becomes available. It is also important to note that some information in this package may be subject to change to ensure we are adhering to health and safety guidelines.

You can also visit [www.yrdsb.ca/school-reopening](http://www.yrdsb.ca/school-reopening) for more information, including community and mental health resources, frequently asked questions and more.

## Accident Insurance

Student accident insurance provides coverage for injuries due to accidents not covered by government or private health plans (e.g. the cost of expensive dental work as a result of an accident). It is strongly recommended that parents/guardians of students involved in athletics purchase this insurance.

If your child is involved in an accident, whether at school or during non-school hours, insuremykids® protects your family from the resulting expenses, which are not normally covered under your government health and group insurance plans. For more information, visit [insuremykids.com](http://insuremykids.com) or call 1-800-463-5437.

## Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction.

To help create an allergen-safe environment, please refrain from bringing nuts or nut products to school. For more information on helping to create an allergen-safe environment, please see the section on Allergies in the Guide to the School Year.

If your child has a serious or life-threatening allergy or prevalent medical condition, such as anaphylaxis, asthma, diabetes and/or epilepsy/seizure disorder, **please let the school know immediately** and speak to the school office about completing the appropriate health care plans.

## Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements.

## Elder's Mills P.S.

### Arrivals and Departures

Families who live within walking distance are encouraged to use **active travel, including walking or rolling** (cycling, scootering, skateboarding) to and from school.

### For students who take the school bus:

Parents/guardians of students who are eligible to receive school bus transportation per the Board's Transportation Policy should:

- Confirm their child's eligibility. This changes for some riders in Grade 4.
- Understand the need to make alternative arrangements for their child/children if the school bus is late.
- Refer to the Late Bus Report on the Student Transportation Services website at [www.schoolbuscity.com](http://www.schoolbuscity.com) before leaving for the bus stop in the mornings and afternoons.
- Ensure their child(ren) arrives at the bus stop five minutes before the regularly scheduled pick-up and drop-off times (10 minutes before during the two weeks of school).
- Ensure their child/children's safety and conduct while walking to, from and waiting at a designated bus stop.
- Make alternate arrangements for their children if they are unable to meet them at a bus stop. To help ensure student safety, Student Transportation Services recommends students in Kindergarten and Grade 1 are met at their bus stop by a parent/guardian, and age appropriate arrangements made for all other grades.
- Know their child(ren)'s route number.
- Know their child(ren)'s bus stop location.
- Know the school and bus company phone number in the event of an emergency.

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com).

### School Bus Safety:

When riding school buses, you must:

- Be at the bus stop five minutes before your scheduled pick up.
- Keep well away from the road until the bus has stopped. Do not move toward the bus until it has stopped.
- Watch for the bus driver's signal before crossing the road. Look both ways and then cross the road.
- Get on the bus safely by using the handrail and go directly to your seat.
- Stay seated while the bus is in motion.



- Not eat or drink on the bus.
- Keep the aisle clear of books, knapsacks, lunch bags and other items.
- Keep windows closed.
- Never throw anything inside the bus or out of the window.
- Talk quietly so you do not distract the driver.
- Use respectful language.

Shouting, rough play and fighting are strictly prohibited. Students engaging in these activities will have their bus privileges suspended. We expect that all students should treat buses as an extension of the school and follow school rules and policies.

Transportation will be canceled by 6:00 a.m. if road conditions are unsafe or are expected to deteriorate significantly by the time students are to be transported home. To find out if transportation is canceled, check: the @YRDSB Twitter account, the YRDSB website, school websites, the Student Transportation Services' (STS) website at [www.schoolbuscity.com](http://www.schoolbuscity.com) or hotline 1-877-330-3001, radio and television media outlets. Schools will remain open unless otherwise stated. For more information, visit the [Student Transportation section of the Board website](#).

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com).

Parents/guardians who choose to **drive their children to school** are asked to consider parking a block or two away from the school and walking the rest of the way. If you use the Kiss n Ride entrance off Rota Ave. , please drive as far up into and along the Kiss n' Ride as possible. Please do not leave your vehicle unattended; there is no parking in this area. Your children should disembark from the passenger side of the vehicle, closest to the curb and they will make their way to the back tarmac for entry.

**Choosing active travel** can improve physical and mental health and helps students start the day alert and ready to learn. It also helps to protect the environment and reduce traffic, making school zones safer for everyone.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school must wear a helmet, and walk while on school property. Students should lock bicycles on the bike rack, and store rollerblades, skateboards or scooters in their locker or backpack or in another school designated area. The school is not responsible for any lost or damaged personal items. Note: walk and roll shoes, skateboards etc... are not allowed on school property.

There may be rare occasions when unprecedented winter weather events occur and we need to close all schools and Board locations. For more information, please see the section on Weather Conditions in the Guide to the School Year. At all times, students and families should be aware of somewhere else they can go or someone to contact if bus services are canceled or delayed, or if schools are forced to close due to an emergency.



## Elder's Mills P.S.

### Attendance

One of our greatest priorities is ensuring that all our students arrive safely to school each and every day. As a part of our safe arrival process, a daily absence check is conducted by office staff.

An absence reporting system called "Safe Arrival" allows parents to report their child's absence quickly and conveniently in one of three ways:

Parents are able to inform the school office of their child's absence in three different ways:

1. Absences can be entered into **Edsby** which is available 24 hours/day, 7 days a week. Future absences can be reported at any time.
2. Send an email to the school attendance email address at: [elders.mills.ps.attendance@yrdsb.ca](mailto:elders.mills.ps.attendance@yrdsb.ca).
3. Parents may choose to contact the school office at 905-893-1631 between 8:30 a.m. and 9:00 a.m. on the day of absence.

In addition, an automated notification system is used to contact parents who have not reported their child's absence. The automated notification system will contact parents at multiple contact numbers until one of the designated contacts is reached. If our system is unable to reach a designated contact after 20 minutes, office staff will follow up.

We invite all parents/guardians to create an EDSBY account, as this tool is also used as a form of communication from school and home. If you do not have an EDSBY account, please click on the link below to create your account.

[Tip Sheet: Creating an Edsby Account](#)

### Code of Student Conduct

A positive school climate is essential for students to succeed in school, as it promotes a safe, respectful and welcoming learning environment. The Code of Student Conduct sets standards of behaviour for students and members of the school community that support a caring, safe and inclusive school environment. All school members must respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability. The code applies whether on school property, on school buses, at school-related events or activities, before and/or after school programs or in other circumstances that could have an impact on the school climate.

To enhance caring, safe and inclusive school climates, positive student behaviour supports are provided and inappropriate behaviour is addressed using a bias-aware progressive discipline approach that takes into account mitigating factors.

***The Board Code of Student Conduct is part of the Caring and Safe Schools policy.***

We use a progressive discipline approach when inappropriate behaviour occurs. This means we consider a range of options to determine the most appropriate response to each situation to help students learn from their choices. In some cases, suspension or expulsion may be necessary. The Ontario Education Act and our Board Caring and Safe Schools Policy outline the situations in which suspension and expulsion must be considered. These infractions are also outlined in the Guide to the School Year. When inappropriate behaviour occurs, information will be shared with the victim and parents/guardians of the victim to the extent that legislation allows.

**Class Placements**

Due to late registrations and enrolments, there may be staffing changes and class reorganization during the first few weeks of school. We do our best to keep these changes to a minimum and to support students during any transitions.

**Communication between School and Home**

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year. **It is important that the school has your correct contact information. Please contact the school if your contact information has changed/changes throughout the school year.**

**Agenda/Handbook**

The student agenda or handbook serves as a useful way for teachers and parents/guardians to communicate. Each student at Elder's Mills has been provided with an agenda. Parents/guardians, please check your child's agenda/handbook daily. We also communicate through weekly community newsletters via email.

We encourage all students to use an agenda/handbook on a daily basis. An agenda:

- May include important information about the school.
- Is a tool for students to record homework, important dates and notes.
- Is a useful way for teachers and parents to communicate.

**Canada's Anti-Spam Legislation (CASL)**

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

## Elder's Mills P.S.

To subscribe or unsubscribe to commercial electronic messages, visit the school website or Family Resources page at [www.yrdsb.ca/familyresources](http://www.yrdsb.ca/familyresources) and, using the link provided, submit a valid email address.

### Email/ Electronic Communication

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted. Families may receive electronic communication from the school through different platforms, such as Edsby or email.

### Texts

Families can now receive text messages in emergency situations only - as part of our elementary school safe arrivals program, to communicate the COVID-19 school closures or in the rare occasion of schools being closed due to [emergency winter weather](#). Ensure your school has your correct cell phone number captured to participate. Families can opt out at any time.

### Stay Connected Online

You can also stay connected online through our school website, Twitter feed [@EldersMills](#), and the Edsby app or website (<https://yrdsb.edsby.com/>). Some classrooms also use Edsby, Google Classroom, Twitter feeds or newsletters to help you stay connected. Your child's teacher will provide more information.

In addition, you can follow Board news and updates through:

- [www.yrdsb.ca](http://www.yrdsb.ca)
- Instagram [@yrdsb.schools](#)
- Twitter [@YRDSB](#)
- [YouTube channel YRDSBMedia](#)
- the Board app YRDSB Mobile
- [TuneIn YRDSB](#), the Board's podcast, available on most podcast platforms

### Dress Code

Students should dress in a manner that is mindful of safety and respect. To maintain a positive school climate, we ask that students refrain from wearing clothing with inappropriate messages, clothing that reveals undergarments.

It is essential that all children wear shoes in school. Where possible, please provide a pair of labeled, lace-up or Velcro, non-marking gym shoes that can be left at school for indoor purposes. Please reach out to the administration if you have concerns about providing a second pair of shoes to be left at school.

### **Emergency Information**

Office staff should be notified as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g., allergies, medications)

### **Emergency Preparedness**

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire, one hold and secure, and two lockdown drills annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

### **Excursions/Community Walkabouts**

Our outdoor spaces are learning spaces. Teachers may take classes on walks around the community to support classroom learning, environmental literacy, and mental and health and well-being. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips.

### **Family Resources**

Visit [www.yrdsb.ca/familyresources](http://www.yrdsb.ca/familyresources) or click on the link from the Board's homepage to access a variety of resources for families, including:

- links to the start-up forms (when available)
- IT support for families
- translation tools, privacy considerations and more
- links to community resources, curriculum materials, student supports and more
- online tools like Google Classroom, Edsby and School Cash Online. Click on the "Need Help?" link for access to tips and resources to support you in using these online tools.

### **Homework**

The Ministry of Education defines homework as "work that students do at home to practise skills, consolidate knowledge and skills, and /or prepare for the next class."

## Elder's Mills P.S.

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student's strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and [Board Homework Policy and Procedure](#).

### How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. If you have a school-related question or concern, please follow these steps:

1. Arrange a meeting with your child's teacher or the appropriate school staff member.
2. If you need further assistance, the school principal or designate may be contacted to review the matter, mediate and help facilitate the process.
3. Contact the superintendent for our school if the matter remains unresolved.

We are committed to addressing concerns in a fair, equitable and timely manner.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the superintendent. Following a review of the matter, a determination is made on whether or not it is to be referred to the Board's Human Rights Commissioner's Office. The Independent Office of the Integrity Commissioner may also be engaged to address concerns related to trustee behaviour. Contact information can be found on the Board website, or by contacting the school.

More information is available in the Guide to the School Year and [on the Board website](#).

### Lunch Time Agreement

All students from grade 2-8 will remain at school during the lunch hour. Students who leave school property for lunch must be signed out by a parent/guardian, otherwise students must stay at school. The **School Start-Up Permissions Form** must be completed for all students and returned to the school.

### Requests for Faith Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations Form** available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students. For more information, see Board Procedure on Equity and Inclusivity: Religious Accommodation.

### Significant Faith Days

York Region is rich in culture and diverse in religious beliefs and practices based on faith.

The dates listed below are some faith holidays of particular significance to members of the major faith communities in our Board. We affirm and value equally the faith diversity in our schools, therefore, events such as field trips, school concerts, conferences, meetings, workshops, other professional events, co-curricular activities and exams/tests will not be scheduled on these dates:

<b>2022-2023</b>	<b>Faith Day</b>	<b>Faith</b>
July 9, 2022	Ed-ul-Adha <sup>1 2</sup>	Islam
September 26-27, 2022	Rosh Hashanah <sup>2</sup>	Judaism
October 5, 2022	Yom Kippur <sup>2</sup>	Judaism
October 24, 2022	Diwali	Hinduism
December 25, 2022	Christmas	Christianity (Western)
January 7, 2023	Christmas	Christianity (Eastern)
January 22, 2023	Lunar New Year	Buddhism
April 6, 2023	Pesach/Passover <sup>2</sup>	Judaism
April 7, 2023	Good Friday	Christianity (Western)
April 14, 2023	Vaisakhi	Sikhism
April 14, 2023	Holy Friday	Christianity (Eastern)

## Elder's Mills P.S.

April 21, 2023	Ridvan	Baha'i
April 21, 2023	Eid-ul-Fitr <sup>1 2</sup>	Islam
June 29, 2023	Ed-ul-Adha <sup>1 2</sup>	Islam

<sup>1</sup> Dates are subject to the sighting of the moon each month and may vary for different members of the Islamic faith

<sup>2</sup> All Jewish and Islamic Holy Days commence on the preceding evening at sunset.

Please note that in addition to the above listed dates, we will take reasonable steps to accommodate students and staff members of a faith group for whom the Board's and the school's operations or requirements create undue hardship and interfere with their ability to exercise their religious beliefs and practices.

### School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. Elections shall occur within the first thirty days of the start of each school year. **School Council Nomination Forms** are due by September 21st, 2022.

Our first School Council Meeting will be on Thursday, September 22nd, 2022 at 7:00 p.m. Elections and the formation of this year's School Council will be part of this meeting's agenda items. A separate communication will be sent with the details closer to the date.

### Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you.

Parents/guardians, please sign the **Student Personal Information Consent Form** and see the section on Privacy and Information Access in the Guide to the School Year for more information.

If you have any questions about your child's privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 ext. 2015.



## Technology Use

All students and their parents/guardians are expected to read the [Use of Technology Agreement](#) (in the Guide to the School Year or available on the Board website). They are also required to sign the **School Start-Up Permissions Form** to acknowledge that they have read, understand and will support the conditions/rules concerning the use of school/Board and personal technology as it supports learning.

This agreement is designed to ensure a safe and supportive school environment and network integrity.

We believe the classroom is the ideal place to teach students how to use digital tools effectively and responsibly, and how to stay safe online. Google Suite for Education is one of the tools educators may use to engage students in online learning and teach students how to stay safe and be responsible using technology.

Through Google Suite, students have access to a Google Suite Gmail. This Gmail access is customized for appropriate age levels. Students younger than Grade 6 cannot send or receive emails outside of the YRDSB Google Suite. We have also put strict measures in place to prevent SPAM and block inappropriate language and websites for students using email through the Google Suite. For more information, please visit the Board website or speak to your child's teacher about the tools they are using in the classroom.

We all have a role to play in helping students to become responsible digital citizens. Digital citizenship at home resources are available on our Board website.

## Use of Non-Board Electronic Devices

We recognize that learning can be enhanced by technology and we have created opportunities in our classrooms to leverage digital tools to enhance teaching, learning and communication. Each school has its own guidelines about electronic devices.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude toward using technology supports collaboration, learning and productivity.

**Camera and/or video functions on mobile devices are not permitted for use on school property** without clear permission from the principal or teacher. Infractions will be dealt with as student discipline, under the Caring and Safe Schools Policy and its related procedures.

At Elder's Mills, students in our grades 5 - 8 classes may bring personal electronic devices such as a **tablet** or a **laptop** into the classroom for instructional purposes only and to be used according to the guidelines described above. **Mobile phones are discouraged and are not allowed to be used during the instructional day.** At a minimum, cell phones and other personal communication devices **must be turned off and kept out of sight during the instructional day (including recess and lunch).** There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. The use of these tools is managed by Board staff.

**At no time may electronic devices be used in washrooms or changerooms.**

## Elder's Mills P.S.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.

### Visitors

At this time, all visitors (including parents/guardians) must:

- Ensure Covid-Screening Tool has been completed prior to arrival.
- Use the main entrance of the school, buzzing to enter all elementary schools.
- Check in at the main office when they arrive.
- Only visit classrooms or other locations within the school, with permission from the principal or their designate.
- Follow the direction of the principal at all times.

The office staff will get important messages and materials to your child.

### Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review *Volunteers in Our Schools Policy and Procedure*. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office.

### Student Threat-Risk Assessment Protocol: Fair Notice and Process

#### Threat-Risk Assessment and Intervention

Schools continue to be among the safest places in our community. The well-being and safety of members of the school community are a shared responsibility. This includes preventing and responding to the risk of violence.

Our Threat-Risk Assessment Protocol was developed with community partners to respond to behaviours, including actions, statements and other indicators that suggest that a student may be “at risk” of harming others. To keep school communities safe and provide support to everyone, staff, parents/guardians, students, and community members must report all threatening situations to the school administrator or police as soon as possible. Note – other procedures and protocols are in place to deal with threats from adults in the school community.

#### What is the purpose of the Threat-Risk Assessment Protocol?

- Ensure the safety of students, staff, parents/guardians, and other members of the school community
- Ensure an effective and timely response when there is a threatening situation
- Understand the factors that contribute to a threatening situation
- Assist in the development of an intervention plan
- Promote the emotional and physical safety of everyone involved

### **What is a threatening situation?**

A threatening situation is defined as an indication of impending harm or violent acts against someone or something. Threats may be implied, verbal, written, drawn, posted on the internet, sent electronically or by information technology of any type, made by gesture or reasonably inferred from the surrounding circumstances of events. Threats may be direct, indirect, conditional or veiled.

### **What behaviours activate the Threat-Risk Assessment Protocol?**

The protocol will be initiated when behaviours include, but are not limited to:

- Serious violence with intent to harm or kill
- Verbal/written threats of serious violence to harm or kill others (clear, direct and plausible)
- Use of technology to communicate threats to harm/kill others
- Possession of weapons (including replicas)
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual assault
- Criminal Harassment
- Gang-related occurrences

### **What happens when a threatening situation is reported?**

All threatening behaviours by a student shall be reported to the principal who will activate the Threat-Risk Assessment protocol.

Once a threatening situation has been reported to a school administrator, interviews will be conducted. These interviews may include students, staff, family members and/or others as appropriate. This will be done to determine the level of risk, and develop an effective and timely response to the incident. After the immediate safety risk has been addressed, support and intervention plans will be developed with input from parents/guardians.

### **Who is a member of a Threat-Risk Assessment team?**

Each school will have staff trained in the Threat-Risk Assessment protocol. A multi-disciplinary Threat-Risk Assessment team will assess the situation and support the development of an intervention plan. The team includes a School Administrator, a School Social Worker and/or a Psychological Services staff member, a York Regional Police officer, and appropriate members of the student's circle of care.

### **Is parental/guardian or student consent required?**

Consent is not required to respond to an emergency situation. When there is a risk that someone may be harmed, it is important that the incident be addressed as quickly and effectively as possible.

## Elder's Mills P.S.

### **Fair Notice**

Please consider this as “fair notice” to all members of the school community that any report of a threatening situation will be investigated. The Threat-Risk Assessment protocol is part of our strategy to create a safe, secure and supportive school environment for everyone.

### **YRDSB Student Suicide Intervention Protocol Fair Notice**

York Region District School Board is committed to student well-being and mental health. YRDSB has developed a Student Suicide Intervention Protocol to help keep students safe in the event of suicidal thoughts or actions. Youth suicide is a complex, emotionally-charged and sadly real problem in Canada. It is the second leading cause of death amongst young people. It's important to recognize that those who struggle with mental health have personal strength and resilience and the potential to overcome difficulties to ultimately thrive.

The YRDSB Student Suicide Intervention Protocol is designed to address the six steps involved when responding to current and present thoughts of suicide, as well as actions related to suicide. In addition, the Protocol is governed by a set of guiding principles which are underpinned by a culturally responsive and reflective practice.

Suicide is not culturally neutral. Our cultural and ethnic backgrounds will inform how each of us understands suicide. To see all the guiding principles, see the [Student Suicide Intervention Protocol on the Board website, or request a copy through the school office.](#)

Given the urgent need to help keep students safe from suicide, each school has access to Board staff trained in suicide intervention. In the urgent situation of suicide intervention, staff trained in suicide intervention do not require parental / guardian consent to intervene. However, we do make every effort to contact parents/ guardians to apprise you of your child's situation and the assistance provided. Parents/guardians are an integral part of keeping their children safe. In the event that the intervention protocol is used, a record of the intervention will be shared with you (student consent to share information is required for those over the age of 18 years) and a copy will be created and stored in a private and confidential on-line records management system. In accordance with privacy and health records legislation, a copy will be retained for one year plus a day following the intervention. As per the protocol parental/guardian (student if 18 or over) consent will be sought to share the intervention plan with those members identified in the record. If you have any questions about the Student Suicide Intervention Protocol please contact your school principal.