



SIR WILFRID LAURIER PUBLIC SCHOOL



School Start-Up Package 2019-2020

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Inspire Learning!



Sir Wilfrid Laurier Public School

Welcome Letter

Dear Families,

Welcome to all our new and returning families. We hope you had a wonderful, relaxing summer and are looking forward to the new school year.

This package includes important information about our school, including forms you need to complete and the Guide to the 2019-2020 School Year.

We have a dedicated staff with a strong commitment to student well-being and achievement, and to creating an inclusive environment where everyone feels safe, welcome and valued.

We look forward to partnering with you in the months ahead. Please do not hesitate to contact the school if you have any questions.

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

Sincerely,

SWLPS staff



Sir Wilfrid Laurier Public School



Information Package and Form Checklist

The package includes important information about the school, and a number of forms that you need to complete for each child.

Return the completed forms to your child's teacher by Friday, September 13, 2019.

Required Forms

These forms must be completed:

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

Additional Forms

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

- Faith Request for Curriculum Accommodations Form
- School Council Nomination Form
- Volunteers in Our Schools
- Canada's Anti-Spam Legislation (CASL) Consent Form



Sir Wilfrid Laurier Public School

Our School

School Day Organization:

Period	Times
Before school supervision	8:15 a.m. – 8:30 a.m.
Block 1	8:30 a.m. – 10:10 a.m.
Recess	10:10 a.m. – 10:40 a.m.
Block 2	10:40 a.m. – 12:20 p.m.
Lunch Recess	12:20 a.m. – 1:00 p.m.
Lunch	1:00 p.m. – 1:20 p.m.
Block 3	1:20 a.m. – 3:00 p.m.
Dismissal	3:00 p.m.

Office hours: 8:00 a.m. to 4:00 p.m.

Elementary School Holidays – No School

Labour Day	Monday, September 2, 2019
Thanksgiving Day	Monday, October 14, 2019
Christmas Vacation	Monday, December 23, 2019 to Friday, January 3, 2020
Family Day	Monday, February 17, 2020
Mid-Winter Break	Monday, March 16, 2020 to Friday, March 20, 2020
Good Friday	Friday, April 10, 2020
Easter	Monday, April 13, 2020
Victoria Day	Monday, May 18, 2020

Elementary Professional Activity Days – No school

- Monday, September 23, 2019
- Monday, October 21, 2019
- Friday, November 15, 2019
- Friday, January 17, 2020
- Friday, January 31, 2020
- Monday, June 1, 2020
- Friday, June 26, 2020



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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 medical condition, let the school know immediately and speak to the school office about completing the appropriate Health Care Plans. These forms are required every school year to reflect any update with allergies.

Many staff and students have allergies to other food such as shrimp, sesame and eggs. A note detailing the specific allergies in your child's homeroom will be sent home early in the school year.

Announcements

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

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Arrivals and Departures

Parents/guardians who **drive their children to school:**

- Drop their child off in the Kiss 'n Ride between 8:15 – 8:25 a.m. **PLEASE DO NOT BE LATE TO SCHOOL**
- Pick their child up in the Kiss 'n Ride no later than 3:15 p.m.
- There is no parking in the Kiss 'n Ride

For students who take the bus to school, students will be met by staff at the school drop off location and directed to the back of the school.

More information about bus routes and times can be found at www.schoolbuscity.com.

Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Should wear a helmet
- Must walk while on school property
- Should lock bicycles on the bike rack
- Must 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: skateboards, rollerblades, scooters and walk and roll shoes are not to be used on school property.

Code of Student Conduct

The Code of Student Conduct sets standards of behaviour for students and members of the school community. The code of conduct supports a caring and safe school environment and creates a shared understanding of expectations of behavior.

Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities. To enhance caring and safe school climates, positive student behaviour supports are provided and inappropriate behaviour is addressed using a progressive discipline approach that takes into account mitigating factors.



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Code of Student Conduct

The School’s Code of Behavior supports the Board’s Safe School Policy. In order to promote a positive environment for learning, **all members** of Sir Wilfrid Laurier P.S. community are expected to demonstrate respectful, reasonable, and responsible behavior.

We follow a **Restorative Practice Approach** when discussing behaviour expectations and code of conduct with our students. It is the responsibility of all members of the SWLPS community to create and maintain a safe, positive and supportive teaching and learning environment for everyone. As a community of learners, we expect all our members to demonstrate behaviour based on ten important character traits.

OUR CHARACTER TRAITS - We demonstrate the following character traits everyday:

- | | |
|-----------------------|---------------------|
| Respect | Initiative |
| Responsibility | Perseverance |
| Honesty | Integrity |
| Empathy | Courage |
| Fairness | Optimism |

Consequences of inappropriate student behaviour

The purpose of any consequence is to help the student reduce and eventually eliminate the inappropriate behaviour as well as to ensure that the rights of all students and staff are respected. In most cases, inappropriate behaviour is dealt with by the supervising teacher or school assistant. Where there is a serious incident or repeated incidents of inappropriate behaviour, the student may be referred to the vice principal or principal. Consequences of inappropriate behaviour will be logical and appropriate to the nature and severity of the behaviour as well as to the age and special needs of the student.

Maintaining our School Code of Conduct is the responsibility of all members of our school community. By following this policy, we will ensure the preservation of a safe, orderly, working and learning environment. The above mentioned expectations extend to all school related activities, including field trips, excursions and while traveling on a school bus.

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

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.

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Classroom Celebrations

We recognize that food and eating is a pleasurable and social activity and we do not want it eliminated in the school. However, some guidelines are necessary. To this end, we have several requests related to food allowed in the school.

1. No nuts or nut products at any time in any classroom
2. No foods containing other known allergens in homeroom classes where anaphylactic students attend (ie. No shellfish in a room where a child is allergic to shellfish, etc.)
3. For religious, health, and dietary reasons, FOOD SHOULD NOT BE PROVIDED FOR CHILDREN'S BIRTHDAYS
4. Food will only be part of celebrations for unique and "special" classroom events, organized by a staff member
5. WE CANNOT ALLOW HOME-BAKED OR HOME-PREPARED FOODS TO BE SHARED IN THE CLASSROOM

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.

Agenda/Handbook

The student agenda or handbook serves as one way for teachers and parents/guardians to communicate. It is a tool for students to record homework, important dates and notes. Families, please check your child's agenda/handbook daily.

We have agendas available to purchase for those who would like to buy one. Agendas will be available to order from your child's homeroom teacher during the first two weeks of school on a first come first serve basis at a cost of \$5.00.

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.

To subscribe or unsubscribe to commercial electronic messages, visit the school website and, using the link provided, submit a valid email address.

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Email

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.

Stay Connected Online

You can also stay connected online through our school website, Edsby, blog, and Twitter feed @laurieryrdsb. Some classrooms also have blogs, Twitter feeds, Google Classrooms 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
- Twitter @YRDSB
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile

Dress Code

In order to promote a positive and respectful learning environment, students at Sir Wilfrid Laurier P.S. are expected to wear appropriate clothing. Wearing clothing that promotes tobacco, alcohol, drugs, racism, sexism, or hatred is not permitted.

The Sir Wilfrid Laurier P.S. staff will address dress code expectations in a respectful and discreet manner. When necessary, students will be asked to change their clothing and parents will be informed.

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.



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There will be six fire, two 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.

In a hold and secure situation, York Regional Police will ask that outside doors of a school remain locked. Normal school operations will continue inside the building, but no one may enter or leave the building until police indicate it is safe to do so. This will occur regardless of weather.

Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. 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.

Homework

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

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



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Integrity Commissioner may also be engaged to address concerns related to trustee behavior. 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

Students who leave school property for lunch must have parent/guardian permission, otherwise students must stay at school. The **School Start-Up Permissions Form** must be completed for all students and returned to the school. If a student needs to leave school at lunch, a written note in the student's agenda or a separate dated note to the office staff is required.

Requests for Religious 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.

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. **School Council Nomination Forms** are due by Friday, September 13, 2019.

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 Information Consent Form** and see the section on Student Personal Information in the Guide to the School Year for more information.

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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.

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. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the classroom teacher. If students need to make a phone call during the day, they can ask to use a school phone.

We feel that capturing school memories through photos or video is a long-standing tradition which we would like to continue and, so, special permission from the teacher may be granted for certain school trips and special occasions. Any pictures taken must be done so with good intent, in good taste, and with the person's permission. Photos or video clips must never be shared or displayed via the internet (eg: Facebook, MSN, Youtube, Instagram, and other social media) or in any other way without the explicit consent of all people depicted. Infractions will be dealt with as student discipline, under the Caring and Safe Schools policy and its related procedures.

Some classrooms at various grade levels will support a Bring Your Own Device (BYOD) program, allowing students, with parental permission, to bring personal technology such as smartphones, iPads, laptop computers and more, to school to support instruction in the classroom. Your child's teacher will provide additional information if the BYOD program is being considered in his/her classroom.

The school is not responsible for personal items that go missing at the school. At no time may electronic devices be used in washrooms or change rooms.

Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school, buzzing to enter elementary schools.
- Check in at the main office upon arrival.
- Sign in and obtain a visitor or volunteer pass to wear while in the school.

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

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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 the Volunteers in Our Schools policy and procedure #280.0, Volunteers in Our Schools. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office.

You are required to:

- Submit a Police Vulnerable Sector Check (PVSC) completed within the last 6 months (requirement for new volunteers) OR sign the Annual Offence Declaration (returning volunteers) and;
- Sign a Confidentiality Agreement

Student Threat Assessment and Intervention: Fair Notice and Process

Threat 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 Student Threat Assessment and Intervention 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 Student Threat Assessment and Intervention 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

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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 Student Threat Assessment and Intervention Protocol?

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

- Serious violence or violence with intent to harm or kill
- Verbal/written threats to kill others
- The use of technology to communicate threats to harm/kill others or cause serious property damage
- Possession of weapons (including replicas)
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual intimation or assault
- Ongoing issues with bullying and/or harassment
- Gang-related intimidation and violence
- Hate incidents motivated by factors including, but not limited to, race, culture, religion, and/or sexual orientation

What happens when a threatening situations is reported?

All threatening behaviours by a student shall be reported to the principal who will activate the Student Threat Assessment and Intervention 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 Student Threat Assessment and Intervention team?

Each school will have staff trained in the Student Threat Assessment and Intervention protocol. A multi-disciplinary Student Threat Assessment and Intervention 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.



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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.

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 Student Threat Assessment Intervention protocol is part of our strategy to create a safe, secure and supportive school environment for everyone.

If you have any questions, please contact your school administrator.

Additional Information

You can find more information on these and other topics in the **Guide to the School Year** included with this package or on the York Region District School Board website at www.yrdsb.ca.



Student name _____

Teacher _____

Grade _____

School Start-Up Permissions Form – Elementary

Parents/Guardians read and initial each item and sign the bottom of the form to acknowledge that you and your child understand and will follow the school and Board policies.

Activity Permissions:

Opportunities for activities arise outside the classroom. My child is permitted to participate in the following (please check all that apply):

<input type="checkbox"/>	Excursions/community walks	<input type="checkbox"/>	Clubs (non-athletic)	<input type="checkbox"/>	School dances
<input type="checkbox"/>	Special activities (e.g. school fair)	<input type="checkbox"/>		<input type="checkbox"/>	

Lunchtime Permissions:

For safety reasons, we need to know your child's whereabouts during lunch. **Note: the school has no responsibility for students who leave the school property.**

<input type="checkbox"/>	My child will remain at school during lunchtime.
<input type="checkbox"/>	My child will leave school grounds at lunchtime on (Please circle all applicable days): Mondays Tuesdays Wednesdays Thursdays Fridays

Please Initial

<input type="checkbox"/>	Allergies/Medical Conditions: We understand that there are students and staff within our school community who have life-threatening allergies, and agree to practise allergy-safe measures. Inform the school office if your child has a serious or life-threatening allergy or medical condition.
<input type="checkbox"/>	Caring and Safe Schools Policy: We understand and will follow the Caring and Safe Schools Policy . A summary can be found in the Guide to the School Year under Caring and Safe Schools. The full policy is available on the Board website: www.yrdsb.ca/AboutUs/Policy/ .
<input type="checkbox"/>	Code of Student Conduct: We understand that students are expected to follow the School Code of Student Conduct outlined in the School Start-Up Package, on school property and during Board or school-sponsored events and activities.
<input type="checkbox"/>	Lockers: We understand that students who are provided with lockers must abide by the guidelines for locker usage outlined in the School Start-Up Package. Lockers are Board property and may be opened at any time as required.

	<p>School Policies: We have reviewed the school policies in the School Start-Up Package and agree to adhere to them.</p>
	<p>Tobacco/Alcohol/Drug-Free Environment: We understand the use of tobacco, electronic products (such as vaping, electronic cigarettes and cigars and related products) and/or student possession of alcohol/illegal and restricted drugs, including cannabis, are prohibited on school property or within 20 metres of school boundaries, and that this also applies during Board or school-sponsored events and activities. In accordance with the Smoke-Free Ontario Act (SFOA), exceptions are made for the traditional use of tobacco that forms part of Indigenous culture and spirituality.</p>
	<p>Use of Non-Board Electronic Devices: We understand the school policy on portable electronic devices outlined in the School Start-Up Package and in the Guide to the School Year and agree to adhere to the policy.</p>
	<p>Use of Technology Agreement: We understand and will follow the Use of Technology Agreement outlined in the Guide to the School Year under Technology Use and available on the Board website: www.yrdsb.ca/Programs/SafeSchools/Documents/InformationTechnology-AUAgreement.pdf.</p>

Absenteeism

The safety of our students is important to us. If you are planning an absence for your child during the year (family obligations/vacation/faith day, etc.), please indicate the date and reason below.

Date	Reason

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Personal information collected pursuant to the Education Act as amended will be used to provide access to student records as described. Please contact the Information Access and Privacy Office if more information is needed (905-727-0022 ext. 2015).

File: LEG-Consents April 2018

Retain: 12 months from date signed in the school office.



Student name _____

Teacher _____

Grade _____

Student Information Consent Form (2019-2020)

Schools routinely collect, use and disclose student personal information in keeping with the Education Act and other laws. All activities, programs and technologies that collect, use or disclose student personal information are assessed to ensure student privacy is protected.

Please indicate your consent by checking the appropriate box. By clicking a box, you are indicating that you, being the parent/legal guardian of the student named above, an adult student or an adult participant, have read and understand the information provided on this form.

	I consent	I do not consent
Share your child's name, grade, achievements and photographs of the student in the school yearbook. Individual grades or marks will not be posted.		
Share your child's achievements and photographs in our school newsletter, website and through official YRDSB and school social media accounts. Your child's first name and grade may be referred to. Individual grades or marks will not be posted.		
Have commercial photographers take school photos, including class and individual photographs on photo day. York Region District School Board may use these photographs for administration purposes.		
Use student information to administer events such as commencement, assemblies and science fairs.		
Have your child recorded or photographed by a YRDSB staff member, volunteer or student teacher for the purpose of a learning program or teaching materials. These photos and videos may be used within the school or board.		
Have your child participate in video conferencing for the purpose of learning.		
Have your child photographed or recorded by media for stories throughout the school year. Where your child may be individually interviewed by members of the media, specific permission will be sought.		
Have your child photographed or recorded by media and/or individually interviewed related to their participation in extracurricular activities.		

This consent is valid for one school year. Consent may be revoked at any time by contacting the school office in writing. Please contact the school if you have any questions.

Parent/Guardian/Adult Student Name (print): _____

Parent/Guardian/Adult Student Signature: _____

Date: _____

Personal information is collected under the authority of the Education Act and will be used to manage the disclosure of student information. Contact the school principal for more information.

FILE: LEG -Consents or OSR or HUM-Employee File. Valid for 12 months from date of last use/application



Student (PRINT) _____
Teacher (PRINT) _____
Grade _____

SCHOOL COUNCIL CANDIDATE NOMINATION FORM

Please complete Part A or Part B

Part A: I am declaring my candidacy:

- I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council:

I am the parent/guardian of _____ who is currently
(print name of student)
registered in Grade _____.

I am an employee of York Region District School Board. Yes No

Name _____

Address: _____

Home Phone: _____ Business Phone _____

Email: _____

Part B: I am nominating a candidate

- I wish to nominate _____ for an elected position as a
parent/guardian representative on the school council.

_____ is the parent/guardian of _____
(print name of nominee) (print name of student)

who is currently registered in Grade _____.

The person I have nominated is an employee of York Region District School Board. Yes No

Name _____

Address: _____

Home Phone: _____ Business Phone _____

Email: _____

Nominator's Signature: _____ Date _____

Please include a brief (4-5 sentences) biography of the candidate on the back of this form.

Personal information is collected under the authority of the Education Act as amended, and will be used to manage the disclosure of individual personal information. Contact the school principal for more information.



Volunteers in Our Schools Form (2019-2020)

We welcome and encourage the important role that family/caregivers and community members play in education. Volunteers, as education partners, bringing their skills and talents, provide a valuable service to students and schools in support of student achievement and well-being.

There are many opportunities for you to get involved at the school. Volunteers perform various tasks that may include: helping on field trips, supporting in the library or classroom, reading with students, supervising in the playground, coaching, sharing a skill/talent, supporting cultural education/celebrations, or distributing student lunches.

Please let us know how you are interested in volunteering, and we will contact you.

All volunteers are required to comply with the Volunteers in our Schools policy and procedure, including:

- Submitting a Police Vulnerable Sector Check completed within the last six months (requirement for new volunteers) OR signing the Annual Offence Declaration (returning volunteers), and
- Signing a Confidentiality Agreement.

These documents will be retained at the school.

Please share how you would like to volunteer:

Student Name (if applicable): _____

Teacher Name (if applicable): _____

Volunteer Name (print): _____

Email: _____

Phone Number (Daytime): _____

Personal information is collected under the authority of the Education Act as amended, and will be used to manage the disclosure of individual personal information. Contact the school principal for more information.

File: LEG-Consents

Valid for 12 months after date of last use/application



Canada's Anti-Spam Legislation (CASL) Consent Form

Sir Wilfrid Laurier Public School requires your consent to receive any electronic messages which contain advertising or promotions such as school fundraisers, lunch programs, field trips, sale of yearbooks, purchasing of student photos, books, prom or dance tickets and athletic events where a financial transaction may occur.

If you have already provided consent, there is no need to complete this form.

Do you consent to receive commercial electronic messages? Yes No

Child's Name

First Name: _____ Last Name: _____

Teacher Name: _____ Grade: _____

Parent/Guardian Name

First Name: _____ Last Name: _____

Parent Signature

Date

Email Address

Note: If you have provided your email address on the verification form, you will continue to receive emails on all other school matters.

If you no longer wish to receive commercial electronic messages, you may unsubscribe at any time by visiting your school website or selecting the link at the bottom of any commercial electronic message.

*****Please return this form to your school at your earliest convenience.*****

FILE: LEG – Consents in the Main Office

RETAIN: 12 months from date revoked

Personal information is collected pursuant to the Canadian Anti-Spam Legislation and will be used to manage electronic distribution of commercial information. Contact your School Principal for more information.