

## MESSAGE FROM DIRECTOR OF EDUCATION KATHRYN WALLACE

Welcome to the 2011-2012 school year! You are part of the Simcoe County District School Board (SCDSB) where we focus on delivering exceptional education services. The goals and action plans presented in the SCDSB multi-year plan, *The Simcoe Path*

(published at [www.scdsb.on.ca](http://www.scdsb.on.ca)), were created to support all students in achieving their highest potential while they prepare for 21st century challenges and opportunities.

Whether you are a student, parent, guardian, staff member, trustee, or community member, you are a key member of our public education community. Working together, we are helping to make a difference in the lives of our students as they journey forward along their educational pathways.



## SCHOOL YEAR CALENDARS

The SCDSB 2011-2012 school year calendars are on the inside covers of this agenda and available at [www.scdsb.on.ca](http://www.scdsb.on.ca).



## THE ONTARIO CURRICULUM

- sets out expectations for student learning in each subject area and at every grade level K-12;
- provides expectations for implications that are inclusive and reflect the diversity of all learners;
- gives our students the most up-to-date knowledge and skills to be successful in the competitive global economy and to be responsible citizens in their communities.

For further information, please visit the Ministry of Education website, [www.edu.gov.on.ca](http://www.edu.gov.on.ca).



# STUDENT LEARNING

## ASSESSMENT

Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course through learning goals. Assessment *for* learning and assessment *as* learning are ongoing with the purpose of collecting and interpreting evidence at different points in time to determine where students are in their learning, where they need to go next and how best to get there. Assessment *of* learning is the process of collecting and interpreting evidence at the end of a learning cycle to assign a mark/grade based on the student's demonstration of the learning goals. Teachers use assessment information to inform instruction.

## REPORTING

**Elementary school** progress reports are sent home in November with a focus on learning skills and work habits. Report cards are sent home in February and June. In addition, student/teacher/parent conferences are held in the fall.

**Secondary school** progress reports are provided in October and March prior to student/teacher/parent conferences, with midterm reports in November and April and final reports prepared in February and July.

Learning skills and work habits Grades 1-12 are reported separately to provide information about student performance. Interviews to discuss progress may be arranged at any time in the school year.

For more information about reporting, please visit: [www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf](http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf)

## PORTFOLIOS

Portfolios are used to demonstrate growth and progress over time; assist with awareness of interests, strengths, needs, and aspirations; include pieces of work that demonstrate best efforts, progress, and achievement, both inside and outside school; are used to help make informed and realistic decisions about personal, educational and career goals; and, are intended to actively include students in reflecting on and sharing their strengths, experiences and setting goals.

## HOMEWORK

SCDSB Policy 4106, Homework: Activities to Support Student Learning, establishes that homework is:

- 1) assigned in a purposefully planned manner directly related to classroom instruction and the Ontario Curriculum expectations;
- 2) an engaging and relevant learning activity that can be independently completed by the student;
- 3) differentiated by student strength and needs;
- 4) inclusive of meaningful teacher feedback; and,
- 5) sensitive to scheduled holidays and days of significance.

SCDSB policies are posted at: [www.scdsb.on.ca](http://www.scdsb.on.ca)



### OUR MISSION

The mission of the Simcoe County District School Board, serving diverse, growing urban and rural communities in the Huronia and Georgian Bay region, is to ensure students reach their full potential to become responsible and contributing members of an ever-changing global society through quality programs which develop the skills of lifelong learning in a safe, caring environment enhanced by community support.

## PROVINCIAL ASSESSMENTS

Assessments are developed and scored by the Education Quality and Accountability Office (EQAO). Each student who completes a provincial assessment receives an Individual Student Report (ISR) which outlines the student's overall achievement. School and board achievement data are used to improve teaching practices and to support student learning. Each school develops a school plan that focuses on strategies to promote successful learning and encourages students to be actively involved in their learning. School-by-school results are available at [www.eqao.com](http://www.eqao.com).

## FIRST NATION, MÉTIS AND INUIT ANCESTRY

VOLUNTARY, CONFIDENTIAL SELF IDENTIFICATION  
Are you of First Nation, Métis or Inuit Ancestry? If so, you are invited to participate in our Voluntary, Confidential Self Identification process. The SCDSB is collecting First Nation, Métis and Inuit Self Identification data to support student achievement, reduce gaps in student achievement and promote high levels of public confidence. Disclosing First Nation, Métis and Inuit ancestry is completely voluntary and confidential and NO proof of ancestry is required. Information collected is used to inform program planning that is relevant for First Nation, Métis and Inuit learners. Please contact your school office if you wish to self identify.

## PROVINCIAL ASSESSMENTS TIMETABLE

GRADES	ASSESSMENT	WHEN 2011-2012	INDIVIDUAL, SCHOOL AND BOARD REPORTS
Grades 3 and 6	Primary & Junior Assessment of Reading, Writing & Math	May 23-June 6	Available in the fall
Grade 9	Assessment of Mathematics	Semester 1: Jan 5-29 Semester 2: May 31- June 15	Available in the fall
Grade 10	Ontario Secondary School Literacy Test (OSSLT) assesses reading and writing skills. The OSSLT is one of the requirements for an Ontario Secondary School Diploma.  <a href="http://www.eqao.com">www.eqao.com</a>	March 29	Available in June. Report indicates whether or not the student successfully completed the assessment. Candidates who are unsuccessful will receive suggestions for improvement. Principals have the discretion to allow students to enroll in the Ontario Secondary School Literacy Course (OSSLC) before they have a second opportunity to take the test, if the principal determines that it is in the best educational interests of the student (Ministry of Education Policy/ Program Memorandum 127). The OSSLC is a full-credit, non-compulsory Grade 12 course that is offered as part of the English program. Students who successfully complete the OSSLT or the OSSLC have met the literacy requirements for graduation.

## STUDENT SUCCESS

The SCDSB has established strategies in Grades 7-12 that focus on the acquisition of literacy and numeracy skills and enhance learning opportunities for all students. Student Success teams work together to ensure smooth transitions for students from elementary to secondary school, between grades and after graduation. Programs such as Specialist High Skills Majors (SHSMs) are designed to prepare students for sector specific career destinations. Job related career awareness activities and experiential learning opportunities are explored in Grades 7-12 and opportunities for more in-depth exploration through Co-operative Education Programs are built into the program in Grades 11 and 12. Dual credit courses enable students to gain a secondary school credit while completing a college course and earning college credit. The Ontario Youth Apprenticeship Program (OYAP) allows students in trades related cooperative education placements to begin working towards apprenticeship requirements. Well planned and focused pathways enable students to develop the skills required for their postsecondary destination. More information about student success initiatives is available at <http://scdsb.on.ca/student-street/student-success/>.

## COMMUNITY INVOLVEMENT HOURS

Since 1999, one of the requirements for graduation with an Ontario Secondary School Diploma has been the completion of a minimum of 40 hours of community involvement activities. The aim of this requirement is to encourage students to develop both civic responsibility and a desire to play a role in strengthening their community. As of July 1, 2011 students are permitted to begin accumulating community involvement hours in the summer before they enter Grade 9. For a list of eligible and ineligible activities and for the form that is to be used to document community involvement activities, please visit <http://scdsb.on.ca/student-street/community-involvement/>.

## SPECIAL EDUCATION

For information about Special Education programs and services, and the Special Education Advisory Committee, please visit our web site at [www.scdsb.on.ca](http://www.scdsb.on.ca) and select Programs and Services, or call 705-734-6363, ext. 11246. Our Special Education Report (available on our website) provides information about the Identification, Placement and Review Committee process, Individual Education Plans, programs and services for exceptional pupils, and contact numbers for members of the Special Education Advisory Committee.



# Commit to Character

<b>Integrity</b>  We act justly and honourably in all that we do.	<b>Responsibility</b>  We are accountable for our actions and we follow through on our commitments.
<b>Cooperation</b>  We work together towards shared goals and purposes.	<b>Empathy</b>  We strive to understand and appreciate the feelings and actions of others.
<b>Optimism</b>  We maintain a positive attitude and have hope for the future.	<b>Respect</b>  We treat ourselves, others and the environment with consideration and dignity.
<b>Honesty</b>  We behave in a sincere, trustworthy and truthful manner.	<b>Caring</b>  We show kindness towards each other.
<b>Inclusiveness</b>  We include everyone in what we do and value their unique contributions.	<b>Courage</b>  We do the right thing even when it's difficult.

## **CHARACTER DEVELOPMENT IN SCDSB SCHOOLS**

The SCDSB works collaboratively to provide safe supportive environments for positive learning and working experiences for all students and staff. Board and school initiatives are designed to teach and encourage students to be positive, productive members of our community. Character Development is the intentional modeling, teaching, and practicing of positive character traits and is an integral part of each day. Character Development includes respecting others by listening, promoting responsibility and honesty, trusting and respecting the ideas of others, encouraging honest / responsible actions, respecting individual differences, as well as being responsible in learning.

## **BULLYING PREVENTION AND INTERVENTION**

Providing students with an opportunity to learn and develop in a safe and respectful society is a shared responsibility in which school boards and schools play an important role. Bullying prevention and intervention strategies foster a positive learning and teaching environment that supports academic achievement for all students and helps students reach their full potential. A positive school climate is a crucial component of prevention. Bullying adversely affects a school's ability to educate its students, students' ability to learn, as well as healthy relationships and the school climate. The SCDSB expects staff, parents and students to work together to implement Bullying Prevention and Intervention Plans in their schools. Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation.

Bullying occurs in a context where there is real or perceived power imbalance. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying has a negative impact on the school climate. Schools will have a range of prevention and intervention strategies in place. Progressive discipline may also include a range of interventions, supports and consequences when bullying behaviour has occurred, with a focus on improving behaviour. Bullying has been added to the list of infractions for which suspension must be considered.

### **KIDS HELP LINE**

Most students will talk to their parents, other family members, teachers and friends about things that are bothering them. While we hope that students can get the support they need from this circle, on occasion, some students might like to talk with an objective person that is not involved in their day-to-day lives.

The Kids Help Line at 1-800-668-6868 or [www.kidshelpline.ca](http://www.kidshelpline.ca) is a 24/7, free, professional counselling service for children and teens.



# CODE OF CONDUCT

## STANDARDS OF BEHAVIOUR

### RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All members of the school community **must**:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Not swear at a teacher or at another person in a position of authority.

### SAFETY

All members of the school community **must not**:

- Possess any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Possess or be under the influence of alcohol and/or illegal drugs;
- Provide others with alcohol or illegal drugs;
- Be under the influence of a noxious substance, such as glue or gasoline;
- Contravene the Tobacco Control Act;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

## STUDENT DISCIPLINE PROCEDURES

### PREVENTION AND EARLY INTERVENTION

Prevention and early intervention strategies help students achieve their potential and support a positive school environment. School programs and activities focus on building healthy relationships, character development, and civic responsibility and encourage positive participation of the school community in the life of the school.

### PROGRESSIVE DISCIPLINE

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

### *Factors Considered Before Addressing Inappropriate Behaviour through Progressive Discipline*

The principal or designate:

- Considers the particular student and circumstances, including mitigating and other factors;
- Considers the nature and severity of the behaviour;
- Considers the impact of the inappropriate behaviour on the school climate;
- Consults with the student's parent(s)/guardian(s) (unless the student is an adult).

Mitigating factors to be considered include the student's:

- Ability to control his/her behaviour;
- Ability to understand the foreseeable consequences of his/her behaviour;
- Presence at the school and whether or not this presence would create an unacceptable risk to the safety of any individuals at the school.

Other factors to be considered include:

- Academic, discipline and personal history;
- Previous progressive discipline approaches taken with the student;
- Whether the infraction for which the student might be disciplined was related to any harassment of the student because of race, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation or harassment for any other reason;
- Impact of the discipline on the student's prospects for further education;

- The student's age;
- Where the student has an Individual Education Plan (IEP) or disability-related needs:
  - Whether the behaviour causing the incident was a manifestation of the student's disability;
  - Whether appropriate individualized accommodation has been provided to the point of undue hardship;
  - Whether a suspension is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a suspension is likely to result in a greater likelihood of further inappropriate conduct;
- Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school;
- If the pupil's continuing presence in the school creates an unacceptable risk to the safety of others in the school, then a progressive discipline approach may not be appropriate.

**Infractions for which a suspension may be imposed by the principal include:**

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol, illegal or restricted drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- Bullying;
- Any act considered by the Principal to be injurious to the moral tone of the school or the physical or mental well-being of members of the school community;
- Any act considered by the Principal to be contrary to the Board or school Code of Conduct.

A student may be suspended only once for an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

**Infractions for which an expulsion may be recommended to the Board:**

- Possessing a weapon, including possessing a firearm or knife;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The pupil has demonstrated through a pattern of behaviour that he/she has not prospered by the instruction available to him or her and that he/she is persistently resistant to making changes in behaviour which would enable him or her to prosper;
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct;
- Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of pupil behaviour and/or a serious breach of the Board or school Code of Conduct.

# **CHILD SAFETY**

## **REPORTING CHILD ABUSE AND NEGLECT**

The Ontario Child and Family Services Act (CFSA) provides for a broad range of services for families and children, including children who are or may be victims of child abuse or neglect. The Act promotes the best interests, protection and well being of children. The Act states clearly that members of the public, including professionals who work with children, have an obligation to report promptly to a Children's Aid Society if they suspect that a child is or may be in need of protection. Info: Children's Aid Society or Family and Children's Services.

## **SAFE ARRIVAL**

Parents and guardians are responsible for ensuring their child's safe arrival at school. Schools also implement a Safe Arrival Program along with daily recording of attendance. Parental consent to participate in the Safe Arrival Program is obtained at the beginning of each school year or upon student registration. Parents and guardians are requested to notify the school when a child will be absent. Parents are expected to provide the names and current telephone numbers of emergency contacts to be notified in priority in the case of an unexplained student absence.

## **VISITORS**

School visitors, including parents, caregivers, board staff, and external agencies, must sign in at the office and wear a visitor's badge as they attend their pre-arranged meeting.

# **PARENT INVOLVEMENT**

Parents play a key role in their children's education – in fact, they are their children's very first teachers. Parents' attitudes toward learning can influence and shape how their children view education, as well as their own capacity to learn. There are many valuable ways for parents to participate in their child's schooling.

## **VOLUNTEERS**

The SCDSB encourages participation of volunteers in schools and recognizes the educational advantages to all concerned. Volunteers are asked to complete an information form, provide an original copy of a Criminal Records Check which includes Vulnerable Sector screening, and go through an orientation program to become familiar with the school and daily routines. Volunteers work under the direction of the principal and school staff. Should you wish to join our team of volunteers, please contact the school.

## **SCHOOL COUNCILS**

Comprised mostly of parents, school councils are a vital link between schools and their surrounding communities. Each school council functions as an advisory board and provides input to school administrators about a variety of school-based topics and issues. Although membership may vary slightly from school to school, all school councils consist of a majority of parents, as well as the school principal or vice-principal, a teacher, a non-teaching school employee, a secondary student and a community representative. New school council members are recruited and elected on an annual basis. School council members are invited to SCDSB system-wide school council meetings.

## PARENT INVOLVEMENT COMMITTEE

The Ministry of Education has mandated every school board in Ontario to have a Parent Involvement Committee (PIC). At the Simcoe County District School Board, the PIC acts as the steering committee for School Council Members meetings. It also supports the work of school council and strives to enhance school communication with parents. The PIC is a strong voice for parents at the board level. The PIC also reviews grant applications for Ministry funding related to parental involvement. The PIC includes parent representatives, as well as trustee and administrative representatives. The majority of PIC members must be parents and only the parent members have voting privileges. For more information about the PIC election process, please visit the “Parents” section of [www.scdsb.on.ca](http://www.scdsb.on.ca) or speak with your school principal.

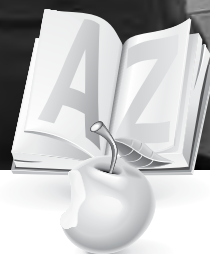
## OTHER WAYS TO SUPPORT LEARNING

There are many ways parents can support and encourage their children’s learning.

- Lead by example: be a lifelong learner yourself!
- Look for ways to “bring the lesson home” by tying in school lessons with everyday experiences.
- Instil confidence in your child that he/she is capable of learning.
- Encourage your child to seek help when she/he doesn’t understand something.
- Share suggestions and input with your School Council, school principal and child’s teachers.
- Talk to your school principal or vice-principal to find out about more involvement opportunities.

## SUBSCRIBE TO SCDSB NEWS RELEASES AND PARENT EBULLETINS

The SCDSB issues news releases throughout the year to share information and publishes a Parent e-Bulletin to provide parents and guardians with practical tips and strategies to help students achieve success. To subscribe to news releases: email [webadmin@scdsb.on.ca](mailto:webadmin@scdsb.on.ca) and type SUBSCRIBE TO NEWS RELEASES as the subject line. To subscribe to Parent e-Bulletins, email [webadmin@scdsb.on.ca](mailto:webadmin@scdsb.on.ca) and type SUBSCRIBE TO PARENT E-BULLETIN in the subject line - no other message is required. Past news releases and back issues of the Parent e-Bulletin are available at: [www.scdsb.on.ca](http://www.scdsb.on.ca).



# TECHNOLOGY USE GUIDELINES

The use of educational technology devices is an important element of student learning and teaching in our schools. The Simcoe County District School Board (SCDSB) establishes Acceptable Use Guidelines that all people who utilize educational devices are to follow. The SCDSB expects all users of the educational technology system to comply with these guidelines. Misuse and /or abuse of board and school facilities and resources is subject to consequences as defined and explained in the SCDSB Code of Conduct. The SCDSB Acceptable Use Guidelines can be found at [www.scdsb.on.ca](http://www.scdsb.on.ca) .



The proper and effective use of educational technology devices is expected of all students and staff. While teachers do supervise the use of such devices, students are expected to utilize all devices and access sites in a responsible manner. The SCDSB employs filtering software to guide, and in some cases restrict, access by students to the Internet. No software, however, can be completely effective in blocking unacceptable web sites.

Students in SCDSB have access to the Internet to support their learning goals, to access curriculum related materials and to research reference materials. The provision of internet access is intended to support the goals of the SCDSB through its multi-year plan, The Simcoe Path, the Board Improvement Plan, and all School Improvement Plans.

## SOCIAL NETWORKING

The evolution of the Internet and social networking sites has fundamentally changed how we communicate and collaborate with teachers, students, parents and communities. While collaboration in the online world can be a very powerful teaching tool, staff and students must remember that:

- the Internet and social networking sites are public places;
- what goes online stays online and may never be fully erased; and,
- in the online world people may not always be who they say they are.

Internet social networking refers to an online community of Internet users who share common interests and includes Blogs, Wikis, Moodles®, collaboration forums, discussion boards and social networking sites such as Facebook®, Twitter®, YouTube®, etc.

Personal information about an identifiable or potentially identifiable individual shall not be posted on the Internet (Blogs, Wikis, online social networks or other forms of online discussion and collaboration sites) without the written consent of the parent/guardian or adult student. This includes information that students will be self-posting as part of a class assignment.

When seeking consent for posting online, the parent/guardian shall be provided with an overview of the activity which clearly states expectations and guidelines for students. Should a parent/adult student choose not to participate, the teacher shall find a suitable educational alternative for the student.

If using social networking sites outside of the classroom (i.e. in their homes) students are reminded that appropriate behaviour and anti-bullying guidelines apply in the online world. Protect your own privacy, safety and reputation.

## **STUDENT GUEST WIRELESS NETWORK (ELEMENTARY)**

The Student Guest Wireless Network provides students with enhanced access to the Internet with their own devices. The use of the Student Guest Wireless network allows students and teachers to use their personal wireless devices in classrooms for academic purposes, which enriches learning experiences and supports student achievement.

Students will require parent/guardian permission to access the Student Guest Wireless Network. Parents/guardians should consider the following information when granting permission:

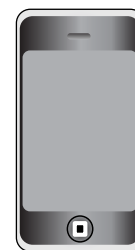
- The decision to allow a student to bring a personally owned device to school rests with the parent and the student. The Simcoe County District School Board (SCDSB) and SCDSB schools will not be responsible for devices that are lost, stolen, or damaged in any manner. Devices should be easily identifiable, clearly labelled, and where possible, registered with the manufacturer.
- A copy of the acceptable use guidelines can be found at [www.scdsb.on.ca](http://www.scdsb.on.ca). Parents/guardians are expected to review the acceptable use guidelines with their children.
- Students must also complete the online test component prior to gaining access to the guest network <http://student.scdsb.on.ca>.
- Internet access will be filtered in accordance with the SCDSB filtering process.
- The use of online collaboration forum tools such as blogs, social networking sites, wikis, etc., may be enhanced with wireless access.

- Students' access to the guest network will not be limited to instructional time. Parents/guardians should discuss appropriate guidelines for personal use of the Internet with their children, and determine if their child can responsibly manage their device at school. Please refer to the Code of Conduct in the student agenda for acceptable use guidelines.

Students at no time have permission to connect to the local area network (LAN) using a cable of any sort. Access to the Guest Network is a privilege. The SCDSB in its sole discretion may deny Guest Network access at any time.

## **APPROPRIATE USE OF AUDIO, VISUAL AND AUDIO/VISUAL RECORDING EQUIPMENT**

The use of audio, audio/visual and/or digital imaging or photographic equipment must be expressly authorized by school teaching or administrative staff prior to any recordings being made. Such equipment includes, but is not limited to, cell phones, smart phones, iPods, iPads, computers, personal digital assistants (PDAs), MP3Players, tape recorders, video-recorders, digital audio recorders and any other technological equipment that allows for recordings to be made of visual images and/or sounds. This is to respect the privacy and ensure the safety of all students and staff. If recordings are taken without permission, it may result in confiscation of the equipment and appropriate discipline. Confiscated equipment may be returned to the parent or legal guardian or in the event of suspected illegal or inappropriate activity may be forwarded to the appropriate law enforcement agency.



## APPROPRIATE USE OF TECHNOLOGY AND DIGITAL CITIZENSHIP

*The Simcoe Path* (SCDSB multi-year plan) supports the integration of technology for teaching and learning. The direction is to assist our students in developing the ability to determine what is appropriate, safe and realistic in their personal and virtual interactions with others. This becomes increasingly more evident as the availability and use of technology devices becomes more common place in our schools and in students' lives.

Digital Citizenship involves nine elements that define safe, appropriate use of technology. Teachers are to integrate digital citizenship into curriculum delivery to assist students in developing the skills required to navigate the online world.

The Code of Conduct applies to any interaction impacting the school, including students and staff, at any time (including non school hours). Students may be subject to discipline up to and including expulsion should they engage in inappropriate use of technology.

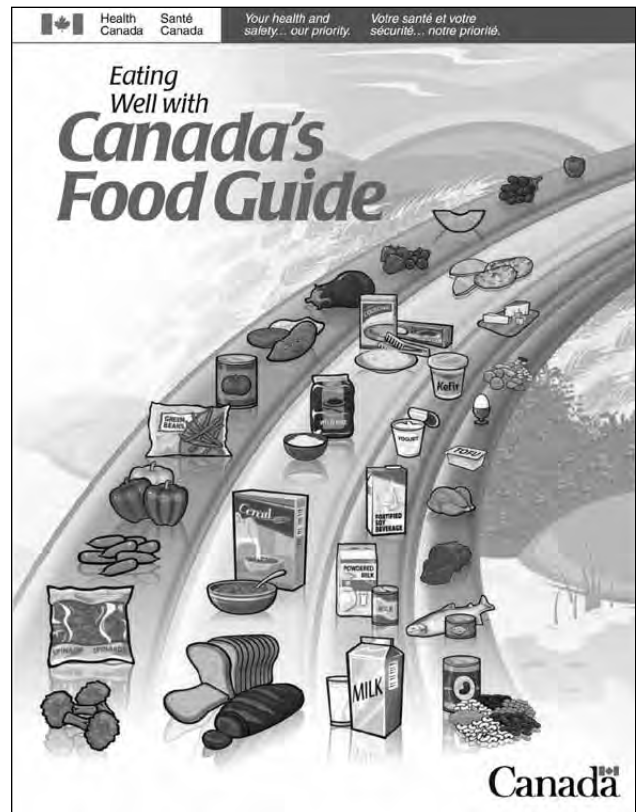
## HEALTH INFORMATION

At all times the safety and well being of your child is our main priority. Students sometimes become ill at school or are involved in an accident. Depending on the nature of the injury, parents will be called. Emergency contact numbers will be used in the event parents cannot be contacted.

### NUTRITION AND PHYSICAL ACTIVITY

Childhood is the best time to develop life-long healthy habits such as eating well and staying active!

- Start your children's day with a balanced breakfast, including foods from at least 3 of the 4 food groups from *Canada's Food Guide*.
- Provide your children with healthy meals and snacks throughout the day.
- Be a good role model and eat healthy meals and snacks yourself.



Eating well and staying active are a winning combination for you and your children - your children will be more alert, ready for learning and more likely to stay healthy.

Making physical activity a part of the day is fun and healthy and will encourage life-long activity patterns. For children (5-11 years old) and youth (12-17 years old) the Canadian Society for Exercise Physiology recommends:

- 60 minutes of moderate to vigorous intensity physical activity daily.
- No more than 2 hours per day of screen time (watching television, playing video games or playing on the computer).
- Limiting sedentary (motorized) transport, extended sitting and time spent indoors throughout the day.

The best way to teach children to be active is to set a good example and be active yourself. Keep things simple – try bike riding, playground activities, running or swimming. Walking to school with a group of kids instead of driving is an easy way to increase physical activity and decrease sedentary behaviour at the same time.

Information: Simcoe Muskoka District Health Unit. Call Your Health Connection at (705) 721-7520 or 1-877-721-7520 or visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

## **PROMOTING HEALTHY EATING CHOICES IN OUR SCHOOL COMMUNITIES**

The school years are critical growth years for students. Having healthy foods available for students can be the boost they need to keep their attention focused and their minds alert. We know that good food is good for health and good health is the foundation for growth and development, learning and ongoing success.

To support students in making healthy food choices while at school, the Ministry of Education has introduced a new food and beverage policy requiring healthier choices be sold in all schools. The policy commences in September 2011 and applies to any food and drinks sold in schools. Three basic categories spell out what and how much food can be sold:

- Sell Most** - At least 80 per cent of the food and drink sold must be high in healthy nutrients and low in fat, sugar or sodium (salt).
- Sell Less** - Moderately healthy food and drink can make up no more than 20 per cent of what is sold.
- Not permitted** - Anything with few nutrients, tending to be high in fat, sugar or sodium is simply off limits and can't be sold.

This policy offers schools, families and communities an outline for everyday healthy eating that can prevent serious chronic diseases like heart disease, type 2 diabetes, and certain types of cancer. Teachers, school staff, parent/school council members, school board administration, and foodservice operators are being trained to assess school food and beverage choices and to select healthier options to sell to students.

The policy does not apply to the foods students bring from home or buy while off the school property. Food that is sold at the school for non-school related events and food sold in staff rooms are also exempt. Schools will also have exemptions for up to 10 “special event” days when they can offer a wider variety of foods.

This new policy complements the Ministry of Education’s Foundations for a Healthy School, a framework to assist schools with addressing health issues such as nutrition, physical activity, injury prevention, etc. to build a healthier school environment. The framework recommends that health issues be addressed by students, parents, teachers, and administrators working together with the community to inform and support healthy choices with the assistance of the Ministry.

Web resources:

Policy and nutrition standards -

<http://healthy.apandrose.com>

Healthy lunch and snack ideas -

[www.healthcanada.gc.ca/foodguide](http://www.healthcanada.gc.ca/foodguide)

Bake It Up! - [www.eatrightontario.ca/en/Resources.aspx](http://www.eatrightontario.ca/en/Resources.aspx)



## **STUDENT ACCIDENT INSURANCE (UPDATED SEPT 2011)**

All students must have one of the following before being permitted to participate in extra-curricular athletics:

- Student accident insurance purchased through Reliable Life Insurance Company. The cost of the minimum plan, 'Bronze' is \$12.00 for 365 days of coverage; **or**,
- **Parental/guardian confirmation** of coverage through an extended health and dental plan. **or**,
- ~~Parent/Guardian signature waiving participation in the insurance plan, with knowledge of the risk involved.~~

All students participating in a field trip outside the province or country **must purchase** student accident insurance or be covered by an extended health and dental plan. The cost of the insurance and travel plan, 'Platinum' through Reliable Life Insurance Company is \$26.50 for 365 days of coverage. Reliable Life Insurance Company contact information: 1-800-436-5437 or [www.insuremykids.com](http://www.insuremykids.com).

## **NO EXCLUSION DUE TO INABILITY TO PAY**

No eligible student will be excluded from a field trip due to extenuating financial services. In such cases, the principal shall arrange financial assistance or alternative financial arrangements.

## **HAND HYGIENE**

- The single most important thing anyone can do to control infections is to keep their hands clean!
- Wash hands with soap and water for at least 15 seconds.
- To wash hands properly, rub all parts of the hands and wrists with soap and water including in between fingers and under the finger nails.
- Use alcohol-based hand rubs when access to running water is limited.

## **MEDICATION IN SCHOOL**

Requests for school personnel to administer medication to students must be made through the principal. A special form is needed and is available at the school office. You must take the form to your doctor for authorization of the medication and the dosage to be administered. You are required to sign the form and bring it to the principal to discuss the procedure. Administration of short-term medications such as cold remedies, antibiotics, and pain relievers is also governed by this procedure.

All medication will be kept locked in the office. Medication must be in its original labeled container. Please notify the office of any changes in the dosage, which your doctor has authorized.



## **PREVENTION OF ILLNESSES AT SCHOOL**

- Cough or sneeze into your arm or disposable tissue.
- Wash hands before eating, after using the washroom and after coughing or sneezing.
- Keep children at home when they are sick.
- Stay up-to-date with children's immunizations.

Notify the school when your child is absent due to a communicable disease. Some of these illnesses must be reported to the Simcoe Muskoka District Health Unit. Fact sheets and brochures are available at [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

## **FOOD ALLERGIES**

To ensure a safe environment for all students, do not send peanut/nut products in lunches and/or snacks. Read ingredients and check with supervising teachers before sending edible treats for any special occasions. Many schools implement "Reduce the Risk" programs to support students with potentially life threatening food allergies. Your co-operation is essential.

## **KIDS ARE UNPREDICTABLE- INJURIES DON'T HAVE TO BE**

Traffic injuries are one of the most common causes of hospitalization and death in children under 14 years of age.

### **What Can We Do?**

- Learn how injuries occur - Children under 9 have not developed the ability to make safe decisions about how fast traffic is moving and whether vehicles will stop.
- Create safer places for children - Find a safe place for children to play away from the road. Place nets away from the road – it's hard to concentrate on the game and the road.
- Watch children closely - Know where your children are at all times and that they are being supervised.
- Create and follow family safety rules - Remove headphones when playing near the road. Pay attention to surroundings. Save texting for when you are not driving or walking. Walk in pairs or groups to and from school, you're more visible to traffic.

Information: Safe Kids Canada  
1-888-723-3847 or [www.safekidscanada.ca](http://www.safekidscanada.ca)

## **LASER POINTERS NOT PERMITTED**

Laser pointers are useful tools for educators and for students when supervised in the classroom. However, laser pointers have been used by students in ways not intended by the manufacturer. Serious concerns have surfaced about the hazards of laser pointers, particularly with respect to the potential damage they may cause to eyes. Students are not permitted to bring laser pointers on to school property.

## **PLAYGROUND SAFETY TIPS (DRAWSTRINGS)**

Each year, children get hurt when clothing or drawstrings get caught on playground equipment or fences. Loose clothing, hoods, scarves, drawstrings, mitten cords, ropes, skipping ropes and bicycle helmets are all strangulation hazards. Safety tips: remove cords and drawstrings on hoods, hats and jackets; tuck in all loose clothing; wear a neck warmer instead of a scarf. Ensure that children do not tie ropes to slides and other playground equipment; teach children how to use playground equipment and play safely. Information: Safe Kids Canada 1-888-723-3847 or [www.safekidscanada.ca](http://www.safekidscanada.ca)

## **IMMUNIZATION**

- Vaccines are a safe and effective way to prevent many life threatening diseases.
- It is important to get all vaccines in the recommended schedule to provide the best possible protection.
- When registering your child for school, parents are required to provide the Health Unit with proof of completed immunization against tetanus, diphtheria, polio, measles, mumps and rubella; or with the appropriate documentation if they choose not to have their child immunized.
- It is important to contact the health unit each time your child receives immunization(s) from your health care provider so their record at the Health Unit can be updated.
- Students who *do not* have up to date immunization or a valid exemption on file at the Health Unit may be suspended from school.
- Use the secure on-line form ([www.simcoemuskohealth.org/immsonline](http://www.simcoemuskohealth.org/immsonline)) to update your child's record or call the Health Unit at 705-721-7520 or 1-877-721-7520.

## **DRINKING WATER GUIDELINES IN SCHOOLS**

To ensure safe drinking water within SCDSB schools and facilities, please review these Health and Safety guidelines and practices:



### **Common Use Drinking Water Sources**

- Untreated and/or untested water for common use shall not be distributed or available in board facilities.
- Bottled water or water coolers should be in sealed containers and must not be reused.
- These containers of water should be stored in a cool (preferably refrigerated), clean environment, away from heat and sunlight.
- This water should only be kept in quantities for one to two weeks.
- Water coolers are to be cleaned and sanitized on a regular basis (preferably weekly).
- Single-use, cone-style cups from a dispenser shall be used for water from water coolers.

### **Personal Use Drinking Water Sources (Individuals should not share bottles, cups or containers)**

- Staff, students or visitors who provide their own sources of drinking water for their own personal consumption are responsible for ensuring this water is acceptable for their own consumption.
- It is important for individuals to clean their personal water containers on a daily basis or to use single-use recyclable/disposable containers.

## **HEAD LICE MANAGEMENT**

Like everywhere else, there are head lice in Simcoe County. The SCDSB has a common procedure for all elementary schools to follow in the management of head lice. Head lice screening is done in every school on designated days by trained volunteers under the supervision of the principal. Students are checked, sent home for treatment if they have head lice and re-checked upon return. Parents of a student with head lice are required to complete a form to indicate that his/her child has been treated and is free of lice and nits (eggs) before the child is allowed to return to the classroom.

Checking your child's head weekly on a regular basis or more often during an outbreak will prevent the spread of head lice. Learn to recognize head lice.

- Head lice are tiny insects that live on the scalp, where they lay their eggs.
- Lice have three stages: the egg (nits), the nymph and the adult.
- Nits are whitish-grey, tan or yellow ovals about the size of a grain of sand. They are glued to the hair shaft and do not flick off like dandruff.
- The nymph are baby lice which are transparent.
- The adult lice are the size of a sesame seed, dark brown in colour, flat, and have wingless bodies.  
([www.cps.ca](http://www.cps.ca))

Please notify the school when you identify that your child has head lice. We will provide parents with an information sheet to help with the management of head lice. For more information about identification, treatment and prevention, contact your family doctor, local pharmacist, or Your Health Connection (Simcoe Muskoka District Health Unit) at 705 -721-7520 or 1-877-721-7520 or [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org). Further information: Your school principal.

## GET A HEALTHY START WITH FREE DENTAL CARE

The Simcoe Muskoka District Health Unit has two no-cost dental programs for eligible children 17 and under – the Children in Need of Treatment (CINOT) program and the Healthy Smiles Ontario (HSO) program.



CINOT treats the urgent dental needs of children and youth whose families cannot pay for a dentist.

HSO offers a full range of dental services, including checkups, cleaning, fillings and more, through:

- a full-service clinic at the health unit's Barrie office
- a participating dentist or dental hygienist, or
- the health unit's mobile dental clinic that travels to communities in Simcoe Muskoka.

To find out more about the programs, eligibility requirements and how to make an appointment, call the health unit Monday to Friday, 8:30 a.m. to 4:30 p.m., at 705-721-7520 or 1-877-721-7520 or visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

## RABIES

To protect yourself and your family from rabies:

- Avoid contact with and feeding of unfamiliar domestic animals and *all* wild animals.
- Do not allow pets to run loose outdoors.
- Keep your pet's rabies vaccination up-to-date.

If you or a family member is bitten by any animal, immediately wash the wound well with soap and water, and then contact your physician. The Health Unit needs to be notified so that the incident can be investigated and assessed for rabies risk. Visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org) to get more information on rabies.

## SUN AWARENESS

Sun protection is important for children. It only takes one bad sunburn in childhood to increase the risk of developing skin cancer later in life.

Here are some sun safety tips:

- Use a broad spectrum sunscreen with SPF 15 or higher. Apply the sunscreen 20 to 30 minutes before sun exposure. Always follow label instructions.
- Apply sunscreen to all exposed areas of skin including the nose, ears, back of neck, tops of feet etc. Reapply every 2 to 3 hours and after perspiring.
- Use a sunscreen even on cloudy, hazy or foggy days.
- If possible, avoid being in the sun between 11 a.m. and 4 p.m. Harmful sun rays are most intense at this time.
- When outside look for shade, stay under a tree, or use an umbrella.
- During outdoor activities, wear loose, long sleeved shirts and pants, a large-brimmed hat and sunglasses.
- Remember to apply SPF 15 lip balm.
- Please note: Indoor tanning is no safer than tanning in the sun.

For more information you can call Your Health Connection at 705-721-7520 or 1-877-721-5720 and speak with a public health nurse.

**For more information about the Simcoe County District School Board, please visit [www.scdsb.on.ca](http://www.scdsb.on.ca).**

**You can also follow us on Facebook and Twitter.**

## **BUS TRANSPORTATION**

All students must be safe while riding the school bus. The bus driver has full charge of the bus and students must respect and abide by his/her instructions. Every student is responsible to the school principal, through the driver, for personal behaviour on a school bus. Failure to comply with guidelines may result in removal of bus riding privileges. The board may equip school buses and other board vehicles which are owned, leased, contracted for and/or operated by the board with surveillance systems. These systems are installed in accordance with the Simcoe County District School Board Surveillance Guidelines to enhance the safety and security of students and staff, to protect property against theft and vandalism and to aid in the identification of individuals who endanger the health, well being or safety of school community members.



Changes in bus stops can only be arranged through the school. Applications for permanent bus stop changes must be made to the Simcoe County Student Transportation Consortium (SCSTC) through the school principal. Please contact the principal if further information is required. For safety and insurance reasons, the board does NOT permit students to ride buses other than their assigned one, except in emergencies. Situations involving sleepovers, music lessons, playing at a friend's house, working on a school project, etc. do not qualify as emergencies.

Bus transportation policies and procedures may be viewed at your school or by accessing [www.scdsb.on.ca](http://www.scdsb.on.ca).

## **INCLEMENT WEATHER**

Parents are responsible for deciding if it is safe for their children to leave for school during severe weather conditions.

The Simcoe County Student Transportation Consortium and their contracted school bus companies together determine during pre-dawn hours if it is unsafe for buses to travel during inclement weather. While transportation may be cancelled, please note that schools usually remain open on inclement weather days. School closures are rare and must be authorized by the Director of Education or designate after considering recommendations by school superintendents in consultation with principals regarding local weather conditions.

Cancellation of buses and/or programming will be announced on local radio stations and the board web site [www.scdsb.on.ca](http://www.scdsb.on.ca), as well as other media broadcasts. Please be aware of your school's weather zone for bus cancellations, as well as your child's bus number and bus company name. Tune in early to radio and other media broadcasts and avoid having to phone the school. More details will be provided through school information sent home. School transportation may be cancelled mid-day on rare occasions due to rapidly deteriorating road and weather conditions. In this situation, students will remain supervised at school until it is safe for parents to transport them home.



## **POLICE/SCHOOL PROTOCOL**

Developed by the Joint Safe Schools Task Force representing local school boards, community members, school councils, and municipal and provincial police services, the Police/School Protocol strengthens existing practices and applies a consistent approach to policies throughout all jurisdictions. The Protocol follows Ministry of Education guidelines and includes information about the roles of school boards and police services, prevention programs and investigative procedures. Available in every school, the document also outlines a Violent Incident Emergency Response Plan. School administrators and police have customized this plan for every school and regularly oversee emergency response drills to ensure high levels of preparedness in the unlikely event that a violent incident occurs.

Our schools continue to be safe environments for students and staff. Practicing a prepared plan is one more component of a proactive, preventative and thoughtful approach to enhancing safe schools. The Emergency Response Plan emphasizes that students have a responsibility to respond quickly to the direction of staff during a crisis situation and requires that any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. Parents and guardians are expected to reinforce these responsibility expectations with their children.

### **Emergency Information:**

**1-877-728-1187 &  
[www.scdsb.on.ca](http://www.scdsb.on.ca)**

## **ADDRESSING YOUR CONCERNS**

If you have a concern, please follow these steps in sequence:

1. Gather as much information as possible, then call the school to arrange a meeting with the teacher. Most concerns can be resolved at this point through dialogue and co-operation among those involved.
2. If you are not satisfied with the outcome of your meeting, then call the school to arrange a meeting with the principal. With open communication and collaboration among those involved, your concern should be resolved at this point.
3. If your concern has not been resolved at this point, contact the Superintendent of Education for your school. The Superintendent of Education will assist you by acting as a facilitator in attempting to resolve your concern. You may wish to put your concerns in writing at this time.
4. If you feel strongly that the situation requires further consideration, you may contact the Director of Education. At that time, your concern will be reviewed and may be directed to another staff member for action.
5. If you feel your concern has not been addressed at this level, please contact your Trustee. Trustee contact information is available from your Principal, the Board website [www.scdsb.on.ca](http://www.scdsb.on.ca), or by calling the Board Office at 705-728-7570 or 905-729-2265.

## **COMMUNICATING APPRECIATION AND POSITIVE FEEDBACK**

Additionally, please don't hesitate to communicate appreciation or your positive feedback to teachers, school staff, school administration, your superintendent and your trustee!

## **NOTIFICATION OF THE COLLECTION AND USE OF STUDENT PERSONAL INFORMATION**

The purpose of this communication is to notify you of how the Simcoe County District School Board and your school use the personal information you provide to us in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The MFIPPA is a law that sets guidelines that schools and district school boards must follow when this collecting, using and/or and disclosing students' personal information. Under this Act, personal information refers to recorded information about an identifiable individual.

The Education Act sets out duties and powers of the board and authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education as required. This Act requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress through school in Ontario and follows students when they transfer schools. The Ontario Student Record Guideline sets out how record is to be managed. The Simcoe County District School Board adheres to this OSR guideline.

Under the MFIPPA, personal information may be used or disclosed by the Simcoe County District School Board:

- for the purpose for which it was obtained or a consistent purpose (a purpose consistent for the reason collected);
- to board officers or employees who need access to the information in the performance of their duties if necessary and proper in the discharge of the board's authorized functions;
- to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency; and,
- in compelling circumstances affecting health or safety (providing notice of the disclosure is sent to the student's home).

Prior to releasing confidential information for any other purpose, the school will seek informed consent from the parent/guardian for children under 16 years of age, from the parent/guardian and the student where the student is 16 and 17, and from the student where the student is over 18 or the student is 16 or 17 years of age and has withdrawn from parental control, in accordance with both MFIPPA and the Education Act.

It is our practice to include a notice statement on forms used to collect personal information to advise you how we will use and disclose the information. To help you understand how we use the information you provide to us, we draw your attention to the following routine uses and/or disclosures of student personal information so that you may express any concerns you may have regarding the release and sharing of the information.



**ROUTINE USES AND/OR DISCLOSURES OF STUDENT PERSONAL INFORMATION**

The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counselling, student success, etc.

In keeping with the requirements of the Education Act and the Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker staff.

Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.

The secondary school will share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.

Secondary schools will send information of potential graduates (contact information, marks and transcripts) to Ontario Colleges and Universities to support the student's post secondary applications.

Student home addressees may be released to the Simcoe County Student Transportation Consortium and the contracted bus company responsible for transporting students to and from school in order to administer the board's contracted bus program.

School activities may be reported in school and board newsletters, and on school and board websites. Individual students will only be photographed and identified with appropriate consents.

The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/ awards, and current events. Their reports may include non-identifying photos of groups of students. Individual students would only be photographed or identified with appropriate consent.

Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed and/or reported on by media or the general public.

Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.

Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio transmissions) to support the classroom program. Conferences may be organized with students in other SCDSB schools, students in other countries and or as virtual field trips.

Phone numbers will be used on telephone lists.

Examples include:

- emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather);
- safe arrival programs, which may be staffed by parent volunteers, to contact parents where a student is absent and the parent/guardian has not notified the school of the absence;
- volunteers, authorized by the principal, to contact parents regarding school-related activities which benefit the student and the school community and require parent involvement.

Parents/guardians/adult students are asked to complete Student Medical/Health Data forms for the purpose of developing a medical emergency plan for the student or Administration of Medication in School forms for the purpose of administering medication to the student. Medical emergency plans may also be provided to the Simcoe County Student Transportation Consortium and/or contracted bus operators to aid in a medical emergency.

In compliance with the Personal Health Information Protection Act, student health numbers (OHIP) will not be collected; however parents/guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.

Student work, including student names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.

Student accidents that take place during school or on school-sponsored activities will be reported to the SCDSB insurer. Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.

Birthday congratulations may be announced over the PA system and/or in the classrooms.

Class lists with student first names and last initial only may be distributed to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.

Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, wellbeing or safety of school community members.

Student names and/or photographs may be printed in school programs (e.g., commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.

Questions regarding the information contained in this notification may be addressed to the School Principal or the Freedom of Information/Records Management Officer, 1170 Highway 26, Midhurst, ON L0L 1X0, (705) 734-6363 ext. 11265. Please communicate any concerns you have with regards to the sharing of personal information in any or all of the above-mentioned by contacting the school principal as soon as possible. The above will apply unless an objection is filed with the principal and an alternative resolution can be found.

**For more information about the  
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