



# Dundana Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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[www.hwdsb.on.ca/dundana](http://www.hwdsb.on.ca/dundana)

## School Bell Times

- Our school day begins at 8:55 a.m. and ends at 3:15 p.m.

## Nutrition Breaks

The school is organized on a balanced day schedule, meaning we have two nutrition breaks. Students have 20 minutes to play and 20 minutes to eat at each break. Please be sure to pack enough healthy food for two breaks. We are a nut-safe school and ask all students and families to ensure that no nut products are brought to school.

- Nutrition break 1: 10:35 a.m. to 11:15 a.m.
- Nutrition break 2: 12:55 p.m. to 1:35 p.m.

## School Cash Online

All payments for school related items must be paid using School Cash Online; an easy to use and safe way to pay for your children's school fees (e.g. pizza days, school trips). A pin number and instructions will be sent home with all new registrations. If you need support for your account, please contact the office at 905 628 2622.

## Communication

At Dundana, we use our website to communicate regularly with families. Informational updates about school and board events will be posted regularly. By subscribing, you will receive an email alert whenever new information is posted. Sign up here: <http://www.Hwdsb.on.ca/dundana/subscribe>

## Attendance

It is important that we ensure that all students arrive at school safely each day. Parent's/guardians are required to inform the school each time their child is going to be late, absent or leaving early using the Safe Arrival system. Safe Arrival is available 24 hours a day, 7 days a week. You can report a future absence any time. You can access Safe Arrival one of three ways:

1. Use the Safe Arrival website [go.schoolmessenger.ca](http://go.schoolmessenger.ca) The first time you use the website, select Sign Up to create your account. Select attendance, then report an absence.
2. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or Google Play Store. The first time you use the app, select Sign up to create your account. Select attendance and then report an absence.
3. Call the toll free number @ 1-844-506-4350 to report an absence using the automated phone system.

## Important Numbers

Dundana School Office: 905 628 2622

Umbrella Daycare Before & After School Program: 905 628 2680

Transportation Department: 905 690 2632



## Annual Media Consent Agreement

Hamilton-Wentworth District School Board (HWDSB) is committed to protecting student personal information and helping to positively shape the “digital footprint” that students leave when they post personal information online. Please refer to your school’s website for our *Parent/Guardian Letter on Personal Information* for a full explanation and examples of how we routinely handle student information and protect privacy while meeting legislative requirements.

Classrooms have changed dramatically with the introduction of digital tools and as we have continued to navigate the challenges of living and learning during a pandemic. In the upcoming academic year, students may engage in blended learning, involving both physical and virtual classrooms. In keeping with 21st century learning priorities, the board provides students with access to Microsoft Teams, the HWDSB App Catalogue, email and a calendar, as well as the Ministry of Education Virtual Learning Environment or the “HUB”. Online learning environments include synchronous learning where all participants must be online at the same time, and asynchronous learning where the content is available for students to access when they choose. In addition, students may use online tools or web apps and social media as deemed appropriate by the classroom teacher.

Students receive age appropriate instruction on digital citizenship and the safe use of technology. For more information on our policies and directives governing 21<sup>st</sup> century learning, see *Policy 6.1 21st Century Learning*, along with the *Responsible Use Procedure*, *Ownership and Authorship Procedure*, and the *Identity, Credibility and Positive Participation Procedure*. These policies and directives are easily found by using the search function on the board website (<https://www.hwdsb.on.ca/>).

Students at HWDSB will use the internet at school and will learn how to make use of the tools that we provide in order to learn, create, share, and collaborate. They will participate in online spaces that are visible within the classroom, and possibly within the school and other sites across the board. Only with your consent on this form will online contributions that are public (i.e., visible *outside* of HWDSB) contain identifying information.

**We are asking for your consent to allow your child to participate online in ways deemed age appropriate by classroom teachers and directly related to their learning and accomplishments. Your consent is completely optional. With consent, photos/video/ audio recordings of your child, their written and creative work, and/or name may appear online beyond HWDSB schools, (i.e., publicly visible to the community or discoverable on the World Wide Web) involving, for example:**

- school electronic newsletters sent to our parent community
- classroom websites, blogs, and video projects
- classroom/school/board social media accounts (e.g., Twitter, YouTube, etc.)
- school/community media publications or broadcasts
- other educational platforms

(please keep this page for your information)

**Consent to disclose electronic student information**

☐

**Yes, I agree** and give my permission for the disclosure of my child's personal information in the forms described (e.g., photos/video/audio recordings of my child, name, written/creative work, social media/website/news media posts) as they participate in a 21<sup>st</sup> century learning environment under the guidance of their classroom teacher, and for sharing and celebrating their creative and academic accomplishments by school/board staff and local news media. I understand that once posted online, the student information may appear in other publications outside of HWDSB's control.

☐

**NO, I do not agree.** I do not consent to the disclosure of my child's identifiable personal information in ways that are publicly visible and/or searchable on the World Wide Web.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature (if 18 years or older): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your child's classroom teacher will keep you informed throughout the year about the 21<sup>st</sup> century learning experiences planned for students so that you have opportunities to ask questions about specific technologies and to change your consent if desired.

If you have any concerns related to the safety of your child with respect to use of personal information, please speak with your teacher or school principal where your child attends.



## EARLY CLOSURE and EMERGENCY EVACUATION INFORMATION

*YOU WILL BE NOTIFIED OF CLOSURE OR EVACUATION VIA SCHOOL WEBSITE AND SCHOOL MESSENGER*

SCHOOL NAME: \_\_\_\_\_

EMERGENCY EVACUATION SITE:  
ADDRESS:

*PLEASE BE SURE YOUR CHILDREN KNOW THESE INSTRUCTIONS AND ANY EMERGENCY CONTACT PERSON.*

### Children at School from youngest to eldest

Name	Class	Teacher Name

Parent/Guardian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(work, home, cell)

Parent/Guardian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(work, home, cell)

### INSTRUCTIONS: (Please number your choice in order of preference.)

I will pick up my child(ren) at school.

☐ **If busses are running**, my child rides the bus and after exiting at the regular stop, they will go:

Home \_\_\_\_ Or to the home of:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

☐ If unable to pick up my child(ren), the adult EMERGENCY CONTACTS listed in PowerSchool have my permission to pick up my child(ren).

Emergency Contacts: \_\_\_\_\_

*Please inform the above contacts of your emergency planning.* Note: Only adults (18 years+) may pick up child(ren).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Legal Authority to Collect Personal Information

*The information on this form is collected under the Education Act and in compliance with the Municipal Freedom of Information and Protection of Privacy Act. The information will be used in an emergency and in the event of a pupil's unexplained failure to arrive at school. Information on this form will become part of the Ontario Student Record. Please contact the School Principal with any questions about the collection of this information.*



Ministry of Education

Elementary

School Year Calendar 2023 - 2024

- Legend
- Statutory Holiday

H -
- Scheduled Examination Day

E -
- Professional Activity Day

P -
- Board Designated Holiday

B -
- Half Day

⌈

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 <sup>st</sup> Week							2 <sup>nd</sup> Week							3 <sup>rd</sup> Week							4 <sup>th</sup> Week							5 <sup>th</sup> Week						
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
August 2023						1	2	3	4	7	H	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31									
September 2023	18	1			1				4	H	5	PA	6	FD	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29							
October 2023	20	1		2	3	4	5	6		H	9	10	11	12	13	16	17	18	19	20	PA	23	24	25	26	27	30	31										
November 2023	21	1			1	2	3	6	7			8	9	10	13	14	15	16	17	PA	20	21	22	23	24	27	28	29	30									
December 2023	16					1		4	5	6	7	8	11	12	13	14	15	18	19	22	23	24	25	26	29	30	31											
January 2024	17	1		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	PA	29	30	31											
February 2024	20						1	2	5	6	7	8	9	12	13	14	15	16	19	H	20	21	22	23	26	27	28	29										
March 2024	14	1						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29										
April 2024	21					1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30											
May 2024	22						1	2	3	6	7	8	9	10	13	14	15	16	17	20	H	21	22	23	24	27	28	29	30	31								
June 2024	18	2		3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	PA														
July 2024				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31												
TOTAL	187	7																																				

**Note:** The 2023-2024 calendar provides for 195 possible school days between September 1, 2023, and June 30, 2024. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days

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