



Huntington Park Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

80 Kingslea Drive
Hamilton, Ontario L8T 4A5
Phone: 905.383.3305
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EMAIL: huntingtonpark@hwdsb.on.ca
PRINCIPAL: Mr. T. Illman
SUPERINTENDENT: Mr. S. Goodacre
www.hwdsb.on.ca/huntingtonpark

September 1, 2023

Dear Huntington Park Families,

Welcome back to another great year at Huntington Park Elementary School. We trust that you have had a good summer together as a family. Attached to this letter, you will be receiving the "Back to School" Package of forms and information about the school year. This package is very important as it contains a lot of emergency information. Please fill out or update the following forms and **return them to the school by the end of next week** (Friday, September 15):

- Student Contingency Plan for Emergency School Closure
- Media Consent Form
- School Council Information and Self Nomination Form

September Enrollment and Reorganization

As the community shifts and grows, there have been new student registrations at Huntington Park over the past weeks with new families moving into the area as well as people moving from the area. The Hamilton-Wentworth District School Board watches the student population numbers at each school very carefully in September and, in order to meet Provincial class size caps in the primary division, schools often have to reorganize at this time of year. We will be submitting our enrollment numbers in the next couple of weeks to the Superintendent to determine if we have to reorganize the school classes and to determine how many classes and students that would affect. If indeed we have to move teaching assignments and students in classes, we will address that in a separate letter to parents in the days ahead.

Life-Threatening Allergies at Huntington Park

There are some students at Huntington Park Elementary School who suffer from a severe allergy which can cause an anaphylactic reaction. An anaphylactic reaction is an allergic reaction so severe that, in some cases, it can be life-threatening. The best approach to creating a safe school environment for these children is prevention/avoidance and parents/guardians play a crucial role in this regard. We respectfully request your help in reducing the risk to our anaphylactic children by refraining from packing nut or nut-based products in lunches.

Student Punctuality

Research has shown that frequent absences and being late for school have a direct, negative effect on student achievement, self-esteem, and employment potential. The instructional start of the school day at Huntington Park is 8:40 a.m. We are always concerned when students are frequently absent or frequently late for school as students miss important learning time which can leave significant gaps in their understanding of concepts taught and, ultimately, can have a negative impact on their success in school. By reinforcing the importance of attending school and **arriving on time**, we reinforce positive behaviours that will serve our children well later in life. We ask that you please make every effort to ensure that your child attends school regularly and arrives at school on time. We recognize that today's families are incredibly busy and their lives are very complex. We also know, however, that developing positive habits is a very worthwhile goal.

Student Absences

If your child is going to be absent from school, download School Messenger app from the app store and this system allows you to report your child's absence. Alternatively, a note can be sent to the office or call our 24-hour answering machine at 905-383-3305 to ensure that absences are received and recorded in our student information system. If you are picking your child up early from school, we ask that you send a note to the school in the morning. This process is helpful as we wish to minimize interruptions to classes by calling students out during instructional time.

School Council

Our School Council is an active and key part of the school community. We need your involvement to make School Council a success. It is a great group of people who care deeply about this school and its students. Please read the attached information regarding School Council self-nomination forms. We would love to have you involved this year. The first meeting



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of School Council will take place at 7:00 p.m. on Thursday, September 28, 2023 in the Library. Please be sure to hand in your self-nomination form to be a part of School Council by Friday, September 22 at the latest.

Volunteers in Schools

All volunteers in HWDSB must provide a Vulnerable Sector Screening (Police Check). This screening can be obtained through the Hamilton Police Service. We want everyone at HWDSB to be safe in our buildings and on school outings and the updated Vulnerable Sector Screening is one way we can protect our students. If you would like to volunteer in the school or on any school outings this year, you should obtain your police check well in advance as sometimes the process can take several weeks.

School Cash OnLine

If you have not registered for School Cash Online, please register through the HWDSB website. School Cash Online is an easy and safe way to pay for your child's various school expenditures. Current families who already have signed up for School Cash Online do not need to complete this process again but new families should register online. Please contact the School Cash Online Help Desk at 1-866-961-1803 if you encounter any difficulties.

Connecting to the School

We will not be sending home paper newsletters. Please subscribe to our school website so that you can receive current updates and information items. Our website is: www.hwdsb.on.ca/huntingtonpark We also encourage parents to keep in touch by talking to your child about what they are learning and also by being involved in the school and keeping up-to-date with school happenings. If you have questions regarding your child or have information to share, please feel free to connect directly with your child's teacher.

Huntington Park Elementary School is a great place for students, staff and the community and we are excited about the start of this new school year. We look forward to meeting each of you soon.

Sincerely,

Mr. T. Illman
Principal



SCHOOL CLOSURE DUE TO POOR WEATHER AND OTHER EMERGENCY SITUATIONS

In the event of inclement weather or an emergency of another kind, in which it is decided to close Huntington Park School prior to regular dismissal time, it is important that we have a carefully prepared emergency plan. It is the responsibility of parents to arrange alternative accommodation for their child if they cannot go home during an unscheduled school closing. The parent is expected to clearly explain the alternative to the child and to inform the school, in writing, what the alternative arrangement would be. Parents are requested to provide the school with any changes throughout the school year. If the Hamilton-Wentworth District School Board makes a decision to evacuate the school and re-locate the students temporarily, students would be taken to Huntington Park Recreation Centre. The re-location site will be posted on the doors of Huntington Park School.

As telephone lines are sometimes out of service during emergency situations, your plans may NOT include having the school telephone your home. Please indicate your emergency early dismissal plan below and ensure that your child is aware of these plans. Check one of the following options:

In the event of an emergency closure, my child will go home alone with no contact.

In the event of an emergency closure, my child should go home with other students/siblings.

Name and class of other student(s)

In the event of an emergency closure, my child should go directly to a baby-sitter or friend.

Name, address and phone # of baby-sitter or friend

In the case that my child is unable to enter the home indicated above or finds no one there, the pre-arranged alternate home they are instructed to report to is:

Name, address and phone # of alternate home

In the event of an emergency closure, I will pick up my child at school.

Details regarding school closures will be communicated on local radio stations as well as on the HWDSB website

STUDENT NAME: _____ CLASS: _____

HOME ADDRESS: _____ PHONE: _____

ALTERNATE PHONE #: _____ DATE: _____

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 21st 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

 Share this page for your information

HWDSB

School Year: 2023-2024

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 21st 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 21st 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.



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SCHOOL COUNCIL 2023-2024

Dear Parents/Guardians,

School Council (sometimes referred to as the Parent Council) is a great way to learn about all the initiatives happening at the school, to contribute to initiatives, to help plan fundraising opportunities and to offer suggestions to the administration about operations at Huntington Park Elementary School. Parents/Guardians can nominate themselves to the School Council by using the nomination form on the reverse side of this letter. Nomination forms should be dropped off to the school office no later than Friday, September 22, 2023. Forms can also be emailed to tillman@hwdsb.on.ca by this date.

We are always looking for new people with new ideas to help make our council a dynamic group that works at enriching the school experience for our students. **The first meeting of our School Council will be held on Thursday, September 28, 2023 at 7:00 p.m. in the school Library.** You will find some important information regarding School Councils below:

- All parents/guardians who have a child enrolled at Huntington Park Elementary School are welcomed and encouraged to attend School Council meetings and are eligible to be nominated as voting members of Council.
- The Ministry of Education requires all Ontario schools to have School Councils.
- The role of the School Council provides informed advice to the Principal and staff while maintaining a school-wide perspective on issues
- The School Council is to focus on student learning and school improvement and represent the views of the school community
- If a parent/guardian would like to be a voting member on the School Council, they must be nominated to the role. Submission of a self-nomination form is required (see reverse).

Voting members may hold a position on the executive including Chair, Vice Chair, Treasurer and Secretary.

- The Chairs' primary role is to be the group's facilitator and community contact person for community related issues. The chairs are the recognized representative of Council for parents. The chairs call the meetings and prepare agendas in consultation with the Principal. The chairs consult with school board staff and the trustee.
- The Treasurer ensures all financial records of the council correspond with the School Office Administrator's records and presents updates at each council meeting.
- The Secretary maintains the member contact list, takes attendance and records meeting minutes.

Individuals putting their names forward must be at the meeting on Thursday, September 28, 2023 if they would like their name to stand. It is imperative to council functioning that those wishing to serve on council are able to commit to attending approximately 6-8 meetings over the school year. If we have low attendance we will not be able to conduct council business.

If you have any questions, please do not hesitate to contact me. I look forward to working together with you to support our students this year at Huntington Park.

Sincerely,

T. Illman, Principal

Huntington Park Elementary School
School Council Parent Self-Nomination Form

I wish to declare my candidacy for an elected position as a parent/guardian representative on the Huntington Park Elementary School Council.

I am the parent/guardian of _____ in Class _____

Name: _____

Address: _____

Home Phone: _____ Business phone: _____

E-mail: _____

I am an employee of the Hamilton-Wentworth District School Board:
Yes No

Candidate's Signature

Date

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school office by Friday, September 22, 2023.**

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