



# Tapleystown Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

390 Mud St. E  
Stoney Creek, Ontario L8J 3C6  
Phone: 905.662.2297  
Fax: 905.662.2512

EMAIL: [tapleystown@hwdsb.on.ca](mailto:tapleystown@hwdsb.on.ca)  
PRINCIPAL: Mr. B. Berketa

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

Tuesday, September 3, 2019

Dear Parents/Guardians:

Enclosed in this package are a number of information items and forms that need to be completed and returned during the first week of school.

Please keep the following for your reference at home:

- This letter
- School Year Calendar
- Tapleystown Staff List
- Life threatening allergy information
- Emergency Closure Information

Please return all of the following forms/items to your child's homeroom teacher **by Friday, September 6, 2019.**

- Media Consent Agreement
- Educational Excursions Emergency/Health Information Form
- Emergency School Closure Form
- \$5 for Student Agenda
- **Optional:** Volunteer Information Sheet, School/Volunteer Agreement, Offence Declaration Form (If you are interested in being a volunteer driver, attending field trips or helping in the classroom or at school events, all of these forms need to be returned. If you have not already had a Vulnerable Sector Screening police check verified by the principal in the last 3 years, or you are a new volunteer you will be required to obtain one and have it verified by the principal. Please contact the school office if you have questions about volunteering.

## STUDENT AGENDAS/CODE OF CONDUCT

Some of our teachers prefer to use student agendas while other teachers have chosen to use electronic school-home communication methods (website, Blog, email etc.) or a combination of both. Regardless of what method of communication your child's class uses please take some time to look at the **Code of Conduct** and other important details located at the front of the agenda with your child(ren).

## VOLUNTEERS

If you are interested in volunteering (driving, attending trips, helping in classrooms or at school events) at Tapleystown please complete the enclosed forms. A Vulnerable Sector Screening police check is required. The Vulnerable Sector Screening search is valid for up to 3 years. A Vulnerable Sector Screening search is required by ALL volunteers regardless of occupation. If you are an existing



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volunteer, please ensure that the enclosed forms are completed and returned to the office prior to your first volunteer opportunity.

## SAFE ARRIVAL CHECK PROGRAM

The Ministry of Education requires all School Boards to have a Safe Arrival Plan for their elementary schools. It is the policy of the HWDSB for all elementary schools to develop and implement an arrival check program as part of the daily procedure of school attendance taking. Parents, guardians and caregivers have the prime responsibility for the safety of their children. In order to enable the school to account for any pupil's absence, parents/guardians are required to inform the school of pupil absences or lateness and be accessible for arrival check contact.

Tapleystown will continue the SafeArrival Program for the 2019-2020 school year. Below is an overview on how to sign up for the program.

With **SafeArrival**, families report a child's absence in one of three ways:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or Google Play Store (or from links at <https://go.schoolmessenger.ca>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number 844-506-4350 to report an absence using the automated phone system.

## EMERGENCY CLOSURE INFORMATION

Please read our School Closure information and fill out the attached form in order to ensure that we are able to keep students safe in the event of a school closure.

## MEDICATIONS

Medication should be administered at home. All medication (including non-prescription medication) that needs to be administered by staff requires an authorization form that must be completed by a doctor and must also be signed by the parents. Forms are available in the office. All medication will be kept at the office.

Thank you in advance for your timely attention to these items and your cooperation and support as we work together for student learning and safety.

Sincerely,

B. Berketa  
Principal



# 2019-2020 SCHOOL YEAR CALENDAR ELEMENTARY 5 DAY CYCLE

Month	1st Week					2nd Week					3rd Week					4th Week					5th 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
August				1	2	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	31
September	2 H	3 FD	4	5	6	9	10	11	12	13	16	17	18	19	20 P	23	24	25	26	27	30				
October		1	2	3	4	7	8	9	10	11	14 H	15	16	17	18	21	22	23	24	25	28	29	30	31	
November					1	4	5	6	7	8 P	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23 B	24 B	25 H	26 H	27 B	30 B	31 B			
January			1 H	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24 P	27	28	29	30	31
February	3	4	5	6	7	10	11	12	13	14	17 H	18	19	20	21	24	25	26	27	28					
March	2	3	4	5	6 P	9	10	11	12	13	16 B	17 B	18 B	19 B	20 B	23	24	25	26	27	30	31			
April			1	2	3	6	7	8	9	10 H	13 H	14	15	16	17	20	21	22	23	24	27	28	29	30	
May					1	4	5	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29
June	1	2	3	4	5 P	8	9	10	11	12	15	16	17	18	19	22	23	24	25 LD	26 P	29	30			
July			1 H	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31



P - PROFESSIONAL ACTIVITY DAY  
System PA Day



FD - FIRST DAY FOR STUDENTS  
LD - LAST DAY FOR STUDENTS



H - STATUTORY HOLIDAY  
B - SCHOOL HOLIDAY\*



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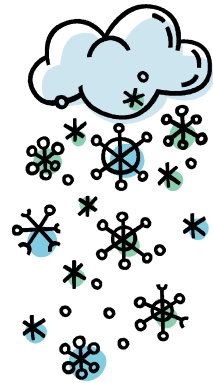
September 3, 2019

## EMERGENCY SCHOOL CLOSURE INFORMATION

(Please retain for future reference)

Dear Parents/Guardians:

The decision to cancel school operations is often a difficult call to make. Please be assured that the decision to remain open or to close is always made with the safety and security of our students and staff in mind. Reasons for school closure may include severe weather conditions, prolonged electricity/utility interruption or other emergencies.



Listed below are some guidelines for you to follow so that your family is prepared in the event of an Emergency School Closure:

- Make plans for someone to care for your child if you are unable to be at home for your child's safe arrival and share the plan with him/her. This is especially important for primary-aged children.
- Tell your child what to do if the school closes early so that they are clear on what is expected.
- Primary children should not walk home alone or be at home alone.

Please note:

- The school telephone is not always available to make last minute arrangements.
- It is always a parent decision whether it is safe for their child/ren to attend school.
- Parents are expected to clearly explain the plan to their child/ren and to inform the school in writing what the arrangement would be should a school closure be required. Parents are requested to provide the school with any changes throughout the school year. **Follow local media for school closure information. In order to keep school phone lines open for emergency use, we ask parents not to call the school but look to local media for updated info.**

### RADIO STATION CALL LETTERS

KLITE FM  
CJXY-Y108  
CHAM  
CHML  
CKPC  
CKOC 1150

### STATION NUMBERS

102.9FM  
107.9FM  
820AM  
900AM  
1380AM or 92.1 FM  
1150AM

CH TV Hamilton  
[www.hwdsb.on.ca](http://www.hwdsb.on.ca)



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Twitter: @HWDSB

Review your family's school closure plan with your child(ren) regularly, especially on days when inclement weather is in the forecast.

If you need to change your school closure instructions, please notify us in writing as soon as possible so that our records can be updated.

For each teacher to have a complete class set of plans, please fill in a form for every child in your family. Please return it to the school by **Friday, September 6, 2019.**

Thank you.

Sincerely,

B. Berketa  
Principal

## **TAPLEYTOWN LIFE THREATENING ALLERGY PLAN**

Tapleystown School staff, students and community support the safety of all students. To that end, the following policy/guidelines based on Hamilton Wentworth District School Board's Policy will be followed.

**We ask that all our families continue to support the safety of all our students by only sending peanut and tree-nut free snacks and lunches with their child.**

The Hand washing policy will be promoted with everyone in the building as a part of daily life.

### Rationale:

Frequent hand washing has been shown to be highly effective in controlling the spread of infectious diseases.

### Expectation:

Everyone should wash his or her hands

- Before and after handling food
- After washroom use
- As necessary to control the spread of infections

Parents or Caregivers of children with life threatening allergies must complete an anaphylaxis action/care plan form (available at the school office) that is signed by the child's doctor indicating that their child has a life-threatening allergy and the actions to be taken. The following procedure will occur:

1. The action/care plan will be put in the child's Ontario Student Record as well as posted in the school office emergency information area.
2. Copies of the emergency plan will be circulated amongst all applicable staff so that they are aware of the needs and procedures.
3. The child's class will be declared an Allergy Zone.

## **EPI-PENS**

It is highly recommended that any child requiring an epi-pen have two at school

1. One will be kept in the office in the Student Emergency Area.
2. The second will be in a waist pack worn by the child or kept nearby in the learning space.

Note: All School staff are trained in the use of an epi-pen.

It is the responsibility of the parent to ensure that Epi-Pens are replaced once the expiry date has passed.

## 2019/2020 Tapleystown Staff - updated September 2019

Teaching Staff			Educational Assistants	
Class	Last Name	Rm. No.	Name	
JSA	Mr. S. Fried	110	Mrs. H. Veldman	
JSB	Mrs. C. Saigeon	115	Mrs. I. Kaczor	
12A	Mrs. E. McNabb	109	Mrs. L. Traplin (pm)	
12B	Mrs. M. Popovic	108		
34A	Mr. C. Perry	125		
45A	Mrs. S. Goehner	133		
5A	Mr. D. Levantis	132		
67A	Mr. K. Lewis	131	<b>Designated Early Childhood Educators</b>	
78A	Mr. T. Laidman	127	Mrs. M. Froats (LTO)	JSA - Rm. 110
78B	Mr. S. Kuczerepa	128	Mrs. M. Brock (W, Th, F)	JSB - Rm. 115
			Mrs. L. Somma (LTO) (M, T)	JSB - Rm. 115
LRT	Mr. S. Des Roches	126	<b>Caretaking Staff</b>	
French/Prep	Mme N. McDonald	106		
Music/Lib/Prep	Mr. B. Hawley	124/LIB	Mr. J. Jones	Head Caretaker - Rm. 123
			Mr. D. Kidd	P.M. Caretaker - Rm. 123
			<b>Administrative Staff</b>	
			Mr. B. Berketa	Principal - Rm.103A
			Mrs. M. Anderton	Office Admin. - Rm. 102

## 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 for, 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. In keeping with 21st century learning priorities, the board provides students with Google Apps for Education, access to the HWDSB App Catalogue, email and a calendar, as well as the Ministry of Education Virtual Learning Environment. In addition, students may also use online tools and social media such as wikis, blogs, podcasts, Skype, YouTube, Twitter, and other web apps, websites, and tools 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 ([www.hwdsb.on.ca](http://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 fully 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/videos/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/videos/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 school principal where your child attends.