



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
PRINCIPAL: Mr. B. Berketa

www.hwdsb.on.ca/tapleystown

Friday September 9, 2022

Dear Parents/Guardians:

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

Please keep the following for your reference at home:

- This letter
- Severe Weather/Emergency Closure Information
- Annual Media Consent Agreement (Information Page)

Please return all of the following forms/items to your child's homeroom teacher **OR** complete them electronically in the Parent Portal **by Friday, September 23, 2022.**

- Annual Media Consent Agreement
- Student Emergency Medical/Contact Information Form
- Emergency School Closure and Emergency Evacuation Information Form

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). It is also posted on our school website at www.hwdsb.on.ca/tapleystown.

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 2022-2023 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:

curiosity.

creativity.

possibility.

HWDSB



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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.

PREVALENT MEDICAL CONDITIONS & MEDICATIONS

If your child has any of the following medical conditions, a plan of care is required: asthma, diabetes, anaphylactic allergy or epilepsy. Please contact your child's teacher or the school office and we will send home or email you a plan of care template for you to complete if you have not already done so.

All medication (including non-prescription medication) that needs to be administered at school requires an authorization form that must be completed by a physician and must also be signed by parents. Forms are available from our school 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



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September 6, 2022
(Please retain for future reference)

Severe Weather at HWDSB

During severe winter weather, the difficult decision to remain open or to close is always made with the safety and security of our students and staff in mind.

Here are some guidelines to remember:

Weather Cancellations

When bad weather is expected, Hamilton-Wentworth Student Transportation Services (HWSTS) carriers check weather reports, road conditions and road clearing, starting as early as 4 a.m.



6:00 A.M.



Based on this information, the Director of Education makes the decision in conjunction with Hamilton-Wentworth Catholic District School Board.

HWDSB will announce the cancellation of school and board operations by 6 a.m. based on the best information at the time. We share this announcement on the HWDSB website, HWDSB's Twitter account and on the HWSTS website. We also contact local media outlets including CHCH TV, CHML and the Hamilton Spectator.

HWDSB makes a decisions by 6 a.m.

School and Administrative Building Closures

School boards have varied policies on cancellations. The HWDSB Rule is: **Severe weather + Bus cancellation = Schools and Administrative Buildings are closed.** When HWDSB cancels busing due to inclement weather, we have deemed the roads unsafe and this triggers the closure of schools and administrative buildings.

Severe Weather



Extreme Weather - In extreme cold, buses may not start or run as expected and HWDSB may need to cancel transportation. But this does not automatically mean that schools will close. The Director (or designate) has discretion to keep schools open when busing is cancelled due to extreme cold.

Closing a school and administrative buildings is a tough decision - and some families may disagree with HWDSB's call. Families can always make the choice they feel is best when it comes to sending their child to school.

Resources:

HWDSB's website - Severe Weather Information: www.hwdsb.on.ca/about/severe-weather

Inclement Weather and Board Cancellations Policy: www.hwdsb.on.ca/about/policies

Inclement Weather information video: <https://youtu.be/WMkROsXELFY>

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

(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 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.

EARLY CLOSURE and EMERGENCY EVACUATION INFORMATION

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

SCHOOL NAME: Tapleystown

EMERGENCY EVACUATION SITE: Saltfleet District High School
ADDRESS: 108 Highland Road West, Stoney Creek

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.



STUDENT EMERGENCY MEDICAL/CONTACT INFORMATION FORM

Taplestown

Please return this form to the school

Excursion Location: Various / as scheduled

Date(s) of Excursion: Various / as scheduled

Grade(s): _____ Class/Course/Group: _____

At the conclusion of this excursion/series of excursions, this form will be shredded by the school.

To be completed by the parent/guardian:

Surname: _____ First Name: _____ Middle Name: _____

Date of Birth: _____

In the event of an emergency during this excursion, please list in order of priority who should be contacted:

Name	Relation (e.g.: parent, uncle, friend)	Preferred Contact Telephone #	Alternate Contact Telephone #	Pickup Student Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

Medical Information required for this excursion to be used by Teacher/Supervisors:

Allergies: _____ Life Threatening: Yes No

_____ Epipen: Yes No

Other Medical Conditions/Restrictions/Limitations: _____

Are there any medical concerns/specific instructions related to this excursion (please attach additional information if necessary): _____

FOR OUT OF PROVINCE/COUNTRY EXCURSIONS ONLY

Medical Insurance Provider: _____ Policy Number: _____

Provider Contact Telephone: _____ Proof of Coverage: Yes No

Consent of Parent/Guardian

I/We understand that in the event of a medical emergency, while on the excursion, medical officials can authorize emergency medical care. This would apply when a serious condition exists and the Hamilton-Wentworth District School Board and medical officials have been unable to contact the parents/guardians.

Parent/Guardian Signature: _____ Date: _____

Information on this form is collected under the legal authority of the Education Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act [MFIPPA]. It will be used only in the event of an accident or illness of the student attending the excursion. Questions or concerns should be directed to the school principal.