

2014 Elementary School September Home Packages

The September Home Package Committee has determined the following items be centrally posted online for parent viewing and/or centrally printed for parents opting in to receive paper. However, it is mandatory that the Release of Information and Data Verification Form be sent in paper form to each student during the first week of school for review and completion by parents/guardians.

Items posted on school websites & printed in paper packages		Items to be printed at school site	
<ol style="list-style-type: none"> 1. Welcome Letter from the Chairperson/Director 2. Release of Student Information Form (IS-09-L-E) <ul style="list-style-type: none"> • The IS-09-L-E must be completed, signed and returned by a parent/guardian for each student. • Parents requiring translated versions of the IS-09-L-E are to be directed to the “2014-15 School Year Information” link on your school website to utilize the Google Translator. 3. 2014-15 School Year Information/Elementary School Year Calendar – JK – 6 or Elementary School Year Calendar – JK – 8, 7 - 8 4. Student Accident Insurance Letter 5. Safe Arrival/Emergency School Closures 6. Character Development 7. Code of Digital Conduct – Junior/Digital Citizenship 8. Safe, Caring and Inclusive Schools/Threat Risk Assessment: Fair Notice & Process 9. Parent Engagement: School Councils 10. International Languages 11. Elementary School Bus Safety 12. STSWR Information Insert 13. Voluntary First Nation, Métis and Inuit Self-Identification Information for Families Pamphlet 		<ol style="list-style-type: none"> 1. Data Verification Form <ul style="list-style-type: none"> • A Data Verification Form (DVF) must be completed, signed and returned by a parent/guardian for each student. • Instructions for printing DVF's will be forthcoming and will be posted in the Trillium Support Waterworks Conference. • In order to comply with the new Canadian Anti-Spam Legislation, modifications are being made to the Data Verification Form to allow the parent to choose to receive electronic messages. Wait for a Trillium News announcing the new forms have been uploaded before printing your DVFs. 2. School Council Nomination Form <ul style="list-style-type: none"> • School site specific information • To be completed, signed and returned by the parent/guardian. 3. School Council Annual Report <ul style="list-style-type: none"> • School site specific information • <i>As per Administrative Procedure 1570</i> 4. If Applicable: Allergen Letters to Parents <ul style="list-style-type: none"> • <i>As per Administrative Procedure 1470</i> 	
<p>Note</p>	<p>In addition to the items listed, the city of Kitchener and Waterloo walking to school flyers will be available on school websites for parent viewing in August.</p>	<p>Note</p>	<p>The Release of Student Information Form (IS-09-L-S) must go home for each student. Schools may order this form through M & T or print at their school site.</p>

Special Notes

WRDSB is Going Online!

In an effort to save paper, decrease costs, and improve efficiencies schools have been asked to direct parents to read the information items contained in the September Home Package online and only in the case where a parent opts in will they receive a paper package.

Best practice ideas for efficient distribution and tracking of returned forms can be found in the [Single-Source Resource](#).

2014-15 School Year Information Link

In August, ITS will add a new page to all elementary and secondary school websites entitled "2014-15 School Year Information". This page will come pre-populated with links to all September Home Package documents.

In addition, each school will be able to add site-specific documents to their local copy of this same page. To do so, staff simply edit this page like any other page on their website. If you require further assistance, please visit the [WordPress Handbook](#) in August for detailed documentation.

By visiting this one page, parents will be able to view the September Home Package documents, and additional site specific documents, in one place, on their school's website.

A link to this page will be placed on the home page of each school website by ITS. Schools are also requested to create a news post on their school website during the first week of school drawing parents' attention to the link and the 2014-15 School Year Information page itself.

City of Kitchener/Waterloo Maps

The City of Kitchener and Waterloo – Walking to School flyers will not arrive at school sites during the last week of August. Instead, the maps will be available for parents to view electronically in colour on the School Year Information link found on school websites.

Immunization Post Card

The immunization post card provided by the Region of Waterloo Public Health will not be included in the September Home Package this year. Instead, schools will be requested to distribute the post card closer to suspension time in December or January.

Off-Campus Consent Forms

Do not include off-campus forms in the September Home Package. Blanket permission forms are not permitted. Each time a student participates in an off-campus activity, parents/guardians should always be aware. Parents/Guardians must always be informed of the date/time/location/activities during off-campus activities, to ensure that informed consent is obtained. For more information about WRDSB Off-Campus Procedures and related forms, please click [here](#).

Student Accident Insurance

Pamphlets used to purchase student accident insurance will not be included in the standardized package. Parents choosing to purchase student accident insurance are required to use the on-line link provided in the Student Accident Insurance Letter. <http://www.staebler.com/student-accident-insurance>

Parents requesting a paper pamphlet to subscribe should contact Staebler Insurance at 1-800-463-5437.

Transportation Policy & Procedures

For an up-to-date copy of the policy and procedures booklet, please visit www.stswr.ca.

Region of Waterloo Public Health

During the first week of June schools will receive a package from Public Health containing forms to be distributed as follows:

JK – 6 schools

Form A – Instructions for distribution of forms received

Form B – Elementary Immunization Update – to be distributed to all Junior, Senior Kindergarten and Grade 1 students in September

Form E – Student Immunization Form – to be completed by new registrations and students new to the Region

JK – 8, 7 – 8 schools

Form C – Information for Parents about the Health Care Consent Act – these letters may be distributed to all grade 7 & 8 students in September or two weeks prior to your school's immunization clinic. Two weeks prior to your school's vaccination clinic, all grade 7 & 8 students will receive the following forms:

- **Hepatitis B Vaccination** consent – to Gr 7 students
- **Meningococcal Vaccination** consent – to Gr 7 students
- **HPV Vaccination** consent – to Gr 8 girls

Schools are requested to distribute these forms to the appropriate students. All forms completed by parents are to be returned to the **main office**. The returned forms will be collected by the Region of Waterloo Public Health prior to the first round of vaccination clinics starting the second week in September.

Please note: Links to Forms B and E are available in the Single-Source Resource for schools requiring additional copies.

For more information about the Region of Waterloo Public Health Immunization Program, please refer to **Form A**.