



EAST ELGIN SECONDARY SCHOOL

HOME OF THE EAGLES

September 3rd you will receive the following:

Student Timetable (if not picked up during pre-registration), Planners, School Portrait Form, School Calendar, Student Insurance Form (optional)

PLEASE NOTE: Hold on to your timetable as timetables **will not** be printed again for Semester II. If you misplace your original timetable it is always available through the student or parent portal.

IMPORTANT – IMMEDIATE ACTION REQUIRED
PARENTS MUST CONFIRM ONLINE THROUGH THE
PARENT PORTAL BEFORE SEPTEMBER 20:

- Student Information Sheet
- Parental Consent for Release of Student Information
- Emergency Contact List
- If your child has a medical condition please complete the Individual Plan of Care in your parent portal



School Messenger Safe Arrival Student Attendance Reporting System – Secondary Schools

Parents/guardians are to report student absences using SchoolMessenger Safe Arrival. In August, parents/guardians will have access to set up an account in SchoolMessenger by:

- 1. Accessing SchoolMessenger online**
Navigate to www.tvdsb.ca/schoolmessenger (please add to your bookmark/favourites). Click Sign Up and follow the instructions to set up your account. Within minutes, you will receive an email with a link to complete the Sign Up process.
- 2. Accessing SchoolMessenger using the Smartphone App (recommended for time and efficiency purposes)**
After setting up an account through www.tvdsb.ca/schoolmessenger, download the SchoolMessenger app through the App Store or Google Play Store and log in using the credentials used after validating your account online.
- 3. Accessing SchoolMessenger by Phone**
Parents/guardians who do not have access to a computer can access the system by calling 1-844-305-3756 (toll free) to report absences.

***If reporting the absence by phone, it is necessary to remain on the line until you receive a confirmation number. This number confirms that the absence has been reported to the school.**

Process for Reporting an Absence

Absences are to be reported prior to the start of the school day by selecting one of the following absence types: **Full day, Late, Early Departure, Leave & Return, and Multiple Day.**

After selecting an absence type you will then be given a list of options to choose for a reason. These options will vary by the type of absence selected.

If a student is absent and a parent/guardian does not report it through SchoolMessenger, automated communications will be sent to the parent/guardian to inform of the unexplained absence.

For more information regarding illnesses, appointments, lates, incorrect absences and vacations see our website under, QUICK LINKS, Attendance.

INFORMATION REGARDING BUSING – Southwestern Transportation

In the event that bus routes have changed this year – please confirm your busing information. Detailed information can be found at the following link <http://www.mybigyellowbus.ca/highschool-bus-info>

If you are a bus student, please check your bus number and the departure time with your driver when you get off the bus on Tuesday morning.

IMPORTANT INFORMATION

Welcome to EESS 2019 ~ 2020! We would like to take a few moments of your time and ask that you read over the following information carefully.

Parent Portal - is a valuable resource for parents/legal guardians to see their child's attendance, community hours, marks, and much more. Visit www.tvdsb.ca/parentportal to create your login account.

Parents will have the opportunity to confirm student information rather than forms being sent home and returned to the school in September.

Student Information and Student Emergency Contact Information: This lists student and guardian information and it is vital that this information be checked for accuracy. This information is used to contact parents/guardians for a variety of reasons, such as upcoming events, missed classes (attendance) and the most important being in the event of an emergency. If this information is incorrect or out of date, we cannot reach you. (Please note that guardian/custody changes can only be made with proof of legal documentation.)

Parent/Guardian Consent Release of Student Personal Information (Photo Consent Form): This information allows (or prevents) your student's name and/or photograph to be used. Please keep in mind that students involved in clubs and/or sports cannot appear in these photos if consent is not given on this form.

Student Individual Plan of Care (IPOC): Can be found on the parent portal and must be reviewed and submitted to the school annually in September.

Student Portal - allows students to see their timetables, marks, and attendance in addition to having access to numerous resources.

User Name: **first 3 letters of last name, first 3 letters of first name, last 3 numbers of trillium student #**

Password: **9 digit trillium student number – same number as in elementary school found on parent portal**

Online Payments

Please note that all fees – student activity fees, locks, field trips, sports fees, dances, Spirit Wear, etc – are now paid online. It is a one-time set up for all the years that your student is with us at East Elgin and is safe and simple. Information/Help sheets are available in the main office.

Dress Code

This is a reminder that East Elgin students are expected to adhere to our dress code which reflects the educational nature of the school at all times of the school year. Clothes showing bare midriffs and backs, see-through fabrics, “muscle shirts”, revealing necklines and extremely short skirts, dresses or shorts are not appropriate. Undergarments and straps are not to be visible. Thank you for supporting us in maintaining a respectful learning environment for all.

COMMUNICATION PRACTICES DURING BUS CANCELLATIONS

Parents are NOT required to report absences for **Bus Students** on Bus Cancellation days as it is understood that the parent/guardian has elected to keep the student home due to transportation challenges. All schools are open when buses are cancelled, parents/guardians may choose to transport their student to school noting the following:

- (a) If buses are cancelled in the morning **due to fog**, they will run at the end of the day as per their regular schedule. If parents/guardians can not transport the student to school absences must be reported before 9:00 am using SchoolMessenger.
- (b) If buses are cancelled in the morning **due to any other kind of inclement weather**, they will remain cancelled for the entire day and parents/guardians are responsible for transportation at the end of the school day. Students who are transported to school by parents/guardians are asked to sign in at the office upon arrival at school.

Attendance calls will not be made to parents/guardians of absent bused students from whom the school has not received communication as it is understood that the parent/guardian has elected to keep the student at home due to transportation challenges.

WALKERS

If your student is a **walker** and buses are cancelled parent/guardians are required to call school messenger before **9:00 am** to report all absences to avoid phone calls going home.