

**ROUTINE USES AND/OR DISCLOSURES OF STUDENT PERSONAL INFORMATION**

The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counselling, student success, etc.

In keeping with the requirements of the Education Act and the Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker staff.

Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.

The secondary school will share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.

Secondary schools will send information of potential graduates (contact information, marks and transcripts) to Ontario Colleges and Universities to support the student's post secondary applications.

Student home addressees may be released to the Simcoe County Student Transportation Consortium and the contracted bus company responsible for transporting students to and from school in order to administer the board's contracted bus program.

School activities may be reported in school and board newsletters, and on school and board websites. Individual students will only be photographed and identified with appropriate consents.

The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/ awards, and current events. Their reports may include non-identifying photos of groups of students. Individual students would only be photographed or identified with appropriate consent.

Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed and/or reported on by media or the general public.

Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.

Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio transmissions) to support the classroom program. Conferences may be organized with students in other SCDSB schools, students in other countries and or as virtual field trips.

Phone numbers will be used on telephone lists.

Examples include:

- emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather);
- safe arrival programs, which may be staffed by parent volunteers, to contact parents where a student is absent and the parent/guardian has not notified the school of the absence;
- volunteers, authorized by the principal, to contact parents regarding school-related activities which benefit the student and the school community and require parent involvement.

Parents/guardians/adult students are asked to complete Student Medical/Health Data forms for the purpose of developing a medical emergency plan for the student or Administration of Medication in School forms for the purpose of administering medication to the student. Medical emergency plans may also be provided to the Simcoe County Student Transportation Consortium and/or contracted bus operators to aid in a medical emergency.

In compliance with the Personal Health Information Protection Act, student health numbers (OHIP) will not be collected; however parents/guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.

Student work, including student names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.

Student accidents that take place during school or on school-sponsored activities will be reported to the SCDSB insurer. Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.

Birthday congratulations may be announced over the PA system and/or in the classrooms.

Class lists with student first names and last initial only may be distributed to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.

Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, wellbeing or safety of school community members.

Student names and/or photographs may be printed in school programs (e.g., commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.

Questions regarding the information contained in this notification may be addressed to the School Principal or the Freedom of Information/Records Management Officer, 1170 Highway 26, Midhurst, ON L0L 1X0, (705) 734-6363 ext. 11265. Please communicate any concerns you have with regards to the sharing of personal information in any or all of the above-mentioned by contacting the school principal as soon as possible. The above will apply unless an objection is filed with the principal and an alternative resolution can be found.

**For more information about the  
Simcoe County District School Board,  
please visit [www.scdsb.on.ca](http://www.scdsb.on.ca).**

**You can also follow us on  
Facebook and Twitter.**