

## **Brooke Elementary School**

8718 Delwood Drive Telephone: 604-583-6668

Delta District Web Site: <a href="http://www.deltasd.bc.ca">http://www.deltasd.bc.ca</a>
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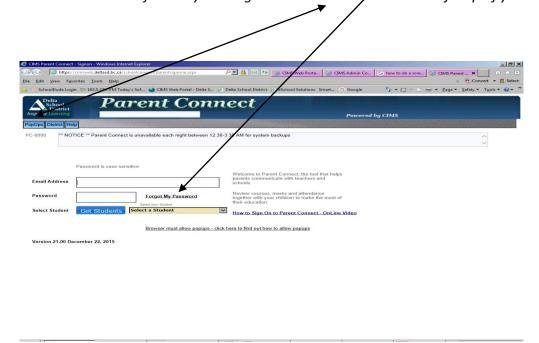
#### ... A Great Place to Learn!

Welcome to Parent Connect, an online information portal that allows you to monitor your child's school records and attendance, and update demographic information, emergency and out of province contacts. The system can be accessed from anywhere you have Internet access.

Parent Connect will allow you to review your child's attendance, report cards, demographics (address, guardian and emergency contact information, etc.), Parent-Teacher interviews, IEP documents, send messages to your child's teacher, print report cards and student profile information, update guardian information (eg. phone numbers, email etc.), and much more.

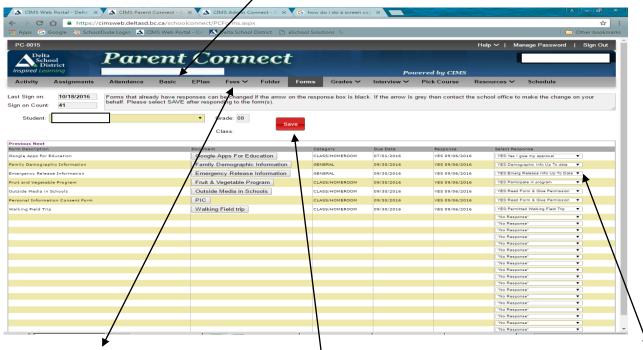
#### **Accessing Parent Connect**

- Open your web browser and go to district website at <a href="https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignone.aspx">https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignone.aspx</a> or go to Brooke Elementary School and on the HOME page, click "Click here for Parent Connect" and it will take you to the Parent Connect website.
- 2. Enter the email address you had provided to the school and your password and then click "Sign In". If you have never signed on before and do not know your password, or you have already been on the system and just forgot your password, click on the "Forgot My Password" link next to the Password box (make sure your browser allows popups instructions on how to turn off the popup blocker for your particular browser can be found by clicking on the "POPUP" tab on the left top of your screen)

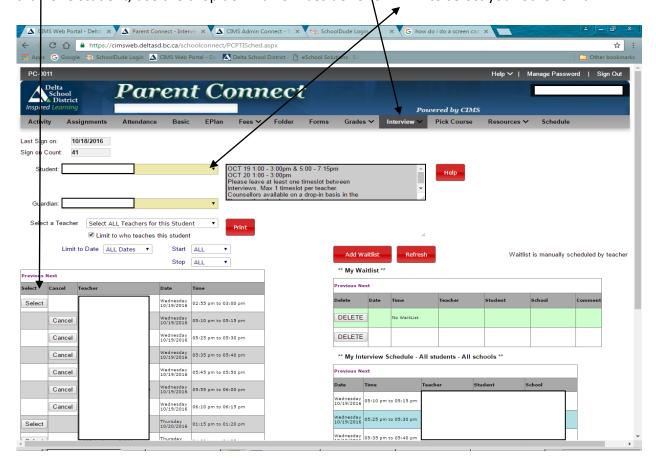




3. Once you are logged in, please click on "BASIC" tab and ensure all information is correct. If you need to make changes, click on "EDIT" button, make your changes and then click "SAVE".

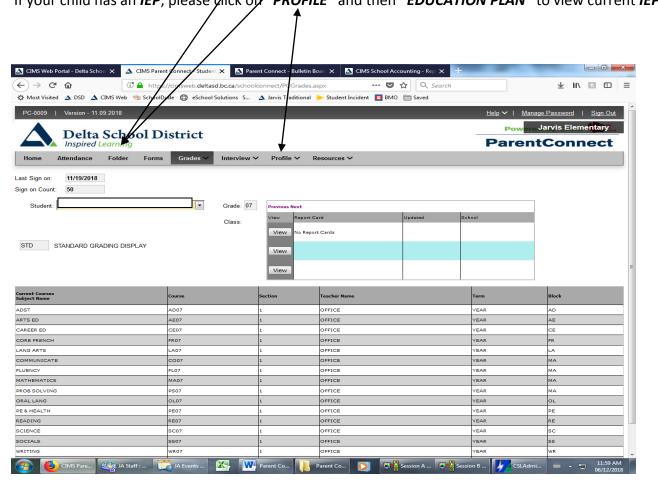


- 4. Go to the "FORMS" tab to sign off on ALL the forms. Please use the drop down arrow and select "YES" or "NO" (to read what you are signing off on, please click on the "grey button" for each form and open the PDF file). Once done, make sure you click "SAVE" button.
- 5. To book a **Parent Teacher Interview**, go to the '**INTERVIEW**" tab. On the left hand side, please click "SELECT" beside the date and time you would like to neet with your child's teacher. If you have more than one student, use the drop down arrow beside "STUDENT" to select your other child.



## 6. To view your childs:

**REPORT CARD**, please click on "FOLDER" to view current and previous **REPORT CARDS**. If you child has an **AIP**, please click on "FOLDER" to view current **AIP**. If your child has an **IEP**, please click on "PROFILE" and then "EDUCATION PLAN" to view current **IEP**.



## February 2020

Due to a change in our operating system the demographic information had to be re-formated. If you can no longer see all students in your family then you should:

- 1. Select "Forgot My Password" and get the passwords for all your children emailed to you.
- 2. You then need to log into each child's parent connect account and sychronize their passwords. (Give each child the same password)

# **Permission Forms & Electronic Communications Messages**

Permission Forms: The following webforms have been posted on Parent Connect for you to review and authorize. Please log into your Parent Connect account, click the "attachment" button to read the notices, and select the appropriate response (YES or NO) to each form. It is mandatory that all forms be reviewed and responded to by your child's parent/guardian by September 30<sup>th</sup> of each year.

- Google Apps for Education: Delta School District provides teachers and students access to a district-managed Google Apps for Education 9GAFE) account. This provides online collaboration and productivity tools, as well as unlimited file storage space, to be used strictly for educational purposes. To use the Delta GAFE account, personal information will be collected by the School District under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA). Your consent is required for an account to be created, however if you do not consent, your child will not be penalized in any way and alternate activities will be provided as appropriate.
- <u>Family Demographic Information</u>: Please take a moment to review your demographic information on Parent Connect. Update as necessary your cell phone number(s), email address(es) and emergency contacts. If you have a change to your address and/or home phone number, please call your school, or send a note to the office.
- <u>Emergency Release Information</u>: In the event of an emergency resulting in school closure during the school day, and you are unable to collect your child(ren) from school, you authorize the release of your child(ren) into the custody of temporary adult guardians. The Out-of-Province contact name and telephone number would be used if local telephone service is disrupted.
- <u>B.C. Fruit and Vegetable Program</u>: Our school is involved in a province-wide healthy living initiative sponsored by B.C. Agriculture in the Classroom Foundation and ActNowBC. One of the goals is to encourage healthy eating by providing fresh B.C. fruits and vegetables to the students during classroom time. The students will receive picked, washed and ready to enjoy produce every other week at no charge.
- <u>Outside Media In Schools</u>: Media (including radio, television, newspapers and other print and online media) are sometimes
  permitted or invited to come to the school or to school activities and allowed to take photos/video or conduct interviews with
  students, for the purposes of promoting public understanding of school programs, building public support for public education,
  and encouraging student achievement.
- Personal Information Consent (PIC): In accordance with the BC Freedom of Information and Protection of Privacy Act, the Board of Education of School District No. 37 is seeking your consent to collect, retain, use and disclose photographs, videos, images and/or names of students and groups of students in a variety of publications and on the School District's website(s) for educational purposes.
- Walking Field Trips: During the school year, teachers may take students for excursions in and around our neighborhood.
  The teacher will provide supervision on these neighborhood trips, with the assistance of parent volunteers, as required. When longer trips involving travel outside our local area are planned, you will be informed in writing and will be asked to sign a separate permission slip for each trip.

#### IMPORTANT NOTICE REGARDING ELECTRONIC COMMUNICATIONS

Canada's new anti-spam legislation requires us to allow parents to opt out from receiving certain emails that provide information about events occurring at your child's school or within our school district. Examples of such email messages include information about fieldtrips, fundraising, yearbooks, student pictures, graduating information, hot lunches, or similar events and offers. These messages are considered to be Commercial Electronic Messages (CEM) in nature and you can choose not to receive these emails. You may change your consent any time on Parent Connect. More information and instructions are posted on the "Bulletin Board" on Parent Connect.