



West Ferris Parent Guide 2025-2026





Contents

Edsby	3
Locker Process	8
School Cash Online	9
Attendance	10
Yearly Start-Up Packages	13
Transportation	14
The Team	15

Accessing Edsby

App vs Web Browser

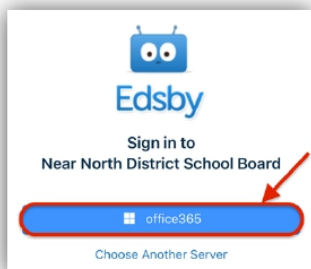


Using the App:

1. Download the Edsby app
2. Launch the app and enter nndsb as the server address:

Enter your school or district's server address
https://nndsb.edsby.com

3. Click "Office 365"



4. Sign in with your username and password.
On your first sign-in, you will need to include @nearnorthschools.ca after your username

(If you see a message that you're being signed out, please disregard, wait about 10 seconds and it should sign you in.)

Using a Web Browser



1. Navigate to:
www.nearnorthschools.ca/edsby-parents
and select the Login button

2. Enter the username and password you setup:

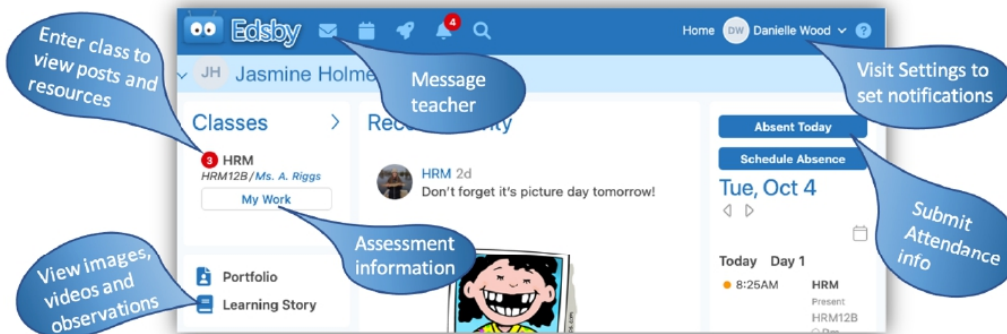


For user account support including password resets please contact the help desk during regular school hours: **(705) 472-5169**

Learn more here: www.nearnorthschools.ca/edsby-parents



Learn More



Edsby For Parents/Guardians

Edsby lets parents see what's happening with their kids at school, and helps them play a more

We will be using Edsby as a learning platform in our class to share information about your child's learning throughout the year. It will also be used to communicate class information, share learning resources and provide real-time feedback on your child's progress.

Setting up your parent account:

(If you already have an account setup, you can continue to use that.)

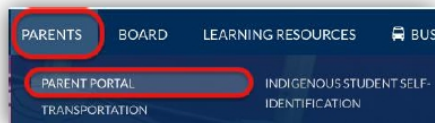
If you have returned a completed **Canada Anti-Spam Legislation** form as well as a **student index card** you will receive invitation e-mail to setup your Edsby account.

Follow the instructions in the invite e-mail to setup your account and access Edsby.

Accessing Edsby:

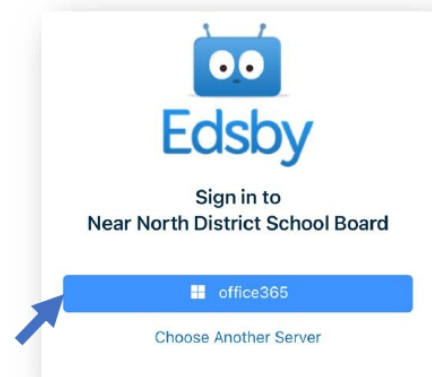
If you have setup your account, you can access Edsby from the school website or from the parent portal on the board website. You can also navigate directly to

www.nearnorthschools.ca/edsby-parents



Using the App:

1. Launch the app and enter NNDSB as the server address:



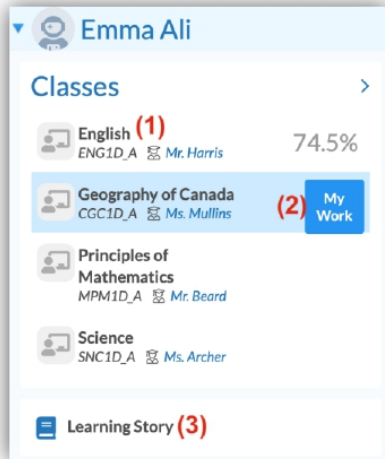
2. Click Next and the select "Office 365"

Sign in with the username and password you setup for Edsby. **On your first sign-in, you will need to include @nearnorthschools.ca after your username.**

If you have any issues accessing your account please contact the school office.

Navigating Edsby:

After logging in, you will see your child's classes listed:
If you have more than one child, scroll down to see them.



- Clicking on the subject (1) takes you into the class to view class activity
- Clicking on the "My Work" (2) button displays work associated with your child
- To see your child's learning story which includes photos/videos/observations please click on the Learning Story icon found on your Edsby homepage
- The recent activity area will display the latest updates to the activity feeds in your child's classes

Having trouble signing in?

A password reset option is available at www.nearnorthschools.ca/edsby-parents. You will need the OEN of your youngest child to do the password reset. For additional support please contact the school office.

Login

Having trouble signing in? Click the link below to reset your password:

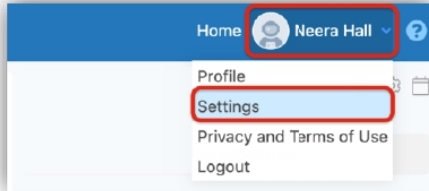


For more information about Edsby please visit: www.nearnorthschools.ca/edsby-parents

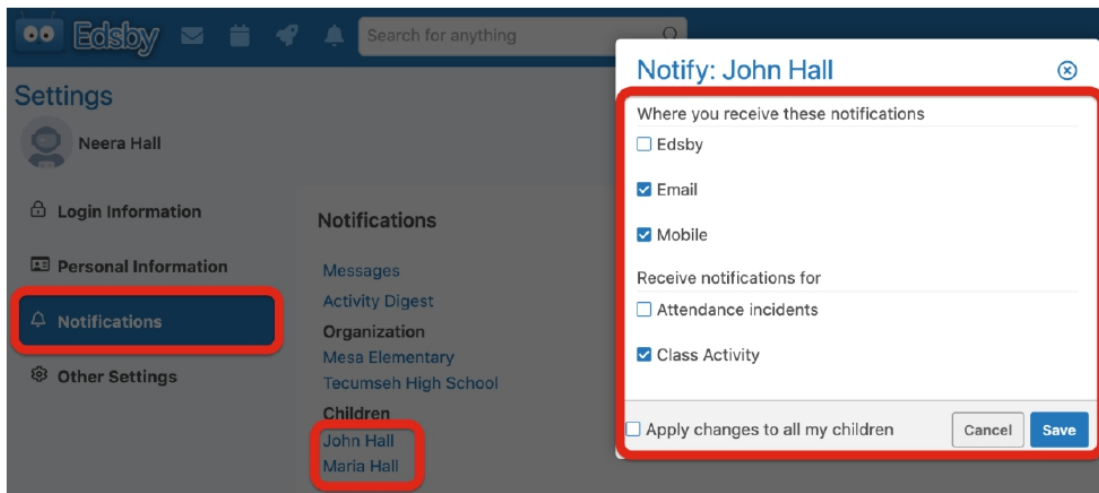


Setting Notifications in a Web Browser (laptop/desktop):

1. After signing into Edsby, click your name in the top right corner and select Settings:



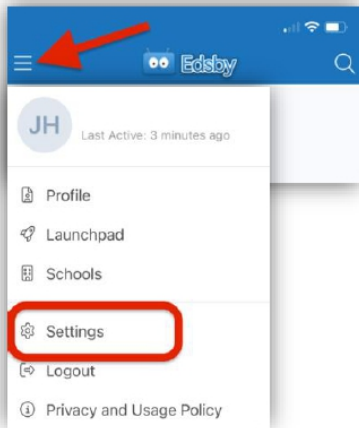
2. Choose Notifications, click on a child and select the notification method and triggers:



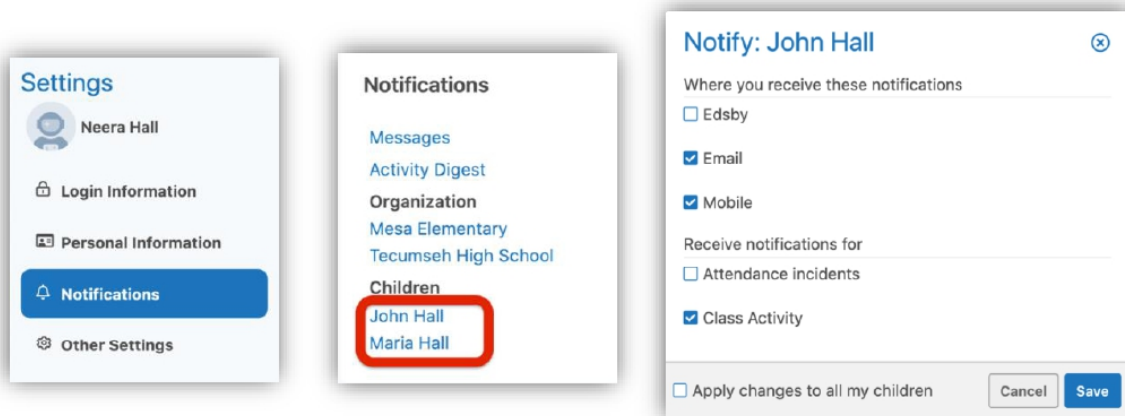
3. Save

Setting Notifications in the app:

1. Sign into the app, Select “Settings”



2. Choose Notifications, click on a child and select the notification method and triggers:



3. Save

Push Notification:





Locker Process

Intermediate Students (grades 7 and 8): Please purchase a combination lock from a store of their choice and intermediate homeroom teachers will assign lockers close to their homerooms on the first day of school. Bring the lock to school on the first day. At the end of the year, students are to clean out their lockers and take the lock home.

Secondary Students (grades 9-12): Students use their assigned locker for the duration of their time in grades 9 through to grade 12. The cost of a lock is \$12.50.

For grade 9 students there will be an option to purchase a lock on Grade 9 Orientation Day in August before the first day of school. The date will be communicated through social media. If paid at this time, students will receive their locker assignments before the first day of school.

If a student needs to be assigned a locker throughout the year, the process is as follows:

1. Pay for lock on School Cash Online.
2. Once payment is processed, the office will send the student an Edsby message indicating the locker assignment and combination to the lock on the locker.
3. In the case of a student losing a lock, a new lock will need to be purchased through School Cash Online. Please let the office know if a lock is lost.

At the end of the year, secondary students Grades 9-11 need to:

- ensure their lockers are completely emptied of all contents and
- leave their locker OPEN with their lock locked on the inside of the locker as pictured below.

Not doing so will result in the lock being cut, the student having to purchase a new lock, and risk contents getting lost during the cleaning process.



For Grade 12 students, at the end of the year, whether returning or not, grade 12 students are to empty their lockers and take their locks home.



For safety and efficiency reasons, the Near North School District School Board would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

NOTE: If you require assistance, select the **SUPPORT** option in the top right hand corner of the screen. To contact School Cash Online support, please call 1-866-961-1803, or fill in the email form on the website.

Step 1: Register

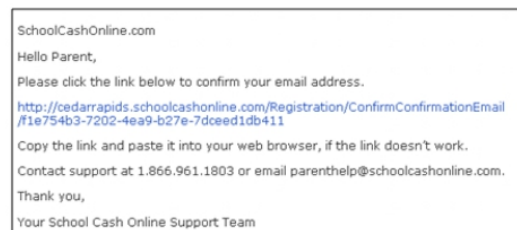
- If you have not registered, please go to the School Cash Online home page nearnorth.schoolcashonline.com and select the **"Get Started Today"** option.
- Complete each of the three Registration Steps
*For Security Reasons, your password requires **8 characters**, **one uppercase** letter, **one lowercase** letter and a **number**.



Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



Step 3: Find Student

Note: Your child's OEN number is required. You can find this on their report card, or by contacting the school office.

This step will connect your children to your account.

- The school board name will already be selected
- Select the school name
- Enter your child's OEN number, legal last name & birth date
- Select **Confirm**
- On the next page confirm that you are related to the child, select the relationship, check in the agree box and select **Continue**
- Your child has been added to your account

Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select **"View Items for Students"** option. A listing of available items for purchase will be displayed.

Add Student

1. Type in the School Board name and select one from the list

Near North District School Board

☐ Change school board name.

2. Select a school

Select school...

Enter **OEN** (not student number), without dashes or spaces

3. Enter student information

Student Number *

Last Name *

Birth Date *
Date format: mm/dd/yyyy

Confirm

[I don't want to add a student](#)



Attendance

West Ferris proudly welcomes over 1,100 students, and we strive to provide families with convenient options for reporting attendance.

If your student will be absent—whether for the full day, part of the day, or just a portion—we ask caregivers to notify our attendance office. This helps ensure accurate record-keeping and allows us to excuse students promptly when necessary.

For partial-day absences, the attendance office will enter the details into Edsby and issue a demit slip for the student to present to their teacher. If your student knows in advance that they will be leaving, they are responsible for picking up their demit slip before class. In cases of last-minute dismissals, our office staff will assist in contacting your student to ensure they are informed.

How to Report an Absence:

1. Call **705-475-2333** and press **1** to leave a voicemail. The attendance secretary will retrieve and record the absence in Edsby.
2. Log into your parent Edsby account and submit a **planned absence** (see pages 3-7 for login assistance or contact the main office for account setup support).
3. Email your student's teacher and the attendance secretary.
4. Send a **written note** with your student for submission to the attendance office.

Inclement Weather:

- If your student **takes a bus**, there's no need to report their absence.
- If your **intermediate student does NOT take a bus and will be absent**, please report the absence via Edsby or by calling **705-475-2333** (press **1** when prompted).
- If your student is in **secondary school**, reporting the absence is **not required**.

Extended Absences:

For extended absences—such as international travel—a **Student Request for Leave of Absence** form must be completed. Additionally, students traveling abroad can access the **NNSB portal** remotely. Relevant documents are attached on the following pages for your convenience.



West Ferris Secondary School

60 Marshall Park Drive
North Bay Ontario P1A 2P2



Phone: (705) 475-2333
Fax: (705) 497-7945
www.nearnorthschools.ca/west-ferris

GILLIAN KAJGANICH, B.A., M.A., B.Ed., Ph.D.
PRINCIPAL

SCOTT BARONS, B. Mus., B.Ed.
VICE-PRINCIPAL

STEPHANIE HARRISON, B.A., B.Ed.
VICE PRINCIPAL

FAMILY REQUEST FOR STUDENT LEAVE FROM SCHOOL (EXTENDED LEAVE FORM)

When a student or the student's parent request permission for the student to be away from school (for a mid-year holiday or early leaving in June etc.) the following criteria apply:

1. The school cannot give permission for the student to be absent from school. This decision is up to the parent/guardian.
2. If this absence is going to place the student beyond a reasonable number of days missed, then there is a danger of loss of credit.
3. The student **MUST** see **EVERY** teacher to advise them of the absence(s) and to determine what needs to be done to make up for the time missed.
4. When the student returns s/he/they must again see each teacher (outside class time) to enquire about what has to be done to catch up the missed work. This catching up process **MUST** be done within a reasonable time frame.
5. Vacations are **NOT** a valid reason for missing assessments and/or final evaluations. If tests or absolute deadlines occur within the days the student is absent, the teacher is under no obligation to allow extensions or makeup tests. Zeros may be the ultimate result.
6. This form must be signed by the Vice-Principal, all teachers of this student and the parent/guardian.
7. After all signatures have been obtained, this form must be submitted to the main office, **AT LEAST ONE WEEK PRIOR TO THE START OF THE ABSENCE.**

NAME OF STUDENT: _____ STUDENT #: _____

DATES OF REQUESTED LEAVE: _____

REASON FOR ABSENCE: _____

Subject Course Code	Classes Absent to Date	Teacher	Teacher's Initials	Topics to be covered during absence

PARENT/GUARDIAN:

☐ A program of study was provided by the teacher(s) The student will be maintained on the register and marked with a G Code.

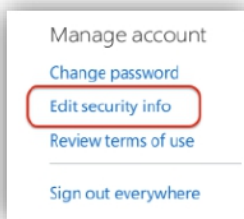
VICE-PRINCIPAL _____

Student Access from Outside the Country - Multi-Factor Authentication

When students leave the country, they'll need to sign in with Multi-Factor Authentication (MFA) when accessing NNSDB platforms (Edsby, LMS, Office 365, Clever, etc.). A cell phone or access to a cell phone would be required when signing in with MFA.

Before leaving the country, the student needs to do the following to setup MFA:

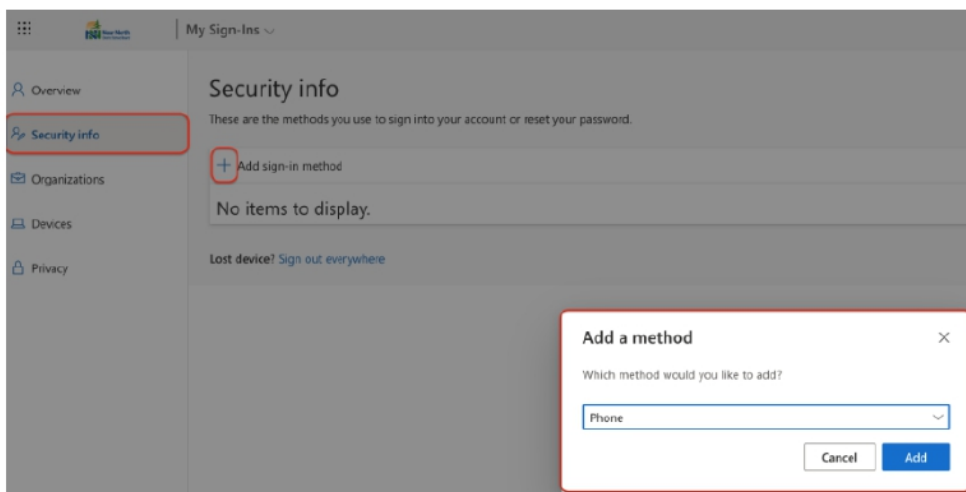
1. Go to <https://www.nearnorthschools.ca>
2. Go to Learning Resources > Manage My Account
3. Select Edit Security info:



4. Select Security info and add a Sign-in method - **Phone number, and/or the Authenticator App.**

Please Note: e-mail won't work as an authentication method. Phone number and or Authenticator app need to be installed. This must be done prior to leaving the country.

(It's recommended that students setup at least two sign-in methods).



This setup is recommended for all students as it allows for account self-management and increased security.

(Access from certain countries is not permitted, contact your teacher who can confirm with the IT department)



Yearly Start-Up Packages

Each year we provide a package of forms that are required to be updated on a yearly basis (or more often if there is a change that needs to be recorded).

These forms are to ensure the safety of all students in the school.

The forms you will receive are listed here with an explanation for each:

1. Medical form – an updated form will be required each year to log any changes, ensuring your student's records are accurate and up to date.
2. Photo permission – each year we ask that parents sign off in case there are any changes of mind regarding a student's photo being taken and used on Edsby, our website, social media, or posted throughout the school.
3. Yearbook permission – separate from the regular photo permission form, we require a signature stating whether a student can have their picture included in the yearbook for that school year.
4. Walking permission form – to ensure the safety of each student, we ask parents to provide permission each school year for their student to walk off the property for different excursions that may happen for classes or events such as Terry Fox.
5. We also include forms for Acceptable Use that you and your student will both sign ensuring the understanding from year to year about the importance of technology use safety, plagiarism prevention, etc.

A CASL form should have been provided to you in the past for the school to have permission to send emails. Should your primary contact email change at any point, you can request a new CASL form from the main office to be filled out and returned prior to recording the change. This form is not required each year.

An Office 365 Form should have been completed along with the CASL form to allow for the Board to generate a board email address for ease of communication for parents and for ease of use of One Drive for students.

A Student Verification Form will be sent home for families to ensure the accuracy of the information we have on file for their students including addresses, phone numbers, contact information and other alerts. An instruction sheet will be attached to the form. Once returned **with a signature**, we update the student information system to reflect changes. If there are any changes to be made through the year, you can contact the main office for assistance in doing so.



Transportation

For new students or for changes to transportation needs, we are happy to offer assistance in obtaining transportation where possible.

When changing addresses and submitting a transportation form, please make sure you have contacted the main office to change the address in our student information system, when necessary, prior to completing a transportation form.

Please note that when completing the transportation request form, it is necessary to have all fields filled out correctly. If you require assistance with your student's OEN you may call the main office and we will be happy to help.

We have paper copies available in the main office, or electronic copies available at <https://www.nearnorthschools.ca/schools/registration/> under Paper Form, Transportation Form. Click [here](#) if you are viewing this document on a device and would like to access the fillable PDF form.

For families who require bussing to two households, NPSSTS offers joint custody transportation on a week-about basis. A joint custody transportation form can be requested when needed.

Once we have submitted your request, Nipissing Parry Sound Student Transportation Services will then place your student on a bus if they are eligible. This can take up to 3 weeks (possibly longer at the start of the school year).

You will receive confirmation of transportation services once they have communicated with us, or you can create an account at [NPSSTS.ca](https://npssts.ca) using your student's OEN to view the progress.

Creating an account with NPSSTS will also give you the option to receive alerts of cancellations or delays of your student's bus.



The Team

Staff members can be reached by email using the staff members name. Please see the following sample: firstname.lastname@nearnorthschools.ca.

WFSS ADMIN:

Gillian Kajganich – Principal

Stephanie Harrison – Vice-Principal

Scott Barons – Vice-Principal

WFSS SECRETARIAL TEAM:

Alice Hennigar – School Cash Online

Mollie Watts – Student Services

Heather Kelso – Attendance

Laurie Mantha – Transportation

Natalie Hamilton – Lockers

Lyndsay Raycraft – PM Only

WFSS GUIDANCE:

Carla Bedard

Ann Perrault

For a more detailed handbook outlining policies and procedures, please see our [Student Parent Handbook 25-26](#). The [West Ferris Secondary School Student Code of Conduct](#) is also available to parents, students, and community members.