



# Parent Handbook

2019-2020

[www.bloorviewschool.ca](http://www.bloorviewschool.ca)

# **BLOORVIEW SCHOOL AUTHORITY**

## **Vision**

A World of Possibility  
Learning for All

## **Mission**

We will enable and empower our students to learn and achieve to their fullest potential by:

- Providing specialized integrated programming and technology
- Partnering and collaborating to build expertise
- Acting as a key resource and leader in education

## **Values**

Respect  
Caring  
Equity  
Innovation  
Accountability

Dear Parents,

Welcome to Bloorview School! Staff and parents are partners in education and we encourage you to become as involved as possible in your child's education. Communication between home and school is an important aspect of Bloorview School. We ask that you use this 'Communication Book' on a daily basis. This book will help parents, teachers, and therapists to share information. When a message has been read, please put a check mark beside the note. We will do the same.

As parents, you are encouraged to be actively involved in your child's education by talking to your child about school, volunteering whenever possible, and participating in our School Council.

Bloorview School provides educational programs for students who have physical, communication, complex medical needs, or those who require intensive rehabilitation. Bloorview School Authority (BSA) is a Section 68 school, one of six in the province.

We trust the information gathered in this Parent Handbook will help you get better acquainted with Bloorview School Authority (BSA). The handbook outlines important information regarding school procedures and Board policies. As well, you will find general information you will need for everyday life at Bloorview. Please read the handbook carefully and share the information with your child. The information is organized alphabetically for easy reference throughout the school year.

Please feel free to contact us if you have questions or need more information.

*Linda Ward*  
Principal

*Robin White*  
Vice Principal

**Telephone Numbers**

School Office..... (416) 424-3831  
(Open from 8:00 a.m. - 4:15 p.m. Monday through Friday)

Fax Number ..... (416) 425-2981

Safe Arrival/Attendance Verification Program ..... **(416) 424-3831**  
(Answering machine before and after office hours)

**School Website:**

**[www.bloorviewschool.ca](http://www.bloorviewschool.ca)**

<b>School Hours</b>	
Morning Classes Begin	9:00 am
Lunch	11:30 am – 12:10 pm
Daily Physical Activity (for IET only)	12:10 pm – 12:50 pm
Afternoon Classes Begin	12:50 pm
Dismissal	3:20 pm

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## Acronyms used at Bloorview School Authority

AAC	Augmented and Alternative Communication
ADL	Activities of Daily Living
ADP	Assistive Devices Program
AFO	Ankle Foot Orthotic
AODA	Accessibility for Ontarians with Disabilities Act
BSA	Bloorview School Authority
BIRT	Brain Injury Rehabilitation Team
CDA	Communication Disorder Assistant
CCC	Complex Continuing Care
DPA	Daily Physical Activity
DRA	Diagnostic Reading Assessment
EA	Education Assistant
GUAG	Get up and Go program
HBKRH	Holland Bloorview Kids Rehabilitation Hospital
IEP	Individual Education Plan
IET	Integrated Education and Therapy Program
IPRC	Identification Placement and Review Committee
LHIN	Local Health Integration Network
OSR	Ontario Student Record
OT	Occupational Therapist
OTA	Occupational Therapist Assistant
PT	Physiotherapist
PTA	Physiotherapist Assistant
RT	Respiratory Therapist
SEA	Specialized Equipment Amount
SLP	Speech and Language Pathologist
SODR	Specialized Orthopedic and Developmental Rehab
SST	Student Support Team
STL	School Transition Liaison Teacher
TELT	Technology Enabled Teaching and Learning Teacher

### **Arts Education**

All the students at Bloorview enjoy weekly experiences in visual arts and music. Classroom themes are integrated into the Arts programming whenever possible.

### **Accessibility**

It is the policy of Bloorview School Authority to provide an environment that builds independence, dignity and respect for our students, parents/guardians, the public and our staff.

### **Attendance/Safe Arrival/Late Arrival/Early Pick-up**

**If your child will be absent or late for school, you must call the school office (416-424-3831) as early as possible or leave a message on the answering machine.** If the student is not in class when attendance is taken and if no message has been left on the school answering machine, a member of the school office staff will make every effort to call you at home or at work to find out why your child is absent. **Please be sure that all contact information including emergency contacts is up-to-date.**

If a child returns to school later than 11:45 a.m., it is the responsibility of the parent/guardian to supervise and/or feed the student until they finish eating and can join the DPA program at 12:10.

Parents/guardians are to notify the school by a note to the teacher or a phone call to the school office ahead of time if a student needs to leave early for an appointment. Students may not leave the school unless accompanied by an adult. Parents/guardians must also inform the school of the name of the adult picking up the child. If the school staff does not know that adult, the adult may be requested to show photo identification.

When picking up, or dropping off your child please come to the school office. Office staff will then contact the classroom team.

Please note, it is the parent's responsibility to notify the bus company when their child is ill or when there will be a change with drop off/pick up routines.

### **Awards Assemblies**

Celebrating ongoing accomplishments is an opportunity to acknowledge the many successes of our students establish a positive atmosphere and encourage character development. During the school year, three school-wide assemblies are held to recognize our students. Awards are presented in the areas of: trustworthiness, respect, fairness, caring, citizenship, responsibility, academic success and spirit.

### **Clothing**

To allow students to develop as much independence as possible in dressing, parents/guardians are encouraged to provide clothing that is easy to remove and put on, e.g. Pants with elastic waists, shoes with Velcro fasteners, two-piece snowsuits, sweaters or coats with zippers, mittens instead of gloves. Please remember that children are at school to learn and have fun and clothing may get messy! An extra set of clothing and shoes kept at school is recommended. Outdoor play is an essential part of the school day for IET students. Children should be dressed according to weather conditions. Outdoor recess will be held in temperatures - 15C and above.

## **Code of Conduct/Expectations**

The standards of behaviour outlined in the Bloorview School Authority Code of Conduct shall apply to all members of the school community, including students, parents/guardians, teachers and other school staff, Board members, volunteers and visitors:

- on school property;
- while travelling on a school bus;
- in off-site school-sponsored activities; or
- In circumstances where engaging in an activity will have an impact on the school climate.

Bloorview School is a safe and nurturing community. Together we ensure that all members of our school community are treated with respect and dignity. We maintain an environment in which conflict and differences are addressed. These expectations for staff, students and parents/guardians serve as a reminder to all school community members of the responsibilities required to maintain our positive school environment.

### *Expectations for Students, Parents/Guardians and Staff*

- Respect and comply with all applicable federal, provincial and municipal laws
- Be treated with respect and to treat others with respect
- Be in a safe physical environment
- Participate in, support and provide an appropriate program for each student
- Follow Bloorview School Authority and Holland Bloorview Kids Rehabilitation Hospital routines and policies
- Be supported in a school that is sensitive to different needs
- Maintain regular and meaningful communication

### *Roles and Responsibilities of Staff*

- Maintain a safe and secure educational environment
- Model respectful and responsible behaviour
- Assist students to work to their full potential and develop their self-worth
- Communicate regularly and meaningfully with parents/guardians
- Maintain consistent standards of behaviour for all students
- Prepare students for the responsibilities of citizenship
- Dress appropriately in a manner consistent with the Bloorview School Authority dress code

### *Roles and Responsibilities of Students*

- Come to school prepared, on time and ready to learn
- Show respect for themselves, their fellow students and those in authority at school, on field trips and on school buses
- Refrain from bringing anything to school that may compromise the safety or well-being of others or themselves
- Respect the property of the school and of others, including personal equipment and belongings
- Follow the established rules:
  - Keep hands and feet to yourself
  - Stop, look and listen
  - wait for your turn
  - act safely
  - Be a good friend
- Take responsibility for their actions
- Follow the Bloorview School Authority dress code and electronic devices code

### *Roles and Responsibilities of Parents/Guardians*

- Support the efforts of school staff in maintaining a safe and respectful learning environment for all students
- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed and prepared for school
- Have your child prepared for bus pick-up, if applicable
- Ensure their child attends school regularly
- Report to the school promptly their child's absence or late arrival
- Participate in parent/teacher conferences and transition planning meetings

### **Communication with Parents/Guardians**

During the school year, parents/guardians are kept informed through school and classroom letters, newsletters, email and the school website. Parents/guardians may communicate by telephoning the extension of their child's teacher before or after school, or by writing in the communication book. All IET students will be provided a communication notebook which travels with the student on a daily basis between home and school. In case of emergencies, parents/guardians should call the school office at 416-424-3831. Parents should not text staff.

Please approach your child's teacher and/or therapy team with any concerns. If a concern is ongoing, the Principal/Vice Principal may become involved.

If you like the support of interpreter services please contact the school.

### **Conflict of Interest**

To help maintain confidentiality and to avoid conflicts of interest staff should not interact, outside of school related issues, in any professional or voluntary capacity with students or families whose children currently attend Bloorview School. For example, providing respite care or tutoring.

### **Curriculum Night**

Curriculum Night is held early in the first term. It is an opportunity for parents/guardians to meet their child's teacher(s) and to learn about the classroom program for the year. The link to the Ontario Curriculum is <http://www.edu.gov.on.ca>

### **Custody**

Please provide the school with a copy of your current legal documents, e.g. custody agreements. This information will be kept in your child's O.S.R. Changes in custody arrangements – for example pick up of a child should be given to the office. For your child's safety it is important that we have up-to-date information.

### **Daily Physical Activity** (DPA)

Each day, the IET students will participate in Daily Physical Activities (DPA) to support their physical development, overall health and wellness, and enhance their learning opportunities. DPA may include active games, outdoor play and recreational activities. Activities are adapted, as appropriate, to ensure active participation of students with special needs. DPA is fun and healthy for the students. Throughout the school year, please ensure your child is dressed to participate in DPA activities. Outdoor play is an essential part of the school day. Students should be dressed according to weather conditions. Outdoor recess will be held in temperatures - 15C and above. In the winter children need boots, gloves and hats. In the warmer weather students need sun hats. Please send in a non-scented cream or stick sunscreen that can be applied prior to your child prior to outdoor activities. Please note, sunscreen aerosol sprays are not permitted in the school.

### **Dress Code**

Students, staff, visitors and adults are expected to dress in an appropriate manner. The following will not be permitted:

- Clothing with offensive or suggestive slogans, symbols or words (i.e. any clothing that displays sexual behaviour or discrimination toward gender, race, creed, ethnicity or religion)
- Clothing which promotes drugs, alcohol, tobacco or gang affiliation
- Skimpy clothing which shows bared back, exposed cleavage, bared/exposed torso or bra straps (i.e.: tanktop)
- Short shorts or low riding pants
- Hats/caps (some exceptions apply for aesthetic/medical reasons)
- Offensive or dangerous jewellery
- Footwear that is unsafe (i.e. flip flops)
- Perfume or scented products.

### **Duty to Report Abuse or Neglect**

The *Child and Family Services Act* require reasonable suspicions of abuse or neglect of children to be reported to a Children's Aid Society. The responsibility to report lies with the person (employee, volunteer, and parent/guardian) who receives the disclosure or who suspects abuse or neglect.

### **Electronic Devices**

Personal cell phones or music listening devices can be used only under the direction and permission of the classroom teacher. Some devices may be part of a student's program and/or therapy, e.g., iPads or iPod touch devices. Specific permission will be obtained regarding 'bring your own device' to school.

Grade 1 to 12 students will receive an On-line Code of Conduct form to sign as well as information/permission regarding access to Gsuite (Google Apps for Education) and an individual @BloorviewSchool email account that students may be assigned.

Parents/guardians are asked to refrain from using cell phones while in the school.

### **Email Address for Parents/Guardians**

In an environmentally aware society, we are now trying to contact our parents/guardians via email when we have announcements, invitations or other school/classroom news. It would be appreciated if parents/guardians could give the school their email address. These addresses will not be shared with any other organization. For families that do not have email, print copies will be sent home.

### **Emergency Information**

For IET students an emergency information update form is sent home with your child in September. Parents/guardians must return it as soon as possible. It is important that the school has up-to-date information for each student, including a current address, telephone number and email address (if possible), as well as a daytime telephone number we can call in an emergency. In addition, if you are away and your child is placed in someone else's care, please provide the classroom teacher and/or the office with a written note indicating the person to call in case of an emergency. **Please contact the school office at (416) 424- 3831 should any changes occur during the year. We need to have up-to-date contact information in case of an emergency.**

### **Excursions** (Field Trips)

Toronto and its surrounding area provide our students with a wonderful variety of experiences to enhance their learning outside the classroom. All trips are linked to the curriculum. Parent/guardian and volunteers are an essential part of this program for the safety of our students. Parents/guardians will receive notice in advance of all trips with a description of the trip and a permission slip requiring a parent/guardian signature. It is expected that all students will participate in field trips. No student will be excluded from any field trip for financial reasons. Students may be excluded from trips if their participation compromises their safety or the safety of others.

### **Extended Absences**

Given the critical importance of our education and therapy programs, parents/guardians should not take students on extended breaks during the school year. Students absent from school for extended periods for reasons other than illness and religious or school holidays may risk their continued participation in the program.

### **Fire Drills**

Fire drills are practiced at Bloorview School throughout the school year in partnership with Holland Bloorview Kids Rehabilitation Hospital. When the 'Code Red' announcement is made on the P.A. system, classroom activities are stopped and we prepare to evacuate from the area past a cross-corridor fire door into the lobby/cafeteria area. Attendance is verified and students wait quietly for an All Clear announcement. Throughout the school year other emergency drills such as 'lock down' or 'hold and secure' are practiced.

### **Health and Physical Education**

Bloorview School is committed to supporting a healthy school environment. Physical activity is essential for the proper growth and development of children and youth. Providing students with opportunities to be physically active can have a positive impact on their physical, mental, and social well-being. In particular, physical activity is likely to have an impact on students' achievement, readiness to learn, behaviour, and self-esteem. Positive experiences with physical activity at a young age also help lay the foundation for healthy, productive lives. All of our students benefit from the Health and Physical Education program on a weekly basis.

### **Healthy Snacks**

IET students have daily snack in their classroom. In addition to your child's lunch, please send in two healthy snacks. Examples of healthy snacks:

- individually packed containers of cup-up fruit
- pita triangles with hummus
- dry mixed whole grain cereal
- raw vegetables
- crackers and cheese
- yogurt

***\*to prevent choking hazard: cut grapes and cherry tomatoes in half lengthwise.***



### **Illness**

Children, who are sick with symptoms including fever, cough, and diarrhea and vomiting should stay home. Good health is necessary for effective learning and participation in school. Your child can return to school after the fever has ended and he/she is feeling well enough to resume normal activities. It is important that when your child returns to school he/she is able to fully participate in the school program which includes outdoor play and swimming. Generally speaking if a child is too ill to go outside or swim they should not be at school.

Children with illnesses such as pink eye or eye discharge which can be contagious should be kept at home. If the illness is a 'communicable disease' your health care provider should be consulted before your child returns to school. The Toronto and York Region Public Health Units have guidelines for *Common Communicable Diseases* such as chicken pox, impetigo, and strep throat available on their websites.

Parents/guardians will be contacted if their child becomes ill at school. Children who are ill should be picked up and taken home as soon as possible.

### **Individual Education Plan (IEP)**

An IEP is a working document. It is a written plan that describes the strengths and needs of the individual student, the special education program and services applicable to that student's needs, the method of delivery of the program and services, and the student's progress over time documented by observable and measurable goals. The IEP acts as a framework for communicating information about the student's progress to parents/guardians, and the student, on Communication of Learning reports and the Provincial Report Cards. Parents/guardians are invited to contribute to the development of their child's IEP.

### **Interpreters**

We have access to interpreters in different languages. These interpreters can be available for interviews and meetings. Please contact your child's teacher or school office and we will provide you with assistance. Bloorview School Authority will translate school newsletters for parents/guardians as requested.

### **Latex Safe Environment**

To ensure our students and staff are safe from latex products within the school, the school takes all possible precautions to minimize the risk of latex exposure to staff and students diagnosed with latex allergy. Staff and students are asked not to bring any items containing latex to school, for example balloons.

### **Library Learning Commons**

The Bloorview School Library Learning Commons is a focal point of the school for books, media and technology. All students go to the Library for scheduled weekly classes. During each visit students have the opportunity to choose a book to sign out and to take home to share with their families? Classes go to the library for scheduled weekly visits. During their library periods, students have the opportunity to participate in literacy activities through books, technology and media.

Students are expected to be responsible for the books they borrow. If a book is lost or damaged families will be asked to contribute towards the replacement cost of the book.

### **Lunch Program**

I.E.T. Students eat in a supervised lunch program in the Activity Centre or in their classrooms at 11:30 a.m. All students need to have their lunch bags labeled and containers initialed or labeled. The school may attach a photograph of your child on his or her lunch bag. To encourage independence we encourage easy-to-open containers. At 12:10 p.m., I.E.T. students rotate to a variety of activities in the activity room, library, gym or outside in the playground. If your child has been absent in the morning please ensure they arrive at school before 11:45 so that they have time to eat their lunch.

To help prevent choking hazards please cut food into bite-size pieces. For example, wieners/sausages should be cut lengthwise first then into bite-sized pieces.

For Resource students, inpatients return to the units for their lunch period (11:30 to 12:50 p.m.). Day Patients bring a packed lunch from home and eat together in a supervised lunch room.

We encourage 'litterless lunches' as these help teach our students to care about the environment and realize that they can make a difference.

A reminder, lunches and snacks are not to include nut or peanut products.

### **Medication. Administration of**

If a child needs to have prescribed medication administered during the school day, a form must be completed and signed by a doctor. These forms are available from your child's teacher or from the main office. Medications must be in the original container as dispensed by the pharmacy and list the child's name, the doctor's name, the name of the medication and the amount and frequency of administration. An EpiPen, if required, should be carried by the student in a pouch or case. Specific procedures regarding the Administration of Medication and Plans of Care for Prevalent Medical Conditions are available from the school.

### **Newsletters**

School-wide newsletters are published throughout the year. Specific information from the school administration will also be communicated to parents/guardians as necessary throughout the school year via email. Individual classroom teachers publish class newsletters that provide an overview of classroom themes, activities and dates to remember

### **Nut Safe Environment**

We encourage a **NUT** and **PEANUT SAFE** environment at Bloorview School Authority. Lunches and snacks are not to include nut or peanut products.

### **On-Line Code of Conduct**

Bloorview School is committed to providing students with access to the Internet for curriculum related studies. The Internet is a rich source of information and opportunities to enhance student learning. However, increased access to the Internet raises issues that must be addressed and understood. Bloorview School has addressed these issues through an On-Line Code of Conduct which applies to students, staff and all other users of electronic resources accessed through the facilities of Bloorview School Authority including the Internet. The Digital Citizenship Policy is available on the BSA website –<http://www.bloorviewschool.ca>

### **Parent-Therapist Communication**

The therapists are committed to initiate and maintain open and regular communication with all families. Therapists are responsible to ensure all families have information regarding assessment results, intervention plans and progress. This information is typically shared with families verbally during phone contact or at the parent team meetings. Families will often have different needs relating to the frequency of communication with their therapist. Parents should feel free to communicate with their therapists as often as they need to.

Some other examples of communication between the therapists and families:

1. Therapists make every effort to be present in the classroom on the first day of school for new students to meet with both the child and their parents
2. Therapists initiate communication with all families using “feedback forms” in September to identify therapy priorities, goals, and concerns
3. Families are contacted to discuss assessment findings and therapy programs
4. Families are contacted with updates when changes are made to the therapy program.
5. Families meet with the therapists during interview night (2x/year)
6. Therapists will return all phone calls in a timely manner
7. Parents are welcome to book an appointment with the therapist to attend a therapy session

#### *Documentation*

Therapists are required to document all assessment results and progress notes electronically according to the HBKRH policy for documentation (clinical operations policy #00336). Therapists are not required to provide regular written reports to families according to this policy. Copies of documentation can be provided upon parents’ request, and can be accessed by the family through Health Data Resources, or through an individual therapist. If a therapist is asked for documentation, it will be printed, stamped, signed, and then either put into the hands of a parent/guardian or sent to HDR for mailing to the family. Documentation is done contemporaneously, representing a change in the child’s status/performance or a change in the plan of care. A formal report is written to support a child’s transition into the community at the time of graduation from the IET program and will be placed in the child’s OSR if consent is provided by the parent.

#### *Email Communication*

HBKRH has a policy for email communication guided by PHIPA (Personal Health Information Privacy Act). Therapists are discouraged from using email as a means of communicating personal health information to families. If convenient for the family, and if families accept the risk of breach of confidentiality if emails are intercepted, the therapist can use email to communicate information withholding personal details (e.g. to set up an appointment).

### *Connect 2Care Portal*

Your health-care records belong to you. At Holland Bloorview, we recognize that clients and their families are key partners. To help you manage your care online, we've developed connect2care, an online tool that allows clients and families to review and manage their Holland Bloorview health-care information.

With just a few clicks you can access your health care records, view your medical appointments and connect with members of your health-care team. Information when and where you need it. For further information you can call 416-425-6220 ext. 3881 or email connect2care@hollandbloorview.ca.

### **Parental/Guardian Concerns**

Throughout the school year, parents/guardians are encouraged to contact their child's teacher if they have any concerns. If the problem remains unresolved, the Principal/Vice Principal will then become involved.

### **Parking Pick-Up and Drop-Off**

To drop off and pick up your child, please park your car in short term parking on Kilgour Road or in the main parking lot. The bus-parking zone is restricted to school buses. Twenty-minute drop-off and pick-up spaces are available along the west side of the main entrance.

### **Pediculosis (Head Lice)**

Pediculosis is a nuisance rather than a health hazard. Parents/guardians are notified by letter if their child has lice and should be treated at home. If you find lice on your child, please contact the office so we can send a note home to other parents/guardians in the class asking them to double check their own children. Parents/guardians must take the responsibility very seriously as untreated lice multiply and can spread to other children and adults in the classroom and at home.

### **Photographs**

Every year, a professional photographer comes to Bloorview to take pictures of our students. Parents/guardians have an opportunity to purchase photo packages from the photographer.

The school celebrates special events and organizes special field trips and enrichment activities for students. During these events, pictures or videos of children may be taken for school newsletters, social media or to be displayed in the school. A permission form for school use of photographs is sent home to parents/guardians in September.

### **Psychology**

The school employs a part-time psychologist for students in the IET program. This service provides assessment and consultation through our School Support Team for the purpose of programming and also assists with future planning, transitions and educational placements.

### **Reading Buddies**

Some of our classes will participate in the Reading Buddies program provides an opportunity for students in the older grades to share books with younger students. It also gives students a chance to read aloud and improve their reading skills. It fosters social relations among students of different ages and abilities and fosters a sense of responsibility and good citizenship.

### **Religious Accommodation**

Bloorview School will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. The person requesting accommodation should advise the school administration at the beginning of the school year, to the extent possible. Parents/guardians must provide verbal or written notice specifying students' accommodation needs relating to religious observances, including holy days on which the students will be absent from school. Students over the age of 18 may provide notice of such needs themselves.

### **Reporting to Parents/Guardians (Communication of Learning)**

Teachers and therapists report to parents/guardians on a student's progress once a term. For IET students there will be a parent/guardian team meeting in both the fall and winter terms. For resource students the meeting schedule for parents/guardians and teachers is coordinated with the team from Holland Bloorview Kids Rehabilitation Hospital. Other meetings with parents/guardians may be arranged throughout the year and may be initiated by parents/guardians or teachers.

### **Research and Student Interns**

Research is encouraged and supported within our classrooms. Parents/guardians are advised prior to the commencement of any formal research and are asked to sign a permission form allowing their child to participate. Child and parent/guardian confidentiality is observed and maintained. Our school also provides unique professional learning experiences through practicum placements, internships and co-op assignments to university, college and high school students.

### **Scent Awareness**

Perfume, aftershave and other scented products are considered respiratory irritants and/or triggers for other health issues such as migraines. Bloorview School Authority staff, students and visitors should not be wearing products that have a scent. Items such as strongly scented cut flowers or plants are not permitted within the school

### **Scholarships and Bursaries**

Information about the following scholarships is available on the school's website, [www.bloorviewschool.ca](http://www.bloorviewschool.ca)

#### *Whipper Billy Watson Education Bursary*

This bursary was founded by employees of the former Canadian Airlines International to assist students with physical disabilities in full-time study at an Ontario College of Applied Arts & Technology. Two bursaries are granted each year to one male and one female applicant who demonstrate potential for studies at the Community College level. Each successful applicant receives a \$2,000 bursary.

#### *The Bloorview School Authority Bursary*

This Bursary is awarded to a student with a disability who meets each of the following criteria:

- attended Bloorview School Authority (formerly Bloorview MacMillan Centre)
- is studying at a recognized post-secondary institution (college or university),
- Has demonstrated achievement with a high academic record, participated in extra- curricular activities and made community contributions through volunteerism.

### **School Council**

The School Council and the Parent Involvement Committee provide a way for parents/guardians to become involved in their children's education and to participate in the decisions affecting them. The School Council and the Parent/Guardian Involvement Committee meets several times a year to discuss school business, plan special events and bring forward items of concern to parents/guardians. All meetings are open to the school community.

### **School Mascot and Logo**

The School Council initiated a project in 2016 to create a School Mascot and Logo. The goal of this initiative was to create pride, a sense of belonging and promote school spirit! The mascot and logo represent to others who we are and some of our values. Through a consultation process and family voting the Butterfly was selected as our mascot. The butterfly is beautiful and unique like our students and reflects the transformation students experience as they reach the full potential. To compliment the mascot the logo of Dream ~ Learn ~ Grow was adopted.

### **School Support Team (SST)**

This team is comprised of the Vice-Principal, Coordinator, Classroom Teacher, Resource Teacher, Speech and Language Pathologist, Psychologist, parents/guardians and other personnel who support the children in our school. We meet bi-monthly to discuss the academic and social/emotional concerns of our students.

All teachers present a class profile at a SST meeting. This allows the group to understand the needs of our school population as a whole and to initiate further follow-up where necessary. Further meetings or referrals for individual students may result.

The school psychologist sits on the SST and also provides consultation and assessment services for individual students. Most of our graduating primary students will have an assessment before they leave Bloorview School Authority to help guide placement in community schools.

### **Severe Weather/ Emergency School Closure**

Cancellation of transportation before the beginning of the school day:

- The Directors of all Boards have the authority to cancel transportation for their respective Boards.
- If transportation is cancelled for York Region but not for Toronto, only those students from Toronto will be bused to school.
- If transportation is cancelled for Toronto but not for York Region, Transportation Services for York Region will cancel transportation for Bloorview School Authority (BSA) students.
- Transportation services cancelled at 6:00 a.m. will be cancelled for the entire day.
- Cancellation of transportation services for Toronto and York Region will be announced from 6:30 a.m. onward on: **RADIO** – 680 AM and **TV** – CP24
- School will remain open when transportation is cancelled, unless a full Bloorview School Authority closure is announced.

School closure before the beginning of the school day:

- If **all** schools in TDSB close due to inclement weather, Bloorview School will also be closed.
- There may be situations (for example, gas leak or health epidemic) where Bloorview School needs to close. In this situation only, classroom teachers, or office staff will call you at home to inform you of school closure. We will cancel transportation services.

Once school opens for the day, it will not close during the school day unless:

- The decision to close school early is made by 11:00 a.m.
- The communication to close school is completed by 12noon.
- Parents/guardians have been notified and the Principal is assured that suitable arrangements have been made for the child's supervision.
- The Principal can provide supervision for all students whose parents/guardians have not been contacted.
- The Director has notified the Chair of the Board of the decision to cancel transportation services and/or close school.

Please be prepared to pick up your child or make arrangements for your child, if required, should school close early or if transportation schedules are changed.

Help us reach you:

- Please ensure that we have up-to-date phone numbers, email address if available, and an emergency number where you, or a responsible adult to whom you are willing to entrust the care of your child, can be contacted.

### **Speech and Language Therapy**

In the IET program, speech and language services are provided by a qualified speech-language pathologist (SLP). A communicative disorders assistant (CDA) works with the SLP to support students and teachers in specialized communication programming. Direct intervention and consultative service are available for students with identified communication needs. These interventions are conducted both in class and on a withdrawal basis with integrated teacher follow-up activities.

### **Strategic Plan 2017-2021**

With the input from community stakeholders the Bloorview School Authority developed a multi-year Strategic Plan. The following are key elements of the Board's strategic directions:

- 1) We are committed to the preparation of students for future transitions into educational placements and experiences.
- 2) We are committed to a healthy and safe learning and working environment which enhances well-being and engagement.
- 3) We believe that professional development of staff and proactive communications with employees and stakeholders enhances confidence, relationships, and understanding of Board initiatives and decisions.
- 4) We value strong partnerships and research and support:
- 5) We are committed to engaging in and using research to enhance student and teacher development and achievement.

### **Swimming** (for IET students)

In conjunction with HBKRH a swim program is offered for IET students. An information letter regarding the aquatics program will be provided by the Program Administrator from Holland Bloorview Kids Rehabilitation Hospital. Students participate in the aquatics program under the direction of Holland Bloorview Kids Rehabilitation Hospital aquatics staff and volunteers with the assistance of BSA support staff. Swimming in the warm therapy pool provides both physical stimulation and fun! IET students will participate in swimming for two terms. The swimming terms are: September to December, December to March, and March to June.

Swimming may occur for Resource students as part of their evening or weekend recreation programs.

### **Toileting**

For IET students any items needed for toileting, e.g. creams, diapers, wipes or catheterization equipment, are to be provided by the parents/guardians. Please send diapers or pullups that fasten at the waist for easy removal and change. Specialized procedures such as catheterization must be requested through a doctor's note and a parent/guardian must demonstrate the procedure to the school team each school year. Educational Assistants are trained to provide support.

### **Transition Liaison Teacher**

Transition Liaison teachers provide resource services to elementary and secondary community schools to support returning students who have attended our school in the IET and the Resource Program as day patients or inpatients.

The primary role of the Transition Liaison teacher is to facilitate students' transitions from Bloorview School. Transition Liaison teachers connect with schools, families and community agencies to plan and make recommendations regarding appropriate educational programming and accommodations to support the student's transition.

### **Transition Planning**

The successful transition of a student to a community school is part of the educational planning process, whether the student is being re-integrated into his/her home school board following rehabilitation, or upon completion of the Integrated Education and Therapy (IET) program.

The staff at BSA recognizes that learning how to manage transitions is an essential life skill that will be used by our students well beyond the school years. Individualized transition plans, as part of the IEP, are created for all students to reflect their strengths and needs and to document the specific actions, responsibilities and timelines to be implemented.

### **Resource Student Transitions**

For students in the Resource Program, transition strategies are shared through on-going communication with members of the receiving school board, families and community service providers. The following examples are commonly implemented as part of the transition planning for each student:

- Multidisciplinary team meetings are scheduled regularly and include the family, the rehabilitation team, and educators from BSA and receiving schoolboards.
- Student and family visits to the school are scheduled.
- Referrals to various community agencies (e.g. LHIN) are initiated.
- The Transition Liaison acts as a resource to the receiving school, providing ongoing consultative support that may be in place for up to two years after the student has left BloorviewSchool.

### **IET Student Transitions**

Before starting in the IET program, new students are invited to attend a *Welcome to Kindergarten* evening. Parents and their children participate in an orientation session at Bloorview School to familiarize themselves with the program and engage in typical learning experiences together. This introduction helps create the foundation for positive relationships between parents and teachers and prepares kindergarten children for a positive start to their school journey.

Students are enrolled in the IET program for a maximum of three years. Eligibility and enrolment in the IET program is reviewed every year. In preparation for graduation from the IET program, a variety of transition strategies are offered:

- A Transition Information Night is organized to provide families with the key steps involved in the transition process.
- Transition meetings with receiving schools are coordinated individually for each student. Parents and representatives from the receiving school board are invited.
- Students participate in a self-advocacy unit. The programming for this unit is delivered by the occupational therapists and teachers and is designed to provide the students with an understanding of their different abilities, effective methods of interaction with others and a focus on the individual, not the disability. Each student creates an “All about Me” book for sharing at their new schools.
- A Reunion Night event is facilitated for parents and children to speak with previous graduates and families from the IET program about their transition experiences.
- The Transition Liaison provides consultative support for each student and family during the transition and for up to a year when the student is in the new setting.

### **Transportation**

Transportation to and from school is arranged through the school office and provided in partnership with local school boards. Pick-up and drop-off times are arranged by the bus companies who will inform parents/guardians. School Transportation may include school buses, vans or taxis. Parents/guardians must be at the pick-up and drop-off locations at least ten minutes ahead of the scheduled time. The bus will not wait past the scheduled pick-up time. Parents/guardians are responsible for getting their child on and off the bus at home and securing any required equipment/seats. Parents must notify the bus company if their child is not taking the bus.

Parents are responsible for adjusting car seat straps and wheel chair/stroller straps to ensure a proper fit. For example, with the addition or removal of bulky winter coats straps should be adjusted to ensure a safe fit. Also, please ensure that shoulder and lap straps are not twisted and lay flat against your child’s body. Information regarding car seats can be found on the Transport Canada website at: <https://www.tc.gc.ca/en/services/road/child-car-seat-safety.html>

Students must be registered in a TDSB, TCDSB, YRDSB or YCDSB to be eligible for transportation.

Information regarding transportation for students in Toronto can be found at: **[www.torontoschoolbus.org](http://www.torontoschoolbus.org)**.

You may contact the Toronto Student Transportation Group at: **[transportation@torontoschoolbus.org](mailto:transportation@torontoschoolbus.org)** or 416-394-4BUS or 416-394-4287.

Information regarding transportation for students in York Region can be found at: **[schoolbuscity.com](http://schoolbuscity.com)**

**During inclement weather information regarding bus cancellations can be found on the above noted websites.**

Students not using school transportation must be picked up by 3:20 p.m.

### **Visiting the School**

Parents/guardians who wish to speak to their child's teacher or visit the school should contact their child's teacher through the communication book or by phone, outside of classroom hours, to make an appointment. Upon entering the building, parents/guardians and visitors must report to the office, sign in and receive a visitor's badge. The school office staff will confirm your appointment with the classroom teacher. When dropping off or picking up a child IET parents/guardians must sign in and wait in the school office.

Resource parents must always be wearing their HBKRH family identification badge.

### **Volunteering**

Through volunteering, we create an environment of co-operation among teachers, parents/guardians and other volunteers to enrich the education of our students.

Volunteers:

- Assist students in the classroom who require extra help and attention with reading, language and math
- Help with music or arts programs/projects
- Assist in the library to locate materials and read stories to individual students
- Accompany classes on field trips
- Provide assistance to teachers in preparing learning materials, activities and bulletin boards
- Assist in weekly swimming sessions

Volunteers are expected to:

- Be supportive, non-judgmental, adaptable, positive, and caring
- Work closely together with the teacher to gain a greater understanding of duties within the classroom
- Be aware of the importance of confidentiality
- Be aware of the importance of their position as a role model
- Supervise individuals or small groups only in the presence of the classroom teacher

To volunteer on an ongoing and regular basis, you must register first with Volunteer Services at Holland Bloorview Kids Rehabilitation Hospital and participate in a training program. Bloorview School Authority and HBKRH Volunteer Services require a criminal background check for all volunteers. If interested, please contact Volunteer Resources at Holland Bloorview Kids Rehabilitation Hospital at (416) 425-6220 ext. 7031 or through their website.

**Dream • Learn • Grow**

