



Parent Handbook

(For IET Program)

2022-2023

www.bloorviewschool.ca



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



www.bloorviewschool.ca

2022-2023 SIGNIFICANT DATES

P.A. Day: [September 1, 2022](#)

Board Holiday: [September 2, 2022](#)

Statutory Holiday: [September 5, 2022](#)

(Labour Day)

Family Meetings/Staggered Start: [Week of September 6, 2022](#)

P.A. Day: [October 7, 2022](#)

Statutory Holiday: [October 10, 2022](#)

(Thanksgiving)

P.A. Day: [November 18, 2022](#)

Winter Break: [December 26, 2022 to January 6, 2023](#)

First Day Back to School: [January 9, 2023](#)

P.A. Day: [January 13, 2023](#)

P.A. Day: [February 17, 2023](#)

Family Day: [February 20, 2023](#)

March Break: [March 13 to March 17, 2023](#)

Statutory Holiday: [April 7, 2023](#)

(Good Friday)

Statutory Holiday: [April 10, 2023](#)

(Easter Monday)

Statutory Holiday: [May 22, 2023](#)

(Victoria Day)

P.A. Day: [June 2, 2023](#)

Last Day of School: [June 29, 2023](#)

Board Holiday: [June 30, 2023](#)

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.

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. 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.



Sarah Nauman
Principal

Kathryn Marcus
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

School Hours	
Morning Classes Begin	9:00 am
Lunch / Self-Directed Play	11:40 am – 1:00 pm
Afternoon Classes Begin	1:00 pm
Dismissal	3:20 pm

TABLE OF CONTENTS

Acronyms used at Bloorview School Authority.....	8	On-Line Code of Conduct	14
Accessibility	9	Parent/Guardian Concerns	14
Attendance/Safe Arrival/Late Arrival/Early Pick-up.....	9	Pediculosis (Head Lice)	14
Awards Assemblies.....	9	Photographs/Media Consent.....	14
Clothing.....	9	Policies and Procedures	14
Code of Conduct/Expectations	9	Psychology Services	15
Communication with Parents/Guardians...	11	Religious Accommodation.....	15
Conflict of Interest.....	11	Reporting to Parents/Guardians.....	15
Curriculum Night.....	11	Research and Student Interns.....	15
Custody.....	11	Scent Free Environment	15
Daily Physical Activity (DPA).....	11	Scholarships and Bursaries	15
Dress Code.....	11	School Council.....	15
Duty to Report Abuse or Neglect.....	11	School Mascot.....	15
Electronic Devices.....	11	School Support Team (SST)	15
Email Address for Parents/Guardians.....	12	Screening	16
Emergency Drills.....	12	Severe Weather/ Emergency School Closure	16
Emergency Information.....	12	Speech and Language Therapy Teams ..	16
Excursions (Field Trips).....	12	Technology	16
Extended Absences.....	12	Toileting.....	16
Illness.....	12	Transportation.....	16
Individual Education Plan (IEP).....	12	Twitter.....	17
Interpreters.....	13	Visiting the School	17
Latex Safe Environment.....	13	Volunteering.....	17
Library Learning Commons.....	13	Website.....	17
Lunch and Snack.....	13	Communication Notebook.....	18
Medication.....	13		
Nut Safe Environment.....	13		
Occupational Therapy (OT) and Physical Therapy (PT) Teams.....	13		

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
HCCSS	Home and Community Care Support Services
IEP	Individual Education Plan
IET	Integrated Education and Therapy Program
IPRC	Identification Placement and Review Committee
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	School Support Team
STL	School Transition Liaison Teacher
TELT	Technology Enabled Teaching and Learning Teacher

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. Further, we are committed to giving people with disabilities the same opportunity of access to our services in the same location and in a similar way as these services are available to all others we serve.

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

Parents/guardians are asked to please call the school office (416-424-3831) as early as possible if a student will be late or absent. If the school is not aware as to why a child is absent, a member of the school office staff will make every effort to contact the family. Please be sure that all contact information including emergency contacts is up-to-date.

Parents/Guardians are asked not to enter the building if a child is being picked up, or dropped off outside of regular pick up and drop off times. Please call the school office from outside the school building, or use the intercom to let us know you have arrived.

If a child is arriving at school later than 11:45 a.m. it is the responsibility of the parent to feed the child before

Please note it is the parent/guardian'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

Until further notice, awards assemblies will be held virtually. During the school year, three school-wide assemblies are held to recognize our students.

Bussing (please see Transportation)

Clothing

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. Students will be going outside in all weather conditions unless the temperature or wind chill falls below -15C.

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 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:
 - Be a good friend
 - Wait for your turn
 - Keep your hands and feet to yourself
 - Stop, look and listen
 - Act safely
- 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 appropriately dressed and prepared for school
- Have their 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-guardian/teacher conferences and transition planning meetings

Communication with Parents/Guardians

During the school year, parents/guardians are kept informed through email, Twitter, newsletters, and the school website. Parents/guardians may communicate by phone, email, or by writing in the communication book.

Please note: During the day the teachers are focused on the students and may not check emails. Any information necessary for the day should be written in the communication book and in case of emergencies, parents/guardians should call the school office at 416-424-3831.

Conflict of Interest

To help maintain confidentiality and to avoid conflicts of interest, staff are not permitted to 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

This year, Curriculum Night will be held virtually in October. It is an opportunity for parents/guardians to hear from 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

Copies of current custody agreements, must be provided to the school. Information is kept in a student's Ontario School Record (OSR). Any changes to custody information needs to be communicated immediately to the school.

Daily Physical Activity (DPA)

Outdoor learning is an essential part of the school day. Students should be dressed according to weather conditions. Outdoor learning will take place in temperatures - 15C and above. In the winter, children need boots, gloves and hats. In the warmer weather students need sun hats, and non-scented cream or stick sunscreen that can be applied prior to outdoor activities. Please note, sunscreen aerosol sprays are not permitted in the school.

Dress Code

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, sexual orientation, race, creed, ethnicity or religion)
- Footwear that is unsafe (e.g., flip-flops)

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). Specific permission will be obtained in order to 'bring your own device' to

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

Email Address for Parents/Guardians

Please ensure that we have up to date email addresses. Email addresses will not be shared with any other organization. Arrangements will be made with families without access to email.

Emergency Drills

Fire drills, and other drills (e.g., lock down, evacuation drills) are practiced at Bloorview School throughout the year in partnership with Holland Bloorview Kids Rehabilitation Hospital.

Emergency Information

For IET students an emergency information update form is sent home with your child in September. Parents/guardians are asked to complete the update form and return it as soon as possible. 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.**

Excursions (Field Trips)

Toronto and its surrounding area provide our students with a wonderful variety of experiences to enhance their learning outside the classroom since trips are linked to the curriculum. Parent/guardian, 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 form 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.

Depending on the medical needs of the child, a parent may be required to accompany the class on the field trip. Students may be excluded from trips if their participation compromises their safety or the safety of others.

Extended Absences

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.

Illness

Students with symptoms of any illness should not attend school.

At the time of printing, Hospital guidance is that students **MUST** stay home if they or anyone in their family is displaying signs or symptoms of COVID without an underlying cause and must isolate as per the guidance for high-risk settings.

Any student who demonstrates symptoms of COVID-19 while at BSA will be immediately separated from others in a supervised area until they can be picked up by a parent or guardian. Parents/Guardians will be contacted immediately to pick up their child. Students who are ill must be picked up by a parent/guardian as soon as possible and will not be permitted to go home on the bus. We will update families as guidance for Covid-19 changes.

Individual Education Plan (IEP)

Many students will have an Individual Education Plan specifically to address their unique learning

needs. This plan will be written in consultation with parents/guardians. Parents/guardians will be contacted early in the school year to provide input. IEPs are updated throughout the year.

Interpreters

We have access to interpreters in different languages. Please let us know if an interpreter is required.

Latex Safe Environment

We are a latex safe environment. Staff and students are asked not to bring any items containing latex to school (e.g., balloons).

Library Learning Commons

All students visit our library weekly and have the opportunity to borrow books to bring home.

Lunch and Snack

IET Students will be supervised during snack and lunch in their classrooms. Students need to bring a lunch and two healthy snacks daily.

Lunch bags and containers should be labelled with the child's name. To encourage independence we suggest sending easy-to-open containers. To help prevent choking, food should be cut into bite-size pieces. Lunches and snacks are not to include nut or peanut products.

Medication

Specific procedures regarding the Administration of Medication and Plans of Care for Prevalent Medical Conditions are available from the school. Prescribed medication can only be administered during the school day once a form has been completed and signed by a doctor. An EpiPen, if required, should be carried by the student in a pouch or case. Any changes to medication must be communicated to the school immediately.

Nut Safe Environment

We have a **NUT** and **PEANUT SAFE** environment at Bloorview School Authority. Lunches and snacks are not to include nut or peanut products. If you are sending a product that resembles peanut butter (i.e. a soy butter such as Wowbutter) please label it clearly.

Occupational Therapy (OT) and Physical Therapy (PT) Teams

The Occupational and Physical Therapists that work with BSA students are employed by Holland Bloorview Kids Rehab and not BSA. They are governed by additional policies that are outlined below.

Documentation

OT/PT Therapists are required to document all assessment results and progress notes electronically according to the Holland Bloorview 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/guardians' request, and can be accessed by the family through Health Data Resources (HDR), 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/guardian.

Communication

OT/PT therapists are responsible for ensuring all families have information regarding assessment results, intervention plans and progress. This information is typically shared with families verbally during phone contact or at parent/guardian team meetings. Parents/Guardians should feel free to communicate with their therapists as often as they need to.

Holland Bloorview 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

Holland Bloorview has developed connect2care, an online tool that allows clients and families to review and manage their Holland Bloorview health-care information.

This system allows families to access health care records, medical appointments and connect with members of the health-care team. For further information you can call 416-425-6220 ext. 3881 or email connect2care@hollandbloorview.ca.

On-Line Code of Conduct

Grade 1 to 12 students and families are asked to sign an On-line Code of Conduct form in September. The Digital Citizenship Policy is available on the BSA website.

With parent/guardian permission, students will have access to Google Workspace for Education.

Parent/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.

Pediculosis (Head Lice)

Pediculosis is a nuisance rather than a health hazard. Parents/guardians are notified by letter if their child has lice. Children should be treated at home. If lice is discovered while at home please inform the school office at 416-424-3831.

Photographs/Media Consent

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.

During the school year, 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 part of the registration package that all families complete upon admission.

Policies and Procedures

All of our policies and procedures can be found on our school's website.

Psychology Services

The school employs a psychologist to support students in the IET program as needed. This service provides assessment and consultation through our School Support Team for the purpose of programming, future planning, transitions and educational supports.

Religious Accommodation

If a religious accommodation is needed, please advise the principal in writing at the beginning of the school year. Bloorview School will take all reasonable steps to provide accommodations.

Reporting to Parents/Guardians

Parents/guardians will receive written reports on student progress three times a year. Parent/guardian and educator conferences will take place in November and February. Other meetings may be arranged throughout the year and may be initiated by parents/guardians or teachers. Meetings may be held virtually or in person dependent on parent preference and public health guidelines.

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 Free Environment

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

Bloorview School Authority awards bursaries for post-secondary studies to students with disabilities who meet specified criteria. More information is available on the school's website.

School Council

Our school council is an important forum for involving parents-guardians/family and students in matters that impact the education of our students. The BSA council is made up of parents/guardians, community members and students. All parents/guardians are welcome to attend our school council meetings. Meetings will be held virtually or in person, dependent on the preference of the council members and public health guidelines.

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! 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 their full potential. To complement the mascot the logo of **Dream ~ Learn ~ Grow** was adopted.

School Support Team (SST)

The SST meets to discuss the academic and social/emotional concerns of students as needed. The SST is comprised of the school administrator, teachers, as well as professionals such as

therapists, psychologists or other outside personnel who provide support. Parental permission is required and parents/guardians are encouraged to attend.

Screening

Daily screening for COVID symptoms may be required. Information regarding screening will be communicated prior to the first day of school and will be updated as per guidance from Holland Bloorview and Public Health. Please note that we follow guidance for high risk settings which may be more stringent than guidelines for other schools.

Severe Weather/ Emergency School Closure

If busing is cancelled due to severe weather, this information will be announced from 6:30 onward on radio at 680AM and on TV on CP24. We will also communicate the cancellation by Twitter. BSA will remain open unless a school closure is called. (Please note: bussing to BSA from York Region will also be cancelled when Toronto busses are cancelled).

School Closure

If **all** schools in Toronto District School Board close due to inclement weather, Bloorview School will also be closed. This will be communicated as above.

If Bloorview School closes due to a site emergency (gas leak, health epidemic) communication will be by email, Twitter and by phone call if necessary. In this instance we would cancel transportation services.

Speech and Language Therapy Teams

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.

Technology

Students have access to iPads, Promethean Interactive Panels, laptops and Chromebooks, as well as the use of Alternative Access Devices.

Toileting

For IET students, any items needed for toileting (e.g., creams, diapers, wipes, catheterization equipment), are to be provided by the parents/guardians. Diapers or pullups that fasten at the waist are preferred. Parent/guardians must demonstrate any specialized procedures (e.g., catheterization) to the school team annually. Educational Assistants are trained to provide support.

Transportation

Parents/guardians must be at the bussing pick-up and drop-off locations at least ten minutes ahead of the scheduled time. Parents/guardians are responsible for getting their child on and off the bus. Bus drivers are not permitted to assist. Parents/guardians must notify the bus company if their child is not taking the bus. Students not using school transportation must be dropped off and picked up during the timeslot indicated by the school. Students being dropped off by parents/guardians will be met outside by staff.

Information regarding transportation for students in Toronto can be found at:
www.torontoschoolbus.org.

Information regarding transportation for students in York Region can be found at:
schoolbuscity.com

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

Twitter

Follow all the wonderful happenings at @BloorviewSchool

Visiting the School

Visits to the school are by appointment. Please enter through the main hospital entrance and go through screening. All visitors must wear a mask which is provided at screening. Once screened you are welcome to come through the hospital to the school office.

Volunteering

We welcome volunteers at BSA. All volunteers are trained and vetted through Volunteer Services in the hospital.

If you are interested in volunteering on an ongoing and regular basis, please register with Volunteer Services at Holland Bloorview Kids Rehabilitation Hospital. Volunteer Services can be reached at (416) 425-6220 ext. 7031.

Website

Our website can be found at: www.bloorviewschool.ca

Dream • Learn • Grow