



STAFF HANDBOOK

2021-2022

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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

Health and Safety –Bloorview School - Fall 2021

The health, safety and well-being of students and staff is our top priority. At Bloorview School Authority, we remain dedicated to this as we begin the school year. We are taking every precaution to ensure a safe and healthy environment and a successful return to school this fall.

Processes, procedures and protocols continued to be implemented to provide for the health and safety of students, staff and families. Guidance is provided based on the advice of public health and the Ministries of Health and Labour Training and Skills Development. In addition, we follow all of the hospital guidelines.

To maximize safety, we have adopted multiple measures to reduce the risk of COVID-19 spread, including decreasing the number of interactions with others and increasing the safety of interactions.

Our protocols include:

- Active screening all staff and visitors entering the building everyday
- Dedicated entrances and exits to help maintain physical distancing
- Enhanced cleaning of high touch areas such as elevator buttons and door knobs
- Modifying behaviours that reduce the spread, including hand hygiene and respiratory etiquette, as well as use of personal protective equipment (PPE)
- A Masking Policy to provide greater protection of students, staff and visitors
- Maintaining healthy environments, including environmental cleaning, cohorting and physical distancing
- Enhanced signage posted throughout the school to help remind us of safety processes and support easy wayfinding
- Class sizes that reflect current regulations
- Plexiglas panels installed in the main office and human resources office

Directions are given that if employees are not well, they need to stay home and follow the health recommendations of their local public health authority (i.e. monitor symptoms, self-isolate). Please refer to the Toronto Public Health website for up to date guidance.

Absence of Staff Member

To ensure proper coverage for students:

- Staff must enter their absence into SmartFindExpress **before** 6:45 a.m. If you have to call after 6:45 am due to unforeseen circumstances, please leave a message on the school phone: 416-424-3831
- DO NOT call the Office Administrators at home. Please send a text or email. Do NOT rely on someone else to report your absence
- ALL absences must be reported through SmartFindExpress
- Refer to the "Employee Quick Reference Card for SmartFindExpress (SFE)" for further details
- If you need to stay home due to illness, you must report the absence to the school and to the Hospital's away line at 416-425-6220 (x3020). This MUST be completed for any sick days, as many different symptoms can be COVID symptoms. Please note that based on the symptoms provided, you may be required to go for COVID-19 testing before returning onsite.

SmartFindExpress Information

Website: <https://bloorviewschool.eschoolsolutions.com/>

Phone number: 647-697-7446 or 1-855-910-6953

- For all information regarding other types of leaves and vacation time, please consult your collective agreement or speak to the Human Resources Manager.

Absence/Late Arrival of IET Students

If a child will be absent or late for school, a parent must call the school office as early as possible or leave a message on the answering machine. If the student is not in class when attendance is taken (no later than 9:30 a.m.), and if no message has been left on the school answering machine, an office assistant will make every effort to call the parent or emergency contact to find out why the child is absent.

IET attendance binders must be outside the classroom by 9:45 a.m. for pickup

If a child arrives after 9:30 a.m., Melissa will call the classroom and the staff room will come to meet the child and take them to the class.

If a child leaves during the day, please:

1. Alert Melissa so she can update the attendance
2. Update the busing board so that we are not looking for students at end of day.

If a child is arriving at school later than 11:45 a.m., it is the responsibility of the parent/guardian to feed the child before dropping them off at school.

Parents/guardians must notify the school by a note to the teacher or a phone call to the school office 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 does not know that adult, staff will request photo identification upon his/her arrival. Teachers are required to notify the lunch supervisors if the child in his/her class will be picked up early anytime during the lunch periods.

Arrival or Dismissal to Hospital Appointments

Parents who are dropping off or picking up students for appointments in Holland Bloorview must go through hospital screening and call the school. Staff will bring/pick up the student from the internal school entrance.

When an IET child will be absent for an extended period of time – more than 15 days - the classroom teacher must notify the Principal/Vice-Principal. As well, students who demonstrate an irregular pattern of attendance should be brought to the attention of the Vice-Principal.

Absence/Late Arrival of Resource Students

Resource students' attendance is tracked and noted on Report Cards. Full and half day attendance is recorded. If a child leaves (and returns) from a therapy appointment, this is not counted as an absence.

When a Resource student is absent from class according to their daily/weekly schedule a call is made by the teacher to the Central Nursing Unit Station (Ext: **6038 or 6014**) to confirm the student's whereabouts.

When a day-patient is absent, the Day-patient nurse will follow up with parents to determine the reason for the absence.

Attendance must also be indicated on the students' individual schedules for COVID tracking purposes. All Resource Schedules will be collected on Friday's to store in the tracking binder in the office.

Abuse and Neglect of Children

The Child and Family Services Act requires reasonable suspicions of abuse or neglect of children to be reported to a Children's Aid Society office. The responsibility to report lies with the person (employee, volunteer, or parent) who receives the disclosure or who suspects abuse or neglect. For more information, refer to Policy SHSM.001, Dealing with Abuse and Neglect of Students. Information regarding the reporting of suspected abuse or neglect is confidential.

Form SH - #1 must be completed and given to Principal/Vice-Principal when a call is made to CAS. Please see Principal and/or Vice-Principal for a copy of the form.

Accessibility

It is the policy of the Bloorview School Authority to provide an environment that builds independence, dignity, and respect for our students, parents/guardians, the public and our staff. It is our goal to provide for equal rights so as to create a climate of respect where everyone feels part of our school community and can contribute fully. For more information, refer to Policy PCE.001, Accessibility Standards, and Procedures EQ-#1-8, Accessibility Standards.

Information regarding the Ontario Human Rights Code and AODA is available at <http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda/part-1-introduction>. The Code states that people with disabilities must be free from discrimination where they work, receive services, and their needs must be accommodated.

Accident/Injury Reporting – All Staff

Seek medical assistance/first aid immediately.

All staff are required to report all injuries or "near miss" events (events which *could have* caused an injury) that occur during worktime – no matter how minor. This can include a minor cut, a bruise, a minor burn, or anything similar where you need a bandage or cold compress.

Procedure for Support Staff

Complete a "Bloorview Employee's Report of Accident/Injury" form. These forms are kept in the Human Resources office and they can also be found on the Google share drive under Health and Safety. The form should be completed immediately or within 48 hours of the injury. Once completed, make a copy for yourself and then give it to the Principal, Vice-Principal or Human Resources. Forms will be recorded and kept in the HR office. If you have an injury where you seek medical attention or you miss work, you must see Human Resources the following day.

Procedure for TDSB Employees

TDSB Staff are required to complete a "TDSB Employee Report of Accident/Injury" form when any injury occurs. Follow the instructions on the form, make a copy for yourself, and then give it to the Principal, Vice-Principal, or Human Resources. The form will be faxed to the TDSB's Disability Claim Administration Office (DCAO) and they will follow up with next steps. The DCAO is responsible for managing all Workplace Safety and Insurance Board (WSIB) claims.

For accidents and injuries, regarding students please see section on Incident Reports.

Accounting Practices

All money collected must be securely stored with either the Finance Manager (Terry) or the Vice-Principal/Principal. All money collected must be deposited to Finance Manager 'intact'. You cannot take money out of the monies collected to pay cash for items, or reimburse anyone. Before submitting money, complete a deposit slip.

Cheque requisitions for field trips, etc. must be made at least two weeks in advance. Please speak to the Principal/Vice-Principal at time of booking field trip regarding payment options.

All fundraising, collections and disbursements of money must be preapproved.

Approval for purchases must be granted in advance. A Purchase Order may be obtained from the Office Administrator and then signed by the Principal/Vice Principal.
(See also *Budget and Supplies* sections of this handbook).

Acronyms

AAC	Augmented and Alternative Communication	IET	Integrated Education and Therapy
ADL	Activities of Daily Living	LHIN	Local Health Integration Network
ADP	Assistive Devices Program	LPC	Learning Profile Continuum
AFO	Ankle Foot Orthotic	OT	Occupational Therapist
ALP	Annual Learning Plan	OTA	Occupational Therapy Assistant
AODA	Accessibility for Ontarians with Disability Act	OnSIS	Ontario Student Information System
BET	Basic Evaluation Tool	PHIPA	Personal Health Information Protection Act
BSA	Bloorview School Authority	PICC or PIC line	Percutaneous Indwelling Central Catheter
BIRT	Brain Injury Rehabilitation Team	PT	Physiotherapist
CIC	Clean Intermittent Catheterization	PTA	Physiotherapy Assistant
CCC	Complex Continuing Care	RT	Respiratory Therapist
CDA	Communication Disorder Assistant	SEA	Specialized Equipment Amount
DBI	Deaf Blind Intervenor	SCOUT	Secure Client Off Unit Tracker
DPA	Daily Physical Activity	SFE	Smart Find Express
EIE	Equity and Inclusive Education	SODR	Specialized Orthopaedic and Developmental Rehab
ELR	Electronic Legal Record	SST	School Support Team
FIPPA	Freedom of Information and Protection of Privacy Act	STL teacher	School Transition Liaison Teacher
GUAG	Get Up and Go (Persistent Pain Program)	TELT teacher	Technology Enabled Learning and Teaching
HBKRH	Holland Bloorview Kids Rehabilitation Hospital	TPA	Teacher Performance Appraisal
HCN	Hospital Charge Nurse	VNS	Vagus Nerve Stimulation

IEP	Individual Education Plan		
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Anaphylaxis and Allergies

(See Board Policy Anaphylactic Reactions and Nut Safe section of this handbook).

Anaphylaxis is a severe systemic allergic reaction that can be fatal, resulting in circulatory collapse or shock. Epinephrine is the drug form of a hormone (adrenaline) that the body produces naturally and is the treatment or drug of choice to treat anaphylaxis. This treatment is life-saving. To ensure the safety of students with anaphylaxis, all staff are trained annually in the use of EpiPens, as mandated by Sabrina's Law. Unless we have notification from parent/guardians, a student should have two epi-pens. One the student carries with them at all times (in fanny pack or safety pouch). The second EpiPen, it is in the medication cabinet in the school office. Teachers must ensure the student's epinephrine auto-injectors are taken on excursions or out-of-school activities.

Staff who have severe allergies/anaphylactic reactions are encouraged to share this information with their class team, HR, and Principal/Vice-Principal. In the case of an emergency, others should know signs and symptoms of your allergy and where your EpiPen is kept. Staff may request to share their information in our Medical Risk binder and a back-up EpiPen can be kept in the school office.

Annual Learning Plan (ALP)

The purpose of the ALP is to provide a meaningful vehicle to support experienced teachers' professional learning and growth. The ALP is teacher authored and teacher directed and is developed in a consultative and collaborative manner with the Principal or Vice-Principal. The ALP is to be submitted by the end of October each year.

Art Supply Room (Room 1W231)

There is a large supply of art materials held in Room 1W231 to share amongst all staff. This room is maintained by staff and restocked twice annually as needed. Staff are asked to take only what they need at any one time, and not to take materials into their own classrooms to build up individual stock. Please be sure to keep the room as neat as possible.

Augmentative and Alternative Communication (AAC)

Students with severe speech or language problems rely on AAC to supplement existing speech or replace speech that is not functional. Special augmentative aids, such as picture and symbol communication boards and electronic devices, are available to help students express themselves. These may increase social interaction, school performance and feelings of self-worth. AAC users should not stop using speech if they are able to do so. The AAC aids and devices are used to enhance students' communication.

It is important to respect each child's voice – do not touch the communication book/device without asking permission from the user first.

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. Using the Pillars of Character, awards are presented in the areas of respect, fairness, caring, community, responsibility, academic

performance, courage and spirit. Teachers select the appropriate pillar for the recipients. Over the course of the school year, all IET students receive an award.

Homeroom teachers must ensure parents are notified in advance and invited to attend the ceremony.

Prior to the assembly photographs of each recipient are sent to a member of the Awards committee. At the assembly, each team comes forward and speaks about the strengths of the child (3-5 sentences).

Budget

The school budget is aligned with our Strategic Plan.

Twice a year, classroom teachers may spend up to \$150 each for items not typically purchased at Grand & Toy. Receipts must be submitted by May 31, 2022.

Teachers must stay within the allocated budget, keep all receipts, and submit them to the Finance Manager after receiving the signature of the Vice-Principal. A cheque will be issued once the approved receipts have been submitted (usually this process takes two weeks).

If classroom materials/toys have become broken or damaged, please see the Vice- Principal.

(See also Accounting Practices and Supplies sections of this handbook).

Bussing Procedures

BUS TEAM
<p>Designated EAs/CDA/DBI perform the following roles:</p> <ul style="list-style-type: none">• One staff member coordinates bus arrivals and departures, and announces bus arrivals using the walkie talkie.• One staff member announces student arrivals and departures using the "all call" system in the main office.• One staff member coordinates the arrival and departure of students who are dropped off by parents (at the "side" door, using a walkie talkie).• Back up EAs are identified to assist when a member of the Busing Team is absent.

General Busing Reminders:

- ALL students not going home on the bus, **OR who have been picked up early by family**, MUST have their name written on the whiteboard across from the Principal's office.
- For morning and afternoon busing, Resource EAs are asked to wait in the school foyer to assist with their cohort classes, **and any other students/classes who need assistance**.
- Bus engines must be turned OFF before students are loaded onto or off buses. On occasion, our staff have had to remind bus drivers to turn off their engines.

AM Busing Reminders:

- Announcements will be made for arrivals and departures ONLY once over the “all call” system.
- “Floater” EAs will be assigned as extra support to assist with all students coming in on buses in the morning.
- When taking students off the bus, EAs must ask the driver about children that are missing (i.e. coming in late with parent or away sick)
- If a child is away, let the busing coordinator know. Their name will be written on the big white board in the main office, under the teacher's name.
- For all busing students who have NOT arrived by 10 am, office staff will call families to let them know that their bus has not yet arrived. When the bus eventually arrives, office staff will call the family to inform them of their child's arrival.

PM Busing Reminders:

- IET students on priority buses should be ready for 3:10 pm (in the front foyer). ALL other students should be ready and waiting inside their classrooms to exit the class by 3:15 pm (fully dressed with belongings) when their bus is called.
- If any students from Day Patients are still waiting for their buses at 3:55 pm. kindly inform Day Patients of the late busing situation.
- Late busing: MUST wait to visibly see the last bus depart from the Parking Lot.
- Late busing: MUST ensure that they are aware of special medical or toileting needs of remaining students (for example, students who require catheterization).

Cohorting

All IET classes are considered a cohort. Students from one cohort are not to interact with students from another cohort until further notice. Resource students are not cohorted in the hospital and therefore Resource classes can be combined, unless there has been specific communication to the contrary. While we try to limit the number of adults interacting with a given cohort, staff wearing appropriate PPE are able to move between rooms when needed.

Contact Tracing

Contact tracing sheets are located on the door of each classroom and shared space. All regular staff to that space are listed on the contact tracing sheets. Anyone else spending five or more minutes in a space must sign in and out, in order to facilitate timely contact tracing if needed. This includes the staff room.

Class Profiles

Every IET classroom teacher will present twice yearly using the Class Profile. A template that describes the students in the class in terms of physical abilities, communication, academics and personal development will be provided. Resource teachers will schedule a class/student review meeting as needed, i.e., students with Behaviour Plans or CAS involvement.

Classroom Cleaning, Maintenance, and Repairs

To have any special cleaning, maintenance or repairs done in classrooms/working spaces, staff are to either email or complete a form for classroom repairs, cleaning or maintenance and give it to the Office Administrators. The email/form must clearly state if it is for cleaning or building repairs or services,

as well as the name of the person submitting the request, room number, telephone extension and a brief description of what needs to be done. Forms are kept on the desk in the main office.

If you would like furniture removed from your classroom/work space the same process is followed. The surplus furniture should not be moved into the hallway until you know a work order has been generated.

Code of Conduct

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.

The standards of behaviour outlined in the Bloorview School Authority Code of Conduct (Please see SHSM.003 Code of Conduct on our website) shall apply to all members of the school community, including students, parents/guardians, teachers and other school staff, trustees, volunteers and visitors:

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

Committees

A committee list is circulated in September for staff to sign up for a committee(s) and/or events. Everyone is encouraged to participate. We have two mandated committees which are the Joint Health Safety and Wellness Committee and the Staffing Committee.

Communication

At the beginning of the school year, every IET teacher is expected to establish and share with parents how they will communicate what is going on in the classroom, curriculum topics, special events and other information. As most of our parents do not have daily personal contact with the educators it is vital that teachers create a sustainable way of sharing information (e.g. class website, weekly emails).

The blue communication books are provided to share daily information and as part of our screening procedures. Communication should include anything important that a parent should know about their child's day at school. Parents are asked to communicate back to the school informing the teacher of anything relevant that might impact learning for their child at school.

Resource teachers will establish best practices for communicating with parents so that student confidentiality can be maintained.

The Principal sends out weekly Friday emails to IET families with school wide information. Resource Teachers can forward these to their students if the information is applicable.

Before communication is established with a school or outside agency release of information and expressed consent must be obtained.

All staff and parents communicate via the school phone or @BloorviewSchool email. Do not use your personal devices/email accounts to contact parents. Apps such as 'remind me' and 'SeeSaw' are not supported and must not be used

When communicating, please consider the following:

- sensitivity of the information;
- amount of information; and
- extent of distribution.

Keep in mind when communicating with parents or others via email:

- Email is an important tool and becomes part of our documented records. Emails are subject to the Freedom of Information and Protection of Privacy Act (FIPPA) and can be used in a legal dispute.
- When using email use only a student's initials especially in the subject line.
- Always use your work email for school related communications.
- Review the Guidelines of your Professional Association in regards to the use of electronic communication and social media.
- Always maintain your professional persona and ensure you are communicating at appropriate times of the day.
- Avoid use of email to transmit sensitive personal or confidential information.
- If you must use email, reduce the possibility and consequences of unintended disclosure by limiting the information, removing personal identifiers (e.g. use initials instead).
- Be cautious about email messages that you send or forward and what you attach and check the email addresses of recipients.
- Avoid using "reply all."

Personal devices, cell phones etc, are turned off, out of sight, and not used during the instructional day.

Computers (HBKRRH) – Logging Off

Resource Teachers and some central office staff have access to a Holland Bloorview computer. All Holland Bloorview computers must be logged off each evening. This is to allow any updates made by Holland Bloorview IT Department to be downloaded to the computer, as well as to maintain security. Computer monitors must be turned off each evening. Any issues with a HBKRRH computer or printer should be shared with the HBKRRH IT Department.

Computer Networks

There are two networks at Bloorview School: the Bloorview School network and the Holland Bloorview network.

Our Bloorview School network includes three WiFi networks: Guest, Classroom and Admin.

The **BSA_GUESTS** WiFi (password: BSAGUEST!) can be used by guest speakers/presenters to our school, inpatient students who must use their own SEA devices, school staff for their personal devices and/or guests attending school meetings. The Holland Bloorview guest network is **HBGUEST** (password: hollandbloorview) and can be used for the same purposes, as well as if staff are attending meetings within the Hospital.

The **BSA_Classroom** is the WiFi network all classroom devices should be connected to, as well as any other BSA school devices used by students. The **BSA_Admin** WiFi is used for school devices in central offices and the Promethean laptops in classrooms. The blue educator iPad is also connected to the BSA_Admin network.

Contact the TELT if a school device is not connected to one of the two school WiFi networks.

For the HBKRH network (not including HBGuest), you will need to pass an online orientation quiz provided by the hospital and sign a waiver regarding confidentiality and responsibility. After this session is completed, you will be able to log on to the HBKRH network. You must continue to login within 90 days or your password and account will be frozen. When using the HBKRH network you will also be assigned security and privacy training online modules that must be completed every year.

Only a limited number of Resource teachers and central office staff have access to the HBKRH network. This access allows specific teachers to view student's Health Data Records as required in the Resource classes for programming.

Confidentiality

As a condition of employment, staff are required to maintain a high level of confidentiality while working at Bloorview School Authority. Confidential information can refer to personal or health information related to clients/families, employees, or volunteers. Bloorview or HBKRH information not yet made public, and strategic/business/operational plans must also be kept confidential. Staff are not to communicate confidential information within or to outside organizations or people, unless appropriate authorizations are in place.

Staff must ensure when information is requested from parents that the proper authorization regarding custody is in place.

We must follow the guidelines outlined by Municipal, Provincial and Federal legislation and PHIPA.

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.

Curriculum Night

Curriculum Night format will be dependent on public health guidelines and will most likely be virtual this year. Regardless of the format, it will include a presentation hosted by admin in which parents are welcomed and provided with a brief overview of the school staff, classroom and support programs. The Manager of Therapy Programs and our SLP will also speak briefly about the support services. Parents will then be invited to visit (in person or virtually) their child's classroom. Parents of Resource students do not often attend the portion of the evening hosted by admin, but are encouraged to visit the child's classroom.

IET handout for Curriculum Night should:

- Provide information about the program (i.e., goals, curriculum/alternative curriculum/ subject areas, resources, etc.), daily routines, methods of communication, opportunities for parental involvement, reporting, etc.
- Include ideas about how parents can help their child at home in ways that support learning at school and what a typical day looks like in the classroom.
- Classroom Schedule
- Include a monthly calendar (if you don't have one online) for parents to help them assist their child to be prepared for weekly events and rotary classes

Daily Physical Activity (DPA)

Daily Physical Activity for IET students is part of every day through Phys-Ed classes, scheduled playground and courtyard time, as well as classroom planned visits outdoors to Spiral Gardens.

A schedule is also developed to provide classes extra opportunities to use the playground over the lunch periods. At this time we are only permitting one class to use the playground at a time. We will re-evaluate this as public health guidance changes throughout the year.

When going outside please ensure you have a walkie-talkie (signed out from the office) as well as the backpack with gloves, tissue and first aid kit.

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)
- Footwear that is unsafe (e.g., flip flops, crocs, open-toe shoes, sandals)
- Perfume (see policy re Scent Awareness)

All employees are required to wear footwear appropriate to the potential hazards present in the work environment. The HBKRH general guidelines for footwear for employees working with in-patients, day patients or with clients in the community include: slip-resistant soles, enclosed toes, sides, and heels. Running shoes or walking shoes are examples of appropriate footwear.

A reminder, 'indoor shoes' that follow the guidelines above are needed in the gym and on the pool deck so that dirt and debris are not carried into these areas.

Email

To access your Bloorview school email:

1. Go to <https://www.gmail.com/>
2. Type your email (firstname.lastname@bloorviewschool.ca)
3. When logging in for the first time, the default password is Bloorview1, then you will be prompted to change your password

Distribution lists for Bloorview School are as follows:

For ALL school staff, email: all_staff@bloorviewschool.ca

For EAs, email: eas@bloorviewschool.ca

For IET Teachers, email: iet_teachers@bloorviewschool.ca

For Resource Teachers, email: resource_teachers@bloorviewschool.ca

For other school staff (O.A., SLP., CDA, NHS), email: non_teaching_staff@bloorviewschool.ca

For IET Teachers and IET EAs, email: iet_staff@bloorviewschool.ca

Emergency Codes

There are procedures in place for all Emergency Codes. A hard copy should always be posted in your classroom/workspace. All classes should have an 'emergency folder' located close to the classroom door. The folder should include a class list as well as green and red cards.

Code Red: Fire

Fire drills are practiced at Bloorview throughout the school year and in partnership with HBKRH. When the "Code Red" announcement is made on the P.A. system, students line up and wait for a location announcement.

If the location is 1W, students and staff in the school area are evacuated from the area past a cross-corridor fire door (e.g., into the lobby/cafe area). Students who are having gym in 0W300 remain

in the gym with the Health and Physical Education teacher. Students in other areas of the Holland Bloorview building will evacuate according to the procedure in that area. Before leaving your classroom, place the red tag on your unlocked door and take the attendance with you.

Once all classes have evacuated attendance is verified (teachers hold up a green card to indicate all students are present or a red card to indicate someone is missing). We wait quietly for an "All Clear".

If the Code Red is not for 1W (or 0W) students remain lined up at the door prepared, listening and prepared to evacuate until the Code is cleared.

Fire drills will be held at least three times in the fall and three times in the spring.

Additional Codes:

Code Blue: Medical Emergency/Life Threatening

Code White: Violent/Aggressive Behaviour

Code Yellow: Missing Client and SCOUT

Code Black: Bomb Threat

Code Orange: External Disaster

Code Brown: Chemical Spill

Code Grey: External Air Quality/Shelter in Place

Code Green: Prepare to Evacuate

Code Green STAT: Evacuation

Code Purple: LOCKDOWN—Hostage/Internal Threat

Hold and Secure: External Threat

*For more information regarding an HCN call, refer to the "When Medical Help is Required" chart that is posted in every classroom/office in the school. Please contact Vice-Principal or Principal before making an HCN call.

**Ensure you know and understand Emergency procedures that apply in different locations (i.e., playground, gym, meeting rooms, spiral gardens, etc.).

***Students who require assistance during a Fire or Lockdown should be brought to the attention of Vice-Principal or Principal. Information regarding accommodations are noted on their IEP.

e-Chart (ELR)

Resource and Transition Liaison Teachers have access to the confidential ELR system. This allows staff to access the HBKRH medical records for students. Passwords expire after 30 days of inactivity.

Teachers must participate in ELR training from HBKRH. To access the ELR (health record) and to obtain your MEDITECH login information, you must complete the e-Learning training on WISE.

Excursions (Field Trips)

Excursions are a wonderful way to provide students with a variety of experiences to enhance their learning outside the classroom and enrich the curriculum. A signed Excursion Request form is required before notice is given to parents. The request form should be given to Vice-Principal at the early stages of planning an excursion. Links to the curriculum pre and post trip are essential. As well a draft copy of the parent letter must be submitted in advance with the Excursion Request form.

The 'Excursion Check List' and the 'Field Trip Request Form' are used for walking trips within the local community as well as for excursions that require transportation.

Parents/guardians and volunteers are an essential part of an excursion. IET parents/guardians will receive notice in advance of all trips with a description of the trip and a permission slip requiring a parent signature. For Resource classes, permission from the hospital is also required.

It is expected that all students will participate in excursions. No student will be excluded from any field trip for financial reasons. Students may only be excluded from trips if their participation compromises their safety or the safety of others.

There is access to a variety of bus companies for excursion purposes, please see Office Administrator.

Where possible, classes are encouraged to double up. IET classes go on a maximum of four excursions per year. The cost of field trips is \$10.00 and the school subsidizes the remaining amount.

IET students should wear 'name tags' that note Bloorview School and our phone number.

The 'Excursion Check List' and the 'Field Trip Request Form' are located in the GoogleDrive.

Google Workspace for Education Fundamentals

Google Workspace for Education Fundamentals (formerly called G Suite for Education) is Google's suite of free tools for Kindergarten to Grade 12.

Each staff member has a Bloorview School Google account (firstname.lastname@bloorviewschool.ca) and each IET class has a classroom Google account (roomnumber@bloorviewschool.ca). The classroom accounts house digital activities from previous years that can continue to be accessed.

Staff are expected to check their Gmail regularly.

Key dates are posted on the Bloorview School Calendar for all staff to see.

Shared Drives have been created, including one called "Bloorview School" where key information is posted about issues and essential materials being shared with staff.

Staff are strongly encouraged to back up their files in Google Drive rather than saving files to a computer's desktop.

Human Rights and AODA

Bloorview School Authority is committed to maintaining a learning and working environment which actively promotes and supports human rights. We welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of persons with disabilities, such service will incorporate measures that include but are not limited to the use of assistive devices and service animals.

Policies and procedures related to the *Accessibility for Ontarians with Disabilities Act, 2005* are posted on the Board's website.

Incident Reporting – Students

A Student Incident Form must be completed for various types of incidents, including physical injury, missing student, disruptive behaviour, Code Blue or Hospital Charge Nurse (HCN) call, as well as all of the actions outlined in the section "When Medical Help is Needed." Incident forms are available from the office and are to be filled out as soon as possible following an incident. **All incidents involving head**

injuries need to be brought to the Principal's or Vice-Principal's attention immediately, and parents must be notified by the classroom teacher.

An Incident Report is completed by the person who witnessed the accident / incident or the person to whom the child reported the injury.

Individual Education Plan (IEP)

Students at BSA are not identified through the IPRC process, and do not automatically need IEPs within their first 30 days in our program. However, the majority of our students do require support or services to attend school, or to demonstrate learning and as such will have an IEP created while at BSA.

IEPs are updated during each reporting period. Teachers use a variety of assessment tools to help identify students' areas of strengths and needs. The process for creating IEPs for our Kindergarten Year 1 IET students will begin after Term 1.

BSA uses a web-based IEP program. Every teacher has an account. Once the account is set up, teachers can create and update IEPs for the students, both at school and remotely.

To access your IEP's:

1. Go to <https://ncciep.dsbn.org/>
2. Enter your user name
3. Enter your password (the initial password will be supplied to you. You will then be prompted to change it to a new password of your choice).

To locate the students in your class:

1. Click on Services/Solutions (at the top of the page)
2. Click on IEP on line (drop down from Services/Solutions)

Information Technology Support

If you have a tech issue, software to be installed, an app to be downloaded, or a non-HBKRH computer issue, complete the google form with details of the request.

Link: <https://forms.gle/sfUDNc72H7824SMVA>

** be sure to be logged in with your @BloorviewSchool email*

** bookmark this link in Chrome*

For curriculum-related technology support, such as co-planning/co-teaching and/or activity/lesson creation, reach out to the TELT for collaboration.

Interpreters

We have an interpretation on demand service available by phone. Please see the Resource Teacher for information. In person interpreters can be booked by the Office Administrators or Resource Teacher for parent interviews and meetings. School letters will be translated for parents as requested.

Isolation Procedures

If a child develops COVID symptoms while at school, one of the classroom staff will don a gown and gloves in addition to the regular PPE, and move the student into the isolation space in the library until a parent/guardian arrives. If possible, the parent will be offered onsite testing for their child before taking them home. If this is not possible, testing can be booked by calling 416 425-6220 ext 3020.

Keys/ID Tags

Classroom keys are signed out in September and returned on the last day of June. ID tags are to be worn at all times. If you need a replacement ID tag, please visit the 5th floor, Human Resources, at Holland Bloorview Kids Rehabilitation Hospital.

Laminator

There is a laminator in the staff room. The laminator is intended for use of teaching materials that need to be protected during multiple uses. Student's work should not be laminated. Please leave any items to be laminated in the blue bin in the staff room. Cathy will laminate the materials – typically, lamination occurs once each week.

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 clients diagnosed with latex allergy. Staff and students are asked not to bring any items containing latex to school. (See Policy SHSM.005, Latex Safe Environment, for details).

Library Learning Commons

The school library is a focal point of the school for books, media and technology. Students have the opportunity to choose a book to sign out and to take home to share with their families. Classroom teachers also sign out books to use in the classroom. Staff can sign out sets of iPads from the library. Our Teacher Librarian will also collaborate with teachers to develop lessons, co-teach and support students. **To start the year, the Librarian will bring the library to you (with the exception of some Resource classes), but we hope that visits to the Learning Commons will resume at some point in the school year.

Long Range Plans

Long range plans for our IET classes prioritize the delivery of the Literacy, Math, Physical Education and Arts programs. All other subject areas are to be integrated within these subject areas whenever possible. The plans highlight key curriculum goals for the class/team and a timeline for achieving overall expectations. Long range plans can be submitted individually or as grade teams, and are due the 2nd week in October.

Lunch Program

- Students must be socially distanced while eating
- Staff are to feed only one student at a time
- Lunch begins at 11:40 and ends at 1:00. To accommodate social distancing, lunch can be spread out over these two lunch periods.
- A feeding schedule assigns qualified assistants to students with special feeding needs.
- IET students who require a specialized feeding protocol have a "FEEDING" sticker located on their classroom cubby. These students may only be assisted by staff who have been trained by our Speech and Language Pathologist.
- Resource inpatient students return to the units for their lunch period.
- Resource day patient students eat in a supervised lunchroom on the ground floor (basement).
- Litterless lunches and snacks teach students to care about the environment and realize that they can make a difference.
- Please be attentive to and inform others as needed of students with severe food allergies, especially when food is involved in class, field trips or whole-school functions.

Medical Help (When Medical Help is Needed Chart)

All Head Injuries <ul style="list-style-type: none"> • call home <u>and</u> notify P/V.P. • advise parents to seek medical advice that day • follow BSA Concussion Procedures 	
All Minor Incidents <ul style="list-style-type: none"> • Apply first aid such as ice, cold compresses, band aids, etc. • If student feels/looks unwell, call home for further planning • Primary Teachers – call parents or write note in communication book • Resource Teachers – call up to Unit 	<u>Non-Emergency</u>
Nursing Assistance Needed <ul style="list-style-type: none"> • expertise beyond first aid is required eg. Pulled out g-tube • Call 3400 from any phone and request a Hospital Charge Nurse (HCN) (you do not need to know the name of the nurse) and state room location • the receptionist will contact the Hospital Charge Nurse • this is not a STAT call, if STAT see next set of instructions: 	<u>Non-Emergency Medical Assistance</u>
HCN/Physician / Respiratory Therapist A STAT call should be made when you require a nurse, physician, or respiratory therapist to come <u>immediately</u> , but you do not deem the situation life threatening. If you have any doubt about making a STAT call or calling a CODE BLUE, a CODE BLUE should be called. Procedure: <ul style="list-style-type: none"> • Dial 5555 • ask switchboard to please page a STAT call • state to switchboard/security the person (HCN, Physician or Respiratory Therapist) you want paged, and your location e.g. "HCN to Level 1, West Wing, Room 1-5-6, STAT" (add gym or library if appropriate) Switchboard/security announces 3 times • it is not necessary to call an "All Clear" for a STAT call 	<u>Medical Assistance Needed Immediately</u>
Code Blue – Medical Emergency <ul style="list-style-type: none"> • Dial 5555 • say: "Code Blue West Wing Level 1 Room # _____". • For Anaphylactic Shock: use Epi-Pen, call 911 and Code Blue Note: In the event that an emergency medication is required, staff should call a CODE BLUE .	<u>Life Threatening</u>
A BSA Student Incident Report is completed for all of the above, and a report is made to OSBIE. A school team debriefing meeting will be held at the end of the day when a Code is called.	

Medical Risk of Students

As part of registration, parents are asked to identify allergies and conditions that would put students at risk. Parents/guardians and the physician must complete appropriate forms such as a Plan of Care or

Management of Emergency Medical Concerns. The Resource teacher compiles a list of students who are at medical risk, together with photographs, to share with staff throughout the school. These lists are updated throughout the year as required.

Each room within Bloorview School has a green binder marked Medical Risk. Students are listed alphabetically by their first name. The binder's location in each room must be clearly identified by a blue sign [EMERGENCY INFORMATION](#).

School office staff and the classroom teachers have parent contact information. Additional parent contact information is included in the Medical Risk binders in the following locations: Gym, VP and Principal Offices. In most situations, the classroom teacher contacts the family during a medical emergency.

Information regarding Plans of Care and Medical Risks must be shared with occasional supply staff.

Medication, Administration of

If student needs to have medication administered during the school day, the Administration of Medication Procedure MM - #2 must be followed. The **ADMINISTRATION OF PRESCRIBED MEDICATION form MM.02-01** must be completed and signed by a doctor. Medication 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.

For IET and Resource students, an EpiPen, if required, should be carried by the student in a Safety Sack. A back up EpiPen is also kept in the office.

To ensure that all of the checks and balances are in place to guarantee the safety of Bloorview School Authority students, the following steps must be followed regarding the administration of medication. Any time a parent sends medication to school with special instructions for administering it to the student, it is important to follow these steps:

ACTION	RESPONSIBILITY	
	Teacher	EA
1. Inform the Principal/ VP that you have been instructed to administer medication.	√	
2. Check medication label and confirm correct dosage to be administered.	√	√
3. Designate who will administer and who will supervise.	√	
4. Use the Administration of Medication – Monthly Record form obtained from the Resource teacher to verify dosage, record date/time and initial each time medication is administered.		√
5. Ensure that two staff members have initialed the form verifying that the correct procedures have been followed. <i>(Therapists can supervise but cannot administer.)</i>	√	√
6. Keep Administration of Medication – Monthly Record form with medication in the locked file cabinet in the school office.		√

7. If medication needs to stay cold, use the office 'medication' refrigerator.		√
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Nut-Safe Environment

Please refer to Anaphylaxis section of this handbook.

We encourage a nut- and peanut-safe environment at Bloorview. Lunches and snacks are not to include nut or peanut products. Staff foster a safe, caring, supportive, and inclusive environment to those at risk of anaphylaxis and inform the Principal/Vice-Principal of their own allergies. Staff create and enforce allergen avoidance strategies within the school environment.

Occasional Staff Folders

All teaching and support staff are expected to have a Folder that is clearly marked and easily accessible for use by occasional staff. The folder should be located on the top of the teacher's desk for easy reference.

Occupational Health and Safety

Prevention of accidents and illness is the fundamental aim of all health and safety programs. BSA is committed to providing a safe working and learning environment. Our Joint Occupational Health, Safety and Wellness Committee works collaboratively to maintain a safe working environment. Representatives from CUPE, ETFO, OSSTF, and management do regular work place inspections. A section of the bulletin board in the staffroom is dedicated to Health and Safety.

Bloorview School Authority will make every effort to provide a safe, healthy work environment. All staff must be dedicated to the continuing objective of reducing risk of injury and working in a safe manner. Workers will receive orientation/training on the first professional development day of each school year.

Under the Occupational Health and Safety Act, Bloorview School has a Joint Health and Safety Committee comprising of worker and administration representatives that runs under the guidelines outlined in the Act. Members recognize that it is the responsibility of all Bloorview staff to identify and eliminate hazards and develop strategies for the protection of workers. There are procedures in place for staff to report health and safety concerns, and information is posted regularly on the Health and Safety Board in the staff room. Staff should report any workplace hazard to the Principal/VP. If you have a concern about a safety or health issue within the school, notify the Principal/VP. The Health Safety Concern Form is posted on the bulletin board in the staffroom.

On-Line Code of Conduct

Bloorview School is committed to providing students with access to the Internet. 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 procedure that applies to students (Grade 1 to 12), staff and all other users of electronic resources accessed through the facilities of Bloorview School Authority, including the Internet. This On-Line Code of Conduct includes sections covering Personal Safety Rules, Unacceptable Sites and Materials, Use Guidelines, Prohibited Uses and Activities, On-Line Publishing and Liability.

Ontario Student Record (OSR)

OSRs are legal documents that follow students from school to school. Once a child has registered at BSA, their OSR will be requested from their home school. Staff have access to these files but OSRs are not to be removed from the school by a teacher. If a teacher requires information from an OSR, they may sign the OSR out for the day. The OSR must be returned to the cabinet by 4:00 PM each day.

At the beginning of each school year, or when an OSR is received, the teacher signs and dates the front cover of the OSR. In June, or when the student leaves BSA, the teacher 'signs off' the OSR and indicates the student's last day of attendance.

When an OSR is reviewed, the green OSR Review form kept in the front of the OSR must be signed and dated. If a HBKRH staff member wishes to review an OSR they must have parental permission and will review the OSR in the company of BSA staff.

OSR Contents filed from front to back to front:

- OSR Review Form (green)
- French Card (if applicable)
- Ontario Student Transcript (OST) Grades 9-12
- Report Cards
- Staple progress and term reports together for the year (so each year is a package) with June on top. Reverse chronological order, most recent at the front of OSR folder.

Documentation file (off-white folder) includes:

- Custody order verification
- IPRC documentation (if applicable)
- Most recent Individual Education Plan (IEP)
- Educational, psychological and health assessments
- SEA claim information
- Other reports/information identified through school policies
- Violent Incident Form
- Relevant correspondence (e.g., parent letters indicating prolonged absences from school)
 - If there are a great number of forms, separate sections as necessary (e.g., Educational Assessments, Health Assessments, Permission Forms, etc.)

Photographs, if available, will be included for Kindergarten Year 1 and Grade 1 students.

Parent Concern Protocol

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

See Board policy: Expressions of Concern.

Parking

Parking at HBKRH is limited and parking transponders are only issued to permanent staff who require them for daily parking. The hospital charges the school a monthly fee per transponder, and the school covers costs for parking for all permanent staff who require it. Bloorview School staff should park in the south/east end of the parking lot. Parents and visitors (including student teachers / interns) must pay for parking either in the parking lot or on the street. There is short term (20 minute) parking available for

parents to pick up or drop off their children. The bus zone is for buses only and is to remain clear at all times except for bus pick-up or drop-off.

(See Procedure OP-#2, Parking Access, for details).

Parking Transponders – Staff Access to Parking

- The transponder must be fixed to the car window behind the rear-view mirror. If there is a darkened glass strip on the top of the front window, the transponder needs to be placed below that strip.
- When approached, the gates will lift automatically. (This includes the “Rumsey Road” gate as well as the two entry/exit gates in the parking lot.)
- The transponder is very sensitive and fragile. DO NOT leave it in the bottom of a bag or backpack. It will probably deactivate if it is near a cell phone, iPad or other such device.
- If the transponder is lost or broken, the employee will be responsible to purchase a replacement transponder at the employee's cost.
- If you have two vehicles, the transponder can be moved between the vehicles. Staff cannot have two transponders.
- If you leave your transponder at home, you should park in the Pay and Display area at the east end of the parking lot. Your green window sticker must be visible.
- Transponder use in the summer is not permitted.
- If you have problems with the transponder, try these tips. If they do not work, please see Human Resources. Do not go to HBKRH directly.

Transponder Tips:

- Ensure the transponder is in direct sight of the sensor (the dark grey square at the end of a pole) and is not being blocked by anything.
- Do not wave the transponder; the transponder has to remain still in order for the sensor to detect it.
- Approach the gate slowly to allow the sensor to detect your transponder. Ensure that the gate has completely reset (i.e., the arm is completely down) before proceeding.

Password for Holland Bloorview Computers in Resource Classrooms

Every 90 days, you will be required to change your password on your computer. If you need to change your password at times other than when prompted, follow these steps:

1. Press CTRL + ALT + DEL
2. Click on “Change a password”

Pediculosis

Pediculosis is a nuisance rather than a health hazard. Parents/guardians are notified by letter or teacher phone call if their child has lice. If you find lice on a student, please contact the office so a note can be sent home to other parents/guardians in the class asking them to double check their own children

Personal Protective Equipment (PPE)

Please see the Office Administrators if additional PPE is required.

PPE	When	Considerations
Gloves	Feeding Toileting With specified students in Resource Using Cleaning Products With child in Isolation Room	Stored in office. Please return empty box to get a new box.
Gowns	Toileting when warranted (i.e. changing a little boy) With specified students in Resource With child in Isolation Room	Located in washrooms - please let Office Administrators know when running low.
Level 2 masks	Level 2 masks must be worn at all times when with students.	Obtained daily at screening. Extras are kept in the office if needed.
Level 1 masks	Throughout the building for staff who do not have direct contact with students	Obtained daily at screening
Clear masks	While teaching when a 2 meter distance can be maintained	Must be worn in conjunction with a face shield (not goggles) Are reusable and are cleaned with disinfectant wipes.
Face shield / goggles	Eye protection must be worn at all times when with students. Please note - only face shields (not goggles) can be used in conjunction with clear masks. Using cleaning spray	Are reusable and are cleaned with disinfectant wipes. Goggles and face shields should be replaced when scratched.

Photocopiers

There is one centrally located photocopier machine for staff to use in the art storage room. Paper is provided through the school budget; however, we ask that you help conserve paper and keep costs down by only printing what is necessary. The photocopier in storage room 1W231 has scanning capability.

At the beginning of the school year, Human Resources add new staff member's fob numbers (4 digits, not including the 0) to the Xerox to enable staff members to make photocopies. If your number is not working on the Xerox, please connect with Human Resources.

All staff are expected to fix paper jams, change ink cartridges, add paper and complete some general troubleshooting on the Xerox.

Should the Xerox need further fixing, staff members should inform the Office Administrators who will call for maintenance when needed.

Photographs

Staff are encouraged to take frequent photographs of students to demonstrate learning using the teacher iPad provided to each class. Staff, volunteers or students in the classroom must not take photographs on their own devices.

During special events, pictures or videos of children may be taken for school newsletters, be displayed in the school or for use on Social Media. A permission form for use of photographs is sent home to parents in September.

During the school year there are special events where HBKRH is present. In these cases, a specific permission form is sent home to parents.

Playground Safety

- All staff must be familiar with the Emergency Codes and Procedures and how to respond should a Code be called during your outdoor time. Please familiarize yourself with the location of the Emergency Red Station.
- Food and drinks are not permitted on the playground.
- A student should never push another student in a wheelchair.
- Although fun for students, staff should refrain from running when pushing a student in his or her wheelchair,
- Children use the slide one at a time, facing forward, sliding down feet first. No climbing up the slide or standing on the slide. Staff should be situated at the bottom and top of the slide for safety.
- Ensure students are using their equipment safely and are moving up and down the ramps in a slow and safe manner. Students who are using their mobility equipment and students who are unsteady must be supervised closely as they are navigating the ramps, bridges, and changes of surfaces.
- Remember to look at the Daily Outdoor Playground Chart before heading out to play.
- Always pay close attention to clothing, particularly hood strings, scarves, and necklaces. Please do not allow children to wear staff lanyards. Report immediately any broken equipment or environmental hazards to the office.
- Please ensure all students are dressed appropriately for Outdoor Play:
 - Winter: snowsuit, hat, gloves, boots, blanket (if needed)
 - Summer: hat and sunscreen
- The sunshade must be closed at the end of the day.

During the school day, the playground is reserved for BSA students. If a parent and child are using the equipment during that time, kindly ask them to return after 3:00. Signage on the playground indicates this.

Policies and Procedures

The school has an established set of Policies and Procedures that are used as guidelines in the daily running of the school. All policies are approved by the Bloorview School Authority Board of Trustees. Policies are posted on the school website. Staff should familiarize themselves with them and review/refer to them as needed. Visit <https://bloorviewschool.ca/> for Board Policies.

When policies are approved or updated, notice will be given in the BSA Monday Memo.

Professional Development/Conferences

Professional development is key to ensuring that staff are up to date on best practices in teaching and learning, assessment and evaluation and the latest technology. Staffs are encouraged to attend conferences and workshops that support the ongoing work of the Board's strategic plan and school goals.

Requests are reviewed and approved by the Vice-Principal with attention to an equitable distribution of funds allocated in the annual budget. The Conference Request form must be submitted to the Vice-Principal.

Upon return from a workshop or conference staff are expected to share information learned with the school community. The format of this sharing will be discussed with the Vice-Principal as part of the approval process.

Psychology

We complete psychological-educational assessments for many IET students before their transitions back to community schools. Due to the number of assessments needed each year, the psychologist is not able to provide consultative services, except those resulting from an SST. IET classrooms looking for support for a specific student should begin with the Resource Teacher.

Report Cards/Communication of Learning

Guidelines for teachers regarding Reporting Periods, Provincial Report Cards and Bloorview School Reports are updated each year and distributed in October.

A completed Provincial Report Card/ Communication of Learning, or an exact copy of it will be filed in the OSR for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period.

Bloorview School Reports are written for students in the Resource Program, who are at Bloorview School for a short period of time. These students do not receive a Provincial Report Card.

Resource Student Registration

Families of Resource students new to HBKRH make an appointment directly with the Program Coordinator to register for BSA. Once registered, class placement and start date will be confirmed.

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, volunteers 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.

School Hours

For Students

Morning classes begin	9:00 a.m.
Lunch – Part 1	11:40 a.m.–12:20 p.m.
Lunch – Part 2	12:20–1:00 p.m.
Afternoon classes begin	1:00 p.m.
Dismissal	3:20 p.m.

For EAs

Paid hours	8:15 a.m.–3:55 p.m. (7 hours)
Regular working hours	8:15 a.m.–3:45 p.m. (6.80 hours) *
Working hours when assigned to late busing	8:30 a.m.–3:55 p.m. or later as needed, to supervise until last bus/last child

**the additional 10 minutes (paid hours vs. working hours) are accounted for through attendance at team meetings, EA meetings, All Staff meetings, other incidental meetings, and late bussing. Working hours are to be used for classroom/program preparation, clean-up, meeting with the classroom team, and other requests as assigned by the teacher.*

For Supply EAs

Full Day Absence Coverage	8:30 a.m.–3:40 p.m. (6 hrs, 30 mins/6.5 hrs)	Includes 40-minute unpaid lunch and two 15-minute paid breaks
A.M. Absence Coverage*	8:30 a.m.–12:10 p.m. (3 hrs, 40 mins/3.66 hrs)	Includes one 15-minute paid break
P.M. Absence Coverage	12:00p.m.–3:40 p.m. (3 hrs, 40 mins/3.66 hrs)	Includes one 15-minute paid break

**if a supply EA who is covering for someone in the morning is asked to stay for the full day, they would be paid 6.5hours because they would be allocated a 40-minute lunch break.*

If an EA is required to leave for an afternoon appointment, the EA Feeding Partner will cover the first lunch period and the supply EA will cover the 12:20 to 1:00 p.m. lunch period.

Unless otherwise assigned by the Principal, teachers are to be present in the classroom or teaching area and ensure that the classroom or teaching area is ready for the reception of pupils at least 15 minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the school in the afternoon. (O. REG 298, Section 20 (d) of the Education Act)

School Newsletter

Twice yearly, in November and May all classes (including rotary), contribute an article with art or photographs to Melissa who collates the submissions into the newsletter format for our special December and June newsletters.

Copies of school newsletters are prepared in the office for distribution to all families. An electronic copy is also posted on the Board website.

School Support Team (SST)

The School Support Team at BSA offers an opportunity for discussion of student strengths and needs within the local context of the school. The team members may include the Principal, Vice- Principal, Coordinator, Resource teacher, Speech-language Pathologist, Psychologist, Classroom teacher, parents/guardians and other personnel who support the children in the school setting. Meetings are held bi-monthly and provide a venue to collaboratively develop, review and monitor a plan of action to support the academic and social/emotional needs of the students.

In preparation for the SST meeting, teachers complete the student referral form (see SST Protocol below). They assess the student in a variety of learning situations to gain understanding of the student's development (e.g., physical, social, emotional, language, intellectual). Some examples of educational assessment strategies and tools that may be used include direct observation, portfolios, journals, rubrics and tests. Teachers come to the SST meeting prepared to share the strategies, interventions and outcomes, for the referred student.

SST Protocol

To make a referral to SST for an IET or Resource student:

- Email the Resource teacher to request a copy of the Referral to School Support Team before the next SST meeting (dates are found on the school calendar – meetings are held on 'Week A')
- Once the referral is received, you will be notified by email when your SST meeting has been scheduled.
- The classroom teacher and the Resource teacher ensure that the parents are aware of the reason for the SST meeting.

Screening

BSA uses the screening checklists created by the Toronto Public Health

Staff – All staff must complete their self-screening before coming to work in the morning. Screeners will be at the BSA entrance daily from 7-9AM to verify the self-screening and to complete a full screening every 7 days. Any staff arriving after 9AM must enter through the main hospital entrance to be screened. BSA staff must be able to pass both the Holland Bloorview screening questions as well as the BSA question.

Students – Parents complete the student screening daily and initial on the attestation form in the front of the communication book. If the attestation form has not been initialized then the classroom team makes two attempts to contact the family and complete the screening over the phone. If not successful, the classroom team contact the Office Administrators to continue trying to contact the family.

Severe Weather/Emergency School Closure

Cancellation of Transportation before the Beginning of the School Day

- The Directors of all boards and school authorities have the authority to cancel transportation for their respective boards.
- Transportation services cancelled at 6:00 a.m. will be cancelled for the entire day.
- Cancellation of transportation services will be announced from 6:30 a.m. onward on local radio and television stations.

- The school will remain open when transportation is cancelled, unless a full BSA closure is announced.

School Closure before the Beginning of the School Day

- If the TDSB announces closure of schools, Bloorview School will also be closed.
- Closure of the school will be announced from 6:30 a.m. onward on the school website and the school's Twitter. If the school is to be closed.
- An all-staff email will also be sent as soon as possible if the school is to be closed.

Once School Opens for the Day

Once school opens for the day, it will not close. If severe weather worsens through the day, the Principal may decide to send children home early. This will only happen once the principal or designate has contacted parents and can ensure that suitable supervision arrangements have been made for each child. Any child whose parents have not been contacted will remain at school. At all times, regular staffing must be maintained for student programming and safety.

Where inclement weather occurs during the workday, employees will be expected to remain at work until the end of their regular work day.

Social Fund

The Social Committee acts on behalf of the entire Bloorview School Staff. Every staff member is asked to contribute to the Social Committee fund. This fund subsidizes the cost of some social events and all gestures made to individual members to recognize bereavement, illness and special circumstances. Please note there may be times when individuals wish to collect of funds/food to recognize/help staff. These personal gestures should be organized privately and not through the school communication system. These activities are not coordinated or funded by the Social Committee and should not occur in the Bloorview School setting.

Special Set-up for Events and Food Requests

If you are working on a special event (e.g., Holiday Concert, Graduation, etc.) there is a form for set-up and food requests that must be completed. This will include the information regarding the set-up of chairs/tables/equipment. The forms are kept on the corner desk in the main office and, once completed, can be given to the Office Administrators.

Spiral Garden

Throughout the school year students, with their teacher and EAs, will have the opportunity to participate in a music/arts program directed by the staff at Spiral Garden. (Note: not a prep time) Fall, winter and spring programs are paid for by the school, with each class assigned a scheduled visit. Much of the program is held outdoors, weather permitting. Teachers will receive an advance schedule informing them of their Spiral Garden days and time.

Spiral Garden Office: (416) 425-6220 ext. 3317 – Music and the Arts

Staff Meetings and Agenda Setting

Dates of staff meetings are confirmed in September and are then scheduled on the school calendar. Staff are asked to keep those dates clear of other appointments, so there can be full attendance. Any items for the agenda should be sent to the Principal.

Throughout the year, there are all staff meetings, teacher meetings, educational assistant meetings, team meetings and professional learning community meetings.

This year the staff meetings will be held on the first Monday of the month.

Staff Room

The staff room is the place where you can eat lunch, or take a break. Please ensure that the staffroom remains safe for everyone. Be aware of and alert to food allergies. The staffroom is a shared space and is not used for personal projects. **Everyone is responsible for their own clean-up.** Please follow the posted expectations in the staffroom. These may change in accordance with Public Health Guidelines.

Student Equipment/Cleaning of Hallways

On **Thursday** afternoon each week, EAs are to move the student equipment that is in the hallways to the opposite side of the hall to assist HBKRH staff with cleaning of floors. On Friday morning, the equipment can be moved back.

Student Illness

All students must be able to pass the school screening checklist before coming to school. Students who develop symptoms at school will be moved to the isolation room and parents will be called to pick up the student. Students with symptoms are not able to go home on the bus. Families will be offered a COVID test on site for their child if possible. This may change based on guidance from Toronto Public Health.

Supplies

There are supplies in the office for classroom/staff use. These include general items such as crayons, duo-tangs, glue sticks, note books, pencils, pens, post-it notes and staples. Please alert the Office Administrator when you take one of the last few remaining items so that new materials can be ordered and be available for others.

Medical supplies (such as gloves, gowns, masks) are ordered in the same way through the Office Administrator. Please keep track of your classroom inventory and order well in advance of supplies running low as often these items take additional time to get to the school.

Supplies such as paint, construction paper, large bottles of glue, etc. are ordered by the committee taking care of the Art Storage. Generally, these materials are ordered twice yearly.

Craft materials and other items not listed above are purchased through classroom budgets (\$150.00 per term) and require the approval of the Vice-Principal for reimbursement.

Team Meetings (for IET)

The team consists of a teacher, two EAs, PT, PTA, OT, OTA and speech-language pathologist (SLP). Team meetings are held in the Activity Centre every other week. The teacher acts as the head of the team and presents students for discussion to the team. These are opportunities to discuss students in the areas of speech/language, occupational therapy, physiotherapy, academic, social and emotional development (e.g., updates from recent assessments and evaluations, questions regarding the use of equipment, discussions around the child social emotional well-being).

For class team meetings, notes are recorded in a systematic way for both the individual student discussion and to focus of the meeting. The teacher maintains these notes in a **RED** Team Meeting binder. Agenda topics and the minutes are available to all team members and are stored in the **RED** Team Meeting Binder kept in the classroom.

Technology

We maintain an inventory of laptops, Chromebooks and iPads for staff and student use. All staff are responsible for ensuring privacy and confidentiality on school devices. Devices that are taken home cannot be left in cars or unattended. They may be used on public networks.

BSA Technology Box	<ul style="list-style-type: none"> • Picked up by each class in September • Dropped off in June to TELT for updates, storage, delete pictures on iPads etc. 	<ul style="list-style-type: none"> • Contains classroom technology for the school year • Includes a list of what technology is being assigned to the class for tracking purposes • Includes a mixture of laptops, Chromebooks and iPads; quantity and variety based on class needs and size
Additional Devices	<ul style="list-style-type: none"> • Ongoing throughout the school year 	<ul style="list-style-type: none"> • Teachers to connect with TELT when classroom needs change and other devices are required • When not in use by virtual students, there are extra iPads that can be borrowed for short term projects in the classroom by contacting the TELT
Alternative Access Devices	<ul style="list-style-type: none"> • Picked up by each class in September • Bins are returned to the TELT in June for storage over the summer 	<ul style="list-style-type: none"> • This equipment enables some students to access technology and is essential for their learning. • Classroom teams should connect with therapists to learn how to use the devices, which students should use a particular device, and if more specialized devices are required. • The TELT can support classrooms in learning how to best use Alternative Access Devices during classroom lessons (e.g., in ActivInspire).
Documentation of Learning	<ul style="list-style-type: none"> • Blue iPad 	<ul style="list-style-type: none"> • Each classroom has been assigned an educator iPad in a blue "leather" case for the purpose of documentation of learning • All photos of students and classroom events should be taken on this blue educator iPad
Login Information	<ul style="list-style-type: none"> • Do not change or reset passwords • Do not select "forgotten password" 	<ul style="list-style-type: none"> • For all Windows 10 school computers: Username: staff@bloorviewschool.ca Password: Bloorview01 • For all Windows 7 school computers: Username: <u>student</u> Password: school • For all iPads: Pin is the classroom (office) room number, without the W (e.g., 1W201 → pin is 1201)

		<ul style="list-style-type: none"> For all Chromebooks, login using your BSA staff credentials
Bloorview School Help Desk	Technology support	<ul style="list-style-type: none"> Staff should log all technology issues using the Bloorview School Help Desk Google Form https://forms.gle/aBEKSp1WQiRgSDoN8 The TELT manages the form and will follow up on issues within one week

Telephones

School Office (8:00 a.m.—4:15 p.m. Monday to Friday)

416-424-3831

Fax

416-425-2981

The following link on a HBRKH computer will give you access to the telephone instruction manuals for setting up and accessing your voicemail.

<http://viewfinder/departments/IS/Lists/Telecomm/AllItems.aspx>

Timetables/Schedules

Please notify the Principal/ Vice-Principal if any changes are being considered or need to be made to the timetable and/or schedules, so they can be updated as required. A copy of your timetable/schedule should be given to the Principal/Vice-Principal before the end of September.

Visitors

NOTE: At this time visitors are not permitted inside BSA except under very specific circumstances. Any visitors, including Holland Bloorview Staff, must be screened with the BSA screening tool at the main entrance.

If this changes we will provide updates on the protocols.

Volunteers

The Volunteer Resources Department at Holland Bloorview is huge and employs more volunteers than actual staff members centre wide! All staff must participate in Partnerships Training for Teachers and Educational Assistants through Volunteer Services. At the start of the school year, a representative from Volunteer Resources will contact teachers. Volunteers will be placed in classes throughout the year based on what the teacher has indicated as the wants and needs for the program. When a volunteer first arrives to the classroom, it is important that they are made to feel wanted and valuable. Teachers should ask volunteers what they expect to get out of the placement and use this information as a guide to delegate responsibilities throughout the school day. Each volunteer will have participated in an orientation session with HBKRH and should be aware that they are not to feed or ever be alone with students. Volunteers are able to help lift students.

Volunteer duties may include the following:

- Assisting in the preparation/ presentation of snack for students
- Helping prepare lesson materials, tidying and setting up
- Reading to students
- Assisting with hand-over-hand activities
- Partnering with a student as a play partner

- Assisting another staff member during mobility group
- Supporting the aquatics program

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
- Remain within view of the teacher.

Volunteers must register with Volunteer Services at HBKRH and be trained by them. Volunteer Services requires a criminal background check for all volunteers.

If a volunteer is injured, notify the Vice-Principal or Principal.

Notify your volunteer and volunteer services regarding schedule changes and class trips.

Workplace Harassment

BSA is committed to providing a working and learning environment in which all individuals are treated with respect and dignity in accordance with the provisions of the Ontario Human Rights Code. Every student, employee, trustee, parent and community member has the right to equal treatment and to learn and work in an environment free of harassment.

The Workplace Harassment Policy is intended to provide a greater awareness of and responsiveness to the damaging effects of harassment. Procedures have been developed to ensure that workplace harassment complaints are dealt with expeditiously, using appropriate resources. For more information, refer to the school website for a copy of the policy.

Dream • Learn • Grow