



Parent / Guardian Handbook

2017-2018

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www.bloorviewschool.ca**

BLOORVIEW SCHOOL AUTHORITY

Vision

A World of Possibility

Learning for All

Mission

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

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

Values

Respect

Caring

Equity

Excellence

Accountability

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Welcome to Bloorview School Authority

Bloorview School Authority (BSA) is an educational facility located in Holland Bloorview Kids Rehabilitation Hospital (HBKRH). Bloorview School provides educational programs for students who have physical, communication or complex medical needs or those who require intensive rehabilitation. BSA is a Section 68 school, one of six in the province. Section 68 of the Education Act outlines the establishment of schools within health facilities.

Staff and parents/guardians are partners in education and we encourage you to become as involved as possible.

We hope the information gathered in this handbook will help you get better acquainted with BSA. You will find general information you will need for everyday life at BSA. The information is organized alphabetically for easy reference.

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 Hours

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

Acronyms used at Bloorview School Authority

ADL	Activities of Daily Living
ADP	Assistive Devices Program
BET	Basic Evaluation Tool
BSA	Bloorview School Authority
BIRT	Brain Injury Rehabilitation Team
CCAC	Community Care Access Centre
CDA	Communication Disorder Assistant
CRT	Community Resource Teacher
CCC	Complex Continuing Care
DPA	Daily Physical Activity
DRA	Diagnostic Reading Assessment
GUAG	Get up and Go program
HBKRH	Holland Bloorview Kids Rehabilitation Hospital
ICS	Institute of Child Study
IEP	Individual Education Plan
IET	Integrated Education and Therapy Program
IKP	Integrated Kindergarten Program
IPRC	Individual 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	Student Support Team

Arts Education

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

Accessibility

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

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

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

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

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

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

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 trustworthiness, respect, fairness, caring, citizenship, responsibility, academic success and spirit.

Clothing

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

Code of Conduct/Expectations

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

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

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

Expectations for Students, Parents/Guardians and Staff

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

Roles and Responsibilities of Staff

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

Roles and Responsibilities of Students

- Come to school prepared, on time and ready to learn
- Show respect for themselves, their fellow students and those in authority at school, on field trips and on school buses
- Refrain from bringing anything to school that may compromise the safety or well-being of others or themselves
- Respect the property of the school and of others, including personal equipment and belongings
- Follow the established rules:
 - √ keep hands and feet to yourself
 - √ wait for your turn
 - √ be a good friend
 - √ 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 neat, appropriately dressed and prepared for school
- Ensure their child attends school regularly, on time and is prepared for bus pick-up, if applicable
- Report to the school promptly their child's absence or late arrival

Communication with Parents/Guardians

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

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

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

Community Resource Teacher (CRT)

Community resource teachers (CRTs) provide transitional resource services to elementary and secondary community schools to support returning students who have attended our school in the IET program, and the Resource Program as day patients or inpatients.

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

Conflict of Interest

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

Curriculum Night

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

Custody

Please provide the school with copies of your legal documents, e.g. custody agreements, if you have a concern for your child's safety.

Daily Physical Activity (DPA)

Each day, the IET students will participate in Daily Physical Activities (DPA) to support their physical development, overall health and wellness, and enhance their learning opportunities. DPA may include active games, outdoor play and recreational activities. Activities are adapted, as appropriate, to ensure active participation of students with special needs. DPA is fun and healthy for the students.

Dress Code

Students, staff, visitors and adults are expected to dress in an appropriate manner.

The following will not be permitted:

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

Duty to Report Abuse or Neglect

The *Child and Family Services Act* requires 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, parent/guardian) who receives the disclosure or who suspects abuse or neglect.

Electronic Devices

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

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

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

Email Address for Parents/Guardians

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

Emergency Information

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

Excursions (Field Trips)

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

Extended Absences

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

Fire Drills

Fire drills are practiced at Bloorview School throughout the school year in partnership with Holland Bloorview Kids Rehabilitation Hospital. When the 'Code Red' announcement is made on the P.A. system, classrooms are cleared and all students and staff are evacuated from the area past a cross-corridor fire door into the lobby/cafeteria area. Attendance is verified and students wait quietly for an All Clear, both in Holland Bloorview Kids Rehabilitation Hospital and the school.

Health and Physical Education

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

Illness

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

Children with other symptoms such as pink eye or eye discharge which can be contagious should also be kept at home.

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

Individual Education Plan (IEP)

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

An IEP is created after a student has been in our program for 30 school days. For students who are with us longer than one term, the IEP is renewed for second term and updated at the end of the school year.

Interpreters

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

Latex Safe Environment

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

Library Learning Commons

The Bloorview School Library Resource Centre is a focal point of the school for books, media and technology. IET classes go to the Library Resource Centre for scheduled weekly visits. During each visit students have the opportunity to choose a book to sign out and to take home to share with their families.

Classes go to the library for scheduled weekly visits. During their library periods, students have the opportunity to participate in literacy activities through books, technology and media.

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

Lunch Program

Primary students eat in a supervised lunch program in the activity area or in their classrooms at 11:30 a.m. A feeding schedule assigns qualified assistants to students with special feeding needs. All IET students need to have their lunch bags labeled and containers initialed or labeled. The school may attach a photograph of your child on his or her lunch bag for safety purposes. At 12:10 p.m., students rotate to a variety of activities in the art room, library, gym or outside on the playground. In addition, primary students have a daily snack time in their classrooms. Resource students return to the units for their lunch period. Day Patients eat together in a supervised lunch room. We encourage 'litterless lunches' as these help teach our students to care about the environment and realize that they can make a difference.

Medication, Administration of

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

Newsletters

School-wide newsletters are published twice a year, with contributions from all classrooms in our school. Newsletters will be sent or distributed electronically to all families. Specific information from the school administration will be communicated to parents/guardians as necessary throughout the school year. Individual classroom teachers may publish class newsletters that provide an overview of classroom themes, activities and dates to remember.

Nut Safe Environment

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

On-Line Code of Conduct

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

Parent-Therapist Communication

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

Some other examples of communication between the therapists and families:

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

Documentation

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

Email Communication

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

Connect 2Care Portal

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

With just a few clicks you can:

- Access your health-care record
- View your medical appointments
- Connect with members of your health-care team

Information when and where you need it.

For further information:

Telephone: 416-425-6220 ext. 3881

Email: connect2care@hollandbloorview.ca

Parental/Guardian Concerns

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

Parking Pick-Up and Drop-Off

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

Pediculosis (Head Lice)

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

Photographs

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

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

Psychology

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

Reading Buddies

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

Religious Accommodation

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

Reporting to Parents/Guardians

Teachers and therapists report to parents/guardians on a student's progress once a term. For IET students there will be a parent/guardian team meeting in both the fall and winter terms. For resource students the meeting schedule for parents/guardians and teachers is coordinated with the team from Holland Bloorview

Kids Rehabilitation Hospital. Other meetings with parents/guardians may be arranged throughout the year and may be initiated by parents/guardians or teachers.

Research and Student Interns

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

Scent Awareness

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

Scholarships

Information about the following scholarships is available on the school's website, www.bloorviewschool.ca

Whipper Billy Watson Education Bursary

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

The Bloorview School Authority Bursary

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

- attended Bloorview School Authority (formerly Bloorview MacMillan Centre) and is/was a client of Holland Bloorview Kids Rehabilitation Hospital,
- is starting studies in a recognized post secondary institution (college or university),
- has demonstrated achievement with a high academic record, participated in extra-curricular activities and made community contributions through volunteerism.

This bursary has been made available thanks to the generosity of community donors. The value of the award will be \$5,000.00.

School Council (Parent/Guardian Involvement Committee)

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

School Support Team (SST)

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

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

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

Severe Weather/ Emergency School Closure

Cancellation of transportation before the beginning of the school day:

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

School closure before the beginning of the school day:

- There may be situations (for example, gas leak, health epidemic, or no water or heat) where Bloorview School needs to close. In this situation only, classroom teachers, support staff or office staff will call you at home to inform you of school closure. We will cancel transportation services.

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

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

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

Help us reach you:

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

Speech and Language Therapy

In the IET program, speech and language services are provided by a qualified speech-language pathologist (SLP). A communicative disorders assistant (CDA) works with the SLP to support students and teachers in specialized communication programming. Direct intervention and consultative service are available for

students with identified communication needs. These interventions are conducted both in class and on a withdrawal basis with integrated teacher follow-up activities.

Swimming (for IET students)

The IET students are expected to participate in the weekly swim program with the assistance of BSA support staff, the Holland Bloorview Kids Rehabilitation Hospital aquatics staff and volunteers. Swimming in the warm therapy pool provides both physical stimulation and fun and is a highlight of the week for our children. Swimming may occur for Resource students as part of their evening or weekend recreation programs.

Toileting

For IET students any items needed for toileting, e.g. diapers, wipes or catheterization equipment, are to be provided by the parents/guardians. Special procedures such as catheterization must be requested through a doctor's note. Educational Assistants are trained to provide support.

Transition Planning

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

For students who have undergone rehabilitation, the **Community Resource Teacher (CRT)** collaborates with the Holland Bloorview Kids Rehabilitation Hospital team. In such cases, the role of the CRT may include consultative support to students, families, classroom teachers and school board educators.

A similar consultative role is undertaken by the CRT to support students in the IET program, both prior to and after the move to a community school. In January, a transition information night is organized for families of students in the IET program. In the Spring transition meetings with receiving schools are coordinated.

For all students in the IET program their transition to their community school is reviewed each year. This usually takes place in January and February. Students who have met their therapy goals transition after one or two years in the IET program. Staff from Bloorview School will contact parents early in the Spring to help coordinate the transition to the community school.

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

Transition planning for a student's return to the community focuses on appropriate placement. Placement in a regular classroom in a community school is a first consideration. A range of placements, supports and resources available in the receiving school boards are discussed in transition/discharge meetings. Parents and school board personnel participate in these discussions.

Transportation

Bus transportation is arranged through the school office and provided in partnership with local school boards. Pick-up and drop-off times are arranged by the bus companies who will inform parents/guardians. Parents/guardians are responsible for being at the pick-up and drop-off locations at least ten minutes ahead of the scheduled time. The bus will not wait past the scheduled pick-up time. Parents/guardians are responsible

for getting their child on and off the bus at home and securing any required equipment/seats. As well, it is the parent's responsibility to notify the bus company if their child is not taking the bus.

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

Students not using school transportation must be picked up by 3:20 p.m. If, in an emergency, a parent/guardian is unavoidably late, the office must be contacted as soon as possible.

Visiting the School

Parents/guardians who wish to speak to their child's teacher or visit the school are requested to contact their child's teacher through the communication book or by phone outside of classroom hours to make an appointment. Upon entering the building, parents/guardians and visitors must report to the office, sign in and receive a visitors badge. The school office staff will confirm your appointment with the classroom teacher. Resource parents must always be wearing their HBKRH family identification badge.

Volunteering

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

There are many ways parents/guardians can volunteer their time:

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

Volunteers are expected to:

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

To volunteer beyond your child's classroom, you must register first with Volunteer Services at Holland Bloorview Kids Rehabilitation Hospital and be trained by them. Volunteer Services requires a criminal background check for all volunteers. If interested, please contact Volunteer Resources at Holland Bloorview Kids Rehabilitation Hospital at (416) 425-6220 ext. 7031 or through the website at www.hollandbloorview.ca.

At Bloorview School Authority, we believe that:

- All students can succeed.
- Each student has his or her own unique patterns of learning.
- Successful instructional practices are founded on evidence-based research tempered by experience.
- Universal design and differentiated instruction are effective and interconnected means of meeting the learning or productivity needs of any group of students.
- Classroom teachers are the key educators for a student's literacy and numeracy development.
- Classroom teachers need the support of the larger community to create a learning environment that supports all students.
- Fairness is not sameness.

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