

# BEDFORD PARK PUBLIC SCHOOL

This agenda belongs to:

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Grade \_\_\_\_\_ Room #: \_\_\_\_\_

*“The Heart of our Neighbourhood”*

# BEDFORD PARK

100 YEARS OF EXCELLENCE est. 1911

**Dima Nijmeh-Mantia, Principal**

**Anthony Levy, Vice-Principal**

81 Ranleigh Avenue

Toronto, Ontario

M4N 1X2

Tel: (416) 393-9424

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**Safe Arrival Telephone: (416) 393-0967**

(to report student absences, medical appointments, etc.)



### Bedford Park Public School Mission Statement

*To provide excellent curricula developed collaboratively, and clearly communicated within a climate that values and nurtures learning for all students in a safe, respectful and equitable environment.*

## TIMETABLE

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:45-8:50 entry 8:50-9:30 (P1)					
9:30-10:00 (P2)					
<b>Recess</b> 10:00 – 10:15					
10:15-10:55 (P3)					
10:55-11:35 (P4)					
<b>Lunch</b> 11:35 – 12:25 12:25-12:30 entry					
12:30-1:10 (P5)					
1:10-1:50 (P6)					
<b>Recess</b> 1:50-2:05					
2:05-2:45 (P7)					
2:45-3:15 (P8)					

## IMPORTANT INFORMATION


## **WELCOME TO THE 2017-2018 SCHOOL YEAR AT BEDFORD PARK!**

At Bedford Park Public School, you will find a welcoming, warm, enthusiastic environment. As a staff, we provide a safe learning environment that fosters cooperation and positive self-esteem. We take pride in working positively with our parents and community to support our students in achieving excellence and becoming productive, caring and responsible members of society.

## **STANDARDS OF BEHAVIOUR**

1. We come to school on time, prepared to learn.
2. We enter and exit the school through the proper doors and walk quietly through the halls.
3. We treat others with kindness, inclusion and respect.
4. We respect our school property and the environment.
5. We demonstrate responsible, respectful and safe behaviour.
6. We accept responsibility for our actions

## **SCHOOL COUNCIL**

Bedford Park has a well-organized School Council which meets regularly throughout the year. The School Council's main focus is to act as an advisory group to the school administration in determining school and community needs. Throughout the year, the School Council organizes various fundraising activities. These funds are used to sponsor special events and activities at the school as well as provide enrichment for our students. All parents are encouraged and invited to become involved by attending School Council meetings and activities.

## **ATTENDANCE**

The Toronto District School Board requires students to attend school regularly. Parents are required to phone the school if a student will be absent or late. Please phone 416-393-0967 each day of the absence or late. Messages may be left on the answering machine. It is very important that the School can contact you at all times. Please notify the Main Office in writing about any changes with respect to **addresses, telephone numbers, and email addresses**. If both parents leave the Metropolitan Toronto area, please notify the school in writing as to the person(s) responsible for your child in your absence.

## **SCHOOL DOORS**

For the safety of all our students and staff, all doors into the school are kept locked during the instructional day. **Entrance is through the Main Doors only for parents and visitors.** Visitors must sign in and out at the office and obtain a "Visitor" badge to ensure safety within the school.

## SAFE AND CONSIDERATE ARRIVALS & DEPARTURES

1. Students come to school and line up according to their classes in their designated area at the preparation bell (5 minutes before instructional time). Bedford Park Staff will escort children safely into the building when the bell rings.
2. Parents who arrive early to pick up their children for lunch or at the end of the school day must enter through the Main Entrance of the school, sign in and wait for their child to arrive at the office.
3. During inclement weather, students will be escorted into the building at the entry preparation bell.
4. ALL student drop-offs and pick-ups by parents should occur on Wanless Avenue and not on Ranleigh Avenue.
5. Please respect Toronto City parking laws and speed limits.
6. Please respect the metal barriers on Wanless Avenue and keep the crosswalks clear of all vehicles at Cardinal Place and at Leith Place to ensure that parked cars do not restrict other's ability to see on-coming traffic.
7. Please do not block our neighbour's driveways and be aware of pedestrians.
8. Please **do not drop off or pick up students in any school parking lot.** Parking lots are dangerous places for children.
9. For health and safety reasons, do not leave your vehicle idling.
10. For safety reasons, bicycles, scooters, and Rip-Sticks are not to be ridden across schoolyards.
11. Bicycle racks are provided for children who wish to ride to school. Please ensure that bikes are locked.
12. According to a Toronto City By-Law and TDSB Policies, dogs are not allowed on school property. This includes dogs on leashes.
13. Please do not engage in "drop in meetings" with your child's teacher unannounced while he or she is working with the children. Teachers are responsible to ensure all the children's safety. This includes lining up time in the morning/afternoon and during supervision duty at dismissal. If a discussion with the teacher is required, please arrange an appointment.
14. Crossing Guards are on duty at the crosswalks at Ranleigh/ Mt. Pleasant, Ranleigh/ Yonge Street, and Lawrence/Mt. Pleasant. Children and their parents should be using these intersections to travel to and from school and should refrain from jaywalking at other intersections. Please respect the crossing guards.
15. Our larger school parking lot reserved for TDSB staff. There are a few visitor parking spots in the small lot near the main entrance.

## **PHONE CALLS AND MESSAGES TO STUDENTS**

- Students will only use the office phone for emergencies as determined by the classroom teacher and office staff. Emergencies do not include forgetting bathing suits, gym clothing or arranging play dates. It is the responsibility of each student to come to school prepared to learn.
- The school phone is not to be used to set up play dates or lunch plans. Please arrange these activities from home and in advance.
- Classes will not be interrupted for a message during instructional time, except in the case of an emergency.
- In the event of an injury, the office staff will notify the parents/ guardians of the student.

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

We ask that adults and students demonstrate courtesy and good judgement and adhere to the following guidelines:

- All personal communication devices are to be powered off and stored out of view during an instructional class and other areas in the school, unless otherwise authorized by school staff for instructional purposes. This will minimize disruptions and ensure that usage does not distract from teaching and learning.
- The use of cell phones is strictly forbidden in washrooms, change rooms, and the pool area.
- In case of emergency, parents can communicate with their child via the school's main office. Students can ask to call their parents from the main office.

## **PERSONAL BELONGINGS**

- Students should leave all toys, valuables, and electronic equipment at home. All bags, knapsacks should be stored in lockers or class hooks during the school day
- Found items will be deposited on the LOST & FOUND table in front of the library– these items, if unclaimed for a term, will be donated to charity.
- The school does not take responsibility for money or valuables, including cell phones, iPods or electronic games, brought to school by your child.
- If, on occasion, you have to send money for outings or activities, we recommend that you place it in a sealed envelope clearly marked with your child's name and class.

## **DRESS CODE**

Students at Bedford Park Public School are expected to come to school dressed in a manner conducive with a positive learning environment. The overall objective of the code is to ensure that students dress appropriately, respectfully and prepared to participate in a variety of learning activities. The dress policy of Bedford Park Public School is in keeping with Toronto District School Board's Equity Foundation Policy, and is based on principles of respect, safety, equity and inclusion. Appropriate accommodations will be made for religious dress.

### **APPROPRIATE clothing consists of the following:**

- Regular or sleeveless t-shirts, which must meet the bottoms at waist level
- Shorts /skirts of appropriate length and coverage
- Pants secured at the waist – above the hips
- Appropriate outdoor footwear and an indoor pair of indoor shoes. Secure footwear must be worn in the school at all times for safety.
- Appropriate athletic wear and running shoes with rubber soles must be worn for physical education classes, and swim wear for swimming classes.

### **INAPPROPRIATE clothing consists of the following:**

- Clothing with offensive language, messages, or images
- Uncovered garments
- Spiked heels, oversized platform heels, shoes with wheels are considered unsafe

## **LOCKERS**

Lockers are issued to students in Grade 7 & 8, are the property of the TDSB and are subject to inspection by the school administration. The school will issue a standard combination lock for a minimal fee. Lockers are to be kept clean and free of items that would compromise the safety of the school. Students are to visit the lockers only during designated times.

## **ALLERGIES**

For the safety of children with life-threatening allergies, **all products containing peanuts and nuts are not allowed anywhere on school premises.** If your child has a severe allergy, **please complete an Emergency Plan Form and ensure that our staff is aware of these conditions.** It is imperative that health information including allergies or other health concerns be maintained with teachers, staff and in the main office according to TDSB protocol. An individual plan will be developed and communicated back to the teachers, support staff and school administration. Parents must review and update their Emergency Plan Form and provide updated medicines such as Epi-pens where necessary.

The TDSB has a comprehensive Anaphylaxis Policy which was developed in accordance with Sabrina's Law and the TDSB Anaphylaxis/ Advisory Committee. Bedford Park has developed safety guidelines for anaphylaxis with the Safe Schools Committee.

- Students should eat only what he/she brings from home.
- Students should not share lunches or trade snacks
- Reinforce with all students the importance of proper hygiene and effective hand washing.
- Parents are encouraged to remind children with allergies of personal safe practices. Self-advocacy is the most effective prevention.

## **LUNCH PROGRAM**

Bedford Park PS offers a supervised lunch program for students. All children who remain at school during lunch are supervised by lunchroom supervisors. Students that stay at school for lunch must remain on school grounds and adhere to specific regulations. Failure of students to respect the school regulations will result in this privilege being withdrawn for a specific period of time.

If a student has forgotten his/her lunch every attempt will be made to contact a parent. Please drop the lunch off in the office. Students will be called down at an appropriate time to pick it up.

We encourage parents and students to pack **WASTE-FREE** lunches. Please help us achieve this goal. We encourage students to recycle and reuse. Blue boxes for cans, plastic and glass and green bins for organic wastes are available. Each class has a storage hamper for lunch boxes or bags, which are transported back to the classrooms by assigned lunch monitors.

### **LUNCH TIME RULES:**

- Remain seated and speak in an acceptable volume to your neighbour
- Respect your peers and adults at all times
- Clean up your own mess
- You may not share lunches or trade snacks

### **CONSEQUENCES FOR BREAKING THE RULES:**

- Adult in charge will reinforce rules
- You will be removed from the eating area, away from your peers
- You may be removed from the lunch program for a specific period of time.
- You may not be allowed to eat at school for a while
- The school will contact your parents

## **SCHOOL YARD SAFETY**

1. The playground areas at Bedford Park are shared amongst all students. Please be respectful of others.
2. Children are to play in the big yard on the ground level - away from the parking area next to the West Doors.
3. Children are to remain in the supervised areas during play – and not in quiet unseen corners around the building.
4. The parking lot is out of bounds to children.
5. The Rocks are for sitting only – do not stand on the rocks.
6. Climbing on roofs, fences, baseball screens, basketball poles and bike racks is forbidden.
7. Skateboards, Scooters, Rip Sticks are not allowed in the schoolyard.
8. Hockey sticks, lacrosse sticks, baseball bats and tennis rackets are not permitted at school – sports equipment will be provided by the school when necessary
9. Bodily contact sports are not permitted. Please keep your hands and feet to yourself.
10. Snowballs can contain ice – leave snow on the ground.
11. Children are not permitted to leave the schoolyard at recess. If a ball goes over a fence, an adult will help.
12. REPORT all incidents immediately to an adult in charge - Let's Keep Everyone Safe!
13. Always show mutual respect and consideration to others.

## **PLAYGROUND AND ACTIVITY COURT SAFETY RULES**

Our playground is a place for adventure and fun with friends. All children are expected to:

1. Keep their hands and bodies to themselves.
2. Never run in the playground structure area or play tag.
3. Use the equipment only as it is intended - not climb on top of the slides or in the wrong direction.
4. Never jump from above your height.
5. Follow the one-at-a-time rule on all play areas when sliding or climbing.

## **FIRE DRILL/LOCKDOWN SAFETY PROCEDURES**

The Toronto District School Board has taken steps to ensure students are safe while in school. The safety and security of the entire school community are of ultimate importance. Students and staff are responsible for following the school's safety procedures. Every classroom is provided with clear information regarding exit in case of fire. Fire drills take place on a regular basis. The Toronto Fire Department supervises at least one fire drill per year at the school. Included in the



preparedness plans are procedures for Evacuation and School Lockdowns. There are different types of lockdowns that are practised with students throughout the school year. Each classroom posts a plan outlining the procedures to be followed in the event of lockdown. All adults in the building will follow these procedures. These procedures are practised multiple times during the school year.

If ever there is a serious incident in the community that requires the attention of Toronto Police Services, the police may request that the school go into partial lockdown mode **“Hold and Secure”** as a precaution. The external threat may pose no immediate danger to students and staff however the school doors remain locked and students and staff are to remain inside the school and continue on with their school day. In the event of a serious emergency where there is imminent danger within the school, we will go into a **Full Lockdown** where staff and students are secured inside classrooms. This is intended to isolate students and staff from danger. A lockdown minimizes access and visibility in an effort to shelter students, teachers, staff and visitors in secure locations.

**I have read and understood the contents of this agenda:**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_