

# BEDFORD PARK PUBLIC SCHOOL

*“The Heart of our Neighbourhood”*

# BEDFORD PARK

100 YEARS OF EXCELLENCE est. 1911

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### 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.*

This agenda belongs to:

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

Teacher Name : \_\_\_\_\_ Grade \_\_\_\_\_ Class #: \_\_\_\_\_

## **Message from the Principal/Vice-Principal**

Welcome to our school for the 2013-4 academic year. We hope that you enjoyed a relaxing and restful summer and look forward to a school year filled with new learning opportunities and exciting challenges. A special welcome to those families who are new to the school district; we hope that your experience will be a positive one. At Bedford, we take pride in providing a holistic education for our students and working positively with our parents and community to support our students to achieve excellence. We hope that you find this agenda/ handbook helpful in getting to know our routines, programs, policies, extra curricular activities and school council. We look forward to partnering with our students and community.

## **Message from the School Council**

Within our school you will find a welcoming, warm, enthusiastic environment. Our staff work in partnership with parents to make Bedford a special place. The School Council manages a budget raised through fundraising activities throughout the year. These funds enrich the lives of our students in the school, benefit outreach programmes and the community projects that we have chosen. The School Council is active and represents Bedford Park within the Ward and in our Family of Schools. The School Council meetings keep parents up-to-date on what's happening in and around the school and in the education system. There are also opportunities for our parent community to engage in learning workshops. All parents are invited to become involved through attending School Council meetings and activities.

## **Our History**

On September 11, 2011, Bedford Park Public School celebrated a momentous 100 Years of Excellence. Our school has embraced a rich tradition and history throughout the last century and has always offered a well-rounded education for our students.

In 1910, the growing Bedford Park community established a school in a church on Bowood Avenue. The ratepayers of the district soon began to demand a public school and on September 1, 1911, a four-room, two-story school was opened on Ranleigh Avenue with 70 pupils in Grades 1 to 4 and four teachers including the principal, Mr. Lamon. Mr. Forsey Page was the architect who designed the school. Yonge Street was a dirt road and much of the area was farmland on that first day of Bedford Park's history.

The school grew quickly. Between 1914 and 1920, 24 new rooms were added to the original building. By the 1920's, Bedford Park looked much as it does today except that where the library is now, there was a big staircase to the second floor where open balconies looked down onto the main hall. Beautiful Christmas concerts were held with classes gathered around on both floors. Up until 1965, the school housed Kindergarten to Grade 8 students.

In 1973, the School board recommended tearing down and replacing the old building, which was considered outdated. The PTA and the ratepayers voted for the renovation of the building and the construction of the new addition including the gymnasium and swimming pool.

Special Language classes were established at Bedford Park in 1963 with their own classrooms and dining room. In 1969, it was decided to integrate the children of these classes into the school programmes as much as possible. They helped to create the special caring atmosphere that characterizes our school. Although these special language classes no longer exist, the same spirit of integration occurs with all special education classes. Bedford Park currently accommodates more than 800 students and offers a variety of innovative programs. The school also has many community links such as the Heritage Spanish and Japanese Language Classes. The Bedford Park Community Centre and Ranleigh Rascals Daycare is a vital part of our school as we share the gymnasium and pool that serve the children in our area.

In the fall of 2009, the community, along with the support of the TDSB, the Program Area Review Committee recommended that Bedford Park return to a Kindergarten to Grade 8 program. This program will promote positive transitions and build leadership capacity for our adolescent students. In June of 2012, we proudly graduated our first Grade 8 students to secondary school.

### 2013-14 Kindergarten Bell Times

<b>AM CLASSES</b>	<b>PM CLASSES</b>
8:45 – Entry Bell	12:35 – Entry Bell
8:50 – Beginning of the AM Instructional Day	12:40 – Beginning of the PM Instructional Day
11:20 – AM dismissal	3:10 – PM dismissal

### Grades 1-6 Bell Times

8:45 – Entry Bell	12:35 – After-lunch Entry Bell
8:50 – Beginning of the Instructional Day – P1 begins	12:40 – P5 Begins
9:30 – P2 Begins	1:20 – P6 Begins
10:00 - Recess Begins	1:50 – Recess Begins (1-6 only)
10:15 – P3 Begins	2:05 – P7 Begins
10:55 – P4 Begins	2:45 - P8 Begins
11:35 – Lunch Dismissal	3:25 - Dismissal

## Grades 7-8 Bell Times

8:45 – Entry Bell	12:35 – After-lunch Entry Bell
8:50 – Beginning of the Instructional Day – P1 begins	12:40 – P5 Begins
9:30 – P2 Begins	1:22 – P6 Begins
10:00 - Recess Begins	1:54 – P7 Begins
10:15 – P3 Begins	2:36 – P8 Begins
10:55 – P4 Begins	3:16 - Dismissal
11:35 – Lunch Dismissal	

### Punctuality and Attendance

Children are expected to arrive at school on time and prepared to learn. Children who arrive late often miss out on instructions which may lead to a challenging morning or afternoon.

### Safe Arrival Program      416-393-0967

Please advise the main office in advance with a note, when you know that your child will be away (i.e. religious holiday, medical appointments). For unscheduled absences, parents are asked to call the **Safe Arrival Program \* 416-393-0967 \*** to report a child's absence or lateness for school. Attendance is taken every morning and every afternoon. If the school has not previously been notified or does not know the reason for the absence, the school will call home in the morning or afternoon to try to reach the parents. ***For the safety of all our children, parents must notify the school office by phone or by note every time their child is absent for any reason.***

### Code of Conduct

The Bedford Park Code of Conduct is developed in accordance with the Toronto District School Board's Code of Conduct, the Board's policies and operational procedures, the *Education Act* and the Provincial Code of Conduct<sup>1</sup>. It also reflects the values and expectations of the Bedford community. It is at the centre of all safe school policies since it clearly spells out the responsibilities of pupils, of parents and of the staff. The TDSB Code of Conduct (P.044) serves as the foundation for respect, civility, responsible citizenship and safety.

The key word in this Code is "respect". The Code opens with the following statement: *"Our goal is to assist children to assume more responsibility for their own behaviour by developing a sense of mutual trust and respect. Through co-operation of the home, the school and the community, we*

*can create a positive and safe learning environment for all students.*” Central to the Code of Conduct is the understanding that students will follow certain standards of behaviour. Self-discipline and a willingness to accept responsibility for one’s actions and conduct are fundamental to the Code of Conduct.

The consequences of inappropriate student behaviour follow a Progressive Discipline Approach – taking into consideration mitigating circumstances such as special needs of students and unique personal situations. Possible consequences for inappropriate behaviour may range from loss of privileges to suspension from school. The aim is to have students take responsibility for what they do on a daily basis, help them learn from their choices and realize that we are all learners. Our staff and parent community respect the code of conduct and strive to be excellent role models for our students. The Standards of Behaviour apply on school property, during in-school and off-site Bedford Park activities such as sports events, and excursions. They also apply in circumstances where engaging in an activity in person or electronically could have a negative impact on the school climate.

### **TDSB Standards of Behaviour**

All members of the school community are expected to:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one and other with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, gender, gender identity, family status, marital status, sexual orientation, creed (faith), socio-economic status, same sex partnership status, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.
- refrain completely from smoking, alcohol, drugs/ substance abuse and the possession of weapons
- obey traffic rules when arriving, leaving and while on school property

### **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 the principal for instructional purposes. This will minimize disruptions and ensure that usage does not distract from teaching and learning.

- Cell phones and other handheld communication devices are strictly forbidden in test or exam rooms, unless otherwise specified. Inappropriate use of technology could compromise academic integrity and personal privacy. Students are asked to keep these items in their lockers/ bags
- 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.

### Lockers

Lockers are issued to students in Grade 7 & 8 and 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 transition times.

### Dress Code

Students at Bedford Park Public School are expected to come to school dressed appropriately, respectfully and safely, prepared to participate in a variety of learning activities. The dress policy of Bedford Park Public School is based on principles of respect, safety and diversity. In keeping with the Toronto District School Board's Equity Foundation Policy, the dress policy attempts to integrate the principles of fairness, equity and inclusion. It is expected that, subject to the discretion of the principal to permit exceptions regarding compliance in appropriate circumstances, every student in the school will comply with the Dress Code.

1. Clothing with offensive language, messages, or images should not be worn.
2. Clothing must provide appropriate coverage.
3. Pants must be worn securely around the waist – above the hips
4. Secure footwear must be worn in the school at all times for safety.
5. Appropriate athletic wear, gym uniform and running shoes with rubber soles must be worn for physical education classes, and swim wear for swimming classes.
8. Appropriate accommodations will be made for religious dress.

### Bedford's Five Basic School Rules

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 play safely and fairly at school.

### Lunch Program

Bedford Park PS offers a supervised lunch program for students between Grades 1-8. Children who remain at school will have lunch in our school gym where they are supervised by lunchroom supervisors and the administrative team of the school. Students that stay at school for lunch must remain on school grounds.

Students going home for lunch are reminded to head straight home and should to be under the supervision of a responsible caregiver. Our school encourages parents to ensure that all our students are supervised over the lunch hour. If parents are unable to arrange supervision for their child at home they are encouraged to have their child remain at school in our supervised lunch program.

**NOTE:** A significant percentage of our school's afternoon lates, office referrals and safety concerns happen when students are unsupervised at lunch time. It is expected that all Bedford Park Students will respect the Code of Conduct and Lunch Rules at all times.

We encourage parents and students to pack **WASTE-FREE** lunches. As Bedford is proud to be a Platinum Level Eco School, we are working to make waste-free lunches a daily expectation. Please help us achieve this goal. We encourage students to recycle and reuse. Blue boxes are available for cans and glass containers. Each class has a storage hamper for lunch boxes or bags, which are transported back to the classrooms by assigned lunch monitors.

### **Rules for Safe and Considerate Arrivals & Departures**

1. Students come to school and line up according to their classes in the field area at the preparation bell (5-7 minutes before instructional time). The yard is supervised by Bedford Park staff 15 minutes before instructional time.
2. Bedford Park Staff will escort children safely into the building when the bell rings.
3. Parents who arrive early to pick up their children for lunch or at the end of the school day may enter through the Main Entrance of the school, sign in and wait for their child to arrive at the office.
4. During inclement weather, students will be escorted into the building at the entry preparation bell.
5. ALL student drop-offs and pick-ups by parents should occur on Wanless Avenue and not on Ranleigh Avenue.
6. Please respect Toronto City parking laws and speed limits.
7. 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.
8. Please do not block our neighbour's driveways and be aware of pedestrians.
9. Please **do not drop off or pick up students in any school parking lot.** Parking lots are dangerous places for children.
10. For health and safety reasons, do not leave your vehicle idling.
11. For safety reasons, bicycles, scooters, and Rip-Sticks are not to be ridden across schoolyards.
12. Bicycle racks are provided for children who wish to ride to school. Please ensure that bikes are locked.
13. According to a Toronto City By-Law and TDSB Policies, **dogs are not allowed on school property.**  
This includes dogs on leashes.

14. 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.
15. 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.
16. Our larger school parking lot reserved for TDSB and Ranleigh Rascal staff. There are a few visitor parking spots in the small lots near the main entrance.

### Locked Doors

**Entrance is through the Main Doors only.** As indicated on signs posted at all doors to the building, visitors must sign in and out at the office and obtain a “Visitor” badge to ensure safety within the school. For the safety of all our students and staff, all doors into the school are kept locked during the instructional day.

### 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 in the LOST & FOUND cupboard in the basement – 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.

### 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.

### Updated Information in the Office

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.

### Online Code of Conduct

All students sign a contract in September to abide by the TDSB on-line code of conduct (PR 571)– this protects the rights and safety of students and staff who use on-line systems and resources, including all material that is accessed through a TDSB computer or telecommunications network. The TDSB has the right to monitor their use.

Students have access to a wide range of technologies at home and at school. Students and the school community have an obligation to uphold the values of the school even when using information technology off school property and on their own time. Inappropriate uses include using email, instant messaging or websites to harass or bully other students or members of the school community (cyber-bullying); using information technology to issue defamatory, abusive, obscene messages, or to promote hatred against an individual or identifiable group; disseminating information that disrespects the school, its students and staff or other members of the school community.

### Media Release Information

Often students and their classes take photos and or videos as a record of their activities at Bedford Park. The photos are sometimes used as a year-end memory for the students or as part of a curriculum-related project – usually within the Bedford Park Community. At the beginning of the year, a general TDSB *Media Release Information Form* is sent home. If you give permission for photos to be taken of your child for school activity purposes, please sign and return the form to the main office. You will be informed of any special events that occur at the school involving the public media (eg. Penny Drive on City TV)

### Fire Drills/Lockdown Safety Procedures

The Toronto District School Board has taken steps to ensure your child's safety 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 lockdown may pose no immediate danger to students and staff; 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 in 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.

### **Emergency Evacuation Plan**

As required by TDSB Board Policy, Bedford Park has an Emergency Evacuation Plan for the unlikely eventuality that we all have to leave the school building. This plan involves gathering outside the school in designated areas and proceeding to Blessed Sacrament Catholic School and the St. Leonard's Church (our designated evacuation sites). Staff Supervisors carry with them all student information, student medication and first aid equipment.

### **Parent Concern Protocol (P.505)**

We work in partnership and collaboratively with our parents to ensure our students are safe and have a nurturing and enriching learning environment. We encourage and foster good communication between our parents and staff. We encourage parents to direct any classroom-based concern regarding your child to your child's teacher and resolve it at that level. If you have a school-based issue or question, please direct it to the main office or the administration and someone will be pleased to help you. The School Council Chair meets regularly with the school administration to discuss pertinent matters relating to the school. We value respectful, open communication at Bedford Park. We are committed to work together to develop positive solutions.

### **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.

### **Adventure Playground, Activity Court and New Playground 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 their height.
5. Follow the one-at-a-time rule on all play areas when sliding or climbing.

### **Bullying-Prevention at Bedford Park**

We take bullying seriously. All our students and adults have a right to feel safe and respected in our school. The TDSB provides all schools with a framework within which to develop Codes of Conduct, Bullying Prevention and Intervention policies, and a progressive and positive approach to student discipline. This is only successful when we have a close partnership with our staff, parents and community.

As part of the social skills programs at Bedford Park, students identify and are made aware of the types of bullying, and develop prevention and response strategies to bullying. There are currently numerous programs available that focus on prevention. Curriculum strategies to change student attitudes and behaviours to enhance school climate and safety remain an integral part of our attempts to make Bedford Park a safe haven for all. Specific intervention and prevention programs include Future Aces, Character Education, Lets Stop the Bullying, Second Step and interventions such as anger management, peer mediation and community conferencing, restorative practice, social work, and programs involving the police, and public health are in place.

### **Nut-Aware Policy**

We make every effort to control the school/learning environment in order to minimize the exposure of identified causative allergens/agents as part of a prevention plan, whenever possible. This is a collaborative process involving parents/guardians, school staff, students and the community. Despite efforts to reduce the risk of exposure to zero, the School cannot ensure an allergen/ agent-free school/learning environment.

For the safety of children with life-threatening allergies, **all products containing peanuts and nuts are not allowed anywhere on school premises.** Carefully check all packaged goods for ingredients and disclaimers such as "may contain traces of peanuts and/or other nuts". If, on rare occasion, food is brought into the classroom, **you must discuss the food choices with the teacher in advance** to ensure it is safe for all the children in the class. Please do not bring home-baked goods into the classroom and make sure that all items have a clear ingredient list. If your child has allergies and/or requires special medication, please advise your classroom teacher and the administration.

### **Allergies**

A number of children have severe life-threatening allergies. At Bedford Park, we are committed to keeping all children safe. If your child is new to the school and has a severe allergy, **please fill out an Emergency Plan Form and contact the Principal/ Vice-Principal to ensure that our staff are 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. Please make an appointment to meet your child's teacher to discuss their needs. For students returning to Bedford, 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.

- Encourage students with anaphylaxis to eat only what he/she brings from home.
- Encourage students not to share lunches or trade snacks and avoid isolating the allergic student during lunch or snack time whenever possible.
- 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.

### Birthdays

We celebrate all of our students' birthdays by announcing it on the PA system in the morning. In an effort to maintain an allergen-free classroom, we ask that parents do not to send food to school to celebrate their child's birthday. In the past year, parents have alternatively donated recess equipment to the class or a book to the library in the honour of their child. This benefits all of the children in the class. We are currently working with the school council to find creative alternatives for our parents who want to celebrate their child's birthday at school.

### Volunteers

Many parent and community volunteers help to make Bedford Park a wonderful community school whether on an occasional or regular basis. For the safety of our students, we follow the guidelines specified by the TDSB Volunteer Screening process. All regular volunteers and instructors must complete a Police Reference Check in accordance with TDSB policies. Volunteers sign in at the main office and wear their volunteer identification while engaged in classroom activities. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer and work closely under the direction of our staff to maintain the safety of our students.

### Key Phone Numbers

Ranleigh Rascals Daycare	416-487-2373
Toronto District School Board (TDSB)	416-397-3000
TDSB School Trustee, Gerri Gershon	416-395-8408
TDSB School Superintendent, Kathleen Meighan	416-396-9182
Student SAFETY LINE	416-395-SAFE (7233)
Toronto Police Services 32 Division	416-808-3200