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*At Toronto Catholic  
we transform the world through witness,  
faith, innovation and action.*



**SCHOOL NAME** James Culnan Catholic School  
**SUPERINTENDENT:** John Wujek  
**SCHOOL ADDRESS:** 605 Willard Ave Toronto ON M6S 3S1  
**STUDENT ENROLMENT:** 566



# 2019 - 2020 Safe Schools Plan



**PRINCIPAL:** Helling, Gianna  
**TRUSTEE:** Teresa Lubinski



## **OUR MISSION**

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.

## **OUR VISION**

At Toronto Catholic we transform the world through witness, faith, innovation and action.

We believe in the worth and dignity of every person and that people thrive in a safe, healthy and compassionate environment. We strive to foster student achievement and well-being by providing all students with safe, healthy learning environment.

One of the ways we can achieve this goal is by using a whole-school approach to develop and nurture a positive school climate. The Safe Schools Action Team will consist of a variety of stakeholders in each school community responsible for advising the principal about school safety. The team will collaborate with the principal to create the local Safe Schools Plan.

### **SAFE AND ACCEPTING SCHOOLS TEAM**

<b>Administrative Rep</b>	<b>Helling, Gianna</b>	<b>Teacher Rep</b>	<b>Lithgow, Breanne</b>
<b>Administrative Rep</b>	<b>Mandarino, Ida</b>	<b>Teacher Rep</b>	<b>Usher, Laura</b>
<b>Teacher Rep</b>	<b>Domagala, Marta</b>	<b>Community Rep</b>	<b>Barb Edwards</b>

### **SAFE SCHOOLS PLAN**

All schools are required to develop and implement school-wide plans to help create a safe, caring and inclusive learning environment. Each Safe Schools Plan will consist of the following components:

1. Bullying Awareness, Intervention and Prevention
2. Progressive Discipline
3. Promoting a Positive School Climate
4. Emergency Response Plan

In order for all students, staff members and parents/visitors in the school facility to be prepared to respond to a serious threat, the response procedures must be practiced. The Toronto Police/School Board Protocol, 2011 requires a minimum of 2 Lockdown Drills every school year.

Please see below for the scheduled drills:

### **LOCKDOWN DRILLS 2019-2020**

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**1. Bullying Awareness, Intervention and Prevention Plan**

Providing students with an opportunity to learn and develop in a safe and respectful society is a key goal of the TCDSB. Providing students with an opportunity to learn and develop in a safe and respectful environment supports academic achievement for all students, which in turn, helps them to reach their full potential. Research and experience show that bullying is a serious issue that has far-reaching consequences for individuals, their families and peers and the entire school community. Schools that have bullying intervention and prevention strategies foster a positive learning and teaching environment that supports academic achievement for all students and that helps students reach their full potential. PPM 144

**School Vision**

All students, staff members, and parents of our school community will become knowledgeable about Bullying Awareness, Intervention and Prevention Plan. The school community will be able to appropriately respond with pro-Social behavior, according to the guidelines established by James Culnan Safe Schools Team and TCDSB.

**Goal #1**

**Initiatives/Strategies/Practices**

SMART Goal 1;

- Increase student inclusion during recess, through the use of "Peer Buddies" and "Play Leaders", Toronto Public Health Program
- PALS, Intermediate and Junior grade students paired with JK/SK, primary reading buddies, and math buddies

Smart Goal 2:

- Increase leadership role of intermediate students by walking with primary students to Church, and modeling positive behaviours
- Develop student led activities and awareness about Bullying Prevention and Pro-Social behavior by creating a student led Committee with Intermediate students (grades 6,7,8), and teachers lead

Smart Goal 3

- To increase the knowledge and awareness of bullying behaviours (e.g. verbal/non-verbal, physical, social, cyber)and its effects on peers through targeted lessons at each division/grade level by classroom teacher, social worker/guidance counselor, TCDSB personnel, school liaison officer

**Responsibility**

-All students, staff members, administrators, parents, school community, and educational stakeholders



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### Resources

The following resources will be utilized to support these initiatives/strategies/practices:

- TCDSB Safe Schools Action Team Guidelines
- Social Worker/Guidance Counsellor visits to classes and/or individual students
- TCDSB Guideline: Keeping Our Students Safe (Reporting an incident using the Safe Schools Reporting Form - Part 1 and Progressive Discipline Incident Report,...)
- Attend Bullying Awareness/Prevention Workshops with Safe School Action Team/professional PD inservices
- Bullying Awareness Week - announcements everyday over the P.A.
- Cyber Bulling Presentation for Grade 4-8 students (organized by school liaison officer Janet Abramovitz, Guidance Counsellor, and Social Worker
- Remediation Conflict Mediation Circle literature/Brochure and TCDSB Safe Schools Social Worker (Marcia King)
- Social Worker/Guidance Counsellor visits to classes and/or individual students

### Measurement of Progress

The following metrics will be used to measure progress in achieving the Goal:

- Decreased issues with aggressive behaviour at recess times, especially during organized games and among primary students.
- Reduced number of incident reports related to bullying.
- Students able to identify bullying behaviours as indicated in the School Climate Survey given to Grade 6 and 8 students.
- Junior/Intermediate students (Grade 6-8) complete TCDSB Survey (Safe and Caring Catholic School Climate Survey), and staff analyze data to develop instructional strategies and/or lessons based on student needs
- Invite school liaison officer and local Fire Department to lockdown drills, and guest speakers from Toronto Public Health Services to classes.



**School Vision**

All students, staff members, and parents of our school community will become knowledgeable about Bullying Awareness, Intervention and Prevention Plan. The school community will be able to appropriately respond with pro-Social behavior, according to the guidelines established by James Culnan Safe Schools Team and TCDSB.

**Goal #2**

**Initiatives/Strategies/Practices**

- To continue with a system of play leaders with the older students (Grades 6 and 7) as well as our grade 8 students who are bus/door monitors and act as student helpers for pickup of younger children at the end of the day
- Implementation of Playground Activity Leaders in Schools (PALS)
- Student participation as helpers in the cafeteria at lunchtime(i.e.: Pizza lunches and/or Hot lunches)
- School wide participation in reading, math, and computer buddies
- To increase student inclusion during recess periods, through the use of student leaders
- Morning announcements regarding safe play
- Communication home to parents (e.g. James Culnan newsletters, parent letters, community email distribution list, National Bullying Awareness Week).

**Responsibility**

All stakeholders - administration, staff, students and parents, school community and education stakeholders

**Resources**

The following resources will be utilized to support these initiatives/strategies/practices:

- Guidance and Social Work initiatives
- School Code of Conduct
- Healthy Action Team initiatives
- Extracurricular and house league
- Lunchtime programs
- CYW support (if possible) and extra E.A. supports
- P.A. Announcements, Student Leader initiatives
- PAST program offers social skills games (for a small group of students).

**Measurement of Progress**

The following metrics will be used to measure progress in achieving the Goal:

- Decreased issues with aggressive behaviour at recess times, especially during organized games and among primary students.
- Reduced number of incident reports related to bullying.
- Students able to identify bullying behaviours as indicated in the School Climate Survey given to Grade 6 and 8 students.
- Junior/Intermediate students (Grade 6-8) complete TCDSB Survey (Safe and Caring Catholic School Climate Survey), and staff analyze data to develop instructional strategies and/or lessons based on student needs
- Invite school liaison officer and local Fire Department to lockdown drills, and guest speakers from Toronto Public Health Services to classes.



**School Vision**

All students, staff members, and parents of our school community will become knowledgeable about Bullying Awareness, Intervention and Prevention Plan. The school community will be able to appropriately respond with pro-Social behavior, according to the guidelines established by James Culnan Safe Schools Team and TCDSB.

**Goal #3**

**Initiatives/Strategies/Practices**

- Increase student inclusion during recess/lunch hour, through the use of "Peer Buddies" and "Play Leaders, Toronto Public Health Program
- PALS, Intermediate and Junior grade students paired with JK/SK, primary reading buddies, and math buddies
- Increase leadership role of intermediate students by walking with primary students to Church, and modeling positive behaviours
- To increase the knowledge and awareness of bullying behaviours in staff, students and parents by offering three targeted presentations to each group throughout the school year.

**Responsibility**

All stakeholders - Administration, Staff, Students and Parents, school community and education stakeholders

**Resources**

The following resources will be utilized to support these initiatives/strategies/practices:

- Guidance and Social Work initiatives
- School Code of Conduct
- Healthy Action Team initiatives
- Extracurricular and house league
- Lunchtime programs
- CYW support (in available) and extra E.A. support when needed.
- P.A. Announcements, Student Leader initiatives
- PAST program offers social skills games (for a small group of students).

**Measurement of Progress**

The following metrics will be used to measure progress in achieving the Goal:

- Decreased issues with aggressive behaviour at recess times, especially during organized games and among primary students.
- Reduced number of incident reports related to bullying.
- Students able to identify bullying behaviours as indicated in the School Climate Survey given to Grade 6 and 8 students.
- Junior/Intermediate students (Grade 6-8) complete TCDSB Survey (Safe and Caring Catholic School Climate Survey), and staff analyze data to develop instructional strategies and/or lessons based on student needs
- Invite school liaison officer and local fire department to lockdown drills, and guest speakers from Toronto Public Health Services to classes.

**2. Progressive Discipline Plan**

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive student behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools should utilize a range of interventions, supports and consequences that include learning opportunities focused on reinforcing positive behaviour and helping students make good choices. PPM 145

**School Vision**

To develop a safe school culture by establishing a partnership between school, home and church, incorporating the education of appropriate social behavior founded on Gospel values.

**Goal #1**

1. To establish a variety of school wide prevention measures and initiatives.
2. To sustain and Promote Pro-Social Student Behaviour.
3. To build staff competency in utilizing Progressive Discipline Incident Log/Report.

**Initiatives/Strategies/Practices**

**SMART Goal 1:**

- Provide on-going communication with students, school staff, parents (e.g. James Culnan Code of conduct, Curriculum Night, Newsletters, parent letters, community email announcements....).
- Direct teaching of behavioural expectations in all grade levels.
- PD for staff in classroom management strategies, pro-social behavior.
- Full implementation of student IEP recommendations

**SMART Goal 2:**

- Provide staff with a repertoire of strategies and interventions with which to address (i.e.: The Progressive Discipline Model).
- Increase staff awareness of behaviours that could be considered manifestations of a student's diagnosis or identification
- Increase staff use of behavior contracts, Think/Reflection Papers, and formative consequences

**SMART Goal 3:**

- Promote staff to use Safe Schools Progressive Discipline Incident Log to document incidents and interventions/consequences related to student behaviour

**Responsibility**

- All staff members, administration, parents, school community, and educational stakeholders



**Resources**

The following resources will be utilized to support these initiatives/strategies/practices:

The following resources will be utilized to support these initiatives/strategies/practices:

- TCDSB Safe Schools Action Team Guidelines
- TCDSB Guideline: Keeping Our Students Safe (Reporting an Incident using the Safe Schools Reporting Form - Part 1 and Progressive Discipline Incident Report)
- Monthly Virtue Assemblies at school Masses.
- Remediation Conflict Mediation Circle Brochure and TCDSB Safe Schools Social Worker (Marcia King)
- Resources/strategies and interventions with which to address inappropriate behavior and support the learning environment
- Staff PD in-services
- Use of Behaviour contracts, Think/Reflection Papers, and formative consequences - guest speakers/presenters for student presentation
- Attend Bullying Awareness/Prevention Workshops with Safe School Action Team, and professional PD in-services
- Cyber Bullying School Yard/Classroom and Peer Bullying Presentations for Grades 4-8 students, and an evening/CSPC presentation to parent community
- PAST Program to offer classes as needed, social skills games, Circle of Friends, and PALS program
- James Culinan Code of Conduct
- School Based Support Team Members
- School Psychologists and Assessment Programming Teachers
- Guidance and Social Work visits to classes or individual students
- Ontario Ministry of Education website [www.ontario.ca/safeschools](http://www.ontario.ca/safeschools)

**Measurement of Progress**

The following metrics will be used to measure progress in achieving the Goal:

The following resources will be utilized to support these initiatives/strategies/practices:

- Reduced number of incident reports and to reduce suspensions.
- Develop a Primary Division survey to allow students a voice about school safety, and allow students to complete survey once-twice per year
- Staff/students focussed on proactive rather than reactive behaviour.
- Junior/Intermediate students (Grade 6-8)complete TCDSB Survey (Safe and Caring Catholic School Climate Survey), and staff analyze data to develop instructional strategies
- and/or lessons based on student needs.
- Invite school liaison Officer (Janet) and local Fire Department to Lockdown drills, and guest speakers from Toronto Public Health Services classes.





**School Vision**

To develop a safe school culture by establishing a partnership between school, home and church, incorporating the education of appropriate social behavior founded on Gospel values.

**Goal #2**

To establish clear and consistent follow-up plan for incidents of bullying  
ME to WE Social Justice Initiatives  
Code of Conduct/ Progressive Discipline

**Initiatives/Strategies/Practices**

- to ensure full implementation of student IEP recommendations
- to increase staff awareness of behaviours that could be considered manifestations of a student's diagnosis or identification.

**Responsibility**

Administration and teaching and support staff.  
Student and Parents

**Resources**

The following resources will be utilized to support these initiatives/strategies/practices:

- TCDSB Safe Schools Action Team Guidelines
- TCDSB Guideline: Keeping Our Students Safe
- PAST Program to offer social skills games for Grade 4 to 8 (organized by Public Health school liaison nurse

**Measurement of Progress**

The following metrics will be used to measure progress in achieving the Goal:

- Reduced number of incident reports and suspensions.
- Staff/students focused on proactive rather than reactive behaviour.
- Junior/Intermediate students (Grade 6-8)complete TCDSB Survey (Safe and Caring Catholic School Climate Survey), and staff analyze data to develop instructional strategies and/or lessons based on student needs.



**3. Positive School Climate**

A school should be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable and accepted. The Safe Schools Action Team and student leadership groups can play key roles in supporting learning and practices that educate students and staff members about safety concerns. Those practices used for very challenging situations that can jeopardize the safety and well being of others include, but not limited to: Threat Assessment, Restorative Conference and Mediation Circles.

**School Vision**

At James Culnan we seek to enrich Catholic spirituality and faith development, respect the individual and embrace diversity, provide the mandated ministry of education curriculum to meet diverse student needs and nurture the academic potential and a love for lifelong learning in all students. We recognize the value of all teaching partnerships = home, school and parish - in helping us to meet our goals.

**Goal #1**

1. To foster individual and collective acts of service that actualize Gospel values.
2. To highlight inclusion, respect and appreciation in all aspects of school life.
3. To nurture and develop positive leadership skills of students, staff and parents through opportunities embedded in school life.

**Initiatives/Strategies/Practices**

- To promote engagement of students and families in food drives and other activities that support marginalized communities.
- To promote school commitment to "Me to We" activities and events.
- To promote increased collaboration between home, James Culnan and St. James and other affiliated parishes
- To ensure that teaching strategies include a variety of methodologies such as cooperative learning
- Include daily prayer in opening announcements, school assemblies, para-liturgy, and to start any school/meeting event

**Responsibility**

All stakeholders - Administration, Teaching and Support Staff, Parents and Students

**Resources**

The following resources will be utilized to support these initiatives/strategies/practices:

- Safe School Climate Survey
- Me to We organization/events/activities
- Ministry of Education website
- Toronto Catholic District School Board initiatives and support personnel re: Nurturing Catholic Community
- Ministry of Faith, Hope and Charity, including Witness to the Cross and Virtues of the Month
- James Culnan Me To WE School Team Initiatives - Food Can Drive, Daily Bread Food Bank
- School/St. James Church/Home partnership - Collaborate, organize, facilitate school and parent Council Social Justice Issues, events, fundraising (e.g. Terry Fox National Run, Hardy Candy Drive, Daily Bread Food Bank, funding for needy families within school community
- CSPC - to work with parent council to promote community building initiatives at James Culnan.

**Measurement of Progress**

The following metrics will be used to measure progress in achieving the Goal:

- Greater student involvement in school leadership activities and social justice work
- Develop partnership between School/Parish/Home
- Develop partnership between James Culnan Me to We committee at school and Parent Council Social Justice Committee



**School Vision**

At James Culnan we seek to enrich Catholic spirituality and faith development, respect the individual and embrace diversity, provide the mandated ministry of education curriculum to meet diverse student needs and nurture the academic potential and a love for lifelong learning in all students. We recognize the value of all teaching partnerships = home, school and parish - in helping us to meet our goals.

**Goal #SVP 1**

To foster individual and collective acts of service that actualize Gospel values.  
To highlight inclusion, respect and appreciation in all aspects of school life.  
To nurture and develop positive leadership skills of students, staff and parents through opportunities embedded in school life.

**Initiatives/Strategies/Practices**

To promote engagement of students and families in food drives and other activities that support marginalized communities.  
To promote school commitment to "Me to We" activities and events.  
To promote increased collaboration between home, James Culnan and St. James and other affiliated parishes  
To ensure that teaching strategies include a variety of methodologies such as cooperative learning  
To encourage community participation in the Safe Schools Action Team

**Responsibility**

All stakeholders - Administration, Teaching and Support Staff, Parents and Students

**Resources**

The following resources will be utilized to support these initiatives/strategies/practices:

- Safe School Climate Survey
- Me to We organization/events/activities
- Ministry of Education website
- Toronto Catholic District School Board initiatives and support personnel re: Nurturing Catholic Community
- Ministry of Faith, Hope and Charity, including Witness to the Cross and Virtues of the Month
- James Culnan Me To WE School Team Initiatives - Food Can Drive, Daily Bread Food Bank
- School/St. James Church/Home partnership - Collaborate, organize, facilitate school and parent Council Social Justice Issues, events, fundraising (e.g. Terry Fox National Run, Hardy Candy Drive, Daily Bread Food Bank, funding for needy families within school community

**Measurement of Progress**

The following metrics will be used to measure progress in achieving the Goal:

- Greater student involvement in school leadership activities and social justice work
- Develop partnership between School/Parish/Home
- Develop partnership between James Culnan Me to We committee at school and Parent Council Social Justice Committee



4. Emergency Response Plan

The Toronto Catholic District School Board has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. Central policies and procedures, developed in collaboration with the Toronto Police Service, provide direct support to school administrators in the management of crisis situations, including a lockdown response. It is the responsibility of each school to develop local procedures specific to that school, including a process by which all regular staff members, itinerant and specialist teachers and support staff, facility workers and visitors are informed of local considerations in the event of a threat to school safety. MOE Provincial Model for a Local Police/School Board Protocol

School Vision

All students, staff members and visitors will become knowledgeable about emergency procedures for threats to the safety and well-being of all persons at school, and will be able to appropriately respond according to the guidelines established by TCDSB.

Goal #1

To plan, practice and evaluate a minimum of 4 lockdown Drills in this school year.

Initiatives/Strategies/Practices

Staff given information during meetings re: following Emergency/Health and Safety procedures:

- Lockdown Drills and Shelter in Place
  - Bomb threat
  - Severe/inclement weather
  - Workplace Health and Safety
  - Fire drills
- Three fire drills to be carried out each term. (Six in total for a school year).  
Occupational Health and Safety Binder, Fire Plan, Asbestos Binder maintained in office.  
List of Health and Safety members, Chemical Inventory, Asbestos and Water Safety reports posted in staff room.

Safe arrival system in place and enforced by all staff. Parents aware of Safe Arrival policy.  
Visitors to report to the office and Visitor sign in policy.  
Provisions for students with Special Needs in the event of an emergency.  
Anaphylaxis training/information provided in two sessions during the year.  
Names of staff members with First Aid certificates to be posted in office and staff room.

Bussing procedures, including checklists with student names. Students inserviced on bus safety rules and bus emergency procedures. Handout sent home.

Responsibility

- Administration and staff.
- Parents, especially with respect to following visitor sign in policy and providing information for safe arrival.
- Students



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### Resources

The following resources will be utilized to support these initiatives/strategies/practices:

- School Emergency Response Plan
- Occupational Health and Safety Guidelines
- Fire Plan and Toronto Fire Department
- Lockdown posters
- Firedrill poster and signage
- TCDSB website for workplace safety, inclement weather procedures and transportation issues.

### Measurement of Progress

The following metrics will be used to measure progress in achieving the Goal:

- Drills recorded in binder. (Fire and Lockdown)
  - Monthly OHS inspection.
  - SQS inspection of facility.
  - Asbestos and water testing annually.
- Increased awareness of staff and students of unsafe situations/issues and the need to report to administration and/or custodial staff.