





2026 - 2027

Safe Schools Plan

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







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SCHOOL NAME	Holy Spirit Catholic School	PRINCIPAL:	Novis, Mark
SUPERINTENDENT:	Chen, Derek		
SCHOOL ADDRESS:	3530 Sheppard Ave E Toronto ON M1T 3K7		
STUDENT ENROLMENT:	394		

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

Administrative Rep	**Manning, Kelly**	**Teacher Rep**	**Goodridge, Roxanne**
Administrative Rep	**Novis, Mark**	**Parent Rep**	**Dempsey Plante, Miranda**
Teacher Rep	**Chen, Diana**		

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 2026-2027

1	**2026-09-23**	**2**	**2026-11-20**
3	**2027-01-21**	**4**	**2027-03-26**

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	Create a Welcoming Environment and address concerns and challenges in reaching this goal. Provide the opportunity for students to learn about the impact of their choices and actions (both positive and negative) on themselves, their fellow students, their wider community and globally. This includes strengthening our interactions with each other by expressing virtues such as kindness, care, compassion, respect and empathy.

Goal #1 Raise awareness about how to proactively deal with bullying language and behaviour.

Initiatives/Strategies/Practices

- Admin/Staff use care and compassion with a firm but kind approach to help students understand and analyze behaviour of concern
- Have Remembrance Day announcements so that students can be challenged to be peace-makers in the yard, hallways and classrooms
- Students treat each other with respect and kindness.
- Toronto Pplice Services liasion to possibly present on safety and social media.
- Allow our student leaders (grade 7 and 8) to assume more responsibility in helping younger students understand and resolve conflicts
- Recognize Pink Shirt Day, February2027 - align this with Anti-bullying board initiatives in 2026-2027
- Announcements during Anti-Bullying Awareness and Prevention Week, Nov. 2026 - students wear pink/bright coloured shirt on Pink Shirt Day
- Primary Social Skills program for primary students
- Increased parent engagement

Responsibility

- Administration and staff
- Students in all grades
- Student-leaders in grades 7 and 8
- School Social Worker and Guidance Teacher
- TPS Liaison Officer and TPH Nurse
- Community agencies -- theatre and arts groups
- TCDSB Safe Schools Department (leadership, strategies)
- Co-op Students (to participate with teachers in various initiatives)

Resources

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

- As generated by Administration and Staff members
- TCDSB Virtue Materials which include medals
- Academic Achievement Certificates
- Guidance and Social Work department
- Outside agencies/presenters
- Anti-bullying framework - TCDSB
- Ambassadors (Student reps on Local Safe Schools Committee)
- copy of Hacking School Discipline for staff
- Primary Social Skills kit, lunch-and-learn training for staff: date TBD

Measurement of Progress

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

- Staff engagement and feedback
- Parental engagement and feedback
- Student engagement and feedback
- School Climate Survey to be shared with staff and CSPC
- Responses from student reps to be considered for future consideration

School Vision	Create a Welcoming Environment and address concerns and challenges in reaching this goal. Provide the opportunity for students to learn about the impact of their choices and actions (both positive and negative) on themselves, their fellow students, their wider community and globally. This includes strengthening our interactions with each other by expressing virtues such as kindness, care, compassion, respect and empathy.

Goal #2 Give students the tools to proactively deal with bullying words and actions. This would include telling a trusted adult when an incident occurs.

Initiatives/Strategies/Practices

- Encourage students to seek help from staff members in solving conflict in the yard.
- Class buddying partnerships 'Learning Buddies' where older students provide a support and role modelling for younger students.
- Explore possiblity of TPS Safety Presentations for students and parents that focus on social media
- Continued vigilance regarding cyber-bullying in our school community by encouraging students to report incidences of bullying
- Announcements during Anti-Bullying Awareness and Prevention Week
- Implement Primary Social Skills program for primary students
- Implement weekly Kindness Recognition

Responsibility

- Administration and staff
- Student-leadership team (teachers, guidance counselor, student-leaders)
- School Social Worker and Guidance Teacher
- TPS Liaison Officer and TPH Nurse
- Safe School involvement with Student Leaders

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

- Staffing
- TPS/Community Officer
- Outside agencies/presenters
- Safe Schools Student Reps
- Copies of Hacking School Discipline for staff
- Primary Social Skills kit

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

- Reduction of reported bullying incidents
- Sustained participation of students in various initiatives
- Participation of parents in community events
- Safe and Caring School surveys

School Vision	Create a Welcoming Environment and address concerns and challenges in reaching this goal. Provide the opportunity for students to learn about the impact of their choices and actions (both positive and negative) on themselves, their fellow students, their wider community and globally. This includes strengthening our interactions with each other by expressing virtues such as kindness, care, compassion, respect and empathy.
Goal #3	Allow intermediate students the opportunity to be role models for how to proactively deal with potential bullying words and actions.

Initiatives/Strategies/Practices

- Organize clubs, sports and activities that inspire students to feel included and to realize that they belong at Holy Spirit School
- Establish a Student Leadership Team composed of students who demonstrate leadership by engaging with peers who appear to be vulnerable or who need encouragement to participate in daily activities in the school community

Responsibility

- Staff Members
- Students
- Student leaders
- Community partners

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

- Local resources
- TCDSB Restorative Justice documents
- Outside agencies and community partners
- CSPC
- Safe School and Student Leader resources
- TPS and Community Officer

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

- Participation in extra-curricular activities
- Student self-assessment of conduct and time for reflection
- Reduction of repeat offenses
- Student Voice surveys (Safe and Caring Climate Survey)

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	The staff, students and parents in the Holy Spirit community are committed to sustaining a positive school climate for all students. The use of progressive discipline -- as a holistic response to negative behaviour patterns -- continues to be a central tenet of our school culture. We continue to work towards actively promoting and supporting appropriate student behaviours. Discipline situations are viewed as opportunities for growth and for students to develop self-awareness and to reflect upon
Goal #1	Staff members will respond, within the progressive discipline framework, to incidences that may have a negative impact on the school climate. A cohesive, school-wide approach to discipline is practiced. Teachers and parents will be offered short virtual inservices about progressive discipline and positive discipline techniques. Parents are called upon as partners to work with staff in addressing serious or repeated matters of student misconduct.

Initiatives/Strategies/Practices

- Communicating to school community the Progressive Discipline Model Chart: Major, minor incidents, isting consequence/intervention/action
- Providing direct teaching of behavioural expectations in all grade levels
- Supporting teachers by promoting behaviour expectations
- Communicating with parents about behaviour infractions in a timely manner
- Recommending guidance teacher or social worker support to parents and guardians when necessary
- Clearly communicating to students about consequences for their actions
- Reviewing recess and supervision coverage
- Enforcing appropriate dress code
- Sharing ideas around positive discipline techniques regularly with parents
- Developing increasingly effective threat response strategies through communication with all parties

Responsibility

- General staff
- Administration
- Board staff
- Social Work and Guidance
- TPS partners
- Parents

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

- Progressive discipline portal
- School Board resources
- Copies of Hacking School Discipline for staff
- Admin/Staff-generated materials for student sessions
- Outside agencies including TPS

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

- Progressive discipline portal
- School Board
- Number of "Think Papers" distributed/collected
- Student feedback from facilitated sessions
- School Climate survey

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	Holy Spirit Catholic School is a place that promotes trust, responsibility, respect, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, supported and accepted. The Safe School Action Team, the CSPC, student leadership groups and the parish each play a role in supporting this vision.
Goal #1	Holy Spirit Catholic School strives to establish a sense of identity and belonging as a faith filled community. We continue to actively work towards building and sustaining relationships between staff, students and parents that are based on self-awareness, mutual respect and inclusion. We promote and celebrate positive behaviours and interactions, as well as diversity.

Initiatives/Strategies/Practices

- Enriched programming through experiential learning and diverse and inclusive activities
- Partnership with Parish: lay youth ministry, ShareLife connections
- Terry Fox Run
- Spirit Days and other Charity initiatives
- Student-leadership awards at graduation
- Health Action initiatives: Swim to Survive
- CSPC monthly meetings and initiatives such as PRO grant presentations
- Early Years Partnership and Welcome to Kindergarten
- Volunteer Appreciation event
- Outdoor Education and Greening Initiatives
- Diversity through music: Steel pan program with Mr. Rouse
- Celebrating students and staff through awards and competitions (Royal Canadian Legion)
- Positive student leadership through the Ambassadors program
- Classes team up for 'Learning Buddies'/STEAM Buddies
- ELP and Primary Monitors building relationships/role models for younger students
- Primary Social Skills program

Responsibility

- Board
- School - staff members and Student-Leadership
- guidance staff
- Parish
- Administration
- CSPC
- Outside agencies
- Student Ambassadors
- Community Officer and TPS

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

- Board and school: multiple
- Parish
- Parent Engagement Funds
- 7 Habits Programme
- Angel Foundation (Nutrition Programme)
- DPA and recess activity bags
- Safe Schools
- TPS resources
- Virtue of the Month medals
- C-LEAP, training for team leaders: November 2023
- Primary Social Skills kit
- Que Rock (in-person presentation for grades 1-4) and Elders, Wendy and Mark (virtual presentation for grades 5-8): November 10, 2023

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

- Student, staff and parent on-going feedback
- School Climate Survey
- Virtue of the Month recognition
- CSPC meetings
- School-wide events in general
- Statistical participation in Nutrition Programme
- Effectiveness monitoring of new initiatives

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	Holy Spirit Catholic School is a place that promotes trust, responsibility, respect, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, supported and accepted. The Safe School Action Team, the CSPC, student leadership groups and the parish each play a role in supporting this vision.
Goal #2	The most important goal for our staff is to ensure the safety of our community. Proper concussion protocol must be followed. Through education and vigilance, we want to protect the entire Holy Spirit Catholic Community from long term head trauma.

Initiatives/Strategies/Practices

Present concussion information during:
- Staff meetings
- CSPC meetings
- Class lessons
- Info and appropriate forms to be made available for staff

*Focus on follow up after incidences

Responsibility

- Physical/Health/Outdoor Education Dept (TCDSB)
- Administration
- Students
- School Staff
- Parent Council
- Various Outside Agencies

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

- TCDSB Protocols for Concussions, 2020-2021 Concussion Power point sent to staff members
- Bloorview Holland Concussion Resource
- Media that can be gathered to demonstrate the effects of concussion
- Rowan's Law document

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

- Measurement of the effective follow of protocols:
  Were forms sent home?
  Were parents contacted?
  Was there family follow up with a physician?
  Was there adequate follow-up by our school?
- Teachers can assess student knowledge as a part of science/health classes.

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	A school is a place that promotes trust, responsibility, respect, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, supported and accepted. The Safe School Action Team, the CSPC, student leadership groups and parish play rolesin supporting practices that inspire and engage each student.
Goal **#SVP 1**	Students will feel safer at recess, as expressed in the Safe and Caring Catholic School Climate Survey.

Initiatives/Strategies/Practices

See plans in previous sections; as have been communicated, our plan to address the student concern in the SMART GOAL is to improve the school yard space, create more opportunities for activity at recesses, and increase the valuing of student voice in the school by raising the profile of student leadership in the school. Ultimately, we anticipate seeing a more favorable percentage in the spring Student Voice survey.

Responsibility

see previous sections

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

see previous sections

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

- feedback from student leaders
- Student Voice survey in spring 2024

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

- Three Fire drills are scheduled between September 2026 - January 2027
- Three Fire drills are scheduled between February 2027 - June 2027
- Anaphylaxis, asthma and medical emergency protocol are reviewed at staff meetings - medical peril lists shared.
- Additional epi-pens have been procured for office.
- Photo access cards have been updated with staff photos.
- New card readers allow staff to usher students inside the building more effectively in case of emergencies
- Increased safety measures are implemented at bus drop off and pick up points

Responsibility

- Administration
- Divisonal Leaders and general staff
- TFD

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

- TCDSB
- Anaphylaxis Canada
- Labour Board of Canada
- City of Toronto Fire Services
- Lifesaving Society of Canada
- TPH

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

- Ongoing staff feedback
- CSPC consultation
- Fire drills are timed; assessment sheets completed
- Lockdown assessments sheets completed