

Toronto Catholic District School Board

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2026 - 2027

Safe Schools Plan





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











SCHOOL NAME	Immaculate Conception Catholic School	PRINCIPAL:	Capano, Barbara
SUPERINTENDENT:	Robert D'Addario		
SCHOOL ADDRESS:	23 Comay Rd Toronto ON M6M 2K9		
STUDENT ENROLMENT:	510		

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	**Capano, Barbara**	**Teacher Rep**	**Valade, Jacqueline**
Administrative Rep	**Davila, Stephanie**	**Support Staff Rep**	**Colorado, Juan**
Teacher Rep	**Di Leo, Arianna**	**Parent Rep**	**Margherita Reis**

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	**2026-09-25**	**2**	**2026-10-23**
3	**2027-04-23**	**4**	**2027-05-14**

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	Immaculate Conception is committed to providing a safe, caring, inclusive, and healthy learning environment which is formed by our Gospel values and the role model of our Lord Jesus Christ. We believe in treating all members of our school community with respect, dignity and civility.
Goal #1	There will be a school wide emphasis on stopping bullying behaviour. Students will continue to gain awareness of the various types of bullying and understand actions needed to prevent/report bullying. Students will be included in creating a positive school climate.

Initiatives/Strategies/Practices

-To increase awareness and familiarity of bullying behaviour to all stakeholders using Ministry and TCDSB website
-To increase awareness of bullying behaviour and its effects on peers through targeted lessons at each division or grade level
-To participate in the November "Bullying Awareness and Prevention Week"-Peacemaker Week and promote Bullying Awareness and Prevention throughout the year
-To reinforce the message that bullying is not acceptable and that reporting is different from tattling
-To demonstrate visible signs of anti-bullying behaviour (e.g. Kids Help Phone posters)
-To complete school climate survey and analysis of its results
-To ensure acts of bullying are reported and responded to by members of staff
-To ensure progressive discipline plan is established with incidents documented (event described, dated and intervention stated)
-To ensure protocol is in place whereby serious and persistent concerns are addressed to principal/vice-principal who in turn may forward situation to SBST, Guidance Counsellor, Child Youth Worker, or Social Worker
-To communicate Acceptable Use Policy, Cyber bullying and Internet Safety to students and families
-To promote pro-social behaviour through special programs such as CDI, SNAP, Peace by Peace, Social Work Staff or possible Guidance Teacher
-To have students who are members of the Faith Group and Leadership Team promote awareness by speaking to the younger students and creating/displaying posters throughout the school
-To host presentations on bullying and internet safety lead by Liaison Officer
-Investigate bullying preventions, inclusion, acceptance, etc., school presentations

Responsibility

-all stakeholders (administration, teachers, support staff, parents, and students) are responsible to prevent bullying.

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

- TCDSB website and pamphlets/documents on bullying prevention
- Bullying Awareness and Prevention during the month of November
- School Police Liaison Officer
- Ministry of Education website and Bill 212
- PPM 144 Bullying Prevention and Intervention (Ministry of Education)
- Websites such as www.kidsareworthit.com, www.nomorebullies.com, www.cyberbullying.ca, www.bullying.org
- Kids Help Posters - 1-800-668-6868
- School Presentations as possible
- Acceptable Use Policy (applicable to all technology)
- School Guidance Teacher and Social Worker
- Leadership Team and Faith Group promoting awareness, announcements over the P.A. system, presentations to younger grades
- New TCDSB Three Year Pastoral Plan: This school year focuses on the "Growing in Knowledge with Hope"

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

- decreased aggressive behaviour related to incidents at recess and classrooms
- reduced number of progressive discipline reports related to bullying
- reduced number of incidents reported to support staff such as Guidance Teacher, Social Worker, and administration for their intervention
- increased number of students able to identify bullying behaviours and demonstrating increased sensitivity in their social interactions
- School Climate Survey results

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	Immaculate Conception is committed to providing a safe, caring, inclusive, and healthy learning environment which is formed by our Gospel values and the role model of our Lord Jesus Christ. We believe in treating all members of our school community with respect, dignity and civility.
Goal #2	Provide leadership activities and opportunities for students to promote inclusive and mindful interactions/engagement in class and outdoors. To further nurture digital citizenship, building a framework of collaboration fostering healthy relationships to prevent bullying.

Initiatives/Strategies/Practices

- Increase awareness and familiarity of bullying behaviour to all stakeholders through use of Ministry and TCDSB website
- Increase awareness of bullying behaviour and its effects on peers through targeted lessons at each division or grade level
- participation in "Bullying Awareness and Prevention Week" during the month of November and as needed throughout the school year
- Reinforcement of the message that bullying is not acceptable and that reporting is different from tattling
- Demonstrate visible signs of bullying prevention behaviour (e.g. Kids Help Phone posters)
- Complete school climate survey and analysis of its results
- Ensure acts of bullying are reported and responded to by members of staff
- Progressive discipline plan is established with incidents documented (event described, dated and intervention stated)
- Protocol is in place whereby serious and persistent concerns are addressed to principal/vice-principal who in turn may forward situation to SBST, Guidance Counsellor or Social Worker
- Communicate Acceptable Use Policy, Cyber bullying and Internet Safety to students and families
- Promote pro-social behaviour through special programs such as Power to Girls, Social Work Staff or possible Guidance Teacher
- Community Liaison presentations on bullying and internet safety
- investigate school presentations on bullying prevention, inclusion, acceptance, etc. as possible
- Promotion of Virtues of the Month and Catholic Graduate Expectations
-Promote the Helping Hands Policy-daily reminders
-strict adherence to Progressive Discipline

Responsibility

-all stakeholders (administration, teachers, support staff, parents, and students) are responsible to prevent bullying.

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

- TCDSB website and pamphlets/documents
- Ministry of Education website and Bill 212, PPM 144
- websites such as www.kidsareworthit.com, www.nomorebullies.com, www.cyberbullying.ca, www.bullying.org
- Kids Help Posters - 1-800-668-6868
- Ontario Catholic Graduate Expectations; Gospel Values
- Virtues of the Month as per TCDSB website
- Community Liaison Police Officer
- Guidance Teacher and Social Worker
- New TCDSB Three Year Pastoral Plan: This school year focuses on the "Growing in Knowledge with Hope"
- Leadership Team and Faith Group promoting awareness, announcements over the P.A. system, presentations to younger grades

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

- decreased aggressive behaviour related to incidents at recess
- reduced number of progressive discipline reports related to bullying
- reduced number of incidents reported to support staff such as Guidance Teacher, Social Worker and administration for their intervention
- increased number of students able to identify bullying behaviours and demonstrating increased sensitivity in their social interactions
- School Climate Survey results

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	Immaculate Conception is committed to providing a safe, caring, inclusive, and healthy learning environment which is formed by our Gospel values and the role model of our Lord Jesus Christ. We believe in treating all members of our school community with respect, dignity and civility.
Goal #3	If we support students with accountable talk structures, we then empower students to support positive relationships that reflect Catholic Values. Students contribute in developing an inclusive, safe, caring, and respectful community.

Initiatives/Strategies/Practices

-To increase awareness and familiarity of bullying behaviour to all stakeholders using Ministry and TCDSB website
-To increase awareness of bullying behaviour and its effects on peers through targeted lessons at each division or grade level
-To participate in the November "Bullying Awareness and Prevention Week" and promote Bullying Awareness and Prevention throughout the year
-To reinforce the message that bullying is not acceptable and that reporting is different from tattling
-To demonstrate visible signs of bullying prevention behaviour (e.g. Kids Help Phone posters)
-To complete school climate survey and analysis of its results
-To ensure acts of bullying are reported and responded to by members of staff
-To ensure progressive discipline plan is established with incidents documented (event described, dated and intervention stated)
-To ensure protocol is in place whereby serious and persistent concerns are addressed to principal/vice-principal who in turn may forward situation to SBST, Guidance Counsellor, Child Youth Worker, or Social Worker
-To communicate Acceptable Use Policy, Cyber bullying and Internet Safety to students and families
-To promote pro-social behaviour through special programs such as Power to Girls, Social Work Staff or possible Guidance Teacher
-To have students who are members of the Faith Group and Leadership Team promote awareness by speaking to the younger students and creating/displaying posters throughout the school
-To host police presentation on bullying and internet safety
-Investigate bullying prevention, inclusion, acceptance, etc., school presentations

Responsibility

-all stakeholders (administration, teachers, support staff, parents, and students) are responsible to prevent bullying.

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

- TCDSB website and pamphlets/documents
- Ministry of Education website and Bill 212, PPM 144
- personnel on staff such as CYW, Guidance Teacher, Social Worker
- websites such as www.kidsareworthit.com, www.nomorebullies.com, www.cyberbullying.ca, www.bullying.org
- Kids Help Posters - 1-800-668-6868
- Community Police Liaison Officer, Social Worker and Guidance Teacher
- Bullying Awareness and Prevention Week
- Acceptable Use Policy (for all technology)
- Virtues of the Month posters on display in the classrooms and the halls
- Leadership Team and Faith Group promoting awareness, announcements over the P.A. system, presentations to younger grades
- New TCDSB Three Year Pastoral Plan: This school year focuses on the "Growing in Knowledge with Hope"

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

- decreased aggressive behaviour related to incidents at recess
- reduced number of progressive discipline reports related to bullying
- reduced number of incidents reported to support staff such as Guidance Teacher, Social Worker and administration for their intervention
- increased number of students able to identify bullying behaviours and demonstrating increased sensitivity in their social interactions
- School Climate Survey results

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

Immaculate Conception School maintains a whole-school approach to instilling positive student behaviours that will promote a positive school climate and to enhance the quality of the teaching/working and learning experience through the establishment of a progressive discipline model that is fair and equitable to all.
Teachers will follow a Progressive Discipline Model.
We will also introduce CYW students who will assist with social skills instruction for the primary students.

Goal #1

To sustain and promote positive student behaviour through early and ongoing intervention strategies. To communicate a progressive discipline plan, that is consistent, fair and judicious to all administrators, teachers, support staff and families in our school. Consistently implement the school code of conduct as well as using Safe Schools Incident Platform to enter student discipline reports.

Initiatives/Strategies/Practices

- Progressive discipline communicated through information section in student agendas, newsletters, announcements, etc.
- Code of Conduct clearly communicated and promoted to all students, parents and staff
- Direct teaching of behavioural expectations in all grade levels with classroom expectations posted
- Promote and maintain good classroom management practices and supervision
- Continue to promote Gospel Values, Catholic Graduate Expectations, and Virtues of the Month
- Proactive strategies preferred (an ounce of prevention is worth a pound of cure)e.g. supervision ongoing, verbal reminders, teacher visibility, etc.
- Teaching concept that discipline involves self-control, orderly conduct, responsible behaviour, appropriate choices, following school expectations, accepting consequences
- Adoption of consequences that have a positive effect and are instructional in nature
- Interventions available through the aid of personnel available as needed (Principal/Vice-Principal, Social Worker, Guidance Teacher, Child and Youth Worker etc.)and through SBSLT/Case Conference process for serious behaviour concerns
- Inclusion of a reporting and record-keeping procedure (e.g. Think Papers in a binder, Reporting Forms online)

Responsibility

-all members of the school community are responsible (administration, staff, students and parents)
Teachers are reminded that they are responsible for the management of their students in the classroom. They have all been provided with a progressive discipline model. Serious infractions only are sent to the administration for investigation.

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

- TCDSB website - Progressive Discipline, Safe Schools
- Ministry of Education website - Bill 212, Progressive Discipline, Safe Schools information
- Ontario's Equity and Inclusion Education Strategy
- Safe Schools Team
- Guidance Teacher
- Social Worker
- Equity and Inclusion Team

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

- Number of progressive discipline reports, suspensions, etc. are reduced
- School Climate Survey
- Students becoming more cognizant of their actions

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	Immaculate Conception School maintains a whole-school approach to instilling positive student behaviours that will promote a positive school climate and to enhance the quality of the teaching/working and learning experience through the establishment of a progressive discipline model that is fair and equitable to all. Teachers will follow a Progressive Discipline Model. We will also introduce CYW students who will assist with social skills instruction for the primary students.
Goal #2	Our school ensures that adequate supervision is in place at all times such as during entry, dismissal, recess and lunch times.

Initiatives/Strategies/Practices

- Washroom routines/supervision
- Buddy systems
- Supervision plan for change rooms, hallways
- Visitor identification plan; visitors directed to office
- Lunchtime supervision
- Video Cameras throughout the school
- All school doors locked
- Weekly Bulletin
- Posting of Supervision Schedule
- Hall Supervision Duty
- Extra lunch time supervisors to support Kindergarten
- Visitors sign in and wear identification badges
- Designated Off Limit areas to students, i.e. storage rooms, change rooms
- Development of before and after school behavior on school buses
- Bus line-up and seating plan for school excursions
- Teachers to escort students to proper exits
- Bus Safety Presentation

Responsibility

-all members of the school community are responsible (administration, staff, students and parents)

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

- Board-Wide Resources
- locally developed school resources
- TCDSB Excursion Handbook Physical/Outdoor/Health Education Department
- www.tcdsb.org/physicaleducation/excursion_handbook

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

-On-going review of all programs and interventions.

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	Immaculate Conception strives to promote a safe environment where a climate of respect is demonstrated throughout all aspects of school life. The classroom is a key area where fairness, positive reinforcement, and appropriate discipline begins. School and classroom expectations are clearly communicated and reinforced on a regular basis. To encourage active learning and high achievement, all members need to feel safe, welcome, accepted, and included with a clear understanding of school code.
Goal #1	To provide a safe, caring, inclusive and healthy learning environment.

Initiatives/Strategies/Practices

- Virtues of the Month identified, repeated in "Thought of the Week", classroom lessons, newsletters, big ideas, etc. and display Virtues of the Month posters throughout the school
- Review and discuss the new TCDSB Pastoral Plan, Growing in Knowledge
- Review and discuss Code of Conduct in student agendas
- Appropriate behaviour expectations clearly communicated to students and staff and parents e.g. reminders on PA system, classroom rules, etc.
- Gospel values and Golden Rule: "Treat others as you wish to be treated"
- Catholic Graduate Expectations promoted
- Discipline practices offer correction, direct teaching, and restorative practices
- Conflict resolution skills and assertiveness are taught and modelled
- Students actively engaged in maintaining high levels of achievement in their learning
- Students encouraged to be actively engaged in Healthy School activities such as sports, clubs, choir, leadership roles (door monitors, office helpers, eco-team, recycling captains, leadership team, faith group, Health Action Team, etc.)
- All cultures are respected and valued; Inclusiveness and Equity promoted
- All school members to work together to maintain healthy and positive relationships which support the well-being of all students
- Students engaged in social justice and acts of charity such as food drives, Terry Fox Walk, ShareLife, Angel Foundation, etc.
- Students reminded to be responsible citizens/stewards of the environment demonstrating respect for themselves, others and their environment (Eco-team, Recycling Captains, Collecting batteries, cartridges, milk bags, Canadian Tire money, etc.)
- Students are aware that a caring adult is available to listen to them (teacher, EA, Guidance Teacher, admin.)
- School Routines communicated regularly to ensure safety and well-being e.g. hands-off policy: "Hands are for Helping", entry/exit procedures, bus routines, younger bus students have purple ribbons attached to their backpacks to indicate that an adult is required to pick them up at their bus stop, safe arrival, anaphylaxis and health issues, fire/lockdown safety, etc.
-use of peer mediators in the primary yard

Responsibility

- all members of staff: Administration, Teachers, Support staff
- Parents
- Pastor
- School Leadership Team and Faith Group
- Community School Liaison Officer-Office Teresa Verrette

Resources

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

- Ministry of Education website and resources on School Climate, Inclusion/Equity, Safe Schools
- TCDSB Resources
- TCDSB Religion Department: Nurturing our Catholic School Community:Ministry of Faith, Hope and Charity, Virtues of the Month, School Masses, and Special Celebration
- Health Action Team Resources
- Promoting a Positive School Climate: A Resource for Schools
- Social Justice : Documents from Catholic Consortium
- Catholic Graduate Expectations
- Toronto Public Health nurse

Measurement of Progress

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

-Greater student participation and involvement in leadership activities, charitable activities, and social justice initiatives
-School Climate Survey Results

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	Immaculate Conception strives to promote a safe environment where a climate of respect is demonstrated throughout all aspects of school life. The classroom is a key area where fairness, positive reinforcement, and appropriate discipline begins. School and classroom expectations are clearly communicated and reinforced on a regular basis. To encourage active learning and high achievement, all members need to feel safe, welcome, accepted, and included with a clear understanding of school code.
Goal #2	Our students demonstrate responsible citizenship and respect for self, others, property at school events. To foster collective acts of service that actualize Gospel Values and Social Justice Issues. Promote a positive school culture by engaging home, school, and parish connection. Celebrate and promote TCDSB's Pastoral Plan: In God's Image: Growing in Knowledge, with Justice and Hope, in connection to the CGSE. Inspire students to engage in charitable deeds and social justice actions.

Initiatives/Strategies/Practices

- Recognition of a wide variety of student achievements beyond academic and athletic success, e.g., Peacemakers, Visual Arts, Music, Dance, Drama, Sports awards, Choir
- Academic Achievement Certificate
- Student of the Month award
- Student Leaders, Leadership Team, and Faith Group
- Volunteer Hours (students from High School)
- Co-op students from High School

Responsibility

- all members of staff: Administration, Teachers, Support staff
- students

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

- TCDSB Excursion Handbook Physical/Outdoor/Health Education Department
- www.tcdsb.org/physicaleducation/excursion_handbook

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

-On-going

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	Immaculate Conception strives to promote a safe environment where a climate of respect is demonstrated throughout all aspects of school life. The classroom is a key area where fairness, positive reinforcement, and appropriate discipline begins. School and classroom expectations are clearly communicated and reinforced on a regular basis. To encourage active learning and high achievement, all members need to feel safe, welcome, accepted, and included with a clear understanding of school code.
Goal #SVP 1	To provide a safe, caring, inclusive and healthy learning environment. To increase awareness of bullying behaviour and its effects on students to all school community stakeholders.

Initiatives/Strategies/Practices

- Virtues of the Month identified, repeated in "Thought of the Week", classroom lessons, newsletters, big ideas, 3 R's - respect, responsibility and resiliency, etc.
- Review and discuss Code of Conduct in student agendas
- Appropriate behaviour expectations clearly communicated to students and staff and parents e.g. reminders on PA system, classroom rules, etc.
- Gospel values and Golden Rule - treat others as you wish to be treated
- Catholic Graduate Expectations promoted
- Discipline practices offer correction, direct teaching, and restorative practices
- Conflict resolution skills and assertiveness are taught and modelled
- Students actively engaged in maintaining high levels of achievement in their learning
- Students encouraged to be actively engaged in Healthy School activities such as sports, clubs, choir, leadership roles (door monitors, office helpers, eco-team, leadership team, faith group, etc.)
- All cultures are respected and valued; Inclusiveness and Equity promoted;
- All school members to work together to maintain healthy and positive relationships which support the well-being of all students
- Students engaged in social justice and acts of charity such as food drives, Terry Fox Walk, ShareLife, etc.
- Students reminded to be responsible citizens/stewards of the environment demonstrating respect for themselves, others and their environment
- Students are aware that a caring adult is available to listen to them (teacher, EA ,Guidance Teacher, admin.)
- School Routines communicated regularly to ensure safety and well-being e.g. hands to self, entry/exit procedures, bus routines, safe arrival, anaphylaxis and health issues, fire/lockdown safety, etc.

Responsibility

All Staff Members: Administration, Teachers, Support staff
- Child and Youth Workers
- Parents
- Pastor
- School Leadership Team
- Community School Liaison Officer

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

- TCDSB website and pamphlets/documents on anti-bullying
- Bullying Prevention Week Resources- to be used all year.
- Ministry of Education website and Bill 212
- PPM 144 Bullying Prevention and Intervention (Ministry of Education)
- websites such as www.kidsareworthit.com, www.nomorebullies.com, www.cyberbullying.ca, www.bullying.org
- Kids Help Posters - 1-800-668-6868
- School Presentations as possible
- Acceptable Use Policy (applicable to all technology)
- School Guidance Teacher and Social Worker

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

-greater student participation and involvement in leadership activities, charitable activities, and social justice initiatives
-School Climate Survey results

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

- Emergency Response Plan folders provided to each classroom teacher

Staff and student informed of lockdown procedures

- Emergency Folders are readily available and visible in each class
- Emergency Response Procedures poster is visible in each classroom
- Lockdown and fire drills performed during school year-with one Lockdown drill to take place at recess or lunch
- Handout on threats to school safety, bomb threat and facility problems (boiler, water, snow, etc.) during first staff meeting
- Safety procedures communicated regularly to school community
- Parents informed of access to school policy through board letter and posting of signs "Visitors to report to the Office" and Visitor Sign In and Out policy, and wearing Visitor's Pass on a lanyard
- Parents reminded of the Safe Arrival Program
- Inclement weather procedures communicated to staff e.g. lightning, hail, thunderstorms, extreme heat or cold alerts, etc.
- Staff encouraged to report any unsafe conditions in building or school grounds
- Ongoing and updated communication re. workplace health and safety items and posted on bulletin boards
- Bus safety procedures e.g. attendance checklists, safety presentation every year, evacuation drills, and reminders communicated regularly
- Fire Safety Plan available and posted
- Staff trained in First Aid- certificates posted
- Anaphylaxis protocol presented and followed by staff, students and parents

Responsibility

- Administration and staff (teachers and support staff) are responsible for the safety of students
- Day and Night Caretakers
- Safety is everyone's priority and responsibility

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

- TCDSB Emergency Response Binder
- TCDSB Lockdown and Fire Drill Poster
- Occupational Health and Safety Binder and OH&S Bulletin Board
- TCDSB website for information related to Workplace Safety
- Local Fire and Police Departments
- Caution signs displayed

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

- Fire and Lockdown Drills performed regularly in an orderly fashion and recorded in binder
- Monthly inspection forms completed by OH&S personnel
- SQS to inspect facility 2 - 3 times a year for any safety concerns
- Annual Water Testing completed
- Increased awareness by staff and students of unsafe conditions/situations which are reported to the office and/or custodial staff