Toronto Catholic District School Board

2019 - 2020

Safe Schools Plan

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

SCHOOL NAME	Bishop Allen Academy	PRINCIPAL:	Tomeczek, Lisa
SUPERINTENDENT:	Maria Meehan	TRUSTEE:	Teresa Lubinski
SCHOOL ADDRESS:	721 Royal York Rd Toronto ON M8Y 2T3		
STUDENT ENROLMENT:	1559		

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	Akelaitis, Katherine	Teacher Rep	Giangioppo, Daniela
Administrative Rep	Connolly, Michael	Teacher Rep	Kerkos-De Souza, Anselm
Administrative Rep	Tomeczek, Lisa	Teacher Rep	Porter, Parissa
Teacher Rep	Carboni, Giuseppina	Teacher Rep	Souza, Andre
Teacher Rep	Dairone-Crasto, Antonella	Support Staff Rep	Josie Malfara

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

1	2019-10-17	2	2019-12-03
3	2020-01-23	4	2020-05-06

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

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	The vision of Bishop Allen Academy is to relentlessly pursue a culture of respect, hospitality, and welcoming.

Goal	**#1**	To ensure a safe, caring, and inclusive learning environment.

Initiatives/Strategies/Practices

It is imperative that Bishop Allen creates an environment in which students are educated as to what constitutes bullying, and the detrimental affects that this practice has on students, staff, and the overall climate of the school.

This can be achieved in a variety of ways:

1. Inviting guest speakers into the school to discuss these topics
2. Responsible social media use presentations
3. In-service staff through professional development and have staff speak to individual classes
4. Group dialogues with support staff, social worker's, and CYW's
5. Involvement of chaplaincy team

Responsibility

The following individuals and groups will work towards this initiative:

1. The administrative team
2. School social workers
3. CYW's
4. Guidance department
5. Safe Schools Team
5. Slam
6. Stugo
7. Chaplaincy
8. GSA
9. Othes

Resources

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

The following resources are available:

Student Agenda Book
TCDSB Safe School Portal/Documents
Catholic Graduate Expectations

Measurement of Progress

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

Measurement of progress will be done in the following ways:

1. Bishop Allen Safe School Survey results
2. Reduction of cyberbullying incidents
3. Reduction of classroom incidents
4. Anecdotal evidence

School Vision	The vision of Bishop Allen Academy is to relentlessly pursue a culture of respect, hospitality, and welcoming.

Goal	**#2**	To proactively reduce incidences of bullying through increased staff visibility.

Initiatives/Strategies/Practices

Bullying prevention can be aided and achieved through using a proactive approach within the institution. The following strategies will be employed to aid in this endeavor:

1. Guest speakers
2. Use of bullying hotline
3. In-servicing of staff of their duty to report and intervene
4. Adminastrative team will do rounds within the school for each period
5. Chaplaincy involvement
6. An overall increase in staff and administrative presence in the school hallways
7. Visibility of Community Resource Officers

Responsibility

The following individuals will work towards creating an atmosphere in which bullying is preventable:

1. Administration
2. Chaplaincy
3. Safe Schools Team
6. Community Resource Officers

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

The following resources will be used in order to curb bullying and monitor prevention:

Community resources
Liaison Public Health Nurse
Community Relations Officer
Safe School Survey
Student Agenda book

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

Increased use of the school's bullying hotline
Reduction in the number of incidents of cyberbullying
Results of Safe School Survey
Anecdotal evidencce

School Vision	The vision of Bishop Allen Academy is to relentlessly pursue a culture of respect, hospitality, and welcoming.

Goal	#3	To provide staff and students with the tools and resources to intervene in order to combat bullying.

Initiatives/Strategies/Practices

Initiatives and strategies must be implemented in order to create a culture of mutual respect and civility. The following initiatives will be implemented to ensure this occurs:

1. Having victims and initiators meet with administration and Community Resource officers
2. In-servicing of staff
3. Presentations
4. Use of mediation circles

Responsibility

1. Administrative Team
2. Guidance and Student Services
3. School Social Worker
4. Community Resource Officers
5. Child and Youth Workers
6. School Social Worker

Student services (Guidance Counselors and CYW) and school Social Worker

Resources

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

School and TCDSB resources

Measurement of Progress

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

List of students to be compiled by Student Services
Follow-up with victims of bullying

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 create a culture in which goodness and discipline are paramount at Bishop Allen Academy.

Goal **#1** | To implement proactive strategies that will assist students in developing positive interactions with staff, peers, and the wider community.

Initiatives/Strategies/Practices

The following strategies will be employed to ensure that school discipline is at a premium:

1. Regular review of school code of conduct (each semester during grade level assemblies)
2. Regular review of school uniform policy (each semester during grade level assemblies)
3. Staff visibility in the hallways during morning announcements
4. Administration visibility in the hallways and cafeteria during all periods
5. Student supervisors will increase their visibility in the halls during all periods
6. Increased presence of Community Resource officers
7. Using measures such as detention as a deterrent to inappropriate behavior
8. Counselling from social workers when necessary in life skills and anger management

Responsibility

All staff and employees share in the responsibility of ensuring a disciplined school.

Resources

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

School and TCDSB resources

Measurement of Progress

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

The following measures will be used in assessing the measurement of progress:

1. Progressive Discipline/Safe Schools Data
2. My School, My Voice Survey
3. Safe School Survey

School Vision	To create a culture in which goodness and discipline are paramount at Bishop Allen Academy.

Goal	#2	Addressing inappropriate behavior though progressive discipline and ensuring that all staff are capable of reporting such behavior through the progressive discipline platform.

Initiatives/Strategies/Practices

In order to facilitate this goal, staff will be given an opportunity to do the following:

1. Using a progressive discipline model when assigning consequences to anti-social behavior (assignments, detention, removal from athletics, suspension, expulsion, etc).
2. In-service staff through professional development opportunities
3. Ensuring staff can accurately report incidents on the progressive discipline platform

Responsibility

Administration
Safe School Action Team

Resources

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

TCDSB Resources
Safe School Department Resources

Measurement of Progress

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

The following will be used to measure progress:

1. A decrease in the number of detentions served and suspensions assigned
2. An increase in number of staff in-serviced in the progressive discipline platform
3. Safe School Survey data

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 | To ensure that Bishop Allen Academy is an institution where all members of the community feel welcomed and safe.

Goal **#1** | Ensuring that the learning environment, instructional materials, and teaching and assessment practices at Bishop Allen Academy reflects the diversity of all learners.

Initiatives/Strategies/Practices

The following strategies and practices will be used to ensure that the diversity of all students is recognized:

1. Devoting PLC time to addressing the needs of exceptional students and best practices
2. Ensuring that there is an opportunity for teachers in Educational Services to meet with classroom teachers
3. Resource Breakfast
4. Increased communication between parents and staff through early assessment letters and letters of concern
5. Use of formative assessment strategies to inform instructional practices

Responsibility

Special Education Department
Classroom teachers
Student services

Resources

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

School and TCDSB Resources

Measurement of Progress

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

Increased teacher awareness and sensitivity
Anecdotal evidence

School Vision	To ensure that Bishop Allen Academy is an institution where all members of the community feel welcomed and safe.

Goal	#2	Students are given an opportunity to be positive role models in their school community.

Initiatives/Strategies/Practices

This can be achieved through the following practices:

1. STUGO led events and initiatives
2. SLAM led initiatives and events
3. Various Bishop Allen leadership events
4. Using athletics to teach discipline and goodness

Responsibility

The following groups and individuals will lead this direction:

1. Safe School Action Team
2. Staff/Administration
3. STUGO
4. SLAM
5. Coaching Staff

Resources

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

TCDSB Board Resources

Measurement of Progress

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

This will be measured in the following ways:

1. Increased student engagement
2. Viability and success and SLAM and STUGO initiatives

School Vision	To ensure that Bishop Allen Academy is an institution where all members of the community feel welcomed and safe.

Goal #3	Students will have a welcoming and supportive environment in which to reach their full potential and to ensure that mechanisms are in place to address any mental health concerns.

Initiatives/Strategies/Practices

The following initiatives and strategies will be implemented:

1. Stop the Stigma
2. Dialogue and increased partnership with CSPC to use resources that will increase student mental health and wellness
3. STUGO initiatives
4. SLAM initiatives

Responsibility

The following will take responsibility for this:

1. Staff
2. CYWs
3. Educational Services
4. Guidance
5. Administration
6. SLAM
7. STUGO
8. Chaplaincy
9. CSPC

Resources

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

TCDSB Resources

Measurement of Progress

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

Safe School Survey
My School, My Voice Survey

TORONTO CATHOLIC DISTRICT SCHOOL

Safe Schools Plan

School Vision	Our diverse education community recognizes and appreciates the value of each student and staff.

Goal	**#SVP 1**	To promote a positive school climate by adopting a proactive approach to addressing areas of need (e.g., drug awareness/prevention and student mental health and wellness) identified by students in the previous year's Safe School Survey

Initiatives/Strategies/Practices

Grade level assemblies (one per semester)
Liaison Public Health Nurse to provide lunch and learn sessions/set up information booth during lunches
"Take Back the Café" initiative to promote student sense of collective responsibility for maintaining a positive school climate
Student Youth in Control Group
Dedicated "TIPS" phone line
Incorporate presentations at Muskoka Woods Grade 9 Orientation to address areas of need (e.g., promoting mental health and wellness)
Increased staff presence and supervision in areas of need (e.g., stairwells, hallways, cafeteria, bridge, parking lot)
Catholic School Parent Council to organize various initiatives that promote student mental health and wellness including a PRO Grant presentation addressing student mental health and wellness and the issue of anxiety
Foyer Announcements to promote drug awareness and prevention
TEAR
LAMP

Responsibility

Safe School Action team
School Staff/Administration
TPS - 22 Division/Police Liaison Officer
Art Department
Youth in Control Group
Liaison Public Health
STUGO
SLAM
Chaplaincy
Student Services
Resource
CYW
Social Worker
School Psychologist
Youth Speak

Resources

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

TCDSB resources
Toronto Public Health
TPS - 22 Division

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

Safe School Survey Data
Anecdotal evidence from school community members and members of the wider community

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

In order the facilitate preparedness and ensure that all staff, students, and visitors are prepared for emergency situations, the following practices and procedures will be implemented:

1. Review of emergency response procedures at staff meetings
2. Teachers review procedures (outlined in Emergency Response Folders) with students at the beginning of each semester and prior to each of the emergency drills
3. One lockdown drill to take place during an irregular time (between classes or during lunch). This lockdown is scheduled on January 23rd, 2020.
4. School Staff will enforce the wearing of proper school uniform

Responsibility

Safe School Action Team
School Staff
Student Body
Administrative Team
Police Partners

Resources

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

TCDSB Threats to School Safety Response Procedures
Individual classroom Emergency Response folders/posters
Police partner School Action Team website

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

Assessment of lockdown drills
Emergency Response posters are to be posted in a visible location in every classroom/workspace