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SUPERINTENDENT OF EDUCATION,  
Nurturing our Catholic Community, Safe  
Schools, Continuing Education, and St.  
Anne Catholic Academy, School of  
Virtual Learning

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2022 - 2023

# Safe Schools Plan

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



SCHOOL NAME

St. Helen Catholic School

SUPERINTENDENT:

John Wujek

SCHOOL ADDRESS:

1196 College St Toronto ON M6H 1B8

STUDENT ENROLMENT:

267

PRINCIPAL:

Sardo-Antunes, Maria

TRUSTEE:

Frank D'Amico



## 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>Harispuru, Natalia</b>	<b>Parent Rep</b>	<b>Liz Croatto</b>
<b>Administrative Rep</b>	<b>Sardo-Antunes, Maria</b>	<b>Student Rep</b>	<b>Katherine Carnovale</b>
<b>Teacher Rep</b>	<b>Oliveira, Sandra</b>	<b>Community Rep</b>	<b>Father Willyans Prado Rapozo</b>
<b>Support Staff Rep</b>	<b>Amaral, Flora</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 2022-2023

<b>1</b>	<b>2022-10-17</b>	<b>2</b>	<b>2022-11-30</b>
<b>3</b>	<b>2023-02-06</b>	<b>4</b>	<b>2023-03-01</b>



### 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

Students will thrive in a school environment in which every member of the school community feels a strong sense of belonging and acceptance; the physical, emotional, social, spiritual, intellectual, and psychological well-being of every student is nurtured; bullying intervention and prevention strategies are clearly defined, understood, and demonstrated.

#### Goal #1

To ensure that all students are able to learn in an environment based on respect and tolerance, where bullying actions are identified and called out as being in conflict with our gospel values.

#### Initiatives/Strategies/Practices

On going presentations about Bullying  
Virtues of the Month - Followers of Christ, Bullying Awareness and Prevention Week Activities, "Pink Shirt Day"  
Classroom and school-wide discussions about bully, bullied, bystander  
Guidance counsellor/teachers to arrange discussions on cyber, physical and verbal bullying  
Clear consequences for bullying behaviour and use of Progressive Discipline Plan  
Constant home-school communication by all staff to inform parent/guardian of any suspected bullying situations  
Explore presentations on bullying awareness and prevention and on positive school culture  
Daily announcements by administration and student council  
Use SNAP & Zones of Regulation as strategies  
Ensure the Code of Conduct is available, easy to understand and implemented by all members of our school community  
To establish mechanisms for safe and confidential reporting practices, promoting the idea of "Be an Upstander, Not a Bystander" by encouraging students to safely intervene and report bullying behaviours; to continue to reinforce the difference between tattling and reporting inappropriate behaviours; to use classroom meetings as a strategy to learn and practice safe methods of intervening in bullying situations; to establish a clear and consistent follow-up plan for incidents of bullying and harassment

#### Responsibility

Principal  
Vice Principal  
School Staff  
Parents  
Students  
Safe School Advisory Team  
Office Staff



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### Resources

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

Code of Conduct in Student Agendas & Messaging to Parents/Guardians through SchoolMessenger  
TCDSB Safe School Bullying Resources  
TCDSB Bullying Prevention and Intervention Brochures  
Guidance Teacher  
School Social Worker

### Measurement of Progress

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

Ongoing monitoring  
Measured at halfway point through the school year and end of school year  
Staff observation/Anecdotal evidence  
Number of student/parental concerns raised regarding bullying  
Number of students sent to office for bullying behaviours  
Number of Progressive Discipline Reports dealing with bullying  
Student Survey - Safe Schools



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### School Vision

Students will thrive in a school environment in which every member of the school community feels a strong sense of belonging and acceptance; the physical, emotional, social, spiritual, intellectual, and psychological well-being of every student is nurtured; bullying intervention and prevention strategies are clearly defined, understood, and demonstrated.

### Goal #2

To ensure that all students are consistently presented with the ability to identify bullying behavior, either in others or themselves, as well as what strategies to use in those situations.

### Initiatives/Strategies/Practices

Students are made aware of the issues surrounding bullying through the use of presentations  
Internet Safety/Cyberbullying presentations in class by local authorities through zoom and other Student Leader initiatives run by the Student Council for the entire school community  
Bullying Awareness Instruction through discussion, mentor texts, role-play by classroom teacher, activities/workshops during Bullying Awareness Week  
Make sure students and parents aware of the TCDSB Acceptable Use Policy (AUP) at the beginning of and throughout the school year (Morning announcements, Newsletters, etc.)  
Ensure the code of conduct is available, easy to understand and implemented by all members of our school community  
Promote Catholic School Graduate Expectations  
Provide opportunities for all students to express needs and report incidents of concern

### Responsibility

Principal  
Vice Principal  
Teachers and Support Staff  
Guidance Counsellor  
School Liaison Officer  
Students

### Resources

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

Progressive Discipline  
Safe School Manual  
Catholic Schools Climate Survey  
Outside Organizations (i.e. Toronto Police Services- Community Liaison Officer)  
Board Policy

### Measurement of Progress

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

Anecdotal Evidence/Observations - Staff  
Number of incidents requiring Incident Log  
Safe and Caring Catholic School Climate Survey





# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### School Vision

Students will thrive in a school environment in which every member of the school community feels a strong sense of belonging and acceptance; the physical, emotional, social, spiritual, intellectual, and psychological well-being of every student is nurtured; bullying intervention and prevention strategies are clearly defined, understood, and demonstrated.

### Goal #3

To consistently have our teachers, guidance counsellors and social workers provide effective strategies for our students to combat bullying at school and on social media.

### Initiatives/Strategies/Practices

Students are aware and following through the Virtues of the Month  
Monthly Presentation of award certificates (ie. bulletin board)  
Daily announcements by administration and student council  
Information on monthly virtues in the school newsletter  
Practice mindfulness  
Code of Conduct-including staff meetings & student assemblies to reinforce the message  
Conflict Resolution workshops, presentations, classroom activities  
Bullying Awareness Instruction through discussion, role-playing

### Responsibility

Principal  
Vice Principal  
School Staff  
Guidance Counsellor  
School Social Worker

### Resources

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

TCDSB Safe School Bullying Resources  
Guidance Teacher  
School Social Worker  
Bullying Prevention and Conflict Resolution Student Workshops  
Progressive Discipline

### Measurement of Progress

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

Catholic Schools Climate Survey  
Anecdotal Evidence/Observations  
Progressive Discipline Incident Logs



### 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 encourage and provide students with a Catholic based learning environment that promotes positive student behaviours and interactions.

#### Goal #1

To increase awareness among staff, students and parents, regarding the TCDSB Safe School Policy and Bullying Prevention Strategies, by providing specific programming, supports and practices to encourage positive social interactions.

#### Initiatives/Strategies/Practices

Encourage positive proactive approaches to student discipline at all levels  
Provide support to staff regarding using the TCDSB Progressive Discipline application  
Ensure students learn and understand the Ontario Catholic School Graduate Expectations  
Recognize students who exemplify the TCDSB Virtues and the Ontario Catholic Graduate Expectations  
Encourage student success across the curriculum and provide leadership opportunities to develop a climate of inclusivity and student success with input from student council  
Schedule PALS (Playground Activity Leaders) at recess

#### Responsibility

Principal  
Vice-Principal  
School Staff  
Parents  
Toronto Public Health Nurse

#### Resources

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

Documents - Caring and Safe Schools in Ontario  
Student Leader initiatives  
School Action Team  
PPM 145 to support Bullying Act  
School and Board Policies available on-line and in student agendas  
Library: Picture books for reinforcement  
Code of Conduct in agendas and morning announcements  
Use of Ontario Catholic Graduate Expectations and Virtues of the month  
Ontario Mental Health Tool Kit  
Toronto Public Health Nurse



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### Measurement of Progress

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

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

Use of common language "progressive discipline" by all stakeholders

Teachers completing appropriate forms and documentation- Safe School Application - Progressive Discipline

Staff implementing Progressive Discipline approaches

Parents, guardians, students and staff familiar with all forms of bullying and sharing collective responsibility for ensuring its minimal occurrence

Observation and reflection of incidents that occur during the school day

Number of Progressive discipline incidents and number of suspensions by June 2023





# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### School Vision

To encourage and provide students with a Catholic based learning environment that promotes positive student behaviours and interactions.

### Goal #2

To create and maintain an environment where all students feel they are part of a safe and caring learning community.

### Initiatives/Strategies/Practices

Teachers learn to use the Safe School Progressive Discipline application and to communicate respectfully and more frequently to parents regarding both positive and challenging student behaviours  
Create positive relationships through communication, effective classroom management and a school-wide approach to progressive discipline  
Support students who have been targets of hurtful and/or bullying behaviour through peer mediation (Peacekeeping), Progressive Discipline  
Increase staff awareness of the strategies outlined in the Ministry Document, Caring and Safe Schools in Ontario  
Practise mindfulness  
Provide tiered interventions through various personnel (Guidance/Social Worker/School Based Support Learning Team)  
Provide Playground Activity Leaders at recess to engage students in active and healthy play

### Responsibility

Principal  
Vice-Principal  
Teachers  
School Staff  
Guidance Counsellor  
Social Worker

### Resources

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

Progressive Discipline application  
Catholic Schools Climate Survey  
Human Resources  
Board Document

### Measurement of Progress

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

Use of common language "Progressive Discipline" by all stakeholders  
Teachers completing appropriate forms and documentation- Safe School Application - Progressive Discipline  
Staff implementing Progressive Discipline approach



### 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 collaborate with students, staff, parents, Church and community to develop and sustain a positive, safe and inclusive school environment.

**Goal #1** To increase student involvement in developing and maintaining a positive and safe learning environment by encouraging students to take on roles of responsibility and leadership in the school community.

#### Initiatives/Strategies/Practices

Provide opportunities for students to be door monitors, classroom helpers, office helpers, PALS members, Rosary Group, etc.  
Student involvement in social justice issues (i.e. Food Drives, Toy Drive, Me to We initiatives etc)  
Junior Buddies - role modeling for our younger students at school assemblies and Masses  
Student involvement in community building (Church activities, Food Banks, School Spirit events, Seniors' Home, etc.)  
Ensure the understanding and modeling of the Catholic Graduate Expectations and Virtues of the Month in and out of school  
Provide support to staff in using Progressive Discipline approach/application  
Provide lunch hour clubs: Chess Club, Art Club, Rosary Club, etc. to engage students in positive constructive activities  
School student body (K-8) attend monthly school Masses  
Establish Virtue of the Month student assemblies to celebrate student achievements

#### Responsibility

Principal  
Vice-Principal  
Teachers  
School Staff  
Students  
Parents  
Guidance Counsellor

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

Human Resources  
Caring and Safe Schools in Ontario - Ministry Document  
Progressive Discipline/Safe Schools Manual  
Catholic School Graduate Expectations  
TCDSB Virtues of the Month Resources



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### Measurement of Progress

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

- Students demonstrating leadership
- Students requesting/suggesting extracurricular and leadership activities
- Student Survey
- Improved social interactions among students in the classroom and outside
- Students demonstrating the Virtues of the Month and Catholic School Graduate Expectations



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### School Vision

To collaborate with students, staff, parents, Church and community to develop and sustain a positive, safe and inclusive school environment.

### Goal #2

To increase student and staff engagement in the St. Helen Catholic School Community and focus on Charity as measured by discipleship in action.

### Initiatives/Strategies/Practices

Monthly School Masses through zoom  
Professional Activity Days Prayer Liturgies  
Monthly focus on Virtues with banners displayed in school office  
Students of the Month selected based on demonstration of Virtues displayed for all to see (certificate, picture, etc.)  
Provide a spiritually-based program for students to understand and care for each other through TCDSB Religion and Fully Alive programs  
CSPC community building events (Family Fun Fair, International Food Night)  
Other school events that invite students and families to participate  
Me to We initiatives: Scare Hunger Food Drive, Poppy Fundraiser, Santa Photos... etc.

### Responsibility

Safe Schools Team  
Staff  
CSPC and other Parents  
Priest and Liturgical Committee  
Students

### Resources

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

School Board and Community Resources  
Ministry Document: Caring and Safe Schools in Ontario  
Religion and Fully Alive programs

### Measurement of Progress

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

Active participation/Number of attendees of students, staff and community members at events  
Feedback from community



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



### School Vision

To collaborate with students, staff, parents, Church and community to develop and sustain a positive, safe and inclusive school environment.

### Goal #3

Ensure that all new students and families to St. Helen Catholic School feel welcomed and safe.

### Initiatives/Strategies/Practices

- New students and families are welcomed by the Principal/Vice-Principal in person.
- New family is informed of school information (ie, agenda, schedule, routines, programs, etc. (ELL programs/supports in school and community if necessary e.g., ABRIGO)
- Use Settlement Worker to assist new families settle in the community
- When necessary the Social Worker and Guidance Counsellor may also play a role in assisting the student to adjust to the school
- Welcome to Kindergarten event welcomes pre-registered kindergarten students and families to the school in May
- Introduce EARLY ON CHILD & Parent Centre to new parents
- Continue the DOVERCOURT Boys & Girls After School program
- Continue the Novos Horizontes Portuguese after school program
- Invite families to St. Helen Church school masses and share St. Helen Church support (re: food bank, sacramental preparation, etc.)

### Responsibility

Principal  
Vice-Principal  
Staff  
Social Worker  
Guidance Counsellor

### Resources

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

Toronto Public Library

Abrigo

### Measurement of Progress

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

Student/family participation in school events ( i.e. concerts, family evenings)

Families register at St. Helen because of positive feedback/suggestion of current students' families



# TORONTO CATHOLIC DISTRICT SCHOOL

## Safe Schools Plan



<b>School Vision</b>	To collaborate with students, staff, parents, Church and community to develop and sustain a positive, safe and inclusive school environment.
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<b>Goal #SVP 1</b>	To increase student voice in developing and maintaining a positive, safe, respectful learning environment, and a sense of belonging and acceptance.
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### Initiatives/Strategies/Practices

Student Council, Student leaders, Me to We Student Team, PALS, Student buddy system, student involvement in spirit events/community events/liturgies, Terry Fox Community Walk, Chess Club

### Responsibility

Students  
Principal/Vice Principal  
Staff

### Resources

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

Catholic School Graduate Expectations  
TCDSB Virtues of the Month Resources  
Caring And Safe Schools in Ontario - Ministry Document

### Measurement of Progress

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

Student Survey  
Student involvement and leadership





### 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

<b>School Vision</b>	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.
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<b>Goal #1</b>	To plan, practice and evaluate a minimum of 4 lockdown Drills in this school year.
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#### Initiatives/Strategies/Practices

Safe Schools "Emergency and Crisis Response Plan Procedures" poster displayed in all rooms of the school.  
Minimum of 4 Lockdown Drills and 6 Fire Drills within the school year.  
Staff and students are well informed about proper procedures and are given useful resources to review.  
Staff and students constantly practice class drill procedures between scheduled school drills.

#### Responsibility

Principal  
Vice-Principal  
Custodian  
School Staff  
Surrey Place Staff (tenants)

#### Resources

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

TCDSB Threats to School Safety Resources

#### Measurement of Progress

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

Successful Lockdown Practice - Evidence that procedure has been followed correctly.  
Successful Fire Drills - Evidence that evacuation procedures have been followed correctly.