



Durham District School Board

400 Taunton Road East, Whitby, Ontario L1R 2K6
Phone: 905-666-5500; Toll Free: 1-800-265-3968

C.F.-02
Sec.-22/23
Elem.-22/23

MEMO TO: Superintendents, System Leads, Elementary Principals, Secondary Principals, Elementary Vice-Principals, Secondary Vice-Principals, Joint Health & Safety 2022/2023

FROM: Gary Crossdale, Superintendent of Equitable Education, Positive School Climates

RE: Expectations for Safe and Secure Schools

DATE: August 30, 2022

During the school year, there are multiple Safe and Accepting Schools requirements as defined by various legislation; Policies, Regulations, Procedures and Central File Memos. These requirements need to be met in every school and administrators should review the important expectations with staff each year.

To assist administrators in the implementation of the legislation, Policies, Regulations, Procedures and Central File Memos, two lists of expectations have been created. The first is listed by theme, and the second by the calendar timeline.

Annual Expectations

- Ensure your administrative team understands the information and expectations outlined in the following Policies, Regulations and Procedures, and that the important and relevant expectations are reviewed with staff:
 - Policy, Regulation & Procedure – *Code of Conduct, and Discipline for Students*
 - Policy, Regulation & Procedure – *Security and Safety*
 - Policy & Procedure – *Traumatic Response*
 - Policy, Regulation & Procedure – *Positive School Climate* (it is important that you review with staff, students and parents the expectations contained within the appendix, *An Equitable Framework for Progressive Discipline*)
 - Policy & Regulation – *Safe Arrivals*
 - Policy & Regulation – *Character Education*
 - Policy & Regulation – *Equity and Inclusive Education*
 - Policy & Regulation – *Substance Abuse: Students*
 - Policy & Regulation – *Student Dress Code*
 - Policy & Procedure – *Prohibiting Smoking and Associated Devices*
 - Policy & Procedure – *The Professional and Personal Use of Social Networking, Digital Communication Applications, and Web Sites by Durham District School Board Staff*

- Procedure – *Acceptable and Safe Use Procedure for Computing Technology and Cyber Safety*
- Procedure – *Police/School Board Protocol*
- Procedure – *Supporting Children and Students with Prevalent Medical Conditions in Schools: Anaphylaxis*
- Procedure – *911 - Emergency Response Guideline*
- Procedure – *Supporting Children and Students with Prevalent Medical Conditions in Schools: Asthma*
- Review your School Code of Conduct with all stakeholders, and publish the School Code of Conduct (refer to Policy, Regulation and Procedure: *Code of Conduct, and Discipline for Students*)
- Review and implement your Bullying Prevention and Intervention Plans based on data including School Climate and Well-Being Surveys
- Ensure that you have a clear and easily understood reporting mechanism for bullying, including the use of the *Report Bullying Now* “button” on your website
- Each school must have a Positive School Climate Team that meets on a regular basis (refer to CF Memo *School Climate/Well-Being Surveys, Violence Risk Assessment Tool – Education Sector, and Positive School Climate Teams*)

The following are initiatives that the Positive School Climate Teams should be involved in:

- Schedule Positive School Climate Team meetings throughout the year (refer to information on SPARK for suggestions for meetings)
- Complete and review the school's Violence Risk Assessment Tool (refer to Regulation: *Positive School Climate* and Central File Memo – *School Climate/Well-Being Surveys, Violence Risk Assessment Tool – Education Sector, and Positive School Climate Teams*) and use the information to plan and refine your School Learning Plan.
- Complete the School Climate and Well-Being Surveys – Students, Staff and Parents (refer to Central File Memo - *School Climate/Well-Being Surveys, Violence Risk Assessment Tool – Educator Sector, and Positive School Climate Teams*) every two years. You will be informed and supported when the surveys need to be completed. For school years when the School Climate/Well-Being Surveys are not being conducted, a set of School Climate and Well-Being Survey Modules have been developed for your use in collecting data from students, staff and families. These modules can be used at any time in the year (recommended after November) as pre, mid, and post-survey data collection as a way to compare how students are currently feeling welcome, included and understood with the previous year's full school climate survey.
- Update the Fire Safety Plan
- Ensure Safe Arrival practices align with the Safe Welcome Program (refer to Appendix A of Regulation: *Safe Arrivals*), and are assessed yearly by the Safe and Accepting Schools Team
- Update the School Emergency Plan, including an Evacuation Plan and a Nuclear Evacuation Plan if applicable (refer to Health and Safety on SPARK for a list)
- Complete at least one *Lockdown* practice drill and one *Hold and Secure* practice drill. Please consider doing one practice during off-hours e.g. before school starts or at lunch. If you wish to complete a practice during off-hours, please contact the Positive School Climates Department and refer to the Positive School Climates on SPARK for support
- Complete six Fire Drills

- Complete one Bomb Threat Drill
- Complete staff training:
 - Annual review of Positive School Climates C.F. Memo expectations (refer to Positive School Climates on SPARK)
 - Online Safe Schools Incident Reporting Form
 - Complete Sabrina's Law training as per Procedure *Supporting Children and Students with Prevalent Medical Conditions in Schools: Anaphylaxis*
- Ensure that you review, and understand, the Police/School Board Protocol (refer to Procedure: *Police/School Board Protocol*)
- Review the bias-aware progressive discipline resource: *An Equitable Framework for Progressive Discipline*
- Complete Workplace Inspection (from Health and Safety Office)
 - 2 per year in elementary schools
 - 3 per year in secondary schools
- Ensure that the DDSB Character Traits are embedded in the curriculum, and celebrated (refer to Policy and Regulation: *Character Education*)

Positive School Climates Events

- Safety Week, September 26 – 30, 2022
- Safety Week Administrator Conference, September 29, 2022
- Bullying Awareness and Prevention Week, November 21 - 25, 2022
- Pink Shirt Day, February 22, 2023

Legislation

- Policies, Regulations, Procedures and Central File Memos
 - Policy & Procedures - *Human Rights, Anti-Discrimination and Anti-Racism Policy*
 - Policy, Regulation & Procedure – *Code of Conduct, and Discipline for Students*
 - Policy, Regulation & Procedure – *Security and Safety*
 - Policy & Procedure – *Traumatic Response*
 - Policy, Regulation & Procedure – *Positive School Climate* (it is important that you review with staff, students and parents the expectations within the appendix, *An Equitable Framework for Progressive Discipline*)
 - Policy & Regulation – *Safe Arrivals*
 - Policy & Regulation – *Character Education*
 - Policy & Regulation – *Equity and Inclusive Education*
 - Policy & Regulation – *Substance Abuse: Students*
 - Policy & Regulation – *Student Dress Code*
 - Policy & Procedure – *Prohibiting Smoking and Associated Devices*
 - Policy & Procedure – *The Professional and Personal Use of Social Networking, Digital Communication Applications, and Web Sites by Durham District School Board Staff*
 - Procedure – *Acceptable and Safe Use Procedure for Computing Technology and Cyber Safety*
 - Procedure – *Police/School Board Protocol*
 - Procedure – *Supporting Children and Students with Prevalent Medical Conditions in Schools: Anaphylaxis*
 - Procedure – *911 - Emergency Response Guideline*
 - Procedure – *Supporting Children and Students with Prevalent Medical Conditions in Schools: Asthma*

- Central File Memorandum
 - C.F. *Expectations for Safe and Secure Schools*
 - C.F. *Ministry Safe Schools Incident Reporting Form and Retention of Suspensions*
 - C.F. *School Climate/Well-Being Surveys, Violence Risk Assessment Tool – Education Sector, and Safe and Accepting Schools Team*
 - C.F. *Moving Forward Together: A Resource to Support an Equitable Approach to Engaging Families and Managing Challenging Contexts*
 - C.F. *Student Locker Usage*
 - C.F. *Cell Phones and Other Personal Electronic Devices*
 - C.F. *Safe Welcome Program*
- Policy Procedure Memorandums
 - PPM 119 *Developing and Implementing Equity and Inclusive Education Policies in Ontario*
 - PPM 120 *Reporting Violent Incidents to the Ministry of Education*
 - PPM 128 *The Provincial Code of Conduct and School Board Codes of Conduct*
 - PPM 144 *Bullying Prevention and Intervention*
 - PPM 145 *Progressive Discipline and Promoting Positive Student Behaviour*
- Additional Supports (refer to Positive School Climates on SPARK)
 - App Chat
 - *Bullying is not tolerated here* – poster
 - Bullying Prevention and Intervention Plan Template
 - Character Education
 - Cyber-bullying Toolkit
 - Drug Essentials
 - Emergency 911 Flip Chart (Revised 2022)
 - Foundations for a Healthy School
 - Guidelines for Investigations
 - Lockdown Protocols
 - Master Emergency Plan (bright orange binder)
 - Mental Health Toolkit
 - PREVNet – Bullying Prevention and Intervention in the School Environment
 - Professional Advisory – Safety in Learning Environments: A Shared Responsibility
 - Progressive Discipline Document and Flow Chart
 - Promoting a Positive School Culture Document
 - Resources for Safe and Accepting Schools Teams
 - Restorative Practice
 - Self-Regulation Resources
 - Smoking/Tobacco Toolkit
 - Support and Responsibility Agreement
 - Suspensions
 - Tragic Events Response
 - VTRA Protocol
 - Whole School Best Practices Document

To Complete at the Beginning of the School Year

- Ensure your administrative team understands the information and expectations outlined in the following Policies, Regulations, Procedures and that the important and relevant expectations are reviewed with staff:
 - Policy, Regulation & Procedure – *Code of Conduct, and Discipline for Students*
 - Policy, Regulation & Procedure – *Security and Safety*

- Policy & Procedure – *Traumatic Response*
 - Policy, Regulation & Procedure – *Positive School Climate* (it is important that you review with staff, students and parents the expectation within the appendix, *An Equitable Framework for Progressive Discipline*)
 - Policy & Regulation – *Safe Arrival*
 - Policy & Regulation – *Character Education*
 - Policy & Regulation – *Equity and Inclusive Education*
 - Policy & Regulation – *Substance Abuse: Students*
 - Policy & Regulation – *Student Dress Code*
 - Policy & Procedure – *Prohibiting Smoking and Associated Devices*
 - Policy & Procedure – *The Professional and Personal Use of Social Networking, Digital Communication Applications, and Web Sites by Durham District School Board Staff*
 - Procedure – *Acceptable and Safe Use Procedure for Computing Technology and Cyber Safety*
 - Procedure – *Police/School Board Protocol*
 - Procedure – *Supporting Children and Students with Prevalent Medical Conditions in Schools: Anaphylaxis*
 - Procedure – *911 - Emergency Response Guideline*
 - Procedure – *Supporting Children and Students with Prevalent Medical Conditions in Schools: Asthma*
- Safety Week, September 26 – 30, 2022
 - Safety Week Administrator Conference, September 29, 2022
 - Review with all stakeholders, and publish the School Code of Conduct (refer to Regulation: *Code of Conduct, and Discipline for Students*)
 - Review and implement your Bullying Prevention and Intervention Plans based on data including School Climate/Well-Being Surveys
 - Ensure that you have a viable Bullying Reporting mechanism, including the use of the *Report Bullying Now* “button” on your website
 - Update the Fire Safety Plan
 - Ensure Safe Arrival practices are in place (refer to Policy and Regulation: *Safe Arrivals*)
 - Update the School Emergency Plan, including an Evacuation Plan and a Nuclear Evacuation Plan if applicable. (refer to Positive School Climates on SPARK for a list)
 - For schools located in areas covered by Nuclear Evacuation Plan - Update the school plan
 - Complete one Lockdown practice drill or one Hold and Secure practice drill. If you wish to complete a practice during off-hours, please contact the Positive School Climates Department for support
 - Complete at least one Fire Drill
 - Complete one Bomb Threat Drill
 - Ensure the Safe and Accepting Schools expectations are available for supply teachers (please refer to Supply Teacher Handbook and Brochure on SPARK)
 - Complete staff training:
 - Annual review of Inclusive Education and Safe Schools Training (refer to Positive School Climates on SPARK for Annual *Bill 157* Review)
 - Online Safe Schools Incident Reporting Form

- Professional Advisory – Safety in Learning Environments: A Shared Responsibility
- Complete Sabrina's Law training as per Procedure: *Supporting Children and Students with Prevalent Medical Conditions in Schools: Anaphylaxis*
- Review *An Equitable Framework for Progressive Discipline* document
- Ensure that you review and understand the Police/School Board Protocol (refer to Procedure *Police/School Board Protocol*)
- Ensure that the DDSB Character Traits are embedded in curriculum and celebrated (refer to Policy and Regulation: *Character Education*)

To Complete October – January

- Bullying Awareness and Prevention Week, November 21 - 25, 2022
- Each school must have a Positive School Climate Team
 - Have scheduled Positive School Climate Team meetings throughout the year
 - Complete and review the school's Violence Risk Assessment Tool – Education Sector (refer to Regulation: *Positive School Climate* & Central File Memo: *School Climate/Well-Being Surveys, Violence Risk Assessment Tool – Education Sector, and Safe and Accepting Schools Teams*)
 - Complete the School Climate/Well-Being Surveys – Students, Staff and Parents (refer to Central File Memo: *School Climate/Well-Being Surveys, Violence Risk Assessment Tool – Education Sector, and Positive School Climate Teams*) for the school year
 - Use the data collected to update Bullying Prevention and Intervention Action Plan and to communicate your accomplishments to your community
- Complete one Nuclear Evacuation drill, if in designated area
- Complete two Fire Drills
- Complete Workplace Inspection (as directed from Health and Safety Office)

To Complete February – June

- Pink Shirt Day, February 22, 2023
- Continue to have Positive School Climate Team meetings (refer to Positive School Climates on SPARK)
- Complete one *Lockdown* practice drill or one *Hold and Secure* practice drill
- Complete last of six Fire Drills
- Complete Workplace Inspection (as directed from Health and Safety Office)