

Safe Schools Standards and Exemplars:

Purpose

School safety, to be effective, is not just the responsibility of the administration. A whole school approach to making our schools safe includes practices at the student level, the classroom level and the whole school level. The more involved the entire school community is in promoting safe school practices the greater the impact on school safety and the creation of a positive school climate. The Ministry of Education has produced a poster, “*Promoting a Positive School Climate*” which may be helpful when looking for activities and practices that promote a whole school approach.

The Ministry of Education continues to identify creating and maintaining positive school climates as a priority in Ontario’s schools through various directives including:

- Accepting Schools Act;
- Policy Program Memorandum 144, Bullying Prevention and Intervention;
- Policy Program Memorandum 145, Progressive Discipline and Promoting Positive Student Behaviour;
- Keeping Our Kids Safe at Schools Act;
- School Climate/Well-Being Surveys;
- Bill 212: Progressive Discipline and School Safety;
- Ontario Equity and Inclusive Education Strategy;
- Ontario’s Comprehensive Mental Health and Addictions Strategy;
- Bullying Awareness and Prevention Week; and
- Character Education.

Further information can be found at <http://www.edu.gov.on.ca/eng/safeschools/ministry.html>

To this end, the Durham District School Board is committed to assisting schools in supporting and maintaining positive school climates.

As administrators doing weekly walkthroughs to ensure safety, these are some safe schools considerations to look for. The items in this list are broken down into standards and exemplars. Standards are those items that are expected to be visible in schools. Exemplars are items that some schools have been using as part of a whole school approach to safe schools.

The Standards are a list of requirements that should be found in each classroom/school. The Exemplars encompass various best practices.

There are a number of resources whose use should be evident the Safe Schools portal. In addition, these Standards and Exemplars are provided.

Standards for Safe Schools Classrooms

1. Emergency Procedures
2. Fire Exit Sign
3. Private List of Medical Needs-explicit information such as a list of anaphylactic students in class available to the supply teacher but not public.
4. Co-Constructed Classroom Expectations/rules that support the code of conduct.
 - a. Behaviour-examples in student friendly language may include:
 - taking turns
 - raising hands
 - being patient
 - not talking while the teacher is talking
 - respectful communication with peers, E.A's and teachers
 - Please, Thank you, "May I ..."
 - Smile
 - b. Routines-examples may include:
 - must get a hall pass from a teacher and return it to the same teacher
 - line up for entry and exit
 - walk on the right side of the hall
5. Restorative Questions / Practices
6. Work posted is representative of all student abilities and diversity, not just academic mark
7. Progressive Discipline
8. Supply Teacher Handbook- examples of items in handbook:
 - a. Attendance Procedures
 - b. Emergency Response Plans
 - c. Supervision –schedule, locations and explanation
 - d. School Floor Plan map
 - e. Telephone-use and extensions
 - f. Outline of Code of Conduct
 - g. Parking – location of staff parking
 - h. Who is who in the school
9. Lockdown Checklist:
 - a. Emergency Response Sheet and plan in place
 - b. Lockable doors and access to keys
 - c. Speakers in rooms work

Additional Suggestions

1. Durham Directions
2. Signs of Encouragement / Positive Messages
 - a. Safe Place (Positive Space)
 - b. Bullying Not Tolerated Here Poster
3. Progressive Discipline-chart

Standards for Safe Schools

1. Welcome sign includes report to the office, sign in protocol in place for visitors
2. Membership of Safe and Accepting School Teams
3. Bullying Prevention and Intervention Plan
4. Kids Help Phone posters
5. Bullying Prevention Practices for Students/Parents/Community
 - a. Reporting box – consider location
 - b. Posters
 - Reporting an Incident
 - c. Crime Stoppers
 - d. School e-mail/ website
 - e. Phone Line – Is this outdated? Who is monitoring?
6. Visibility of adults / staff
7. Active Supervision
8. Gay Straight Alliance (Secondary Schools)
9. Build capacity of staff and students
10. Central File Memo #12/13 – 002, Expectations for Safe and Secure Schools
11. Aboriginal Wheel
12. Procedures for Volunteers – refer to Volunteer Handbook
13. Critical Incident Bag- location and documents are current
14. Police Liaison Contact- programs, visits
15. Due diligence- descriptors, record keeping
16. Mental Health Toolkit.

EXEMPLARS

Exemplars are effective practices that have been used in schools to create a Whole School Approach to Safe Schools. This is neither a prescriptive nor exhaustive list of activities but should give ideas that may be beneficial in classrooms and schools.

1. Safe and Accepting Schools focus is ongoing throughout the year, not just during one or two weeks
2. Cyber – Safety
3. Promote Positive Behaviour (Character Ed) (Bully-Free Zone)
4. Big Ideas relate to Safe and Accepting Schools Initiatives
5. Evidence of Student Voice, for example (see [Bully Prevention binders](#) section on Student Voice)
 - a. Me to We
 - b. I am Who I am
6. Recognize and respect individuality
7. Community, Culture and Caring Smart Goals
8. Evidence of use with students of:
 - a. Equity resources including those distributed by Board
 - b. Class displays that reflect student population, student voice and broader community of DDSB
9. Differentiated Instruction
10. Student given choice – resources, reading materials, etc.
11. Interventions and accommodations such as the use of technology
12. Class activities from Bullying Prevention Teaching Kit and Safe and Accepting Schools Portal resources
13. Critical Media Literacy

Safe Schools School Exemplars

1. Safe and Accepting Schools focus is ongoing throughout the year, not just during one or two weeks
2. Recognize and Celebrate Diversity i.e. flags of the school community on display
3. Evidence of Student Voice
4. Review Signage – Compliance versus Welcoming Language
5. Big Ideas relate to Safe and Accepting Schools Initiatives
6. Community, Culture and Caring Smart Goals

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Standards for Safe Schools Classrooms	Standards for Safe Schools	Additional Suggestions	Safe Schools Classroom Exemplars	Safe Schools School Exemplars
- Emergency Procedures - Fire Exit Sign - Private List of Medical Needs-explicit information such as a list of anaphylactic students in class available to the supply teacher but not public. - Co-Constructed Classroom expectations /rules that support the Code of Conduct. Examples for Behaviour in student friendly language may include: taking turns, raising hands, being patient, not talking while the teacher is talking, respectful communication with peers, E.A's and teachers, Please, Thank you, "May I ...", Examples for Routines may include: must get a hall pass from a teacher and return it to the same teacher, line up for entry and exit, walk on the right side of the hall - Restorative Questions / Practice - Work posted is representative of all student abilities and diversity, not just academic mark - Progressive Discipline - Supply Teacher Handbook- examples of items in handbook: - Attendance Procedures - Emergency Response Plans - Supervision –schedule, locations and explanation - School Floor Plan map - Telephone-use and extensions - Outline of Code of Conduct - Parking – location of staff parking - Who is who in the school - Lockdown Checklist: - Emergency Response Sheet and plan in place - Lockable doors and access to keys - Speakers in rooms work	- Welcome sign includes report to the office, sign in protocol in place for visitors - Membership of Safe and Accepting School Teams - Bullying Prevention Plan - Kids Help Phone posters - Bullying Prevention Practices for Students/Parents/Community - Reporting box – consider location - Posters - Reporting an Incident - Crime Stoppers - Reporting School e-mail/ website - Reporting Phone Line – if so, who is monitoring? - Visibility of adults / staff - Active Supervision - Gay Straight Alliance (Secondary Schools) - Build capacity of staff and students - Central File Memo #12/13 – 002, Expectations for Safe and Secure Schools - Aboriginal Wheel - Procedures for Volunteers-refer to Volunteer Handbook - Critical Incident Bag- location and documents are current - Police Liaison Contact- programs, visits - Due diligence- descriptors, record keeping - Mental Health Toolkit.	- Durham Directions - Signs of Encouragement / Positive Messages - Safe Place (Positive Space) - Bullying Not Tolerated Here Poster - Progressive Discipline-chart	- Safe and Accepting Schools focus is ongoing throughout the year, not just during one or two weeks - Cyber – Safety - Promote Positive Behaviour (Character Ed) (Bully-Free Zone) - Big Ideas relate to Safe and Accepting Schools Initiatives - Evidence of Student Voice, for example (see Bully Prevention binders section on Student Voice) - Me to We - I am Who I am - Recognize and respect individuality - Community, Culture and Caring Smart Goals - Evidence of use with students of: - Equity resources including those distributed by Board - Class displays that reflect student population, student voice and broader community of DDSB - Differentiated Instruction - Student given choice – resources, reading materials, etc. - Interventions and accommodations such as the use of technology - Class activities from Bullying Prevention Teaching Kit and Safe and Accepting Schools Portal resources - Critical Media Literacy	- Safe and Accepting Schools focus is ongoing throughout the year, not just during one or two weeks - Recognize and Celebrate Diversity – Flags - Evidence of Student Voice - Review Signage – Compliance versus Welcoming Language - Big Ideas relate to Safe and Accepting Schools Initiatives - Community, Culture and Caring Smart Goals