



# Kate S. Durdan Public School

## *Safe School Plan*



### A Parent's Guide to the

## Kate S. Durdan Public School

### *Safe School Plan*

The Kate S. Durdan Public School *Safe School Plan* is always available on our **school website** [www.dsbni.edu.on.ca/schools/KateDurdan](http://www.dsbni.edu.on.ca/schools/KateDurdan) or a paper copy of the *Safe School Plan* is available at the school office upon request. Any revisions to this Kate S. Durdan Public School *Safe School Plan* will be communicated to the school community through our monthly Kate S. Durdan Public School Newsletter, which is published on our school website. Our school is environmentally conscious.

## Kate S. Durdan Public School Safe School Plan

### VISION OF OUR SAFE SCHOOL

As mandated by the Ministry of Education and Training, it is the responsibility of every school to provide a safe and secure environment for their students, volunteers, visitors, parents\* and staff. In an attempt to do this, our school discusses safety issues with parents, staff and students and have established safety procedures in place. This document follows the same format established by the protocols between the District School Board of Niagara (DSBN); the Niagara Regional Police Service (NRPS) and Family and Children’s Services of Niagara (FACS).

The Kate S. Durdan Public School *Safe School Plan* will be reviewed annually by the Kate S. Durdan Public School Council and staff in order to ensure successful implementation of all procedures. Kate S. Durdan Public School invites feedback from parents and/or volunteers by reporting unsafe situations or potential hazards on our school property at any time, to the school office or by communicating the situation to the Principal. Copies of this Kate S. Durdan Public School *Safe School Plan* are also available on our school website, [www.dsbni.edu.on.ca/schools/KateDurdan](http://www.dsbni.edu.on.ca/schools/KateDurdan), or available upon request from our school office.

*At Kate S. Durdan Public School, it is our goal to promote pro-active procedures in order to maintain the best possible CARE, WELFARE, SAFETY and SECURITY for all students, staff, parents, volunteers and visitors within our school environment.*

**\*the term ‘parents’ also references guardianship throughout this document**

### SAFE ARRIVAL/ “CALL BACK” Program

The “**Safe Arrival/Call Back**” Program is a system that our school uses to account for a student’s unexplained absence from school. Parents are responsible for communicating any planned student absences or lateness to the school ( **905-356-0488**) in a timely basis by calling the school before the school day begins at 8:25 a.m. (or after the second nutrition break at 1:10 p.m.) to relay the message that their child will not be in attendance for the day, portion of the day (or few days), also stating the reason. Kate S. Durdan Public School also has an answering machine 24 hours a day, used to relay student absences. This way, the secretary will not need to “Call Back” home, your place of work or your emergency numbers in order to inquire about a student’s absence. **The official time that students are allowed to go home for their meal is during the second Nutrition/Fitness Break (12:30 p.m. – 1:10 p.m.) since the Crossing Guard will be on duty during this time.** Once the secretary receives the attendance folders from the classrooms, which is immediately after morning announcements and again at 1:15 p.m., the “Safe Arrival/Call Back” program begins. During the first week of school in September, the “Student Verification Form” is sent home to be up dated, completed by parents and returned to the school *on the next school day*. The form includes pertinent home information as well as contact names, phone numbers for emergency situations, “School Emergency Dismissal Procedures” and medical information. It is the parents’ responsibility to ensure that the school be kept up-to-date with ANY changes throughout the school year.

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<p><b>ACCESS TO STUDENTS</b> <u>DURING SCHOOL HOURS</u></p>	<p>Unless special custody arrangements have been made, students are released to their parent(s) only. Schools must have current, official court documentation in the student's Ontario Student Record (O.S.R.) file regarding any custody issues.</p> <p>It is the responsibility of the parent to report any changes in the court documentation to the office immediately. If parents wish for their child to go home with another adult, a written note (<b>a phone call to the school only in an emergency situation</b>) must be received by school personnel. The note/call must indicate the name of the adult and relationship to the child before having the child picked up. Identification may be requested at the time of student pickup.</p> <p>Junior/Senior Kindergarten teachers will only release a student to authorized person(s). Either a note (with optional photo) or discussion in person with the teacher (<b>a phone call to the school only in an emergency situation</b>) must be made in order to confirm who the authorized person(s) will be.</p> <p>Please understand that should there be an emergency family situation at the end of the school day and a phone call has been made to the school requesting that this message be relayed to his/her child for an alternate arrangement to their child, all reasonable attempts will be made. Situations arise at the end of the school day which at times may make it virtually impossible to relay a message in a timely manner. Should this happen, it is the responsibility of the parent to continue to pursue making alternate arrangements on their own.</p>
<p><b>STUDENT APPOINTMENTS</b></p>	<p>If your child has an appointment during the school day, parents are asked to inform the school directly, through a <b>written note</b> explaining the situation. Parents of <b>Primary</b> and <b>Junior</b> students, picking up their child during the school day, are requested to come to the office, (rather than going directly to the student's classroom) and sign their child out at the office. The secretary will call the student on the intercom to meet you at the office with his/her belongings. If parents have given their <b>Intermediate</b> child a written note, giving him/her permission to leave the school for an appointment, <b>students are required to show the note to the teacher and bring the note to the office before leaving for the appointment.</b></p>
<p><b>CROSSING GUARD</b></p>	<p>The City of Niagara Falls provides two Crossing Guards for the safety of our students. The Crossing Guards are available during the following times: 8:00 a.m. – 9:00 a.m.; 11:30 p.m. – 1:20 p.m. and 2:45 p.m. – 3:45 p.m. Students who need to cross Kalar Road <b>MUST</b> cross with the Crossing Guard and obey the following rule: <i>“wait until the Crossing Guard indicates that it is safe to cross the street”</i>.</p>
<p><b>CODE OF BEHAVIOUR</b></p>	<p>The Kate S. Durdan Public School <i>Code of Behaviour</i> is reviewed by the Kate S. Durdan Public School Council and staff and shared annually with all Kate S. Durdan Public School families through the Kate S. Durdan Public School website (to be environmentally friendly). Paper copies will be provided to Kate S. Durdan Public School families upon request should computer access not be available.</p>

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<p><b>STUDENT MEDICAL CONCERNS</b></p>	<p>Any medical conditions or concerns must be listed on the “Elementary Student Registration Form” or the “Student Verification Form”. Any child taking prescription medication at school is required to have his/her Doctor complete a form entitled “Authorization of Administration of Oral/Topical Medication”, which is available at the office. This form must also be completed by the parent for students who need to have school personnel dispense non-prescription medication (Tylenol, Cough Syrup, and Benadryl etc.). The administration of this medication is the responsibility of the Principal or designate. A record of the administration of the medication is kept in a binder in the main office along with <b>all</b> medications in a secure place. Parents are requested to bring any ‘refills’ or changes in medication directly to the office rather than sending it with the student. At the end of the school year, a letter will be sent home, reminding parents that the medication needs to be picked up as well as a blank copy of the form so parents may obtain any necessary medical signatures regarding changes to medication and/or administration throughout the summer. It will be the responsibility of the parent to pick up any ‘left over’ medication from the office either on the last school day in June or the few days following. Any medication(s) left after this timeframe will be disposed of in accordance with protocol by bringing it to a local Pharmacy. Medications (Epi-pens, prescriptions/non prescription medications, etc.) will not be sent home with the student at the end of the school year.</p>
<p><b>ALLERGIES</b></p>	<p>A form entitled “<i>Emergency Action Plan</i>” must be completed for a highly allergic (anaphylaxis) child requiring the use of an epi pen or the administration of an antihistamine. These forms are available at the office and are kept with the necessary medication in the main office. Names and photographs are compiled on a sheet, with a list of allergies and necessary actions to be taken in the event of an emergency. Copies are posted in the staff room and applicable classrooms. Instructions outlining procedures to be taken for the administration of an Epi-pen are also included in the Occasional Teacher’s folder.</p>
<p><b>FIRST AID AND EMERGENCIES</b></p>	<p>Emergency phone numbers (provided by parents) for students are available to staff on the <i>Student Verification Form</i>. The Principal and Secretary are also able to access the information from our computer data base called ‘Trillium’. In the event of a medical emergency, every attempt will be made to call the ‘Emergency Priority’ phone numbers that have been provided by the parent. Depending upon the nature of the emergency, the student may either wait at the office for the parent or contact to arrive or, <b>if it is determined to be of a serious nature and emergency contact is unavailable</b>, the student may be transported to the hospital by ambulance, along with a Kate S. Durdan Public School Staff member. The secretary will continue to call the ‘Emergency Priority’ phone numbers.</p>

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<p><b>FIRST AID AND EMERGENCIES (continued)</b></p>	<p>There is at least one staff member at the school who holds current certification in First Aid and CPR. A First Aid Kit is also kept in the staff room as well as the main office. A Health and Safety Bulletin Board is maintained in the staff room. The Principal/ Health and Safety Representative or designate ensures that updated specific items are posted on the School Health and Safety Bulletin Board. Student injuries <i>which may require medical care</i> are recorded and reported through the Ontario School Board Insurance Exchange (O.S.B.I.E.) on their website by the school secretary. Emergency phone numbers are posted beside every telephone in the school with instructions on how to access an outside line, 911 information and accurate directions to the location of our school.</p>
<p><b>SUN SAFETY</b></p>	<p>On sunny days, students are encouraged to take precautions against sunburn and sunstroke. Students are encouraged to limit their physical activity and wear clothing that covers most of their body, wear a hat and use sun screen and sun glasses if required. Sun screen is a parent responsibility and staff members cannot spray or smear sun screen on a child even if parent permission is given. Students who are attending field trips or camps must be responsible for ensuring they put the proper sun screen on themselves and wear a protective hat.</p>
<p><b>ELECTRONIC COMMUNICATION</b></p>	<p>All parents who have children in Grades 1-8, must complete a form entitled "<i>Information Technology Digital Citizenship Agreement</i>" which gives their child permission to use the Internet and abide by the rules, while at school. While students are using the Internet, close supervision is provided by the teachers. Students are not permitted to use e-mail, download any music for electronic devices (MP3 players, iPods) or use FACEBOOK, chat lines etc. while at school. Each student is given a password and user name to access and use the computer with strict instructions to not disclose this information to anyone. The DSBN Internal Web site, with appropriate links for our students, <u>is the main source of student Internet access.</u></p>
<p><b>FIREDRILLS AND LOCKDOWN PROCEDURES</b></p>	<p>In accordance with Board policy, lockdown procedures and fire evacuation drills, will provide students and staff the opportunity to practice procedures should an emergency situation occur in our school. These drills will give students and staff an opportunity to implement our School and Board Emergency Response Plan to ensure the safety of all students and staff should an emergency lockdown situation or fire occur.</p> <p>During a lockdown, staff members will ensure that all students remain inside a classroom, gym or library until otherwise notified by the Principal. All exterior doors of the school (both Kate S. Durdan Public School and Loretto Catholic School) are always locked 24/7.</p> <p>During a fire drill, staff and students will evacuate the building and checks will be made outside to ensure that everyone has left the building.</p>

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<p><b>PARKING LOT SAFETY</b></p>	<p>Those students who walk to school are to cross with the crossing guard and to walk directly toward the crosswalk (stop sign) to ensure safety. It is extremely important that students <b>ONLY</b> cross at the crosswalk. If JK/SK students are being dropped off, the parent/caregiver must enter the upper driveway and park to drop their child off in front of the school. Parents <b>MUST</b> abide by the City of Niagara Falls by laws as posted within our school property. The driving lane closest to the front of the school is for buses and taxis only and is monitored by the City of Niagara Falls by law officer. Please refrain from using this lane during drop-off and pick-up times. Students in Grade 1-8 must be dropped off and picked up at the fence opening at Kalar Sports Park parking lot. Parking along the side of the school is for <b>staff only</b> and is not a safe location to drop off or pick up your child as it puts your child as well as others in danger.</p>
<p><b>TRANSPORT-ATION</b></p>	<p><b>Bus Safety</b>          Our Kate S. Durdan Public School <i>Code of Behaviour</i> makes reference to student rules on the bus to ensure safety for all. These rules <i>must</i> be followed at all times while students are on the bus. Bus drivers also follow the routes and stop locations which have been prescribed by DSNB Transportation Department only.  <b>Please note that routes are planned on the basis of a student having the SAME pick-up and/or SAME drop-off location each day of the school year.</b> The same policies are in effect for students that ride taxi cab/taxi vans to and from school.</p> <p><b>JK/SK Bus Drop off:</b> Please note that it is the responsibility of the parent (or their designate) to be waiting for their JK/SK child at the usual bus drop off location. If the parent/designate is not there waiting at the bus drop off location, the child will be dropped off and the bus will continue its route. This is the District School Board of Niagara transportation policy.</p> <p><b>Bus Arrival:</b> Busses arrive at the school via the lane way closest to the school sidewalk. They park along this lane way so that students can dismount safely. We ask parents in vehicles to refrain from using this lane way for this reason. Signage clearly indicates that this lane way is for busses and taxis and is City of Niagara Falls by law (# 80-77) enforced.</p> <p><b>Taxi Cab/Taxi Van Safety:</b> Taxi cabs/taxi vans also arrive at the school via the same City of Niagara Falls by law # 80-77 enforced laneway (closest to the school sidewalk ). If your child is going to be absent from school it will be parental responsibility to make arrangements to cancel the taxi cab/taxi van.</p>

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<p><b>BICYCLE SAFETY</b></p>	<p>Students who ride bicycles to school must walk their bicycle to the blue racks located by the entrance to the school near the Kalar Sports Park parking lot and proceed to the school yard. Once students reach the Kalar Road sidewalk at the front of the school, bicycles need to be walked to the blue bicycle racks. Students must park their bicycles at the blue bicycles racks only and no where else on school property. The school does not assume responsibility for damage or loss to bicycles left on school property. Students are strongly advised to lock their bicycle. Once the bicycle is locked up for the day, students will not be allowed to ‘hang around’ by the bicycle racks. Riding of bicycles, skateboards will not be permitted while on school property between 8:00 a.m. and 4:00 p.m. Students riding their bicycle to school must wear a proper helmet as per The Highway Traffic Act Section 104(2.1).</p>
<p><b>VOLUNTEER DRIVERS</b></p>	<p><b>Students in JK/SK – Grade 3 (under 8 years of age) will ONLY be transported to school sanctioned events by bus</b>, due to Ontario’s regulations under the Highway Traffic Act, effective September 1, 2005. Kate S. Durdan School/School Council will NOT purchase, store, maintain, monitor recalls, weigh students or install any booster seats for this purpose.</p> <p>We appreciate the assistance of volunteer drivers, however it is impossible to reimburse volunteers for mileage or parking. Parents volunteering to drive students (<b>for Grade 4-8 students ONLY</b>) in their own vehicle must complete a “<i>Volunteer Driver Acknowledgement</i>” form which is valid for one school year. It is the DSBN Policy that all volunteer drivers, who are using their personal vehicles to transport students, <b>no not smoke</b> in their vehicle and leave their cell phone turned off. In accordance with Transportation Canada passenger frontal air bag regulations, all students should be seated in the back of the vehicle and properly restrained. Written permission for any child <u>to be driven by a volunteer driver</u> will also be obtained for any school sanctioned activity.</p>
<p><b>VOLUNTEERING/ POLICE CHECK</b></p>	<p>All DSBN personnel, volunteers/students from <b>post</b> secondary educational institutions, who are seeking placement at Kate S. Durdan Public School are required, according to DSBN policy, to provide a background police check to either their educational facility (University/College) or DSBN. These are also checked by the Principal. Parents and secondary school co-op students volunteering on a regular basis at Kate S. Durdan Public School do not require a police check however, are required to sign and abide by the Kate S. Durdan Public School “Volunteer Agreement” in order to maintain confidentiality and safety for our students and themselves.</p>

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<p><b>PARENTS/ VISITORS/ VOLUNTEERS IN THE SCHOOL</b></p>	<p>In order to maintain a safe school environment for our students, and also to reduce the number of disruptions in the classroom while learning is going on, we ask parents, visitors and volunteers coming to the school to comply with the following:</p> <ul style="list-style-type: none"> <li>• All parents, visitors, volunteers <b>MUST</b> report to the office upon being allowed entry (through the outside main door, door bell system) into the school building.</li> <li>• Parents waiting for their child at the end of the school day are <b>ALWAYS</b> requested to wait outside by the door that their child usually exits.</li> <li>• Should parents be waiting to talk to the teacher at the end of the school day, they are welcome to ring the bell and request permission to enter, come inside after the students have left the building and set up an appointment to meet the teacher. Please understand that teachers may have prior commitments and may not have the time to spend with you at that moment.</li> <li>• Volunteers and Visitors must sign in (and out) at the office and wear a <b>VOLUNTEER</b> or <b>VISITOR</b> sticker while at Kate S. Durdan School.</li> <li>• <b>OCCASIONAL TEACHERS/STAFF</b> must sign in at the office and wear a <b>STAFF</b> sticker while at Kate S. Durdan Public School.</li> </ul> <p>Adults roaming the building or waiting by the classroom will be approached by administration, teachers or staff.</p>								
<p><b>EMERGENCY CLOSURE</b></p>	<p>In the event of severe, inclement weather, lack of heat, or other such unplanned occurrences, it is sometimes necessary to close the school. An announcement will be made through the local radio stations, usually early in the morning. If the school closes part way through the day, staff will follow the “Emergency Priority” and the “Closure Priority” information that the parent/guardian has provided to the school.</p> <p>Listen to any of the following Radio Stations for information about ANY school closures:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">CKTB Radio 610</td> <td style="width: 25%;">905-684-6397</td> <td style="width: 25%;">CKOC 1150</td> <td style="width: 25%;">905-545-5285</td> </tr> <tr> <td>CHSC Radio 1220</td> <td>905-688-6397</td> <td>CHML 900</td> <td>905-545-5885</td> </tr> </table> <p>Should staff and students need to evacuate to an alternate location, for whatever reason, the alternate location has been determined as Westlane Secondary School, located at 5960 Pitton Road, phone 905-356-2401. “Emergency Priority” and “School Emergency Dismissal Procedures” information will be used by staff members to contact parents. However, listening to the radio station(s) is also advised.</p>	CKTB Radio 610	905-684-6397	CKOC 1150	905-545-5285	CHSC Radio 1220	905-688-6397	CHML 900	905-545-5885
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<p><b>SUPERVISION OF STUDENTS DURING “FITNESS/ NUTRITION BREAKS”</b></p>	<p>Parents are requested to complete and submit a Nutrition/Fitness Break Application/Contract for <b>each</b> of their children. The Nutrition/Fitness Break Contract information is kept in the home room classroom. Should your child disregard the four expectations during Nutrition Break, a written notice will be sent home. The first offence is usually a warning and any additional infractions result in either eating in another classroom or office foyer for a time period determined by the Principal. <b>Students who stay for Nutrition/Fitness Breaks must remain on school property during the entire break(s).</b> Should a parent grant permission for his/her child to leave school property during the second Nutrition/Fitness Break (12:30 p.m. – 1:10 p.m.) for any particular reason, it must be communicated to the teacher via a <b>written</b> note, clearly indicating the day and parent signature. A telephone call from parents indicating their child may go home for that nutrition/fitness break will <b>NOT</b> be accepted. Students going to another student’s house for the second break must obtain the signature from both parents involved. Notes indicating parental permission to have their child leave school property every Tuesday (for example) for the duration of the school year etc. will not be allowed. Notes must be dated and signed by the parent for <b>each time</b> the student is going home for the second nutrition/fitness break. Parents delivering their child’s meal(s) anytime throughout the day are requested to please leave the meal(s) at the office and the secretary will contact the student at the appropriate time so as not to disrupt the class.</p>
<p><b>SUPERVISION OF STUDENTS BEFORE/AFTER SCHOOL AND AFTER SCHOOL TEAM SPORTS EVENTS</b></p>	<p>The school entry bell signals the beginning of the school day at 8:25 a.m. Supervision by Kate S. Durdan Public School staff is provided at the back of the school beginning at 8:10 a.m.. School dismissal is at 2:50 p.m. and supervision by Kate S. Durdan Public School staff is provided at the back of the school only until 3:05 p.m. Students who wish to be spectators for before/after school practices/activities or after school sport team or events either at Kate S. Durdan Public School or at away sports games, may do so under the direct supervision of a parent/guardian or adult (not the teacher/coach if this is a sporting event/practice or other school activity). School teams are under the direct supervision of the coach/teacher.</p>
<p><b>PLAYGROUND SUPERVISION</b></p>	<p>Expectations for appropriate behaviour and activities on the playground have been clearly outlined in the Code of Behaviour for Kate S. Durdan PublicSchool. According to the Ontario School Board Insurance Exchange (O.S.B.I.E.), the following are examples of playground rules and reviewed throughout the year:</p> <p><b>GENERAL RULES:</b></p> <ol style="list-style-type: none"> <li>1. No pushing. Keep hands and feet to yourself.</li> <li>2. No running inside the play structures.</li> <li>3. Take turns.</li> <li>4. Keep away from the bottom of the slide.</li> <li>5. Skipping ropes, back packs and ropes of any kind are not permitted anywhere in the play structure vicinity.</li> <li>6. Scarves or loose drawstrings, open toed shoes (like flip flops) are NOT permitted while on the play structure.</li> </ol> <p>Students are asked to play in the designated areas of the playground, not extending beyond the first soccer field. There is a playground schedule in place for the structure equipment. Students are asked to leave all toys at home. Borrowed school equipment is to be returned to the classroom when students are finished playing with it. Food/ drink is not to be taken out to the playground. No throwing of stones, snowballs or ice is allowed. Wrestling, play fighting, tackle football or other forms of rough play are not allowed. Students are not permitted to climb in trees or on fences or access the school roof. When the bell rings, play must stop and students must line up at the door. Students must enter the building in a quiet, orderly manner using the C.H.A.M.P.s. expectations as their guide.</p>

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<p><b>PLAYGROUND EQUIPMENT</b></p>	<p>Staff members make visual playground inspections when they are outside on supervision (broken glass, loose garbage, vandalism, obvious signs of damage, animal droppings etc). The Principal makes weekly inspections for any obvious signs of damage to playground equipment. The Caretaker makes daily, weekly and monthly comprehensive inspections using the DSBN Playground Checklist in accordance with the DSBN policy. Should you observe any damage or vandalism on the play structure, we would appreciate your help by letting us know as soon as possible.</p>
<p><b>INDOOR RECESS</b></p>	<p>On <b>extremely</b> cold days, the Principal/Designate will make a decision whether students should be permitted outside. On these extremely cold days, the Fitness Break may be shortened or the students may have an indoor break. Teachers who would normally be supervising on the playground circulate to watch over indoor recess activities. Students remain in their room (having had a washroom break). Junior and/or Intermediate students often assist as classroom monitors in primary/junior classes (co-ordinated by a teacher). Staff are also on duty during indoor breaks.</p>
<p><b>HELMET USE</b></p>	<p>Parents must be aware that if students are involved in any recreational skating throughout the school year, Canadian Safety Association (CSA) approved helmets that fit properly are mandatory for Primary, Junior and Intermediate recreational skating. It will be parental responsibility to ensure CSA standards are met in regards to the helmet and that it fits properly. Teachers will not take this responsibility.</p>
<p><b>WASHROOM PROCEDURES/ STUDENT MOVING ABOUT THE SCHOOL</b></p>	<p>All Student washrooms are clearly marked “For Student Use Only”. Adult visitors who are present during school hours must use the staff washrooms. A notice is added in the “Sign in” book indicating that adults must use staff washrooms.</p> <p>During breaks (either outdoors or during indoor break), students must ask permission from a staff member in order to access the washrooms and then report back to that staff member upon their return. All staff/supervisors on duty wear a yellow/green traffic vest for easy identification and may carry a walkie talkie.</p> <p>Students, without a teacher, will not enter a storage room (gym storage included), photocopy room, stage, or wander on the Loretto Catholic School side, Caretaker’s room or any other room not designated for student use.</p> <p><b>This is strictly enforced to maintain safety.</b></p>

## Kate S. Durdan Public School Safe School Plan

### COMMUNICATION

The Kate S. Durdan Public School Safe School Plan, which includes “A Parent’s Guide to the Kate S. Durdan Public School *Safe School Plan*” as well as “A Teacher’s Guide to the Kate S. Durdan Public School *Safe School Plan*” in its entirety, will be kept in the school office, available for any parent to peruse. A copy of “A Parent’s Guide to the Kate S. Durdan Public School *Safe School Plan*” will be available through our school website.

**Any revisions to this Kate S. Durdan Public School *Safe School Plan* will be communicated to the school community through the Monthly Newsletter, which is available during the last week of each month on our school website.**

SAFE School issues are always discussed at School Council Meetings. Issues may be brought to the attention of School Council members for discussion at a meeting. Anyone may also contact a School Council member by calling Kate S. Durdan Public School (905) 356-0488 and request for a return call. School Council membership will be published in the November monthly newsletter of the school year.

***Communication to the students regarding safety arise in one or several of the following ways:***

- reminders on morning announcements,
- Safety presentations as part of the curriculum (Fire and/or Police Department, Niagara Regional Health Unit),
- Community Agency advocates,
- Health curriculum,
- **Parents are requested to review pertinent information in the Code of Behaviour with their child.**

***Communication to the staff regarding safety issues and concerns happen in a variety of ways:***

- memorandum from the Principal
- at the request of DSBN (i.e. September review of Administrative procedures),
- as required by a situation or circumstance,
- in the form of professional development from the Ministry of Education and Training directives and relevant curricula,

Health and Safety bulletins from O.S.B.I.E. and the DSBN, information presented during staff meetings.

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<p><b>COMMUNICATION (continued)</b></p>	<p><i>Communication to the community is shared in the following ways:</i></p> <ul style="list-style-type: none"> <li>○ updated security information, policy statements and procedures already in place will be published in the school newsletter,</li> <li>○ reports from the Principal at monthly School Council meetings</li> <li>○ Kate S. Durdan Public School website</li> </ul>
<p><b>SEARCHES BY NIAGARA REGIONAL POLICE</b></p>	<p>In common with the other schools in Niagara, and as part of our Safe Schools Policy, searches may be carried out by school authorities with the assistance of private companies offering drug dog services, or by the Niagara Regional Police, including the Canine Unit, at the direction of school authorities when there are reasonable grounds to suspect a breach of a school rule.</p> <p>The Principal has the authority under the Ontario <i>Education Act</i> to conduct searches which are reasonably related to the maintenance of order and discipline in the school. The Principal may retain the services of a private company or invite the Niagara Regional Police, including the Canine Unit, to accompany and assist in conducting a search that may reveal evidence of the breach of a school rule. The search may be conducted by the Principal, or designated teaching staff. Charges may be laid by the Niagara Regional Police as a result of these searches and students may be disciplined in accordance with the <i>Education Act</i>. Any drugs or drug paraphernalia that are found as a result of these searches are turned over to the Niagara Regional Police for further investigation and/or disposal. We appreciate the support of our parents/guardians and School Council in our efforts to maintain a safe school environment.</p>
<p><b>PUBLICATION OF STUDENT INFORMATION/ PHOTOGRAPHS</b></p>	<p>The posting of student photos, art work or projects on the internal school walls or hallways can be done without seeking parental permission. Posting of student photos along with their identifying full name <i>will not be allowed</i> on the school's website. Since our monthly newsletter is available on our school's website, any reference to students at our school will be by his/her first name and last initial only. In order for the school to release personal information, parents are requested to sign the "<i>Freedom of Information</i>" section which is on the reverse side of the <i>Student Verification Form</i>.</p>

## Kate S. Durdan Public School Safe School Plan

<p><b>CURRICULUM</b></p>	<p>Some of the most important lessons are those which spring from situations and other teachable moments. These lessons are on-going and incidental as opposed to being pre-planned. As well the Kate S. Durdan Public School Staff will:</p> <ul style="list-style-type: none"> <li>○ assist students to assume responsibility to learn and experience success,</li> <li>○ focus on the whole child to foster a positive self-concept,</li> <li>○ promote an atmosphere of trust, respect, and co-operation and encourage assertive interactions with peers and adults.</li> </ul> <p><b><i>The Health and Physical Education: The Ontario Curriculum Grade 1-8 (Interim Edition 2010)</i></b> emphasizes Personal Safety and Injury Prevention as a major component <u>at every grade level</u>.</p> <p>The Health teacher integrates or incorporates these expectations into programming as directed through the Ministry of Education and Training and the District School Board of Niagara policies. Teachers use a variety of programs, strategies, instructional and community resources to address category achievement levels through the expectations at their grade level.</p>
<p><b>PARKING EXPECTATIONS/ DROF OFF/ PICK UP</b></p>	<p>Safety of children is of paramount concern to all of us. Please abide by the following expectations at <b>ALL</b> times:</p> <ol style="list-style-type: none"> <li>1. Children who are in Grade 1-8, need to be dropped off and picked up at the Kalar Sports Park parking lot <b>ONLY</b>. It is like a kiss and ride. You stop alongside the gate opening, <b>kiss</b> your child goodbye, open the door, your child closes the door and leaves and you <b>ride</b> away. The next car comes up behind you by the gate and does the same.</li> <li>2. Parents dropping off/picking up your JK/SK child may park where they legally can at the front of the school and walk their child to the JK/SK entrance.</li> <li>3. If JK/SK parents find that there is no parking when trying to drop off their JK/SK child, then parents must circle around and enter the parking lot once again until one becomes available. You may also choose to park in the Kalar Sports Park parking lot and walk to the front of the school.</li> <li>4. When you enter a parking space, please turn off the ignition and park. No idling.</li> <li>5. Speed on school property is 15 km., just like the speed at the border crossings/bridge.</li> <li>6. Absolutely no parking in the <i>fire lane</i> along and across curb(s) where Kate S. Durdan Public School staff park. Signage for the Fire Lane is clearly visible.</li> </ol>

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<p><b>STUDENTS WHO ARE LATE (JK/SK- GRADE 8)</b></p>	<ol style="list-style-type: none"> <li>1. It is always important for parents/guardians to wait with your JK/SK child along the sidewalk area and wait for the JK/SK teachers to gather the children to line up for entry through the JK/SK doors.</li> <li>2. If you arrive with your child and find that the JK/SK doors are closed, this means that both the JK/SK teachers are now attending to the children in their classroom. Your child is late. The JK/SK door is always locked 24/7. Some parents have asked if this door may remain open for another 5 minutes, however, the JK/SK teachers are now inside their classrooms (through another set of doors) and cannot change their focus to watching the doors and watch the children at the same time. Parents and their JK/SK child then need to make their way to the front doors.</li> <li>3. A teacher supervises the area in between the two front doors. The teacher supervisor always opens the door for students who are late from Grades 1-8 (rather than have them constantly ring the doorbell), as well as parents and their JK/SK child. Everyone must wait in this area until the morning announcement are finished.</li> <li>4. Once the morning announcements are finished, then Grade 1-8 students, parents and their JK/SK child can make their way to the office and obtain a late slip.</li> <li>5. Parents with JK/SK children will be serviced <i>first</i> to obtain a late slip since parents always need to take their child with the late slip to the JK/SK door and bring them inside the classroom from the hallway. Also, we understand that some parents need to be on their way to work so hope that you will find this accommodation helpful. Some parents have asked why they need to wait with their JK/SK child between the two front doors and why they cannot leave their JK/SK with the teacher supervisor. We do not have a staff member to take your JK/SK child to obtain a late slip and then take them into either one of the JK/SK classrooms.</li> </ol>
<p><b>SUMMARY</b></p>	<p>We realize that it is virtually impossible to anticipate every situation that may arise regarding safety and security within our school environment. However, together we can all become more vigilant in our practices and hopefully develop awareness within our children that personal safety is a lifetime skill, which needs to be practiced on an ongoing basis.</p> <p>A secure and safe school will only exist if both home and school work together to ensure our children’s safety. We look forward to the cooperation of staff, students, parents and community as we strive together to provide our children with a “Safe Atmosphere For Education” (S.A.F.E.).</p>