

Handbook for

Community Partners



Welcome To Our Schools

Handbook for Community Partners



Welcome to our schools: Message from the Deputy Director - Operations

1.0 Role of the Principal

2.0 School Code of Behaviour

3.0 Environmental Issues

4.0 Emergency/Incident Reporting

5.0 Threats to School Safety/Emergency Procedures

6.0 Health and Safety Issues

7.0 Communications Issues

8.0 Important Policies and Procedures



Important Telephone Numbers

Life-threatening emergencies – **911**

Additional dialing requirement (e.g. 9-911)
for this school: _____

Police – non-emergency - **416-808-2222**

Oakburn Call Centre – for non-life-threatening
emergencies after hours and on weekends:
416-395-4620

Welcome Message

The Toronto District School Board (TDSB) Strategic Directions actively encourage forming strong and effective relationships and partnerships.

A key component of these partnerships is the community use of TDSB schools and other facilities in which we all work to the common goal of supporting our students and their families.

As we share space, resources and responsibility for the safety and well-being of our students, it is important that there is common understanding of TDSB policies as well as school procedures and practices. It is our hope that this manual will ensure that common understanding, and that you feel welcome and comfortable in our school as you provide service to our students and their families.

Welcome to our schools!

Penny Mustin
Deputy Director, Operations



1.0 Role of the Principal

Regulation 298 under the Education Act establishes that the Principal is in charge of the school at all times. In the absence of the Principal, a Vice-Principal will assume his/her duties.

It is the responsibility of the Principal or designate to ensure that Board policies and school procedures are followed.

Following are relevant sections of Regulation 298.

Duties of the Principal

11. (1) The principal of a school, subject to the authority of the appropriate supervisory officer, is in charge of,

- (a) the instruction and the discipline of pupils in the school; and
- (b) the organization and management of the school.

(3) In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26 (3),

- (e) provide for the supervision of pupils during the period of time during each school day when the school buildings and playgrounds are open to pupils;
- (f) provide for the supervision of and the conducting of any school activity authorized by the board;
- (o) promote and maintain close co-operation with residents, industry, business and other groups and agencies of the community;

Note: In the absence of an administrator, or outside of regular school hours, an employee of TDSB (e.g. caretaker, site supervisor) will assist you.



2.0 School Code of Behaviour

2.1 The Toronto District School Board expects its students, employees and community members to respect the dignity and fundamental rights of every individual. We encourage community partners to support staff members in the teaching process by following school expectations and routines.

2.2 National Anthem and Daily Announcements

As required by the Education Act, the National Anthem must be played each school day. Students and staff are expected to stand for the National Anthem (unless exempt); if they are in school hallways or other locations during the National Anthem, they are expected to stand still wherever they are. Community partners are asked to do the same.

Daily announcements are scheduled at some point during the school day. Students and staff are asked to listen attentively. While the announcements may not be relevant to you as a community partner, we ask that you listen quietly if you are in a school hallway.

2.3 Hats and Headgear

In our ongoing efforts to ensure that schools are safe and inclusive, school codes of conduct have a statement on the wearing of hats and headgear. School codes of conduct vary to reflect the unique characteristics of their communities. Community partners are asked to familiarize themselves with the school's practice with respect to hats and headgear and to adhere to it.

2.4 Smoking on School Property

Smoking is strictly prohibited by law anywhere on school property, both inside and outside the building. This legislation applies to all staff, students and community members who may be using the site.

2.5 Alcohol

Drinking alcohol in school buildings and on school grounds is prohibited. Permission will not be granted for community use clients, tenants in operating buildings and or business partners to serve alcohol. Alcohol may be served on Board premises for school-sponsored events only which are subject to the conditions of policy P. 011, section 3.5.

2.6 Gambling

Gambling is strictly prohibited anywhere on TDSB premises. Schools must obtain a licence to operate a raffle, bingo or draw.

2.7 Cell Phones

It is strongly recommended that all staff, volunteers, and community partners turn off their devices (or put in vibrating mode) during assigned work hours in the school. The Principal will explain how the cell phone policy applies to the specific school.



2.0 School Code of Behaviour

2.8 Washrooms

Adult members of the community who are working or volunteering in the school during the school day must use adult washrooms that are located in the Staff Room or in other locations throughout the school. See also Item 2.12.

2.9 Use of Gyms

If you are using school gymnasias as part of your program for sports activities, please ensure that all participants are wearing non-marking, rubber-soled shoes that will not mark the gym floors.

2.10 Personal Valuables

The Toronto District School Board accepts no responsibility for the loss of personal valuables that have been brought on-site. It is strongly recommended that all staff and/or volunteers working within the school leave all personal valuables at home or in another location.

2.11 Cash Handling

From time to time, it may be necessary to collect monies for special events in your program. The Toronto District School Board accepts no responsibility for the loss of funds or property. At no time should money collected be left unsecured in your work area. After hours, we recommend that you plan to have any money collected picked up and taken off site.

2.12 Site Orientation

It is recommended that you and your staff or volunteers be familiar with the location of the following:

- Emergency exits
- Washrooms
- Caretaker's Office
- Fire extinguishers
- Fire alarm panel
- First aid kits, medical alert lists, identification and location of first-aid trained staff members, AEDs (defibrillators) if available

Maps of the school are available in the Main Office and the Caretaking Office.



3.0 Environmental Issues

In the spirit of an effective working relationship, we ask that you leave your area in the same condition that you found it and that attention be paid to the following specifics:

3.1 Lights, Computers

As part of our energy conservation efforts, we ask that you turn off all lights and computers when you leave your work area.

3.2 Food

While we prefer that food not be consumed in instructional areas of the school, we know that there are rare occasions when it will be necessary. Please ensure that all refuse is deposited in appropriate containers. The Caretakers would be pleased to provide you with additional refuse containers and garbage bags when required.

3.3 Recycling

TDSB is committed to caring for the environment in a responsible way. We ask that you share in the responsibility by using recycling containers. If you require a recycling container, the caretakers would be pleased to provide it.

3.4 Windows

Please close any windows that have been opened in your work area when you are leaving for the day.

3.5 Changes to the physical facility

No changes to the physical facility may be made without prior approval. Please consult with the school principal if you wish to request improvements, repairs or maintenance to your work area. A Tenant Request Form must be completed to request any changes to the physical facility. Changes to the physical plant may only be made by employees of TDSB or contractors approved by Facility Services as governed by relevant collective agreements.

3.6 Parking

Vehicles may be parked only in designated parking areas. They must not be parked on lawns or in fire routes.



4.0 Emergency/Incident Reporting

4.1 Important Telephone Numbers

- Life-threatening emergencies – **911**

In some schools, there is an additional dialing requirement; e.g. **9-911**

Please note the appropriate dialing requirement for this school here:

- **Police** – non-emergency

A call for police assistance in a non-emergency situation should be directed to

Toronto Police Services at 416-808-2222.

- **Oakburn Call Centre** – for non-life-threatening emergencies after hours and on weekends: **416-395-4620**

In the event of accident or injury to any child or adult on TDSB property during school hours, an OSBIE (Ontario School Boards' Insurance Exchange) Incident Report Form must be completed by school or TDSB personnel as promptly as possible following the incident. The OSBIE form is available on-line at www.osbie.on.ca/incident-reports.

Community partners are required to have their own insurance. The Permit Department offers community users an opportunity to purchase OSBIE insurance. OSBIE will give the purchaser a 1-800 telephone number to call in the event of an accident. In addition, the incident should be reported to the school office with all the details so that the school can submit an on-line report.



5.0 Threats to School Safety/Emergency Procedures

The safety of both students and staff is of paramount importance to the Toronto District School Board. In consultation with the Toronto Police Service and the Toronto Fire Service, the TDSB has established detailed procedures for a variety of emergency situations in which student and staff safety must be protected. Various levels of response will be initiated according to the nature of the threat to school safety.

5.1 Weapons

Weapons are strictly prohibited inside or outside any TDSB property.

5.2 Fire Alarm/Drill Procedures

- Direction must be taken only from the Principal/designate or emergency personnel.
- The community partner in charge of your program shall follow evacuation procedures in accordance with the school's fire drill procedure.
- It is strongly recommended that you familiarize yourself with the school's Fire Safety Plan and that you know what evacuation exits and alternates are to be used by the participants and staff involved in your program. The Fire Safety Plan may be obtained from the school principal.
- The community program is responsible for any financial implication of abuse of the fire alarm system.



5.0 Threats to School Safety/Emergency Procedures

5.3 Hold and Secure or Lockdown

- Direction must be taken only from the Principal/designate or emergency personnel.
- Hold and Secure is a response to a threat in the general vicinity of a school, but not on or near school property. Staff, students and visitors are considered to be safe inside the school.
- Lockdown is a response to an emergency situation wherein the evacuation of a school building is neither safe nor advisable and steps are required to isolate students, staff and visitors from danger by having everyone remain inside the building.
- The person in charge of your program must respond in the same way as school staff members. Staff responsibilities developed by the Safe and Caring Schools Department are listed below:

Staff Responsibilities during Hold and Secure or Lockdown

- Take note of students who are missing from your room as well as any additional students who have entered your room. In the event of a Lockdown, DO NOT CALL THE OFFICE.
- Teachers/staff members should remain calm and reassure students that the emergency is under control.
- Staff members are to direct students in hallways to seek shelter in the nearest classroom.
- Staff members are to direct students in outdoor areas to immediately take cover. Return to the gym if it is safe to do so. If the threat is outdoors on or very near to school property, all outdoor activities should be cancelled and staff members and students should remove themselves as far from the threat as possible.
- Keep everyone facing away from the glass and doors where possible. Stay away from open or exposed situations.
- Pull shades or drapes and turn off classroom lights.
- Don't release anyone except by the direction of the Principal /designate or the police.
- Do not allow students or staff to use restrooms or lockers during a Lockdown.
- Turn off all electronic devices including radios, televisions and cell phones. If, however, you have vital information or need to report a medical emergency, call 911 directly.
- Everyone should lie on the floor if gunshots are heard.
- Do not call the office for general information – you will be advised.
- Prepare students for staying in a "Lockdown" mode for an extensive period of time.
- Only open the doors when an "All Clear" is given by the Principal or emergency personnel.
- ALL staff members (including visitors and volunteers) should follow these procedures in the cafeteria or lunch room space if the lockdown occurs during the lunch hour.
- Adult students, visitors and all others in the building are required to obey lockdown procedure instructions while on Board property.

5.0 Threats to School Safety/Emergency Procedures

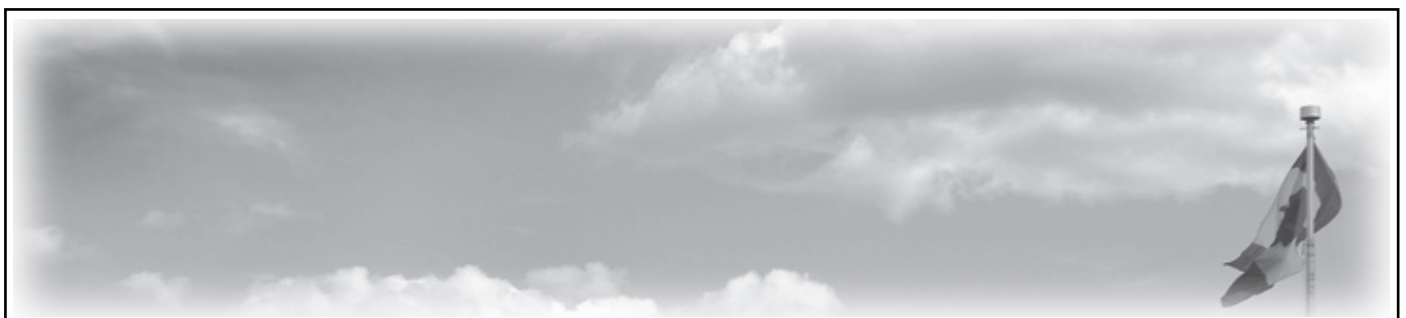
5.4 Medical Emergencies

A. Major medical emergency is any life-threatening situation: e.g. burns, heart attack, anaphylaxis, injuries (severe spinal/head fractures, bleeding, non-breathing, shock)

- Administer first aid, CPR.
- Assign individuals to call 911. Ensure the caller is capable of giving a clear overview of the situation, including the address of the site and the location of the emergency situation within the building.
- Assign an individual to meet emergency vehicles and direct emergency personnel to the emergency site. Remind your helper to ask emergency personnel to which hospital the victim(s) will be taken.
- Send any known information with the victim. If an adult victim, ensure wallet/purse is sent and notify emergency contact. If the victim is a child, notify parent or guardian to meet the child at the hospital. Notify your supervisor and/or the school principal immediately.
- Assign a staff member to accompany the victim(s) to the hospital.
- Complete appropriate accident/incident reports and submit as promptly as possible. See also item 4.2.
- Do not discuss details of the situation with anyone. If you are contacted by the media, follow media procedures. See also Item 7.3.
- Both anaphylaxis and diabetic emergencies may be life-threatening. We suggest that you have members of your group disclose any special medical concerns that have the potential to require an emergency response. Please be familiar with Operational Procedures PR.563 Anaphylaxis and PR.607 Diabetes Management.

B. Minor Medical Emergency is a serious situation that is not life-threatening:
e.g. first aid accidents

- Administer first aid.
- If the victim is a child, notify the parent/guardian.
- Notify your supervisor and/or the school Principal.
- Complete appropriate accident/incident reports and submit. See also Item 4.2.



6.0 Health and Safety Issues

6.0 Health and Safety Issues

TDSB Health and Safety Committees are committed to ensuring that the workplace is a healthy and safe environment. Staff and community partners are responsible for performing their respective duties in a manner that is safe for both themselves and their fellow workers.

6.1 Staff and community partners working in our schools must:

- Report any hazardous conditions or unsafe work procedures to a supervisor and/or the school principal.
- Report all accidents or injuries immediately. If a staff member is injured, do not move anything until the Ministry of Labour has been notified.
- Use equipment in a manner that won't endanger the person using the equipment, fellow employees or program participants.

6.2 WHMIS Training

All staff employed by the TDSB must have WHMIS training. It is recommended that community partners also have WHMIS training given by their employing agency. At the very least, all community partners must be aware of TDSB procedures relevant to acceptable chemicals that are allowed in our schools. Further information is available from the Occupational Health and Safety Office at 416-397-3210.

6.3 Cleaning Products

Under no circumstances may cleaning products be brought into any school or TDSB site. Caretaking staff will use approved products.



6.0 Health and Safety Issues

6.4 First Aid Training

It is strongly recommended that your staff/volunteers receive training in:

- Basic first aid
- CPR and the use of on-site AEDS (defibrillators)
- Epi-pen use – See Operational Procedure - PR.563 Anaphylaxis

6.5 Use of Propane Barbecue Equipment

The use of propane barbecue equipment is legislated by the Energy Act and the Propane Utilization Code and is enforced by the Technical Standards Safety Authority. Operational Procedure PR. 686 Barbecue Safety must be followed.

Guidelines for Holding a Barbecue Event

- The principal must approve the event.
- It is recommended that the barbecue equipment be rented from a reputable dealer (e.g. Enbridge) rather than purchased or borrowed.
- All donated barbecues must be in good repair.
- At no time are repairs to be made to the barbecue or its connections by school staff or community partners. Repairs must be performed by a person licensed or certified to perform such repairs.
- The tank should be full so that it is not necessary to switch tanks during the event.
- At no time is propane to be stored on school property.
- An ABC fire extinguisher should be readily at hand.
- If possible, a trained individual who is knowledgeable about the safe handling and use of barbecues should be recruited for the event.



7.0 Communication Issues

7.1 Protection of Personal Information

Personal information can only be used for the purpose for which it was collected. Staff and community partners should not disclose personal information about any staff or program participants under any circumstances. As defined by the Municipal Freedom of Information and Protection of Privacy Act, personal information includes recorded information about an identifiable individual, such as name, address, telephone number, race, ethnic origin, age or marital status. See Operational Procedure - PR. 676 Freedom of Information and Protection of Privacy.

7.2 Unexpected Closure of Program

On very rare occasions, usually as a result of extreme weather conditions or an emergency in the building (e.g. gas leak, broken water main), a school will have to be closed temporarily. The decision to close a school is made by the Director of Education.

If the school in which your program is located is to be closed, you will be notified either by the school principal or by the Occupational Health and Safety Office. While the Communications and Public Affairs Department of TDSB will make every effort to publish the information in the media, it is the responsibility of the program supervisor to notify directly the participants in a program or their parents/guardians.

7.3 Media Requests

If a media request is made for information about any aspect of your program or its role in the school, it is recommended that you consult with the TDSB Communications and Public Affairs Department who will provide advice and assistance before you respond.

7.4 Photographs

a) Photographs of Children

Permission from a parent/guardian is required if photographs of any child under the age of 18 in your program are to be taken for public use. Please consult with Communications and Public Affairs for further details and to obtain appropriate permission forms.

b) Photographs of Adults

Photographs of adults may not be taken without their express consent.

c) Cell Phones or Cameras in Changing Rooms

No cell phones or cameras are allowed in changing rooms.



7.0 Communication Issues

7.5 Use of TDSB Network

Access to and usage of the TDSB Network must be business-related only.

If you make use of the TDSB Network, please be aware of the following conditions of use:

The equipment and the interconnected network are the property of TDSB. Its usage is governed by the TDSB On-line Code of Conduct and the Employee Conflict of Interest policies, both of which lay out acceptable and unacceptable terms of usage and the consequences of misuse.

- The TDSB monitors, reviews and investigates, at its discretion, any activity that involves any thing connected to the TDSB Network including but not limited to “log files, file storage, e-mail and internet activity. Any violations of the laws of Canada, its Provinces or any relevant Treaties can be turned over to the police for joint investigation without your consent or knowledge.
- A copy of the TDSB On-Line Code of Conduct is located by clicking on http://www.tdsb.on.ca/wwwdocuments/about_us/communications/docs/OCC.pdf

7.6 School Telephones

School telephones must not be used for personal calls. They are to be used for business matters only.

7.7 Communication with School Principal

Experience has proven that regular and open communication between the school and the community partner builds a strong relationship that works to the benefit of all parties. The lead person for the community program is encouraged to have regular briefings with the school principal so that plans, events and timelines can be effectively co-ordinated.



8.0 Important Policies and Procedures

8.1 Criminal Background Checks

The volunteers/employees of a permit holder are considered to be “service providers” and, in accordance with O.Reg.521/01 must provide proof of a Criminal Background Check.

8.2 Child Abuse Reporting

The Child and Family Services Act requires a person who has reasonable grounds to suspect child abuse to report the suspicion to a Children’s Aid Society.

The Toronto District School Board has detailed procedures for reporting of abuse/neglect. See Operational Procedure - PR.560 Abuse and Neglect of Students.

Community partners dealing with such a situation should consult with the school principal or an in-take worker at the appropriate CAS.

8.3 Bullying Prevention and Intervention

To foster a school climate that is safe, secure and inclusive, the Toronto District School Board has developed and implemented Operational Procedure P.065 Bullying Prevention and Intervention. Please note the following sections of P.065:

- Bullying shall not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where engaging in bullying will have a negative impact on the school climate.
- Policies and procedures on bullying prevention and intervention, and the definition of bullying shall be communicated to students, parents, teachers and other school staff, school councils, volunteers, and school bus operators/drivers.
- Every school has a school-wide bullying prevention and intervention plan as part of the School Improvement Plan. It is recommended that you familiarize yourself with P.065 in its entirety and with the relevant section of the School Improvement Plan. The school principal can provide you with this information.



8.0 Important Policies and Procedures

8.4 Medications

Medications, both over-the counter and prescription, may not be administered to students except in accordance with Operational Procedure PR.536 Medications. The only exceptions are noted below and concern potentially life-threatening circumstances.

Diabetes and anaphylaxis are medical issues that may present life-threatening circumstances. We suggest that you ask your participants to disclose any special medical concern which may require an emergency response. Requirements for administration of any medication for either of these illnesses are detailed in PR.563 – Anaphylaxis and in PR.607 – Diabetes Management.

8.5 Human Rights

In its ongoing efforts to have a safe, equitable and inclusive workplace, the Toronto District School Board has a detailed Human Rights policy and procedure. Complaints of harassment and infringement of human rights may be addressed in a variety of ways as outlined in PR.657 Human Rights.

8.6 Workplace Harassment

Every student, employee, trustee, parent and community member has the right to learn and work in an environment free of harassment. The Workplace Harassment Policy applies to permit holders, contractors, and employees of other organizations who work on Board premises.



Related Board Policies and Procedures

Available at: www.tdsb.on.ca

Click on: [▷ About Us](#)

[▷ Policies, Procedures & Forms](#)

| | |
|---------|---|
| PR. 563 | Anaphylaxis |
| PR. 560 | Abuse and Neglect of Students |
| PR. 686 | Barbecue Safety |
| P. 065 | Bullying Prevention and Intervention |
| PR. 571 | Code of On-Line Conduct |
| P. 011 | Community Use of Board Facilities |
| PR. 666 | Community Use of Board Facilities (Permits) |
| PR. 669 | Damage and Loss |
| PR. 607 | Diabetes Management |
| PR. 676 | Freedom of Information and Protection Privacy |
| P. 031 | Human Rights Policy |
| PR. 657 | Human Rights Procedure |
| PR. 536 | Medications |
| P. 073 | Respectful Learning and Working Environment |
| P. 051 | Safe Schools Policy |
| PR. 695 | Threats to School Safety |
| P. 034 | Workplace Harassment |
| P.072 | Workplace Violence Prevention |



