

St. Anne Catholic School

Student/Parent Handbook and Code of Conduct

2025-2026

St. Anne Catholic Elementary School is an accepting, inclusive and encouraging community that nurtures individual uniqueness. Our staff and volunteers in partnership with our extended community, strive to further develop the spirituality and Catholic faith of our students. At St. Anne Catholic School we promote Catholic faith, responsibility, respect, civility and academic excellence. We are committed to supporting each student to reach their full potential.

The purpose of this Code of Conduct is to support the creation of a safe and welcoming learning environment where everyone feels valued and accepted.

STUDENT SAFETY AND SECURITY, PARENTS/GUARDIANS AND VOLUNTEERS

In the interest of safety and to prevent interruptions to classes, SCDSB policy states that all parents/guardians and visitors must inform the main office of their presence in the school. Parents who pick up their children must wait in the lobby or office area. This policy is in place to ensure the safety of all our students and to avoid confusion and disruption in the classroom. Please note that ALL entrances to the school are always locked. Anyone wishing to enter the school must use the 'buzzer system' at the main entrance to gain access to the school. All visitors are requested to sign in and asked to wear an approved identification badge. If a parent/guardian is dropping something off for their child or a teacher, it may be left at the main office.

FAITH FORMATION

St. Anne Catholic School is blessed to maintain a close relationship with our parish, St. Kevin/Our Lady of Peace. Mass dates will be shown on our EDSBY calendar. Families are encouraged to join us at our Liturgical Celebrations.

SCHOOL HOURS

8:40 a.m. Supervision begins in the school

8:55 a.m. Classes begin

10:35 a.m. Morning Recess

12:10 p.m. Lunch

3:00 p.m. Dismissal

SAFE ARRIVAL/ATTENDANCE

The Ministry of Education has mandated every school to have a safe arrival plan. Promptness and regularity reflect a desirable attendance pattern.

If your child is late or absent, please call the school at (705) 969-2101, email at stAnne@sudburycatholicschools.ca or use the EDSBY app before 8:40 a.m. If we have not heard from you by 9:00 a.m. and your child is absent we will attempt to contact you.

Attendance is a significant part of a student's educational experience and of their evaluation process. The Ministry of Education indicates that "students are to attend classes on a regular basis, unless for reason of illness." Parents/Guardians are responsible to ensure that students are attending school regularly and to communicate reasons for absences with their child's teacher and/or the main office. After an absence, a student is responsible to complete missed assignments. There are 186 days for student attendance in the 2025-2026 school year. We will be celebrating all students with great attendance at the June Celebration and throughout the year.

LATENESS

Lateness is considered another form of absence, especially if it is habitual. If your child must arrive late, please call and provide a reason. When students are late, they are to report to the office before going to class.

PICKING UP AND DROPPING OFF STUDENTS – End of Day

Please make sure to contact the school **BEFORE 2:00 p.m.** if you are making changes to your child's regular end of day routine (e.g. picking up etc...). **If you call after this time, we cannot guarantee that the message will be relayed to your child on time.**

DISMISSAL

End of the day pick up is at 3:00 PM. Unless necessary, it is best to wait until the dismissal bell to pick up your child from school. End of the day student pick up will take place at the primary exit doors in the school yard.

TRANSPORTATION/BUSSING

Bus drivers are responsible for the safe transport of our children to and from school. Parents are urged to stress the necessity of appropriate behaviours while riding the bus. Please note that should a student's behaviour on the bus become a safety hazard, transportation privileges may be suspended or revoked. Pupils excluded from buses must make their own transportation arrangements. Students and parents are reminded that buses are assigned to individuals and that once a bus is assigned the student must take the bus for the year. Remember riding a bus is a privilege, not a right.

BUS CANCELLATION DUE TO INCLEMENT WEATHER

Kindly note that parents/guardians are required to call the school even if bus transportation is cancelled due to inclement weather (ie. Snow/ice conditions) and the schools remain open. We are required by 'safe arrivals' protocol to verify the whereabouts of children who fail to arrive at school, regardless if buses are running or not.

CONSORTIUM INFORMATION

The Transportation Consortium's website is **www.businfo.ca**. This site will provide information on the status of a bus, announcements, delays and procedures. You may also refer to this site for inclement weather announcements.

Students who qualify for transportation should ride for the duration of the school year. If there are any changes to be made regarding bussing, parents are asked to notify the Transportation Consortium directly at 705-521-1234. **Please review the [Bus Regulations & Conduct](#)** located on the consortium website.

CHILD CUSTODY

Should a custody issue regarding your child come about, it is imperative that a copy of the court order(s) is provided to the school for enclosure in the student's file. Custody is a legal issue. If a court order does not exist, or if the school has not been made aware of it, then by virtue of the Children's Law Reform Act, both parents will be deemed to have equal access.

COMMUNICATION

Close connections between home and school are essential to establishing a positive school climate. It is our goal to keep families informed of what is happening at St. Anne. EDSBY will be used to communicate events and their dates; and School Cash online will be used for Hot Lunches and field trip money information. Field trip forms will be sent home as a hardcopy, as they require a signature and returned to school. Other ways to see what is happening at St. Anne include: Facebook and Instagram: @stAnneAngels

Individual teachers will also be using EDSBY to share information.

Sometimes informative notes requiring parental authorization for events such as field trips, mass celebrations, sacrament dates, school activities and volunteering will be sent home. Please sign and return these notes to ensure your child's participation.

EDSBY

EDSBY is the online communication tool used by all Sudbury Catholic District schools that helps facilitate collaboration, engagement and information exchange among students, teachers and parents. To gain access to EDSBY you will require an invitation via your personal email account and download the EDSBY app. The first time you access the app, you will be asked for the server's name, the server is "scdsb". Please contact the office if you have not been automatically invited to join.

FAMILY INFORMATION/UPDATING CONTACT INFORMATION

Please ensure the information we have on file for your child is accurate and up to date. Please advise the school immediately if changes occur (eg. Phone number, address, health concerns, custody etc.). Parents/Guardians can quickly and easily update changes to contact information by accessing our school website at <https://st-anne.sudburycatholicschools.ca/>, and select the 'Update Your Contact Information' and submit the completed form.

EMERGENCY SCHOOL CLOSING

On extremely rare occasions, circumstances may lead to an emergency school closing. Please plan with a relative, neighbour or friend so that your child has an alternative place to go if you are not available.

ILLNESS

Children who are feeling ill are very uncomfortable at school. If your child is ill, please keep them home to recover. When a child complains of feeling very ill, every effort will be made to send them home. It is imperative that arrangements are made with a relative, friend or neighbour if parents are not available to care for a sick child.

Use of the **FAMILY INFORMATION FORM** to record the name and telephone number of emergency contacts is extremely important. **Three names other than yourself MUST be provided.**

MEDICAL CONCERNS

As per SCDSB policy a medical plan will be created for all students with medical concerns. Parents/guardians must notify their child's educator and administration of any student medical condition (e.g. diabetes, epilepsy, heart condition, allergies, asthma etc...) and support in developing a Student Individual Medical Plan.

ADMINISTRATION OF MEDICATION

The Sudbury Catholic District School Board has a clear policy regarding the administration of medication to students. Listed are a few guidelines:

- The principal or his/her designate will administer the medication for student use only after written authorization on a SCDSB form that has been obtained from the parent/guardian and/or a physician.
- All medication must be turned over to the main office for proper storage, unless carried by student as per treatment plan (eg. auto injector, puffer, etc.)
- Records are maintained regarding dosage, method of administration, and storage.
- All medications must be submitted in its original prescription container with the child's name on the prescription container.

Only send the required dosage of medication to school. Ask your pharmacist for two separate containers of medication if possible. One container for home and one container for school. The school will make every reasonable effort to administer medication in time to your child. However, situations do arise that may conflict with timing of medication. If possible, time the administration of medication when your child is home. The school is not responsible for medication travelling between home and school.

ALLERGIES

Some students have life-threatening food allergies triggered through taste, touch and smell. A reaction arises from the allergen entering the student's body. If there are students that have life-threatening food allergies, we will advise families through a letter sent home about the allergy and which food product will not be allowed at the school. Do not send homemade treats to school to share with the class, instead send store bought food only.

As a general rule **we ask that families refrain from sending any peanut butter/nuts/nut oil snacks to school.** Parents/guardians are asked to read labels carefully for products that may contain nut products.

To ensure the health and safety of all who work and attend St. Anne School we are a **scent free school**. We ask everyone to refrain from using perfume, cologne, and scented lotions/creams.

Epipen - the school board has a policy for the administration of an Epipen. Upon registration, children with life-threatening allergies **must have a form completed** by parents/guardians. A waiver shall be signed allowing the child to use the Epipen when necessary. Students with severe allergic reactions should be wearing a medic alert bracelet or necklace clearly identifying his/her allergy and carry their Epipen with them at all times. ****School staff will be made aware of ALL students requiring an Epipen and the emergency procedures associated with its use.****

HOMEWORK

Homework provides students with the opportunity to reinforce and extend in-school experiences outside of the regular school day. Parents/guardians share with teachers the responsibility for the educational success of their child(ren) and should actively participate in the child's learning process.

ELECTRONIC DEVICES

To maintain a focused and engaged learning environment, students in Kindergarten to Grade 6 must ensure their personal mobile devices are stored out of view and powered off or set to silent mode throughout the full instructional day. The “instructional day” is defined as: The full span of time during which students are required to be at school. It includes both instructional and non-instructional periods (recess/lunch time). The school day typically begins when the students arrive at school and ends when they leave school grounds (ie. Load on to school bus, into car etc). If an educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the whole instructional day and the device must be placed by the student in a storage area in a location designated by the principal.

LOST & FOUND

Unclaimed articles, except jewelry and electronics will be placed in the lost and found container. Please have your child check regularly!

USE OF LOCKERS AND DESKS

Students shall keep a clean and respectable locker and desk area. Locks are not permitted on lockers. Daily, students are to return all uneaten food home and not leave them in their lockers. Lockers and desk are the property of St. Anne and can be accessed by administration at any time.

LUNCHTIME EXPECTATIONS

Students will eat lunch in their classroom and will be supervised by a lunchroom supervisor. Students are expected to be responsible in their behaviour as well as clean up after themselves. Repeated disruptive or disrespectful behaviour may result in their removal from the classroom setting and/or reassignment in an alternative classroom/location.

SCHOOL APPEARANCE

Each student is responsible for keeping our school neat and tidy by observing the following rules:

- Eat only inside the classroom.
- Keep all books in desks/baskets or on shelves when not in use.
- Wear indoor shoes ONLY while in the school. Students will need an extra pair of shoes as outdoor shoes are not to be worn in the school.

CATHOLIC SCHOOL COUNCIL

The St. Anne Catholic School Council is made up of parents, guardians, staff representatives, parish and community representatives and the principal/vice-principal of the school. The council is responsible for:

- fostering parental and community involvement in education;
- participating in the school improvement planning process; and
- advising principal, school boards and the Ministry of Education.

Our school council is Christ centered, formed by the relationship between home, school and parish. School council puts into action the tradition of recognizing parents as the primary educators of their children and being the guiding force behind the formation of a sense of school commitment.

Please consider a nomination for a position on School Council. Your participation will make a positive difference in your child’s education and in the life of our school. Elections are held in September. Information regarding school council will be sent home the first week of school.

EVACUATION PROCEDURES

The signal for an evacuation is a continuous, loud ringing. As soon as a student hears it, they must stand, walk in a single file without talking, and leave the building by the closest exit. Staff will direct students, and all students must listen carefully to staff members. Evacuation practices are required by law and are conducted to prepare students and staff for the safe evacuation of all from the school. Evacuation practices occur a minimum of six times each school year.

The school has policies in place in case there is an event that makes it necessary for us to evacuate the school area. The designated spot we will walk to is St. Jacques Church. If this is necessary, we will communicate with families through EDSBY and we will have emergency phone call logs that we will use to contact all families. Our immediate concern will be to ensure the safety of the students before we have time to communicate with those outside our school.

LOCKDOWN PROCEDURES

The lockdown will be announced to the school community through the P.A. system and a red screen will appear on the classroom PA clocks. Students will be directed to remain in their classroom or nearest classroom with the door locked. Absolutely no one will be permitted to enter or leave the school until the lockdown directive is lifted by the Principal or Greater Sudbury Police. As per policy, we will conduct two drills during the school year, the first one will occur prior to September 30th.

STUDENT DRESS CODE

St. Anne School dress code for students is in keeping with the Board's mission and vision of Catholic social teachings. If a dispute arises, the principal and/or designate will make the final determination. It is expected that the students shall have indoor and outdoor shoes. Appropriate footwear must be worn in gym class. Appropriate footwear is a shoe designed for athletic activities with a sole that provides traction and is secured to the foot.

THE PROVINCIAL CODE OF CONDUCT

The Education Act permits the Minister of Education to establish a code of conduct governing the behaviour of **all** persons in schools. The purposes of the Provincial Code of Conduct are:

- 1.1 to ensure that all members of the school community, especially people position of authority, are treated with respect and dignity.
- 1.2 to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- 1.3 to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
1. 4 to encourage the use of non-violent means to resolve conflict
- 1.5 to promote the safety of people in schools
- 1.6 to discourage the use of alcohol and illegal drugs; including cannabis, except by a medical cannabis user (as defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law)
- 1.7 to prevent bullying in schools

CODE OF CONDUCT - STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship

All members of the SCDSB school community must:

- comply with all applicable federal, provincial, and municipal laws
- comply with all Ministry of Education, school board and school policies
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need - seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- not use personal mobile devices during instructional time except under the following circumstances:
 - for educational purposes, as directed by an educator
 - for health and medical purposes
 - to support special education needs (For more information, please refer to APG SS50 – Personal Mobile Device Use)
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect both in person and online at all times, and especially when there is disagreement or difference;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability; - respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measure to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- refrain from using abusive language or swearing at another person;
- respect the need of others to work in an environment that is conducive to learning and teaching.

Sudbury Catholic Schools Code of Conduct (posted in all schools)

SCDSB CODE OF CONDUCT

Members of the school community will:

- ☺ Treat each other with kindness and respect
- ☺ Support learning and keep distractions out of the class
- ☺ Help others when they are in need

Members of the school community will not:

- ✎ Bully, cyberbully, or encourage others to do so
- ✎ Harm others, including harm with the motivation to hate or discrimination
- ✎ Use of personal mobile devices during instructional time unless permitted due to medical concerns
- ✎ Use, share or sell vape, nicotine and/or tobacco products on school property

Safety

All members of the SCDSB school community **must not**:

- engage in bullying behaviours, including cyberbullying;
- commit sexual assault or sexual harassment; - traffic weapons or illegal drugs;
- be in possession of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs; (for students, this would also include being in possession of electronic cigarette, tobacco and nicotine products)
- use, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), tobacco, electronic cigarettes, illegal drugs or related products;
- provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis and related products;
- commit robbery or theft;
- be in possession of any weapon, including firearms;
- threaten or intimidate another person;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes damage to school property, to property located on the premises of the school, or to the property of a member of the school community;
- record, take or share non-consensual recording or photos of members of the school community.

Enforcement Relating to Alcohol, Tobacco, Electronic Cigarettes, Recreational Cannabis and Related Products and Illegal Drugs

- All school must follow the direction outlined in the Local Police School Board protocol regarding mandatory and discretionary notification of incidents to the police.
- The Smoke-Free Ontario Act (2017) prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes (vaping) at schools, on school grounds and all public areas within 20 meters of these grounds. Anyone smoking or vaping on school property is guilty of an offence and if convicted may result in a fine under the Smoke-free Ontarian Act
- The Smoke Free Ontario Act also prohibits the sale and supply of tobacco or e-cigarettes to anyone under 19 years of age. Anyone who sells or supplies tobacco or an e-cigarette to a student under 19 years of age is guilty of an offence and if convicted may result in a fine under the Smoke Free Ontario Act
- In the case of these substances being found in the possession of students, parents/ guardians must be notified, and the student must surrender the items to the educator or administrator
- All confiscated items shall be kept in a locked area in the principals/vice-principals' area
- Students who possess or supplies others with these products will be addressed through the progressive discipline guidelines which must include support to learn from the behaviours.

ROLES AND RESPONSIBILITIES

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- ✓ come to school prepared, on time, and ready to learn;
- ✓ show respect for themselves, and for others, and for those in positions of authority;
- ✓ refrain from bringing anything to school that may compromise the safety of others; and
- ✓ follow the established rules and takes responsibility for their own actions.

Parents/Guardians

Parents/guardians play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students.

Parents fulfil their role when they:

- ✓ are engaged in their child's schoolwork and progress;
- ✓ communicate regularly with the school;
- ✓ help their child be appropriately dressed and prepared for school;
- ✓ ensure that their child attends school regularly and on time;
- ✓ promptly report to the school their child's absence or late arrival;
- ✓ become familiar with the Provincial Code of Conduct, the Board's Code of Conduct and School's Code of Conduct;
- ✓ encourage and assist their child in following the rules of behaviour; and
- ✓ assist school staff in dealing with disciplinary issues involving their child.

Community Partners

Through outreach, existing partnerships may be enhanced and new partnerships with community based service providers and members of the community (e.g., Elders, Senators, Knowledge Keepers) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

Police

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on the Provincial Model for a Local Police/School Board Protocol, 2024, developed by the Ministry of the Solicitor General and the Ministry of Education.

PROCEDURES FOR HANDLING PROBLEMS OR CONCERNS

Education is a shared experience, involving the home and the school, and it can be strengthened through open communication. If a parent/guardian or stakeholder has a concern about a school matter, the following procedures for review of the issue are available:

Step 1: Contact the classroom teacher/staff member to resolve the matter.

Step 2: If the situation has not been resolved, contact the school Principal. The Principal will review the issue and work to resolve the matter as quickly as possible.

Step 3: If the situation has not yet been resolved, contact the Superintendent in charge of the school involved. The Superintendent will review the matter and will respond to the stakeholder about their concern.

Step 4: If the situation has not yet been resolved, contact the Director of Education to have the matter reviewed. You may also wish to contact your local Trustee if the matter remains unresolved.

SUSPENSIONS and EXCLUSIONS

School Suspensions

A suspension means a student is removed from school temporarily for up to 20 school days. During this time, the student:

- Cannot attend or take part in regular school activities and events
- Has other opportunities to continue learning to help them stay on track with their education.

Only a principal can suspend a student.

Activities that can lead to suspension depend on the grade of the students.

Students in grade 4-12 can be suspended for:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs or being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying, including cyberbullying.
- Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

Principals will consider suspension whether the activity took place:

- At the school
- At a school-related activity, such as a field trip
- In any other circumstance where a student's behaviour has an impact on the school climate, such as cyberbullying.

If a student is in **junior kindergarten to grade 3** has engaged in any of the activities listed above, the principal will not consider suspension. The principal must consider what positive behaviour supports the school can provide to the student.

The principal can intervene to:

- Understand the root causes of the behaviour
- Provide counselling and mental health supports (with parental permission)
- Problem solve with students to identify alternative behaviour choices
- Communicate and teach behavioural expectations
- Use restorative practices to repair harm to people and relationships (with parental permission)
- Resolve conflict through discussion, helping students understand the harm caused to others because of their behaviour
- Facilitate a family or group conference to discuss the impact of the student behaviour on others in the school
- Coordinate options for the student to restore or improve the school environment either by:

- Directly addressing behaviour (in case of vandalism for example, students can work to undo the damage they have caused)
- Having students improve the school environment more broadly
- Equip children with the social-emotional and communication skills needed to:
 - Manage themselves
 - Resolve conflict
 - Develop healthy behaviour

Consideration before suspending a student

The principal must consider the individual circumstances of each student. The principal can also decide on different consequences and supports for different students. For example, two students may be involved in an incident, but the principal may only suspend one student – or a principal may suspend one student for five days but suspend another for three days and suggest counselling for both students.

Principals must consider:

- If the student does not have the ability to control their behaviour or understand the possible consequences of their behaviour.
- If the student's presence in the school does not create an unacceptable risk to the safety of another person
- The student's history (for example, personal history, such as recent trauma in the student's life)
- Whether progressive discipline has already been used
- Whether the behaviour is related to harassment because of the student's
 - Race
 - Ethnic origin
 - Religion
 - Disability
 - Gender or sexual orientation or any other type of harassment
- How the suspension will affect the student's education
- The student's age.

Students with special education needs

If a student has special education needs an individual education plan (IEP), the principal must also consider whether:

- The behaviour was a manifestation of a disability identified in the student's plan
- Appropriate accommodation has been provided
- Suspension is likely to aggravate or worsen the student's behaviour or conduct.

Contacting parents about suspensions

When students are suspended, the principal must make every reasonable effort to let parents know within 24 hours.

SUSPENSION PENDING POSSIBLE EXPULSION

Expelled students are removed from school for an indefinite time. An expulsion does not have a time limit. Students who are expelled from school must be:

- Provided with opportunities to continue their education
- Offered non-academic supports, such as counselling, to help promote positive behaviour.

Students are suspended first while expulsion is being considered. Students can be expelled from their own school or can be expelled from all schools in their school board. Students expelled from school take part in regular school activities or events (such as field trips and school team events).

Activities that can lead to expulsion

If a student in **grade 4 to 12** has engaged in any of the activities listed below, the principal will immediately suspend the student and investigate the incident to determine whether the student should be expelled.

If a student in **junior kindergarten to grade 3** has engaged in any of the activities listed below, the principal will investigate the allegations to determine if the student should be suspended or expelled.

Students can be expelled for:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing a sexual assault;
- trafficking in weapons or in illegal drugs;
- committing robbery;
- giving alcohol to a minor;
- bullying – if the student was suspended for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person;
- any activity for which a student can be suspended that is motivated by bias, prejudice or hate;
- any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

Contacting parents about suspension and possible expulsion

When students are suspended, the principal must make every reasonable effort to let parents know within 24 hours.

Investigation of activities that can lead expulsion

If a student is involved in an incident that can lead to expulsion, the principal must investigate the incident to determine if the student should be expelled. If the student is in grade 4-12, they will be suspended while the principal completes the investigation. As part of the investigation, the principal must make every reasonable effort to speak to the student, their parents and anyone else who may have relevant information. After the investigation, the principal recommends to the school board whether a student should be expelled. Only the school board can make the decision to expel a student.

Considerations before recommending an expulsion

The principal must consider the student's individual circumstances before deciding whether to recommend a student for expulsion. Each decision on discipline is unique.

Principals must consider:

- If the student does not have the ability to control their behaviour or understand the possible consequences of their behaviour.
- If the student's presence in the school does not create an unacceptable risk to the safety of another person
- The student's history (for example, personal history, such as recent trauma in the student's life)

- Whether progressive discipline has already been used
- Whether the behaviour is related to harassment because of the student's
 - Race
 - Ethnic origin
 - Religion
 - Disability
 - Gender or sexual orientation or any other type of harassment
- How the suspension will affect the student's education
- The student's age.

Students with special education needs

If a student has special education needs an individual education plan (IEP), the principal must also consider whether:

- The behaviour was a manifestation of a disability identified in the student's plan
- Appropriate accommodation has been provided
- Suspension is likely to aggravate or worsen the student's behaviour or conduct.

NOTICE TO PARENT OR GUARDIAN

Section 300.3 of the Education Act specifies that if a principal believes that a pupil has been harmed as a result of an activity described in subsection 306 (1) or 310 (1), the principal shall, as soon as reasonably possible, notify:

- The parent or guardian of the pupil who the principal believes has been harmed.
- The parent or guardian of any pupil of the school who the principal believes has engaged in the activity that resulted in the harm.

When notifying a parent or guardian of a pupil who has engaged in the activity that resulted in harm, the principal shall not disclose the name or any other identifying or personal information about a pupil who has been harmed because of the activity, except so far as is necessary to comply with his or her obligation to disclose the required information.

When notifying parents of these incidents, the principal shall invite the parent or guardian to have a discussion with the principal about the suspension that will be provided to his/her child.

However, the principal shall not, without the pupil's consent, notify a parent or guardian of a pupil who is 18 years or older, or who is 16 or 17 years old and has withdrawn from parental control. The principal also shall not notify a parent or guardian of a pupil if in the opinion of the principal doing so would put the pupil at risk of harm from a parent or guardian of the pupil, such that the notification is not in the pupil's best interests. Under subsection 301(5.5) of the Education Act, when principals have decided not to notify the parents that their child was involved in a serious student incident, they must, in accordance with Ontario Regulation 427/07, document the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision.

In circumstances where board employees have reason to believe that a student may be in need of protection, board employees must call a children's aid society according to the requirements of the Child, Youth and Family Services Act, 2017.

FAIR NOTICE TO STAFF, STUDENTS, PARENTS: COMMUNITY THREAT ASSESSMENT PROTOCOL (VTRA)

- **Sudbury Catholic District School Board** is committed to providing a safe learning environment for all individuals students, staff, and community members.
- When a person's behaviour poses a serious threat to their safety or the safety of others, the Community Threat Assessment Protocol may be activated.
- The protocol will guide agency personnel to respond quickly to threatening behaviour and put measures into place to protect others and the individual(s) of concern.
- When the Community Threat Assessment Protocol is activated parents/guardians of a minor child/youth will be notified.
- **Sudbury Catholic District School Board**, police services and community partners, including school boards will work together to assess the threat and implement interventions.
- The Community Protocol Partners will share information, advice and support, and plans will be developed to minimize risk.
- The parents/guardians of a minor child/youth who made the threat have an important role to play in the process of gathering information and establishing a plan for the minor child/youth, which will enable the team to evaluate and minimize risk.
- If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment at a Stage One will proceed.
- In sharing personal information, everyone's right to privacy will be balanced with the need to ensure the safety of all.
- If you have any questions regarding the Community Threat Assessment Protocol, please contact the Sudbury Catholic District's VTRA lead

PROGRESSIVE DISCIPLINE AND PROMOTING STUDENT BEHAVIOUR

A positive school climate is a crucial component of promoting positive student behaviour, and St. Anne School recognizes the distinctive expectations for Catholic students as an integration of body, mind and spirit. In addition, St. Anne School actively endorses a variety of programs and activities that focus on healthy relationships, inclusive and equitable learning environments, character education and positive peer relations. 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 behaviours.

When inappropriate behaviour occur, disciplinary/corrective measures may include but are not limited to the following: an apology to the victim, reprimand, warning, detention, loss of privileges, reflection (think sheet), contact parents via phone/note/EDSBY, parent meeting, removal from class, referral to counselling as available, restitution, development of a behaviour and/or safety plan, conflict mediation (school and/or police), volunteer services, peer mentoring, suspension and expulsion.

BULLYING PREVENTION AND INTERVENTION

Bullying: A form of repeated, persistent, and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. (PPM 114, Ministry of Education)

St. Anne school has an active school-wide bullying prevention and intervention plan that contains components of the following: definition of bullying, prevention strategies, intervention strategies, reporting and responding requirements, training strategies, communication and outreach strategies, and monitoring and review processes.