

Huron-Superior Catholic District School Board

BOARD MEETING

AGENDA

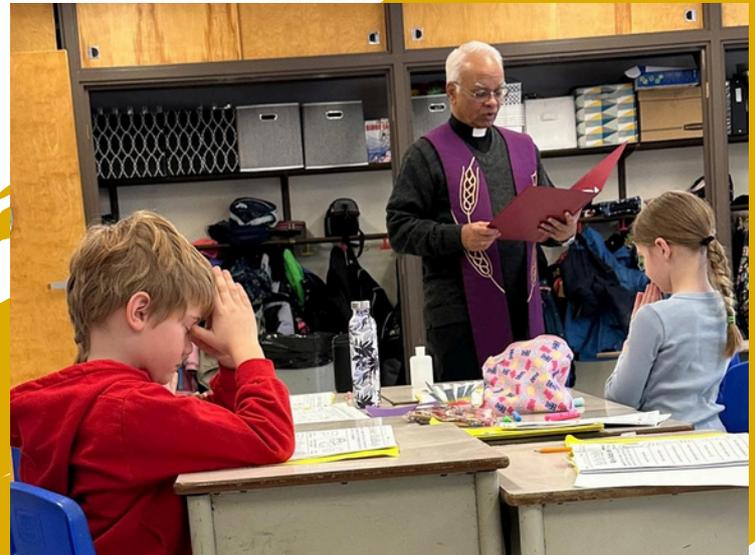
2025-2026

Wednesday, March 25, 2026

7:15 p.m.

Board Room /
Google Meet

100 Ontario Ave.,
Sault Ste. Marie, ON
705-945-5400



Photos courtesy of:
St. Mary's French Immersion School and Father Rex



**AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, MARCH 25, 2026 @ 7:15 PM
IN THE BOARD ROOM**

A CALL TO ORDER

1. **Acknowledgement of Traditional Lands –** (Student Trustee Orazietti)
The Huron-Superior Catholic District School Board recognizes that the land where we learn, work, and live is the traditional territory of Indigenous peoples who have been its caretakers for millennia. We are inspired by their legacy to care for Mother Earth, cherish the sacredness of creation, and use resources wisely and with gratitude. Today we meet on Turtle Island in the area governed by the Robinson-Huron Treaty of 1850. It is the traditional land of the Batchewana First Nation, the Garden River First Nation and the Metis settlement at Bawating. We are committed to listening, learning, and fostering meaningful relationships. We open our hearts to the teachings, knowledge, and stories shared by our Indigenous brothers and sisters.

2. **Prayer** (Pg 6)

3. **Call the Roll:**

Trustees:

Sandra Turco (Chair), John Bruno (Vice-Chair), Carol Amadio, John Caputo, Kerri Commanda, Tony D’Agostino, Wayne Greco, Lindsay Liske, Carol MacEachern, Kathleen Rosilius

Officials:

Fil Lettieri (Director of Education), Joe Chilelli, Stephanie Circelli, Justin Pino, Franca Spadafora, Syndy Withers

Student Trustees:

Abbie Dasa Kumar, Michaela Kyle, Alexander Orazietti

Guests:

Regrets:

Other Reps:

Darrell Czop (President, O.E.C.T.A.)
Marnie McDonald (Vice-President, O.E.C.T.A.)
Corey Gardi (President, C.P.C.O.)
Crystal Krauter (President, C.U.P.E.)

OUR MISSION

Persons present are invited to indicate how they have seen our Mission lived out recently in our schools and board community.

B ADOPTION OF ORDER OF BUSINESS

1. **Motion:** That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, March 25, 2026.

Are there any additions/changes/deletions?

C DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**D NEW BUSINESS****E CONFIRMATION OF MINUTES**

1. **Minutes of the Open Board Meeting of February 18, 2026.** (Pg 8)
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of February 18, 2026.
2. **Minutes of the In-Camera Board Meeting of February 18, 2026.**
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the In-Camera Board Meeting of February 18, 2026.

F BUSINESS ARISING FROM THE MINUTES**G PRESENTATIONS**

1. **Sault Ste. Marie Police Services School Liaison Officer Program** – Director Lettieri to introduce Constable Lyndsey Pilkington and Constable Mark Prophet.
2. **Menstrual Equity: Supporting Student Well-Being** – Superintendent Circelli to introduce Kristin Bateman (Algoma Public Health), Jared Lambert (Mental Health Lead), Anita Turcotte (Catholic Curriculum Coordinator K-12), and Kenzie Vandenberg (Communications Officer).

H COMMITTEE REPORTS

1. **Special Education Advisory Committee Meeting Minutes** – January 28, 2026 (Pg 11)
2. **Parent Involvement Committee Meeting Minutes** – November 13, 2025; December 11, 2025, and February 12, 2026. (Pg 15)

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **OCSTA AGM and Conference – April 30 – May 2, 2026**
Motion: That the Huron-Superior Catholic District School Board allows Carol Amadio, Wayne Greco, Lindsay Liske, Kathleen Rosilius, Sandra Turco and Director Fil Lettieri to travel to Windsor, ON to attend the OCSTA AGM and Conference on April 30 - May 2, 2026.

2. **OCSTA/OCSBOA Business Seminar – April 30, 2026**
Motion: That the Huron-Superior Catholic District School Board allows Chair Sandra Turco and Director Fil Lettieri to travel to Windsor, ON to attend the OCSTA/OCSBOA Business Seminar.
3. **300 Wing Roof Replacement – St. Basil Elementary School, SSM (Pg 29)**
Motion: That the Huron-Superior Catholic District School Board award the construction contract for the 300 Wing Roof Replacement at St. Basil Elementary School, Sault Ste. Marie, to Pro-North Roofing.
4. **Policy 2002 – Inclusive Language (Pg 30)**
Motion: That the Huron-Superior Catholic District School Board approve Policy 2002 as presented.
5. **Policy 4024 – Safe Schools and Workplaces (Pg 33)**
Motion: That the Huron-Superior Catholic District School Board approve Policy 4024 as presented.
6. **Policy 8000 – Board Operations Not Covered by Policies (Pg 64)**
Motion: That the Huron-Superior Catholic District School Board approve Policy 8000 as presented.
7. **Trustee Determination and Distribution (Pg 65)**
Motion: That the Huron-Superior Catholic District School Board approves the distribution of the trustees as presented and designate both the North and East as “Low Population Areas”.
8. **2026 Trustee Election: Delegation of Authority to Returning Officer and Authorizing Voting by Mail for Areas without Municipal Organization (Pg 69)**
Motion: That the Huron-Superior Catholic District School Board enter into a contract for the City of Sault Ste. Marie’s Clerk to act as HSCDSB’s Returning Officer for the 2026 Trustee Election.
9. **Fieldtrips (Pg 70)**
Motion: That the Huron-Superior Catholic District School Board approves the following field trip applications:
 1. St. Basil Catholic School – travelling to Halifax, NS on May 11, 2026, and returning May 14, 2026.
 2. St. Mary’s College – travelling to Barrie, ON on May 19, 2026, and returning May 20, 2026.

J INFORMATION ITEMS

1. **Reports to the Director of Education / Board of Trustees**
 - a) **SMC Activity Report** – Student Trustees Dasa Kumar, Kyle and Orazietti (Pg 77)

2. **Correspondence**

3. **Notes of Thanks**

K TEN-MINUTE QUESTION AND ANSWER PERIOD

- ON AGENDA ITEMS FOR THOSE IN ATTENDANCE

L UPCOMING EVENTS

- March 25 - The Annunciation of the Lord
- March 26 - Policy Committee Meeting
- March 29 - Palm Sunday
- March 31 - SEAC Meeting
- April 1 - April Fool's Day
- April 2 - Autism Awareness Day
- April 2 - Holy Thursday
- April 3 - Good Friday
- April 4 - Holy Saturday
- April 5 - Easter Sunday / The Resurrection of the Lord
- April 6 - Easter Monday
- April 7 - World Health Day
- April 8 - IEC Meeting
- April 12 - Divine Mercy
- April 17 - PA Day – Faith Day
- April 22 - Earth Day
- April 22 - Administrative Professionals' Day
- April 22 - Next Board Meeting

M CLOSING PRAYER – Trustee Liske

N ADJOURNMENT



Prayer

Trustee Rosilius

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

Loving and Faithful God,
As we journey through the holy season of Lent
and witness the signs of new life unfolding in spring,
we pause to place our work as trustees into Your
care.



Chair Turco

During this time of reflection and renewal,
help us to examine our hearts and our intentions.
Strip away anything that distracts us from serving
with humility,
integrity, and love for the students, families, and
staff entrusted to us.



Trustee Amadio

Just as the earth awakens after winter,
renew our spirits with hope and courage.
Plant within us seeds of wisdom, patience, and
compassion,
that our decisions may nurture life, dignity, and justice
within our Catholic schools and communities.



Vice-Chair Bruno

May this Lenten season call us to deeper faith,
to listen more closely to Your voice,
and to lead not for recognition,
but in service to the common good.



Trustee Caputo

As spring reminds us of resurrection and promise,
may our leadership reflect trust in Your providence
and confidence in the new life You continually bring forth.

We ask this through Christ our Lord.
Amen.

In the name of the Father, and of the Son, and of the Holy
Spirit, Amen.





Huron-Superior Catholic
DISTRICT SCHOOL BOARD

our mission

Rooted in Jesus Christ, we are a Catholic learning community called and committed to develop the full potential of each child and to nurture a personal relationship with Jesus that will inspire Catholic leadership.

our values

Dedicated to excellence in education and the desire to live the values of Jesus we strive to:

- affirm the sacredness of life and respect for all creation
- reverence the dignity of each person as a Child of God
- provide an enduring education that reflects the essence of our Catholic traditions
- proclaim Christ's message throughout the curriculum
- celebrate God's love in prayer, at Eucharist and in all sacramental moments of life
- create sacred learning environments
- cultivate enriching opportunities that will deepen faith.

our vision

Guided by the Spirit on our journey, together with family and Church, we mutually invite, encourage and support one another in our efforts to transform the world.

Journey Together in Faith and Learning

**MINUTES FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, FEBRUARY 18, 2026 @ 7:15 PM
IN THE BOARD ROOM**

PRESENT:**Trustees:**

Sandra Turco (Chair), John Bruno (Vice-Chair), Carol Amadio, John Caputo (virtual), Tony D'Agostino, Wayne Greco, Lindsay Liske, Carol MacEachern (virtual), Kathleen Rosilius

Officials:

Fil Lettieri (Director of Education), Joe Chilelli, Stephanie Circelli, Justin Pino, Franca Spadafora, Syndy Withers

Student Trustees:

Abbie Dasa Kumar, Michaela Kyle, Alexander Oraziatti

REGRETS:

Kerri Commanda

Values and Vision

Trustees Greco and Amadio had the privilege of attending Family Day at St. Kateri and witnessed the students and families being reconnected with the land and enjoying their learning opportunities. Greco also commented on the recent renovations and how impressive and beautiful the space is.

Trustees Amadio, D'Agostino and Greco spoke highly of the St. Francis French Immersion Grade 8 Entrepreneurship Day. Students impressed all those who attended and were very excited to explain their projects and the process to achieve their goals. Students beamed with pride, as did their parents and teachers.

Chair Turco attended the Shrove Tuesday event at St. Basil Catholic Elementary School and had a great time connecting with staff members and students as they enjoyed pancakes and sausages.

Superintendent Pino highlighted our partnership with Tenaris and their invaluable assistance in helping with the development of the Board's STEAM Lab. Through their most recent generous donation of \$78,500, the Board is able to enhance learning opportunities and support programming at the STEAM Lab. We are blessed to have such a valued partner.

On February 6, 2026, elementary schools participated in a successful basketball tournament at St. Mary's College, highlighting student growth in teamwork and sportsmanship. Superintendent Chilelli noted the upcoming East District Basketball Tournament planned in Blind River. These tournaments and the ongoing regular season continue to foster the development of the "whole person"—mind, body, and spirit—through the dedication of staff and volunteers.

*In celebration of Kindness Week, Director Lettieri highlighted that the Board, and Kindness Week Committee member, Frank Sarlo, have provided all schools with the book *Odin the Owl* and "kindness passports" to encourage student kindness. This initiative challenges students to track their acts of kindness, with the school accumulating the most entries winning \$500 to donate to a local charity. The program aims to foster a spirit of generosity and community contribution across the entire school system.*

Adg# Mtn#

- B-1** **B-1080** **Moved by: C. MacEachern** **Seconded by: W. Greco**
That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, February 18, 2026.
CARRIED
- E-1** **B-1081** **Moved by: J. Bruno** **Seconded by: K. Rosilius**
That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of January 21, 2026.
CARRIED
- E-2** **B-1082** **Moved by: L. Liske** **Seconded by: J. Caputo**
That the Huron-Superior Catholic District School Board approve the Minutes of the In-Camera Board Meeting of January 21, 2026.
CARRIED
- G-1** **Holy Angels Continuing Education – Serving Learners Throughout our District and Providing Opportunities for All**
Domenic Rosso (Principal, Holy Angels Adult Learning Centre) and Carolina Germanili (Outreach Teacher, Holy Angels Adult Learning Centre) shared their vision and the plans that they have for expansion of the Board’s adult learning program. Aligned with HSCDSB’s mission to develop the full potential of every learner and to reverence the dignity of each person, our outreach program expands inclusive access to education for diverse adult learners. We offer a unique opportunity to those in our communities who need an alternative solution. There are currently five learning centres in Sault Ste. Marie with hopes to expand further in the East and North.
- I-1** **B-1083** **Moved by: L. Liske** **Seconded by: C. Amadio**
That the Huron-Superior Catholic District School Board approves the School Year Calendar for the 2026/2027 school year, as recommended and outlined in “OPTION 1”.
CARRIED
- I-2** **B-1084** **Moved by: W. Greco** **Seconded by: J. Bruno**
That the Huron-Superior Catholic District School Board approve Policy 4019 as presented.
CARRIED

- I-3 B-1085 Moved by: K. Rosilius Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board approves the following field trip applications:
1. St. Basil Catholic School – travelling to Gatineau, QC and Ottawa, ON on April 8, 2026, and returning April 15, 2026.
 2. Holy Family Catholic School – travelling to Toronto, ON on June 17, 2026, and returning June 19, 2026.
 3. St. Mary’s College – travelling to Halifax, NS on May 11, 2026, and returning May 14, 2026.

CARRIED

J-1-a SMC Activity Report
Student Trustees Dasa Kumar, Kyle and Orazietti highlighted some of the February events at the school, including components from faith, sports, Student Council, Indigenous Student Union and Student Senate. A few noteworthy items were “Pause, Pray, Pass”, Annual Winter Formal, “Returning to the Circle” and “Matchomatics”.

- N-1 B-1086 Moved by: J. Bruno Seconded by: T. D’Agostino**
That the Huron-Superior Catholic District School Board meeting of Wednesday, February 18, 2026, adjourns at 8:10 p.m.

CARRIED

Chairperson: _____

Secretary: _____



SPECIAL EDUCATION ADVISORY COMMITTEE

S.E.A.C.

Minutes

Date: January 28, 2026

Location: Board Room
Time: 4:00pm - 6:00pm

Attendance: Laurie Barbeau, Tina Coombs, John Caputo, Theresa Coccimiglio, Irma DiRenzo, Mike Duclos, Wayne Greco, Mary Ogenyi-Igoche, Rachelle Lambert, Fil Lettieri, Jacques Ribout, Tiana Rushon, Franca Spadafora, Sandra Turco, Rosanne Zagordo

Student Trustees and Guests: Joe Chilelli, Abbie Dasa-Kumar, Michaela Kyle, Mike Oliveira, Alexander Oraziatti, Justin Pino

Regrets: Jared Lambert

Google Meet: <https://meet.google.com/iiq-eodj-jmo>

AGENDA ITEMS		ACTION	WHO	WHEN
1.	WELCOME and Introductions LAND ACKNOWLEDGEMENT BOARD PRAYER	Catholicity - HSCDSB Land Acknowledgement	Rosanne Zagordo Franca Spadafora	
2.	ACCEPTANCE OF PREVIOUS MINUTES - December 17, 2025	<ul style="list-style-type: none"> Minutes were accepted 	Tina Coombs	
3.	AGENDA ADDITIONS/CHANGES	<ul style="list-style-type: none"> View the Shelley Moore videos as per Jacques request- Five More Minute Videos 	Jacques Ribout	February

4.	<p>GUEST(s): REPORTS</p> <ul style="list-style-type: none"> ● SMC Student Trustees ● Justin Pino ● Joe Chilelli, Mike Oliveira 	<ul style="list-style-type: none"> ●  January 2026 SEAC Report ● The Special Education Comparison Report was presented. ● The Math report was presented to SEAC. 	<p>Justin Pino</p> <p>Joe Chilelli Mike Oliveira</p>	
5.	<p>MINISTRY UPDATES</p>	<ul style="list-style-type: none"> ● Special Incidence Portion (SIP) modernization review data to be submitted by January 30, 2026. 	<p>Franca Spadafora</p>	
6.	<p>SEAC BUSINESS</p> <ul style="list-style-type: none"> ● MACSE UPDATES ● (Ministers Advisory Council on Special Education) ●  Special Education Ad... ● Roles and Responsibilities for SEAC members ● Bio for SEAC members 	<ul style="list-style-type: none"> ● Mid-Year Review SEAC Recommendations update was presented. ● AI licences and PD is occurring ● Blind/Low Vision teacher started in January and works with students and staff. ● The Learning Library had a refresh for easier access. ● Stephanie Parniak had an information session for Specialized Classroom Teachers for Religion resources and programs. 	<p>John Caputo Franca Spadafora</p>	
7.	<p>BUSINESS CARRIED FORWARD</p>			
8.	<p>SUPERINTENDENT, COORDINATOR and MENTAL HEALTH LEADER'S REPORTS</p>	<ul style="list-style-type: none"> ● A Special Education Appeal Board update was brought forward which included an update on the meeting and next steps. ● MYSP- a stakeholder feedback session will be held for SEAC in February. Fil invited everyone to respond to the survey. ● Speech Language Pathologist - Miranda Abelson has started providing services to students and assessments. ● Wednesday June 3- Red shirt day. We are encouraged to wear red shirts in support of Easter Seals. ● Inclusive education month through CLA. ● Big Brothers/Big Sisters in school mentoring programs will begin at St. Basil. ● Transition to Kindergarten meetings have started. Meetings are held at Waabinong and THRIVE. 	<p>Fil Lettieri</p> <p>Franca Spadafora</p> <p>Rosanne Zagordo</p>	

		<ul style="list-style-type: none"> Transition meetings to ILS at SMC have been completed. There are 6 transition days for students to participate in from January to June. The Mental Health team is working with community partners ARTO/VRTA. 		
9.	ASSOCIATION REPORTS			
a.	NORTH SHORE TRIBAL COUNCIL (R. Lambert)	<ul style="list-style-type: none"> No report at this time. 	Rachelle Lambert	
b.	AUTISM ONTARIO SSM CHAPTER PARENT INVOLVEMENT COMMITTEE (I. DiRenzo)	<ul style="list-style-type: none"> Bill 33 update from Provincial meeting and more information to follow. Activities such as Celebrate the Spectrum will be announced with Tye Dye activities. An event will be held at the Youth Hub - details to follow. 	Irma DiRenzo	
c.	ALGOMA FAMILY SERVICES (T. Coccimiglio)	<ul style="list-style-type: none"> Child Psychologist - Dr. Ulzen was available for service this past month. Students at SMC who see Theresa get quick access to this service. 	Theresa Coccimiglio	
d.	THRIVE – WELL BEING COMMITTEE (T. Coombs)	<ul style="list-style-type: none"> Full transition to Kindergarten meetings will be held with HSCDSB starting Feb. 2, 2026. Entry to School program is starting in March. 	Tina Coombs	
e.	COMMUNITY LIVING ALGOMA (J. Ribout)	<ul style="list-style-type: none"> Together we are Better. The contest is in full swing. Summer employment from the CLA website is posted- 8 and 16 week programs are offered. Job applications are posted. Jacques provided a CLA pamphlet for distribution. 	Jacques Ribout	
f.	MEMBERS-AT-LARGE (L. Barbeau, M. Duclos, M.Mary Ogenyi-Igoche)	<ul style="list-style-type: none"> A question came up about Dual Diagnosis and how we are serving students who are affected. 	Laurie Barbeau Mike Duclos Mary Ogenyi-Igoche	
g.	MEMBER-AT-LARGE – FOCUS ON FAITH (I. DiRenzo)	<ul style="list-style-type: none"> No report at this time. 	Irma Drenzo	
h.	EASTER SEALS (T. Rushon)	<ul style="list-style-type: none"> Easter Seals camp registrations are now open in January. These are week-long camping experiences that also offer family camping experiences. Red shirts are available on the Easter Seals website. There are awareness walks going on in Ontario, but not in Sault Ste. Marie yet. 	Tiana Rushon	

i.	TRUSTEES' REPORTS (J. Caputo, W. Greco)	<ul style="list-style-type: none"> The parent support office needs to be in place by September 1, 2026. 	John Caputo Wayne Greco	
10.	ADJOURNMENT	<ul style="list-style-type: none"> Meeting was adjourned at 6:16 pm 	Irma DiRenzo	
11.	NOTES			

Next Meeting: Wednesday, February 25, 2026

Location: St. Basil Elementary School

Time: 4:00-6:00 pm



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

Parent Involvement Committee
Agenda and Minutes

Date: Thursday, November 13th, 2025

Time: 6:00 p.m.

Location: Teams Meeting and Boardroom

Attendance:

Linda Barone, Paul Best (Principal), Vitra Bishop, Kasia Ceglarz (SEAC), Joe Chilelli (Superintendent), Tony D’Agostino (Trustee), Stephanie Francella-Stephen(OECTA), Fil Lettieri (Director), Tiziana Palumbo (Vice Principal), Nadia Zanatta (Vice Principal-Secretary), Anthony Orazietti, Calyssa Skeggs, Christina Aquino-Soriano

Regrets: Kasia Ceglarz (SEAC), Randi Ducharme, Audrey Brindley

Chair: Anthony Orazietti

Minutes: Nadia Zanatta

AGENDA ITEMS		DISCUSSION POINTS	LED BY
1.	Welcome, Land Acknowledgment	<p>Today we meet on Turtle Island in the area governed by the Robinson-Huron Treaty of 1850. It is the traditional land of the Batchewana First Nation, the Garden River First Nation and the Metis settlement at Bawating. We commit ourselves to work on the TRC’s Calls to Action that focus on education. We hope to one day know and understand the true history of Canada so we can live into reconciliation with Indigenous peoples on the land. Let us journey together in a good way.</p> <p>Fil recited the Land Acknowledgement to the group.</p>	Fil Lettieri
	Prayer	<p>Our Prayer for 2025-2026</p> <p>Joe recited the Catholic Education Week Prayer to the group.</p>	Joe Chilelli



2. Introductions

All members introduced themselves and their connection to this Committee:

Joe Chilelli - Superintendent in his 2nd year with PIC responsibilities - acknowledges the important work of this group - looking forward to our impact this year

Fil Lettieri - Director of Education - two years as Superintendent of the PIC - recognizes the work and impact of the Committee

Anthony Oraziotti - daughter in Grade 9 at SMC - a member of the PIC for the last 5 years - recently elected as Chair for the SMC CSC - recognizes the importance of parent involvement in schools

Paul Best - Principal at St. Paul Catholic School - a member of the PIC for 9 years - appreciates the composition of the Committee as the gathering of many stakeholder representatives - we are here to serve the students

Tony D'Agostino - current Trustee Representative for the PIC - member for the last 3 years - secondary coach within our system - appreciates the relationships that he builds with students and the impact of parent involvement from this Committee

Nadia Zanatta - Vice Principal of Outdoor Education at Holy Cross - a member of the PIC for 7 years - looking forward to our impact this year - values the importance of parent engagement

Tiziana Palumbo - Vice Principal at SMC - a member of the PIC for 6 years - recognizes the importance of parent involvement for success

Christina Aquino-Soriano - 2 sons - youngest at Holy Cross in Grade 6 Outdoor Education and older son at SMC in Grade 9 - first year on the PIC - current co-chair of the Holy Cross CSC

Vitra Bishop - 2nd year on the PIC - son and daughter both attend SMC in Grades 10 and 12 - looking forward to this year

Linda Barone - community representative at SMC - children graduated from SMC - 3rd year on PIC

Calyssa Skeggs - 2 daughters (Grades 2 and 5) at St. Mary's French Immersion - first year on the PIC - looking forward to the year

PIC Members

		<p>Stephanie Francella-Stephen - representing OECTA on the PIC - son in Grade 10 at SMC - previous role on PIC was parent</p>	17
3.	Guidelines of PIC	<ul style="list-style-type: none"> ● Policy 4001 and Procedural Guidelines for Parent Involvement Committee <ul style="list-style-type: none"> - These have been updated ● The purpose of PIC is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. ● Mandate: <ul style="list-style-type: none"> <input type="checkbox"/> Supporting and enhancing meaningful, inclusive, and constructive parent involvement <input type="checkbox"/> Facilitating communication among Catholic School Councils and the Director of Education and Trustees <input type="checkbox"/> Seeking the advice and ideas of Catholic School Councils, other parents, parishes and community partners as they plan and implement strategies to involve more parents <input type="checkbox"/> Proclaiming and promoting the distinctiveness and value of Catholic education in our community <input type="checkbox"/> Approving the expenditures for activities or projects funded with the Ministry's Parent Involvement funding <input type="checkbox"/> Reporting regularly to the Board through minutes of its meetings <p>Joe reviewed the guidelines and mandates of the Parent Involvement Committee.</p>	Joe Chilelli Anthony Orazietti
4.	Election of Chair (If required)	<p>Anthony Orazietti is acclaimed as Chairperson for the next two school years (2025/2026 + 2026/2027).</p>	Joe Chilelli
5.	Catholic School Council Updates	<p>St. Mary's French Immersion - great turnout at the first CSC (11-12 parents) - successful Halloween Dance - not so much as a fundraiser but more of a community building initiative - finished a fundraiser for holiday wrapping paper, etc.</p> <p>St. Paul - two meetings - a variety of new families - representing all divisions in the school - Halloween Dance - collecting canned goods for the Soup Kitchen - donation from Canteen sales to Helping Hands and Caring Hearts</p> <p>Holy Cross - two meetings - current Chair - trying to grow the Council - Halloween Dance raising over \$1500 - working on School Climate - working towards outdoor equipment (soccer netting) - planning for the 12 Days of Christmas - in the planning stages of submitting a PRO Grant application</p>	PIC Members

		<p>- focussing on Staff appreciation around the holidays</p> <p>St. Mary's College - Game Knight Delights for SMC home game Canteens and elementary tournaments - also many events taking place</p>	18
6.	SEAC Update	<p>SEAC Update Kasia Ceglaz is the representative on the PIC from the SEAC - bringing the perspective of Special Education.</p> <ul style="list-style-type: none"> - Fil reported that the Trustees recently approved 3 new SEAC members at large. <p>SEAC Recommendation and Board Responses This item will be deferred to the next meeting.</p>	Joe Chilelli and SEAC Representative
7.	PIC Annual Report from 2024-2025	<p>PIC Report Joe reviewed the highlights of the report - recognizing the work that was done during the 2024/2025 school year.</p> <p>Artificial Intelligence</p> <ul style="list-style-type: none"> - Development of HSCDSB Guiding Principles - Magic School as a platform for students and staff - Ongoing work with Northern Boards + local Digital Steering Committee <p>Communication Tool</p> <ul style="list-style-type: none"> - This was a suggestion from the PIC - standardizing communication methods/tools - Purchased My PowerHub - syncing to our current platforms (ex: School Messenger) - Translation in multiple language - Trialing the platform in various schools - Effective for all schools September 2026 - Secure platform - This is an example of something that the PIC brought forward as a recommendation and the Board has changed the practice (budget expense) 	Joe Chilelli
7.	Parent Engagement Funding	<ul style="list-style-type: none"> ● PRO Grant Applications: <ul style="list-style-type: none"> ➤ Applications for PRO Grants are due December 1st. 	Joe Chilelli PIC Members

		<table border="0"> <tr> <td colspan="3">Parent Engagement Component</td> </tr> <tr> <td>3.1</td> <td>Parent Involvement Committee (PIC) Amount</td> <td style="text-align: right;">5,735</td> </tr> <tr> <td></td> <td>.....\$5,000 + (Average Daily Enrolment x 0.17)</td> <td></td> </tr> <tr> <td>3.2</td> <td>School Council Amount</td> <td style="text-align: right;">8,500</td> </tr> <tr> <td></td> <td>.....Parent Engagement School Based Amount - School Council Component (from Section 7A Parent Engagement Component school level report)</td> <td></td> </tr> <tr> <td>3.3</td> <td>Parents Reaching Out (PRO) Amount</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td></td> <td>.....Parent Engagement PRO Board Amount \$1,500 + Parent Engagement School Based Amount - PRO Component (from Section 7A Parent Engagement Component school level report)</td> <td></td> </tr> <tr> <td>3</td> <td>Parent Engagement Component</td> <td style="text-align: right;">24,235</td> </tr> <tr> <td></td> <td>.....item 3.1 + item 3.2 + item 3.3</td> <td></td> </tr> </table> <p>Joe sent an email to all Principals and Vice-Principals with the application template for PRO Grants. They are due on December 1st.</p>	Parent Engagement Component			3.1	Parent Involvement Committee (PIC) Amount	5,735	\$5,000 + (Average Daily Enrolment x 0.17)		3.2	School Council Amount	8,500	Parent Engagement School Based Amount - School Council Component (from Section 7A Parent Engagement Component school level report)		3.3	Parents Reaching Out (PRO) Amount	10,000	Parent Engagement PRO Board Amount \$1,500 + Parent Engagement School Based Amount - PRO Component (from Section 7A Parent Engagement Component school level report)		3	Parent Engagement Component	24,235	item 3.1 + item 3.2 + item 3.3		19
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8.	PIC Project	<ul style="list-style-type: none"> ● PIC budget for 2025-2026 is \$5, 735. ● School Council Account - approximately \$400 for each school to support CSC initiatives ● PRO Grant - \$10,000 to focus on applications from schools <p>Project ideas for this year:</p> <ul style="list-style-type: none"> - Education Week 2026? - Joe shared some overarching ideas of STEAM, Math, AI, Outdoor Education - as a starting point for consideration <p>Survey</p> <ul style="list-style-type: none"> - Nadia and Joe will create and share the survey to all schools for parent/guardian/staff input <p>A list of previous events will be shared with members to help make an informed decision for this year's event.</p>	PIC Members																											
9.	Meeting Dates	<ul style="list-style-type: none"> ● Proposed Meeting Dates: <ul style="list-style-type: none"> ➢ Meeting #1 - Thursday, November 13, 2025 at 6:00 p.m. ➢ Meeting #2 - Thursday December 11, 2025 to Review PRO Applications. ➢ Meeting #3 - Thursday February 12, 2026, 2025 at 6:00 p.m. ➢ Meeting #4 - Thursday April 23, 2026 at 6:00 p.m. ➢ Parent Involvement Committee Event - TBD ➢ Meeting #5 - Thursday May 28, 2026 at 6:00 p.m Social and Wrap up. <p>We will continue with in-person meetings, with a virtual option.</p>	Joe Chilelli																											
10.	New Business	<ul style="list-style-type: none"> ● AI and Home-School Communication Update ● Student and Family Support Offices - Ministry memo provided to Directors and Trustees today - honoring parent voice 																												

		<ul style="list-style-type: none"> - Parents having a resource to navigate concerns - In some areas - local Trustees are not available - The Board has until March of 2026 to draft a plan to the Ministry about the execution - Currently - there is a policy and procedural guidelines regarding complaint processes ● Other 	20
11.	Adjournment	<ul style="list-style-type: none"> ● The meeting was adjourned at 7:16pm. 	



Parent Involvement Committee

(Sub-committee meeting to Approve Parents Reaching Out Grant Proposals)

Agenda and Minutes

Date: Thursday, December 11, 2025

Time: 6:00 p.m.

Location: Teams Meeting and Boardroom

Attendance: Linda Barone, Paul Best (Principal), Vitra Bishop, Joe Chilelli (Superintendent), Tony D’Agostino (Trustee), Fil Lettieri (Director), Tiziana Palumbo (Vice Principal), Nadia Zanatta (Vice Principal-Secretary), Anthony Orazietti

Regrets: Christina Aquino-Soriano, Calyssa Skeggs, Kasia Ceglaz (SEAC), Stephanie Francella-Stephen(OECTA), Randi Ducharme, Audrey Brindley

For Previous Minutes click [HERE](#).

Chair: Anthony Orazietti

Minutes: Nadia Zanatta

AGENDA ITEMS		DISCUSSION POINTS	LED BY
1.	Welcome, Land Acknowledgment	<p>Today we meet on Turtle Island in the area governed by the Robinson-Huron Treaty of 1850. It is the traditional land of the Batchewana First Nation, the Garden River First Nation and the Metis settlement at Bawating. We commit ourselves to work on the TRC’s Calls to Action that focus on education. We hope to one day know and understand the true history of Canada so we can live into reconciliation with Indigenous peoples on the land. Let us journey together in a good way.</p> <p>Fil recited the Land Acknowledgement to the group.</p>	Fil Lettieri
2.	Prayer	<p>Our Prayer for 2025-2026</p>	Joe Chilelli



		Joe recited the Catholic Education Week Prayer to the group.	22
3.	Review of Parents Reaching out guidelines	Joe reviewed the guidelines of the Parent Reaching Out Grant. Tony suggested - for future reference - to create a template (ex: Google Form) to identify the purpose of the funds and examples of how ideas connect directly to parent engagement.	Joe Chilelli
4.	Review and selection of PRO grant applications	<p>The Committee reviewed all of the applications. Quorum could not be met as there were not enough parents who attended the meeting so we proceeded with a subcommittee meeting for PRO grant proposals. The subcommittee made the recommendation below to be approved by the full committee.. A motion of electronic approval will be sent to all members (Joe will send this).</p> <p>All submitted applications were approved. A summary chart is attached. Approximately \$1300 of funds remaining</p> <ul style="list-style-type: none"> - All proposals will be rounded to the nearest \$100 - \$1000 will be dedicated towards an anticipated Curriculum proposal to support Family Literacy Night **if this \$1000 is not required - the funds will be reallocated <p>Once there is confirmation of approval of proposals (through electronic vote) - Joe will communicate to the applicable Principals/Vice-Principals.</p>	Anthony Oraziotti
5.	Summary of Survey Results (PIC Event)	<p>14 participants (City + North) completed the survey: Elementary Panel - 11 Secondary Panel - 0 Both Panels - 2 Neither Panel - 1</p> <p>Top 3:</p> <ol style="list-style-type: none"> 1. STEAM - 8 2. OUTDOOR EDUCATION - 6 3. MENTAL HEALTH + WELL BEING - 6 <p>Considerations - online option for those who cannot attend in-person <u>**This will be deferred to the next meeting**</u></p>	Nadia Zanatta
6.	Upcoming Meetings	<ul style="list-style-type: none"> ➤ Meeting #1 - Thursday, November 13, 2025 at 6:00 p.m. ➤ Meeting #2 - Thursday December 11, 2025 to Review PRO Applications. ➤ Meeting #3 - Thursday February 12, 2026, 2025 at 6:00 p.m. ➤ Meeting #4 - Thursday April 23, 2026 at 6:00 p.m. 	Joe Chilelli

		<ul style="list-style-type: none"> ➤ Parent Involvement Committee Event - TBD ➤ Meeting #5 - Thursday May 28, 2026 at 6:00 p.m Social and Wrap up. 	23
7.	Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 6:45pm. 	

PRO GRANT APPLICATION:

	SCHOOL NAME	PROJECT NAME	SCHOOL SIZE (# of students)	PROJECT REACH	FUNDS REQUESTED
1	St. Augustine French Immersion Catholic School	Family Rock Painting Night		All parents/caregivers will be invited to attend. 69 SAFI families, plus up to 18 staff members.	\$ 1,142.73
2	Holy Name of Jesus	Multicultural Family Lunch		Approximately 20 families and parents from our school community.	\$ 1,225.00
3	St. Basil's Catholic School White River	Book Fair and Reading Night		Approximately 50 families with children in the community of White River and about the same number at Pic Moberg First Nation. Partnering with White River Public Library and the White River Child Care in hopes of reaching most of these families.	\$ 550.00
4	Our Lady of Fatima	Family Craft Night: Custom Family Signs with STEAM Integration		Anticipate reaching approximately 20 families and parents from our school community. We will also explore partnerships with local community organizations, such as APANO to further support the event, if applicable.	\$ 1,200.00

5	Holy Cross Catholic School	Holy Cross Family Paint Night	480	School services over 200 families.	\$ 2,000.00
6	St. Mary's College	Health and Wellness Fair - "FEEL THE ENERGY"	900 (approx)	All SMC families will be invited - including new families to the school, our grade 6, 7 and 8 families, as well extending as to the community.	\$ 2,000.00
7	St. Paul Catholic School	A.I. Parent Engagement Night	400	250 families	\$ 690.00
TOTAL FUNDS REQUESTED FROM ALL PRO GRANT APPLICATIONS					\$ 8,807.73



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

Parent Involvement Committee
Agenda and Minutes

Date: Thursday, February 12, 2026

Time: 6:00 p.m.

Location: Teams Meeting and Boardroom

Attendance: Linda Barone, Paul Best (Principal), Vitra Bishop, Joe Chilelli (Superintendent), Tony D’Agostino (Trustee), Fil Lettieri (Director), Tiziana Palumbo (Vice Principal), Nadia Zanatta (Vice Principal-Secretary), Anthony Orazietti

Regrets: Christina Aquino-Soriano, Calyssa Skeggs, Kasia Ceglaz (SEAC), Stephanie Francella-Stephen(OECTA), Randi Ducharme, Audrey Brindley

For Previous Minutes click [HERE](#).

Chair: Anthony Orazietti

Minutes: Nadia Zanatta

AGENDA ITEMS		DISCUSSION POINTS	LED BY
1.	Welcome, Land Acknowledgment	<p>Today we meet on Turtle Island in the area governed by the Robinson-Huron Treaty of 1850. It is the traditional land of the Batchewana First Nation, the Garden River First Nation and the Metis settlement at Bawating. We commit ourselves to work on the TRC’s Calls to Action that focus on education. We hope to one day know and understand the true history of Canada so we can live into reconciliation with Indigenous peoples on the land. Let us journey together in a good way.</p> <p>Fil recited the Land Acknowledgement to the group.</p>	Fil Lettieri
2.	Prayer 	<p>Our Prayer for 2025-2026</p> <p>Joe recited the Catholic Education Week Prayer to the group.</p>	Joe Chilelli

3.	Catholic School Council Updates	<p>St. Mary's College - meeting scheduled for February 24th - will provide an update at the next meeting</p> <p>Holy Cross - next meeting is March 23rd - CSC purchases of a mini drone, GoPro, and school promotional materials (signage, table cloth, banner). PRO Grant Family Paint Night is scheduled for April 30th</p> <p>St. Paul - met last week - discussed Family Bonfire to be scheduled for March 5th - variety of activities offered to families as a community building initiative instead of a fundraiser. Shrove Tuesday will take place with volunteers</p>	Anthony Orazietti 27
4.	PRO Grant Applications	An electronic poll was provided to Committee members - and all PRO Grant applications were approved. Joe communicated this information to all applicable Principals. Budgets have been created and projects are underway.	Joe Chilelli
5.	Summary of Survey Results (PIC Event)	<p>14 participants (City + North) completed the survey:</p> <p>Elementary Panel - 11 Secondary Panel - 0 Both Panels - 2 Neither Panel - 1</p> <p>Top 3:</p> <ol style="list-style-type: none"> 1. STEAM - 8 2. OUTDOOR EDUCATION - 6 3. MENTAL HEALTH + WELL BEING - 6 <ul style="list-style-type: none"> - Contacting the STEAM Team to be involved - Mental Health component - the effects - Board resources - providing context to parents - connection between elementary and secondary supports/tools - Contacting Jared to be involved <p>The PIC event will take place at St. Kateri (date TBD) with a focus on Outdoor Education, STEAM, and Mental Health/Well-Being .</p> <ul style="list-style-type: none"> - consideration for next/future PIC Meeting at St. Kateri - will confirm 	Anthony/All
6.	Feedback/Discussion related to Board MYSP Review	<p>Google Form: https://forms.gle/pvb4ZoVGkQ9o5CDD8</p> <ul style="list-style-type: none"> - The Board's MYSP expires this year - Board is responsible for updating the plan to reflect the outlined goals - Contracted Ontario Education Services Corporation (consultant) to assist with the process of information gathering from various stakeholders through a Google Form 	Trustee Tony D'Agostino, Fil, Joe

		<ul style="list-style-type: none"> - Feedback is requested regarding the mission statement, vision, and values - The Committee reviewed the questions as a <i>'focus group conversation'</i> and provided feedback (Joe recorded the information) - Please email Joe any additional ideas and he will update the Form 	28
7.	Other Business	April 16th - Dr. David Wells (Faith Day guest speaker) - parent engagement opportunity in the form of a discussion, presentation, etc. **more information to be communicated once finalized	Fil Lettieri
8.	Upcoming Meetings	<ul style="list-style-type: none"> ➤ Meeting #1 - Thursday, November 13, 2025 at 6:00 p.m. ➤ Meeting #2 - Thursday December 11, 2025 to Review PRO Applications. ➤ Meeting #3 - Thursday February 12, 2026, 2025 at 6:00 p.m. ➤ Meeting #4 - Thursday April 23, 2026 at 6:00 p.m. ➤ Parent Involvement Committee Event - TBD ➤ Meeting #5 - Thursday May 28, 2026 at 6:00 p.m Social and Wrap up. 	Joe Chilelli
9.	Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 7:40 pm. 	



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION

300 Wing Roof Replacement St. Basil Elementary School, Sault Ste. Marie

March 4, 2026

Submitted by: Dave Coccimiglio
Manager of Plant Services

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing our resources responsibly, justly, responsively, and wisely.

Present: D. Coccimiglio (HSCDSB)
D. Ellis (david ELLIS Architect)

Sealed tenders for the 300 Wing Roof Replacement at St. Basil Elementary School in Sault Ste. Marie, were received at the office of david ELLIS Architect on March 3, 2026. Two tenders were received with the results as follows:

<u>Contractor</u>	<u>Total Stipulated Price</u>
Maverick & Son	\$1,316,740.24
Pro-North Roofing	\$1,217,134.24

The budgeted cost for this project is \$1,300,000.

Motion: That the Huron-Superior Catholic District School Board award the construction contract for the 300 Wing Roof Replacement at St. Basil Elementary School, Sault Ste. Marie, to Pro-North Roofing.



POLICY TITLE:	INCLUSIVE LANGUAGE	Approved:	February 16, 1999
		Amended:	March 25, 2026
POLICY NO:	2002	Page:	1 of 1

POLICY

It is the policy of the Huron-Superior Catholic District School Board that all communications shall reflect inclusive language which reverences the dignity of each person as a child of God.

Inclusive language is language that is free from words, phrases or tones that reflect prejudiced, stereotyped or discriminatory views of particular people or groups. Language is not always intended to exclude a person or a group, but it may have that effect. In alignment with the Canadian Charter of Rights and Freedoms, becoming conscious of the impact of language helps prevent discrimination and exclusion ensuring a culture of respect and fundamental rights for all. We promote the use of life-giving and potential-based language which offers a growth mindset and recognizes the uniqueness of each individual.

The use of inclusive language fosters a sense of belonging and well-being, creates welcoming school and work environments and builds the Kingdom of God - all aspects of a positive learning and work culture.

<u>ADOPTED</u>	Regular Meeting of the Board February 16/99 Motion B-40
<u>REVIEWED</u>	Regular Meeting of the Board April 6, 2005 (Unchanged) Motion B-25
<u>AMENDED</u>	Regular Meeting of the Board October 14, 2015 Motion B-102
<u>AMENDED</u>	Regular Meeting of the Board March 11, 2020 Motion B-455
<u>AMENDED</u>	Regular Meeting of the Board March 25, 2026 Motion B-



PROCEDURAL GUIDELINES INCLUSIVE LANGUAGE

Guiding Principles for Using Inclusive Language in the Workplace

Inclusive language is language that is free from words, phrases or tones that reflect prejudiced, stereotyped or discriminatory views of particular people or groups. It is also language that does not deliberately or inadvertently exclude people from feeling accepted. The following principles below are adopted from *Words Matter: Guidelines on Using Inclusive Language in the Workplace*. In using inclusive language, it is helpful to keep these principles in mind:

- People first
Many general principles provided in this guide involve seeing the person as an individual first and becoming aware of diverse audiences.
- Words matter
Not only do terms and expressions allow people or groups to feel excluded, but they can also convey or embed stereotypes, expectations or limitations.
- Language changes
All language changes reflect the values of society. As language changes, so do the norms that deem what is socially and grammatically acceptable.
- Mindset matters
It is important to keep a curious and empathetic mindset. Most languages have evolved to reflect the values and norms of the mainstream or dominant culture, and if a person is a member of that culture, they have had the privilege to feel included the majority of the time. That is not the case for everyone.
- Inclusive terms
Try to make your language and your message as inclusive as possible. For example, when speaking to an audience, make sure your speech relates to all your listeners and uses gender-inclusive language.
- Use of generalizations or stereotypes
No matter what your audience, be cautious about making sweeping statements about any social group. This includes making personal assumptions based on gender, culture, ancestry, age and other categories as identified in the Canadian Charter of Rights and Freedoms.

- Use of prejudiced language

Take time to educate yourself about what words, phrases, or perspectives may offend your listeners. One goal of an audience-centered, inclusive speaker is to be cautious about prejudiced language or remarks.

- Self-reflection

Bring self-awareness to the times when you use words and expressions in writing. Think about your intentions for using a phrase, whether it has any origins, and whether there is a more inclusive way to state what you are trying to say.

It may also be helpful to ask:

- Have I considered lived experiences?
- Does the individual or group have preferred terms?
- Does the language reflect the diversity of the intended audience?
- Is reference to a person's gender, culture, ethnicity, age, etc. relevant?
- Am I staying open and curious, and encouraging others to do the same?
- Is there a need to consult a formal style guide such as The Canadian Press Stylebook, APA Style, Elements of Indigenous Style: A Guide for Writing by and about Indigenous Peoples for guidance on written communication standards?



**POLICY TITLE: SAFE SCHOOLS AND
WORKPLACES**

**Approved: May 6, 1998
Amended: March 25, 2026**

POLICY NO: 4024

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board is committed to creating and maintaining safe, caring, equitable and inclusive learning and working environments for all students, staff and members of the school community.

Recognizing that each person is created in the image and likeness of God, the Board affirms that all individuals have the right to be treated with dignity, respect and fairness. Every student, employee, trustee, parent, parish and community member has the right to learn, work and pray in an environment which is safe and reasonably protected from harm.

The Board will foster and support environments that prioritize safety, prevention, and early intervention, while promoting opportunities for reconciliation, forgiveness, and the restoration of relationships within the community.

ADOPTED Regular Meeting of the Board October 15, 2014

Motion B-102

AMENDED Regular Meeting of the Board June 12, 2019

Motion B-382

AMENDED Regular Meeting of the Board March 25, 2026

Motion B-



PROCEDURAL GUIDELINES
EMERGENCY PREPAREDNESS AND RESPONSE

Purpose

To have plans in place at each Huron-Superior Catholic District School Board school facility for situations that could result in Lockdown, Hold and Secure, Shelter in Place or evacuation. It is recognized that not all contingencies may be addressed.

Emergency Preparedness - Responsibilities

The Board, supported by the Health & Safety Officer shall:

- Provide new staff with training on its emergency procedures as part of their pre-employment training.
- Review the emergency procedures at minimum annually with staff in September
- Ensure each school has an evacuation kit (emergency bin) containing important information including, but not limited to student and staff emergency contact lists, floor plans, etc.)
- Ensure schools have a pre-arranged off-premises evacuation site
- Maintain a directory of emergency contact persons and telephone numbers
- Ensure an adequate number of qualified first aiders are on-site
- Provide considerations of situations involving Plant related failures (i.e. extended power outage, loss of water, major heating problems)

Principals shall:

- Develop an emergency plan in conjunction with these guidelines. (See Appendix A – Emergency Procedures Handbook)
- Ensure their school is stocked with sufficient emergency procedures handbooks (i.e. in every classroom / learning space, meeting room, main office, etc.) and evacuation cards (i.e. red / green system)
- Confirm access to their predetermined emergency shelter site,(e.g., nearby school, church, or commercial space);
- Ensure the name and address of a parent/guardian or emergency designate for each student is recorded;

- Create an Emergency Evacuation Plan for students who need special assistance. (See Appendix D – Emergency Evacuation Plan - Students)
- Communicate and share individual school emergency plans with parents and staff (as early as possible in the school year and before October 15th) on school messenger and sent home. (See Appendix B – Annual School Emergency Plan for Parents)
- Review the contents of their emergency bin and ensure it is stocked and all contact lists are up to date. (As early as the possible in the school year and before October 15).
- Provide a copy of each school emergency plan to their Superintendent, the Superintendent of Safe Schools and the Health & Safety Officer (as early as the possible in the school year and before October 15).
- Ensure mandatory fire drills are completed
- Ensure mandatory lockdown drills are completed
- Communicate plans with stakeholder groups (i.e. on-site daycares) through:
 - Emergency procedures handbook
 - Collaboration regarding site specific emergency evacuation and fire safety plan needs

Emergency Responses

Emergency response will consider students and employees inside, as well as those outside the school (portables), as well as third parties operating on site such as a daycare facility. The Board will ensure that all occasional employees are made aware of all emergency response plans.

In the event of emergency, all staff are to follow the instructions within the yellow booklet located throughout each workplace (Appendix A).

Lockdown*Drills:*

- School lockdown drills will be practiced and logged in the fall and spring of each school year. These plans will be reviewed with staff at the beginning of the year and prior to practice runs.
- Parents / caregiver(s) will be informed that lockdown drills will be conducted throughout the year. Immediately after a lockdown drill, feedback will be provided to students, staff, and parent(s) / caregiver(s)

Lockdown:

- Principals, Vice-Principals or designate(s) will call 911, then announce a lockdown (unless police are already involved) and stay on the line to provide necessary information. The Principal will contact their Supervisor as soon as possible.
- Supervisors will contact the Director of Education, Communications Officer and Health & Safety Officer as soon as possible.
- Once police deem the situation safe, rooms will be cleared by emergency personnel.
- The Principal will de-brief with staff and students as soon as possible after a lockdown has been initiated.
- Superintendent of Education and/or Director of Education will consider involving the Mental Health Lead.
- Consultation with the Principal, Supervisor, Director of Education, Communications Officer and Police will take place to determine if a media release or communication to parents / caregivers is warranted.
- A report of the occurrence will be prepared by the Principal and submitted to their supervisor in an email.

Hold and Secure

- The Principal / Vice-Principal or designate will call 911, then announce a Hold and Secure (unless the police, fire department and/or emergency medical services are already involved) and stay on the line to provide information requested. The Principal / Vice-Principal or designate will phone their supervisor as soon as possible.

- The Principal will debrief with staff and students as soon as possible after a Hold and Secure has been initiated and follow the directions within the Emergency Procedures Handbook. Considerations will be made to involve the Mental Health Lead
- The Principal, in consultation with the Communications Officer and at direction of the police, fire department and/or emergency medical services, may create a communication to parent(s) / caregiver(s) about the event.
- After a Hold and Secure has been employed, a summary of the event will be prepared by the Principal and submitted to their supervisor in an email.

Shelter in Place

- The Principal / Vice-Principal or designate will call 911, then announce a shelter in place (unless the police, fire department and/or emergency medical services are already involved) and stay on the line to provide information requested. The Principal / Vice-Principal or designate will phone their supervisor as soon as possible.
- The Principal will debrief with staff and students as soon as possible after a Hold and Secure has been initiated and follow the directions within the Emergency Procedures Handbook. Considerations will be made to involve the Mental Health Lead.
- The Principal, in consultation with the Communications Officer and at direction of the police, fire department and/or emergency medical services, may create a communication to parent(s) / caregiver(s) about the event.
- After the Shelter in Place has been employed, a summary of the event will be prepared by the Principal and submitted to their supervisor in an email.

Evacuation

- Each school and facility will establish two evacuation sites, one on school premises and one off school premises. Use of either site would depend on the emergency at hand. The off-premises evacuation site will be within reasonably easy walking distance of the school by students. In Sault Ste. Marie, if transportation and circumstances allow, St. Mary's College may also be used as the evacuation site.
- The Principal will confirm annually the off-premises evacuation site. This location will be included on the school's emergency contact list

- Attendance will be taken before and after any evacuation.
- Teachers are responsible for their students until the evacuation is over.
- Decisions to begin or end an evacuation may be made in consultation with the Principal's supervisor and/or the Police.
- Each evacuation plan will consider students and staff inside, as well as those outside the school. The plan will include a process for dealing with situations where classes are in progress and at break. The plan will consider communication systems within the school and for those who may be outside the building.
- The Principal / Vice-Principal or designate will call 911 (unless the police, fire department and/or emergency medical services are already involved), then announce an evacuation. The Principal / Vice-Principal or designate will contact their Supervisor.
- Supervisors will involve Plant Services, the Health & Safety Officer and Communications Officer to respond and provide support as required.
- If returning to the school is not possible by the end of the school day the Principal / Vice-Principal or designate will contact the Transportation Consortium to arrange bussing from the evacuation site. Parent(s)/caregiver(s) will be advised of the dismissal arrangements.
- Release of students will not occur prior to obtaining parental / caregiver consent.
- The Principal will debrief with staff and students as soon as possible after an evacuation has been initiated and follow the directions within the Emergency Procedures Handbook. Considerations will be made to involve the Mental Health Lead
- The Principal, in consultation with the Communications Officer and at direction of the police, fire department and/or emergency medical services, may create a communication to parent(s) / caregiver(s) about the event.
- After the evacuation has been employed, a summary of the event will be prepared by the Principal and submitted to their supervisor in an email.

School Tragedy or Crisis

A school tragedy or crisis (a critical situation) arises as a result of an accident or premeditated action. (It may or may not involve a death.)

- The Principal / Vice-Principal or designate will call police or other applicable response supports. The Principal / Vice-Principal or designate will phone their supervisor as soon as possible.
- A team of school and other professionals under the leadership of a supervisor (i.e. Mental Health Lead, Health & Safety Officer, etc.) shall consult with the administrative and management team handling the tragedy or crisis. Police could be requested to contact Victims Services to provide additional supports.
- The Principal or Vice-Principal/designate shall secure and shall abandon, if necessary, the location of the tragedy or crisis as effectively as possible pending the arrival of police personnel who shall then be responsible for security.
- The students and staff members shall cooperate with the principal or vice-principal/designate and all officials involved in the tragedy or crisis situation.
- The Principal or vice-principal/designate, appropriate supervisory officer, and the Police Chief or other emergency service head shall form a team to administer and supervise the management and handling of the tragedy or crisis situation.
- When the crisis or tragedy is reasonably in hand, the Communications Officer, the Director of Education and the Police Chief or other appropriate head or their designates shall prepare and make a statement to the news media. A period of time shall be set aside for questions.
 - Periodic releases to the news media and meetings or conferences shall be arranged thereafter.
 - Staff shall not speak to the media unless authorized to speak on behalf of the Board.
- Parents, caregivers, and family members of students or staff members involved in the tragedy or crisis shall be notified by the Director of Education / Supervisor / Police or other emergency service head before any names are released to the

news media. A brief outline of the situation shall also be given. Contact with the Media shall be channeled through the Communications Officer.

- The team of school and other professionals shall assist students and staff members involved in the tragedy or crisis and, where appropriate, the family members. The team of school and other professionals may assist other pupils and staff members who may require assistance as a result of the tragedy or crisis.
- The principal or vice-principal/designate shall maintain a journal of the happenings during the tragedy or crisis.

Debrief

Following an emergency response, an informal or formal debrief will take place analyzing the effectiveness of the response to capture lessons learned for future improvement. (i.e. What actually happened, what went well and what could be improved).

The debrief will be completed by the Principal and will include those who assisted in the response (i.e. Supervisor, Plant Services, Communications, Health & Safety, etc.). Third parties involved should also be consulted and/or invited to the debrief (i.e. police, fire, EMS, on-site daycare etc.) The Principal shall record the details of the debrief using the Emergency Response Debrief Report Form on the Board's KICS reporting system.

Related documents

[Appendix A - Emergency Procedures Handbook](#)

[Appendix B - Annual School Emergency Plan Summary for Parents](#)

[Appendix C – Emergency Procedures Plan for School Evacuation](#)

[Appendix D – Emergency Evacuation Plan – Students](#)

[Emergency Response Debrief Report Form](#)



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

EMERGENCY

PROCEDURES HANDBOOK



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

EMERGENCY PROCEDURES HANDBOOK



Fire Alarm – Tab 1



Lockdown – Tab 2



Hold & Secure – Tab 3



Evacuation – Tab 4



Shelter in Place – Tab 5



Bomb Threat – Tab 6



FIRE ALARM

CONTINUOUS SOUNDING ALARM

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STAFF:

- Take class list.
- Close door and windows of classroom.
- Check washrooms/assigned areas as you exit.
- Once safely outside, take attendance and report discrepancies to principal or vice-principal.
- Await further instruction from administration.

STUDENTS:

- If nearby, close window.
- Walk quickly and quietly, in single file towards designated exits.
- First student to an exit holds door.
- Assemble as a class in designated safe outdoor area.

ADMINISTRATION:

- Turn off bells.
- Check areas for students/staff.
- Ensure fire routes are clear.
- Check for discrepancies in attendance and report to Fire Chief.
- Unique situations—see school plan.

**NO ONE GOES BACK INTO BUILDING UNTIL SIGNAL FOR RE-ENTRY
THREE (3) SHORT BELLS**



FIRE ALARM



LOCKDOWN ARMED INTRUDER

- All classroom doors are to be locked at all times.
- If a Lockdown has been called, gather all students near your classroom into the room. If it is safe to do so cover the windows, turn off the lights and move away from sight lines.
- All staff and students are to remain in the classroom until the Lockdown is lifted (e.g. fire alarm, class bells).
- All staff must make a list of those present and list the time.
- Monitor students with medical conditions or other special needs.
- Staff and students must **NOT** use cell phones and/or the P.A. system unless communicating vital emergency information. It is important to remember to be absolutely quiet once a Lockdown has been called.
- Consider barricading doors where possible, in addition to locking them.
- Staff, students and anyone outside shall not re-enter the school, and immediately get out of sightlines (open areas). When safe to do so, proceed immediately to the predetermined off-site evacuation location(s). Once at the location, staff, students, and any visitors who may be present shall remain at that location until further advised by the principal or police.
- Communicating the end of a Lockdown will vary and may be communicated by P.A. announcement or by room to room visit. If the police have arrived, the Lockdown can only be ended by the Incident Commander.





HOLD AND SECURE ONGOING SITUATION OUTSIDE OF SCHOOL

45

- All students and staff are to remain in the classroom until further notice.
- Staff not teaching, immediately report to the office.
- Staff check hallways/washrooms near their classroom, gather their students into the classroom, and close the door. The classroom door will remain closed until further notice.
- Staff and students are to avoid using cell phones unless it is crucial.
- Ignore the bell system and remain in class.
- All staff must take attendance of students in their classrooms and make a list of those present and note the time.
- End of Hold and Secure will be announced and instructions for next steps will be given.
- **Note:** When a Hold and Secure situation occurs and staff and students are outside the building, they should re-enter the building prior to the exterior doors being locked.

STAY CALM



**HOLD AND
SECURE**



EVACUATION TO ALTERNATE SITE

46

- Following announcement to evacuate, take class and proceed outside in an orderly fashion.

NOTE: In bomb threat situation take personal handbags, briefcases, etc. and note/report any unusual objects.

- Use designated fire drill exits.
- Gather at designated safe outside area. Teacher takes attendance.
- Proceed as a class in an orderly fashion to alternate site as specified in your evacuation plan.
- Follow all traffic safety rules.
- Take attendance at alternate site and wait for further notice from principal or vice-principal.
- Class list and/or jump drive are brought to alternative site.



EVACUATION



SHELTER IN PLACE

47

- Staff not teaching, report immediately to office for assigned duties.
- Staff and students remain in classroom until further notice.
- Staff check hallways/washrooms nearby and gather students into classroom.
- Take attendance.

Power outage at LUNCH or during CLASS CHANGE

- Staff report to their next scheduled classroom.
- Staff not teaching, report immediately to the office.
- Staff gather students in hallway near classroom and remain there until further notice.
- Take attendance.
- Students in cafeteria/library will remain there and teachers will be assigned to supervise and take attendance.

• TECHNICAL AREAS

Staff ensure that all equipment is turned off and electrical safety switch is turned off.



SHELTER IN
PLACE



BOMB THREAT

48

When a call comes in on a line:

- Get as much information as you can.

• DO NOT HANG UP.

- If possible, signal another staff member to call 911

Make note of the following:

- the exact wording of the threat;
- the time and date of the call;
- the phone number or line on which the call was received;
- the caller's number, if shown on call display;
- whether the caller is male or female and the caller's approximate age;
- any unique speech characteristics of the caller;
- the condition or emotional state of the caller (e.g., whether the caller seems to be intoxicated, excited, angry);
- the caller's name, if that information is revealed by the caller;
- whether the call taker recognizes the voice of the caller;

- any background noises (e.g., traffic, music, laughter);
- the exact location of the explosive device and the time of detonation, if that information is revealed by the caller;
- the type of explosive device and what it looks like (e.g., pipe bomb, truck bomb), if that information is revealed by the caller; and
- the time when the caller hangs up.
- **If using VOIP system, when caller hangs up, stay on the line (note extension) and press *741 as per instructions in bomb threat procedure.**
- **Schools not on VOIP system dial *957 as per instruction in bomb threat procedure**
- **Ensure call was made to 911**
- Notify supervisor or director.
- Announce evacuation.

“This is an emergency. Staff, please initiate evacuation procedures.”



[School Name]

[Address], [City / Town], ON, [Postal] [Phone]
[Name], Principal [Name], Vice-Principal

**** Please keep this memo for reference should it be needed. ****

EMERGENCY PLAN [20XX-20XX]

We have prepared this information sheet to ensure that you are aware of our procedure in the event that the school must be evacuated or closed during school hours. **Please acquaint yourself with our school Emergency Plan.** If you have any questions, please do not hesitate to contact the school.

Emergency Evacuation / School Closure DURING School Hours

In the event of an emergency in the school, the principal will assess the need for immediate evacuation or school closure. In the event the emergency causes the immediate evacuation of the school, students will be moved to one of the following emergency shelter locations:

Primary Evacuation Site	Secondary Evacuation Site
[Name of site] [Street address]	[Name of site] [Street address]

**All families will be contacted on each Emergency.
No student will be released before parental consent is obtained.**

Emergency Closure OUTSIDE of Regular School Hours

There may be circumstances where the school may not be able to open for the day, or may have to make a decision to close for health and safety reasons. These include events such as extreme snowfall events, plumbing issues, gas leaks, extended power outages, and/or heating system malfunctions. Notice will be relayed to parents and guardians through the communication channels outlined on the following page.

Weather Related School Bus Cancellation(s)

The decision to cancel school transportation is the responsibility of the Supervisor of the Algoma & Huron-Superior Transportation Services (AHSTS) consortium in consultation with the school bus operators, Weather Network, Environment Canada, Ontario 511, and the municipalities.

When transportation services are cancelled, schools may remain open. The Supervisor will consult with the Directors of Education for their decision as to whether schools will remain open.

The parent or guardian makes the final decision as to whether or not conditions are safe to send their child to school.

Communication with Parents / Guardians

We will use the following methods to keep you informed:

Emergency Closures & Evacuations

Website: www.hscdsb.on.ca

Email Alerts: Sent to the primary email addresses on file.

Text/Phone/Email Notifications: School Board sends messages to Parents via SchoolMessenger

Social Media Updates: Facebook: <http://facebook.com/huronsuperiorcatholicdistrictschoolboard>

Instagram: @hscdsb or <http://instagram.com/hscdsb>

Local News Media: If necessary, updates may be provided through local radio, Sootoday.com and SaultStar.com

Bus Cancellation(s)

Text/Phone Notifications: AHSTS sends automated messages via SchoolMessenger

Social Media Updates: Facebook: <http://facebook.com/huronsuperiorcatholicdistrictschoolboard>

Instagram: @hscdsb or <http://instagram.com/hscdsb>

Local News Media: If necessary, updates may be provided through local radio, Sootoday.com and SaultStar.com

Student Release

Your child(ren) will remain at the school (in the case of school closure) or at the emergency shelter site (in the case of school evacuation) until:

- You make the necessary arrangements to have your child(ren) picked up
- Your child(ren) will walk home or take regular provided transportation upon parental consent;
or;
- Your child(ren) will be allowed to walk to the home of the designated guardian upon parental consent.
- Upon communication with parents and receiving consent, bus students will be transported home by their regular bus, if they are operating.

Emergency Procedures Plan for School Evacuation

Communication of Emergency Procedures to Students

DO share information with students	DO NOT share information with students
Evacuation (includes Fire Drills, Gas Leak) Lockdown Hold and Secure Shelter in Place	Bomb Threat

Fire Drill / School Evacuation Protocol – DURING SCHOOL HOURS

TEACHING STAFF

Take class list, red and green cards

- Close door(s) and window(s) of classroom
- Check washroom / assigned areas as you exit
- Meet at the exit door's designated outdoor meeting spot
- Line up class, single file
- Take attendance
- Hold your **RED** card up if you are missing a student or have an extra student from another class.
- Hold your **GREEN** card up if all students are accounted for
- Wait for further instruction

STUDENTS

- If nearby, close windows of classroom
- Walk swiftly and quietly, in single file towards designated exits
- First student to an exit holds the door
- Assemble as a class, single file, in the designated outdoor meeting spot

ADMINISTRATIVE ASSISTANTS / SECRETARY

- Bring school's emergency kit outside
- Bring walkie-talkies outside, if they are used at the school and accessible
- Additional duties as assigned by Principal / Vice-Principal

ADMINISTRATORS

- Turn off bells (if able)
- Contact any on-site services (i.e. daycares, before & after school programs)
- Walk school for students / staff
- Ensure fire routes are clear
- Check for discrepancies in attendance and report to Fire Chief
- If you are able to, bring laptop outside

School Evacuation Protocol – BEFORE SCHOOL

On the occasion a school has to be evacuated prior to the arrival of students for the day:

Do NOT Enter the School

ADMINISTRATORS

- Communicate evacuation to anyone in the school (i.e. Carestaff, Teachers, Before & After school program, Daycare)
- Take emergency bin and vacate school
- Contact School Superintendent
- Contact Algoma & Huron-Superior Transportation Services to let them know of the situation.
- Determine if busses need to be redirected to St. Mary's College
- Assign a staff member to take attendance on buses prior to offload
- Assign staff member(s) to re-direct / provide information to vehicles at student-drop off

TEACHING STAFF

- Check in with the School Administrator upon arrival to work
- Assemble where your class would normally meet outside during a fire drill
- Wait for further instruction

STUDENTS

- Locate their teacher and check in with them at their normal outdoor meeting area

CARESTAFF

- Assist Administrators as requested or wait in designated meeting area for further direction

EDUCATIONAL ASSISTANTS

- Assist Administrators as requested or wait in designated meeting area for further direction

FOR ALL EVACUATIONS

DO NOT RE-ENTER THE BUILDING UNTIL SIGNALLED TO DO SO.

3 SHORT BELLS -OR- COMMUNICATION FROM SCHOOL ADMINISTRATOR

Emergency Evacuation Plan Students



Student Information

Name:	Telephone / Extension:
Teacher:	Room #:
School:	Program:

Emergency Evacuation Assessment

Does the student have any limitations (physical, visual, auditory or cognitive) that could impede their ability to quickly and safely evacuate the building? List all that apply.			
Physical (temporary or permanent):	Yes <input type="checkbox"/> No <input type="checkbox"/>	Blind/Low Vision/Deafblind:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Deaf/ Hard of Hearing:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Emotional/Cognitive/Sensory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Details (if necessary):			

What Assistance is Required for Evacuation?

<input type="checkbox"/>	Supervision only (e.g, Placement in line)
<input type="checkbox"/>	Physical Assistance: (e.g, Sidestep, use of a sighted guide)
<input type="checkbox"/>	Required: (e.g. Evacuation Chair, white cane, sensory items)

INDIVIDUALIZED PLAN including equipment and medications needed

<p>Could include additional wheelchair, communication device, positioning devices, sensory items, use of guide dog (attach additional documentation if required). If student has essential equipment/prescriptions that need to be evacuated with them, please include here.</p>
--

Evacuation Route

Indicate accessible evacuation routes, (include both primary and alternate information), from building, noting any accessibility accommodations required. Where applicable, attach site map and identify meeting location.

Primary route information:

--

Alternate route information:

--

Indicate Emergency Refuge Areas (if applicable). Example* Stairway A- NW corner of building

Primary Area:
Alternate Area:

Evacuation Response Team

Primary Team Member:	Back Up Team Member:
Additional Team Members:	

Principal:	Date:
Principal consulted the following staff in completing the plan:	
<p>PLEASE ENSURE THAT THE ORIGINAL COMPLETED STUDENT EVACUATION PLAN (WITH ATTACHMENTS) IS SENT/GIVEN TO THE PRINCIPAL. COPIES MUST ALSO BE PROVIDED TO ALL TEACHERS OF THIS STUDENT. A COPY MUST BE PLACED IN THE FIRE SAFETY PLAN BINDER. For Students with timetables, this plan and attached timetable must be reviewed and revised each time the timetable changes to ensure emergency information is up to date at all times.</p>	



PROCEDURAL GUIDELINE
STUDENT FIRST AID RESPONSE

Purpose

To provide schools with a response plan for on-site student first aid and first aid emergency response, including incidents during physical education activities and off-site field trips.

The response plan will outline the care of a seriously injured or ill student, when emergency medical services (EMS) is required, how to prepare for EMS arrival, transfer of care to EMS personnel, as well as the roles and responsibilities of a call person.

The details within this plan align with the Ontario Physical Activity Safety Standards in Education (OPHEA).

Related Documents

[Automated External Defibrillator \(AED\) Procedural Guideline](#)

[Concussion Protocol – Policy 7008](#)

[Infectious Disease Prevention Procedural Guideline](#)

[Naloxone Information and Procedure](#)

[Ontario Physical Activity Safety Standards in Education \(OPHEA\)](#)

Definitions

First Aid

Emergency care given immediately to an injured person. The purpose of first aid is to minimize injury and future disability. In serious cases first aid may be necessary to keep an individual alive.

Emergency Response

The immediate actions taken to assess and manage a sudden injury, illness or other situation which poses a serious life-threatening risk.

First Aid Provider / Designate

Individuals who have received formal training in first aid response.

Routine Practices

Infection prevention protocols to address the principle that all blood, body fluids, secretions (including respiratory secretions), excretions (except sweat), non-intact skin, and mucous membranes may contain transmissible infectious agents.

Emergency Medical Services (EMS)

Third party who attends the scene of accident / injury when there is a need for urgent medical care and transport. EMS is summoned by phoning 911 in an emergency.

Automated External Defibrillator (AED)

A portable medical device used to deliver electric shock to the heart to restore normal rhythm during a sudden cardiac arrest.

Designated Person

Individual that has taken responsibility for the first aid of a student or an emergency situation. They can be the designated first aid provider, Principal, staff, coach or volunteer.

Responsibilities*School Board*

Will ensure workplaces have first aid / CPR trained staff and required first aid supplies as required under Regulation 1101 of the Workplace Safety and Insurance Act.

Principal / Designate

Principals have a defined Duty of Care, which can be found in the Ontario Education Act, Regulation 298, Section 11. Areas within the duty of care include, but are not limited to: inform / train teachers, coaches, and supervisors of physical activities on school board policies for the provision of immediate assistance / first aid to students and/or accessing medical care. Provide first aid and medical accessibility, inform participants of activity risks support teachers in meeting their responsibilities for safe programs.

First Aid Providers / Staff

- Provides care of an injured or ill student, clearing risk of further harm and securing the area. Provide immediate assistance and/or first aid that is appropriate in the circumstances.
- Where appropriate to get medical care to the injured/ill student as quickly as possible

Teachers

As stated in the Ontario Education Act, Regulation 298, Section 20, "Ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible". Duties of care include provide first aid and medical accessibility

Coaches / Volunteers

Assists or allows an injured student to seek medical attention for illness or injuries as a careful parent/guardian would. For those with no formal First Aid / CPR training, assistance as a bystander is protected under Ontario's Good Samaritan Act.

Incident reporting

When a student is injured and/or first aid is administered, the incident needs to be reported to the Ontario School Boards' Insurance Exchange (OSBIE). Principals / Supervisors are to gather information from the individual(s) assisting the student and submit the report as soon as possible.

There must also be consideration as to whether the student's accident / injury is critical in nature as defined under the Occupational Health & Safety Act.

Where a non-worker is killed or critically injured, as an employer, you should determine:

- if the death or critical injury **occurred where a worker was working or might reasonably be expected to work**, and
- if there is a reasonable **connection between the hazard that caused the incident and a realistic risk to worker health and safety**.

If the answer to both of the above is yes, you need to report a critical injury to a Principal / Supervisor or if after-hours, the Ministry of Labour, Immigration, Training and Skills Development Health and Safety Contact Centre immediately and hold the scene.

First Aid Training

The Health and Safety Officer shall review the list of first aid, CPR and AED trained staff at the start of each school year. They will also arrange for necessary training should it be necessary to ensure each of the Board's schools and workplaces have the required trained staff.

The list of first aid trained staff is located on each school's health and safety board.

Elementary and Secondary Physical Education Activities and Sports

OPHEA (OPASSE) sets first aid requirements for all physical activities. Before starting any physical activity, the requirements of the activity must be reviewed, and the requirements be met.

Field Trips

The Principal will ensure that a contingency plan providing all medical and emergency measures is established (e.g., medical information form, first aid coverage, first aid kit, and medication for students with life-threatening allergies) as applicable. The field trip must also meet any additional first aid requirements as outlined in *Procedural Guideline 5003 – Field Trips*.

Furthermore, field trips which involve a physical activity must align with the safety and first aid plans outlined by OPASSE (OPHEA).

Trip Teacher/Supervisor takes responsibility for:

- Providing basic first aid, if necessary
- Accessing a Certified First Aider at the excursion location; if necessary
- Accessing 911 / medical attention for injured or ill student; if necessary
- Following this student first aid response guideline
- Following HSCDSB Concussion Protocol

First Aid and Emergency Response Procedures

Care of Seriously Injured / Ill Student

- Clear the risk of further harm to the injured student by securing the area and shelter the injured student from the elements.
- Assess the injured/ill student. Follow board policy in calling for your school's First Aid Provider or Emergency Medical Services, if needed. Attend to student based on level of training.
- If the injured student is not moving or you suspect a head, neck or spinal injury do not move the student and tell the student not to move.
- Check that airway is clear, breathing is present.
- Protect yourself by following routine practices guidelines (wear gloves or personal protective equipment (PPE) if in contact with blood or bodily fluids).
- Control bleeding. Look for signs of shock.
- For students with medical conditions, administer medication to the student as per Plan of Care (for example, auto-injector (for example, EpiPen), asthma inhaler). If medication is not present access immediately.
- Check for sign(s) and/or symptom(s) of a suspected concussion.

When Emergency Medical Services (EMS) is required

Designated person:

- Will Identify someone to call 911.
- Provides the call person with information on the condition of the injured/ill student.
- Provides the call person with other relevant information under the circumstances (for example, access entrance for EMS).
- Requests the call person to report back to confirm the call and provide the estimated time of ambulance arrival.
- Will remain with student until care can be transferred to the parent.

Preparing for EMS Arrival

Designated person:

- Sends person(s) outside to the access entrance to greet ambulance/fire department and to guide them to the injured/ill student.
- Observes/attends to injured/ill student carefully for any changes in condition and reassures student until EMS help arrives.

Transfer of care to EMS Personnel

Designated person:

- Ensures the injured/ill student's medical information is available when EMS arrives (for example, pre-existing conditions and/or prescribed medication(s), Plan of Care).
- Provides information to EMS personnel (for example, time incident occurred; what happened; condition the injured student was found in; first aid procedures performed; changes in injured student's condition).

Roles and Responsibilities of Call Person

- Makes 911 Call to Dispatcher
- States nature of emergency and requests an ambulance.
- Provides their name and site location Information (for example, name of site, municipality, address, cross streets, phone number, access entrance closest to injured/ill student, if more than one).
- Responds to dispatcher's questions regarding condition of injured student (for example, conscious, breathing, bleeding).
- Returns to the designated person to confirm call and provide estimated time of ambulance arrival.

Medical Conditions

For students with medical conditions, administer medication to the student as per Plan of Care (for example, auto-injector (for example, EpiPen), asthma inhaler) and/or take additional precautions as outlined (for example, concussion protocol, notification to parent/guardian regarding a fainting incident).

Anaphylaxis

Anaphylaxis is the most serious type of allergic reaction. It is rapid in onset and may cause death. Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen (a substance capable of causing an allergic reaction). In rarer cases, the time frame can vary up to several hours after exposure. (Source: Food Allergy Canada)

The designated person may administer medication to the student as per their Anaphylaxis Emergency Plan. (for example, auto-injector (for example, EpiPen) if necessary.

Asthma

Asthma is a chronic inflammatory disease of the airways in the lungs. Inflammation in the airways makes the lungs more sensitive to substances in the environment, typically termed “asthma triggers.” When people with asthma are exposed to their triggers, they may experience narrowing of the airways (resulting from the contraction [squeezing] of the airway muscles), increased airway inflammation, and extra mucus production, making breathing more difficult. Narrowing of the airways causes people to experience asthma symptoms.

Asthma may be exercise-induced, or triggered by a variety of factors such as poor air quality, weather extremes, high pollen, etc.

Students with asthma need a reliever medication inhaler easily accessible at all times and must take it as prescribed by their doctor. This medication provides quick relief from asthma symptoms.

Students should be able to carry their own inhaler medication with them. Younger students may have the office or Teacher keep their inhaler for the. (Source: [OPHEA Asthma guidelines](#))

Designated individuals should follow OPHEA's [Strategies for Managing Asthma Attack](#).

Concussions

A concussion-related incident may be caused by a jarring impact to the head, face, neck or body, with an impulsive force transmitted to the head, that causes the brain to move rapidly within the skull (Source: [OPHEA Concussions](#)). If the incident / injury involves trauma to the head, the Board's concussion protocol must be followed.

Sudden Arrhythmia Death Syndrome (SADS)

A variety of cardiac disorders which are often genetic and undiagnosed, which is responsible for sudden death in young, apparently healthy people. Warning signs of SADS in individuals with no previously diagnosed heart condition includes fainting or seizure during physical activity, fainting or seizures resulting from emotional excitement, distress or being startled, as well as all situations where there is fainting even when the individual wakes up quickly and seems fine.

Note: these warning signs are not conclusive in and by themselves, however any one of these warning signs requires immediate cardiac evaluation.

In the event an incident involves any of the above conditions, follow [OPHEA's guide on Sudden Arrhythmia Death Syndrome](#).

Sudden Cardiac Arrest

All schools are outfitted with an Automated External Defibrillator (AED) in the event an individual is unresponsive (i.e. immediate collapse, losing consciousness, and becoming unresponsive to sound or touch). They will not be breathing. This device will analyze a person's heart rhythm during sudden cardiac arrest and if necessary, deliver an electric shock to restore a normal heartbeat.

The location of the AED is generally at the schools' main entrance. Signage indicating the location is also located throughout each school (i.e. in each gymnasium).

Suspected Opioid Drug Overdose

All schools are supplied with Naloxone response kits in the event of suspected or confirmed drug overdose. Naloxone is safe to give to a person who is unconscious because of an opioid overdose, even if you are unsure. It will not reverse overdoses from other drugs such as alcohol, benzodiazepines, or psychostimulants.

Naloxone response kits are located at each school next to the Automated External Defibrillator (AED).

Consult the Board's [Naloxone Information and Administration Procedure](#) for additional details.

EMERGENCY RESPONSE SUMMARY REPORT		
Incident/Event Name:		Date:
Responding Agencies:	1.	2.
	3.	4.
	5.	6.
In attendance:		
What went well?		
What could be improved?		
Recommendations:		
1.		
2.		
3.		
4.		
5.		
Next Steps:		
Completed date:	By:	Position:



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

POLICY TITLE: BOARD OPERATIONS NOT COVERED BY POLICIES

Approved: October 18, 2017

Reviewed: March 25, 2026

POLICY NO: 8000

Page: 1 of 1

POLICY

The Huron-Superior Catholic District School Board (HSCDSB) supports the mission of Catholic education by nurturing faith-centred learning environments that reflect Gospel values and the teachings of the Catholic Church. This policy applies to all operational procedural guidelines and board forms that are not otherwise covered by existing Board policies. The Board is committed to ensuring that its operational framework upholds and expresses its Catholic identity, mission, and values in all aspects of its work.

ADOPTED Board Meeting – October 18, 2017
Motion B-187

AMENDED Board Meeting – December 15, 2021
Motion B-630

REVIEWED Board Meeting – March 25, 2026
Motion B-



REPORT TO THE DIRECTOR OF EDUCATION Trustee Determination and Distribution

Date:
March 25, 2026

Submitted by:
Justin Pino
Superintendent of Business

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing resources responsibly, justly, responsively, and wisely.

Background and Information

The number of elected school trustees and their distribution over a board's jurisdiction is governed by the *Education Act* and by Ontario Regulation (O. Reg.) 412/00 Elections and Representation on District School Boards

Trustee Determination

The number of elected trustee positions on a board is the number that was determined for the board for the purposes of the 2006 general election, with the following provisos (section 58.1 (10.0.1) of the *Education Act*):

- For a school board whose number of elected trustees was increased by order of the Minister following the isolate board mergers in 2009, the total number of elected trustees includes the additional position(s) ordered by the Minister.
- A board may by resolution reduce its number of elected trustees to not fewer than five.
- A board that has experienced a change in population or area of jurisdiction may use the formula in O.Reg.412/00 to recalculate its number of elected trustees.

Trustee Distribution

Boards are responsible for allocating their elected trustee positions over their area of jurisdiction. Boards do so by:

- Combining local municipalities and local municipal wards in their area of jurisdiction into a number of geographic areas;
- Allocating their trustee positions to these areas.

Determination and Distribution Report

A Determination and Distribution Report (D&D) Report must be sent by April 3, 2026 to the Minister, the school board election clerks for all municipalities within the jurisdiction of the Board,

and the secretary of every other school board within the area of jurisdiction of the Board. Boards **66** by resolution, may also reduce the number of elected trustees to not fewer than five.

Determination of Number of Trustees

In the 2006 election, the Board had 9 trustees, plus a First Nation representative. It is recommended that the Board keep the same number of trustees for the 2026 election.

Determination of Trustee Distribution

In determining the distribution of trustees, Regulation 412/00 gives boards the ability to declare certain areas as “Low Population Areas” so as to increase the representation by either one or two trustees.

The Board could therefore designate the North and/or the East as “Low Population Areas” and reduce the Sault Ste. Marie area, increasing these areas by one. In 2006, 2010, 2014 and 2018, and 2022 the distribution was as follows:

North	1
East	2
Sault Ste. Marie	6

By declaring both the East and North as “Low Population Areas”, the distribution will remain the same as previous years. As such, it is recommended that for the 2026 election, the Board keep the same distribution of trustees as per current practice.

Attached is the calculation of the Low Population Designation and Trustee Distribution for 2026.

Motion:

That the Huron-Superior Catholic District School Board approves the distribution of the trustees as presented and designate both the North and East as “Low Population Areas”.

Trustee Determination & Distribution Calculator

Trustee Distribution

Submitted Data

District School Board	Huron-Superior Catholic District School Board
Population of Board's Electoral Group	18,746
Number of elected trustees (If your board has passed a resolution to reduce its trustee positions, pick a new number from the drop-down menu)	9

Trustee Distribution – Template B

Enter the number (one or two) by which the sum of the electoral quotients for low population municipalities will be increased (as per [s.4.\(2\) of O. Reg. 412/00](#))

1

Chart 1 – Low Population Municipalities

Column 1 Name of Municipality / Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient	Column 4 Alternative Quotient
East	2,806	1.347	2.167
North	618	0.297	0.477
TOTALS	3,424	1.644	2.644

Chart 2 – Remaining Municipalities

Column 1 Name of Municipality / Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient	Column 4 Alternative Quotient
5761 - Sault Ste. Marie City	14,776	7.094	6.13

5766 - Prince Township	134	0.064	0.056	68
5711 - Laird Township	30	0.014	0.012	
5714 - Tarbutt Township	16	0.008	0.007	
5716 - Johnson Township	9	0.004	0.004	
5727 - Province of Ontario	326	0.157	0.135	
5751 - Macdonald Meredith et all Township	31	0.015	0.013	
TOTALS	15,322	7.356	6.357	

	Column 2 Electoral Group Population	Column 3 Electoral Quotient	Column 4 Alternative Quotient
GRAND TOTAL	18,746	9	9

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Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION 2026 Trustee Election: Delegation of Authority to Returning Officer for Areas without Municipal Organization

March 25, 2026

Submitted by:
Justin Pino
Superintendent of Business

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing resources responsibly, justly, responsively, and wisely.

Background and Information

In past elections, the Huron-Superior Catholic District School Board (HSCDSB) conducted the election of trustees for all school boards within the unorganized areas (Areas without Municipal Organization). HSCDSB and other co-terminus boards would purchase services from Algoma District School Board (ADSB) to conduct their portion of the election in past elections.

For the 2018 and 2022 Election, HSCDSB (along with ADSB) contracted the City of Sault Ste. Marie to act as Returning Officer on its behalf to leverage community expertise in order to perform this task. Similar to 2018 and 2022, the City of Sault Ste. Marie will provide the Board with a Service Agreement authorizing the City's Clerk to act as HSCDSB's Returning Officer for the 2026 Election. This would also include utilizing the City's Compliance Audit Committee should there be applications for compliance audits of the candidates' campaign expenses.

Recommendation

It is recommended that the Huron-Superior Catholic District School Board enter into a contract with the City of Sault Ste. Marie, for the City of Sault Ste. Marie's Clerk, to act as HSCDSB's Returning Officer for the 2026 Trustee Election within unorganized areas within the Board's jurisdiction.

Motion:

That the Huron-Superior Catholic District School Board enter into a contract with the City of Sault Ste. Marie, for the City of Sault Ste. Marie's Clerk to act as HSCDSB's Returning Officer for the 2026 Trustee Election.



FIELD TRIPS - FORM B

APPLICATION FOR BOARD OF TRUSTEES APPROVAL
EXTENDED FIELD TRIP

SCHOOL: St. Basil Catholic Elementary

NAME OF TEACHER Akeshia Trudeau GRADE 7-8

requests authorization to take his/her class to Halifax

Purpose of Field Trip: Soaring Indigenous Youth Empowerment Gathering - Halifax
(place or area)

Date of Departure: May 11, 2026

Date of Return: May 14, 2026

Number of Students: 25 Number of Staff: 5 Number of Adults: 5
(at least 1 required)

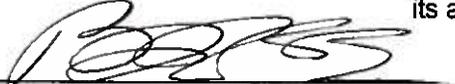
Note: Both male and female chaperones should accompany overnight trips with mixed student groups.

Means of Transportation: Flight
(Under no circumstances are students to drive other students.)

A detailed itinerary must be provided with this application.
The itinerary must outline the educational value of the field trip and list the curriculum and/or Ontario Catholic School Graduate Expectations being met.

Special provisions to provide for Universal Access: _____

Note: The Principal confirms that all "Volunteers" have had a Criminal Records Check and a Vulnerable Sector Screening and that all students have out of province/country medical insurance for travel outside the province/country. The principal also confirms that all staff/chaperones are aware of Policy 5003 Field Trips and its accompanying Procedural Guidelines.


(Signature of Principal)

February 12, 2026
(Date)

AUTHORIZATION

This Extended Field trip is approved.

(Signature of Director of Education)

(Date)

Distribution: *Principal to submit to Superintendent for pre-approval, who will then bring to the Director of Education.
Once approved by the Board of Trustees, a copy will be sent to the Principal for his/her records.*

Supporting Student Success and Leadership through Indspire's Soaring Conference

Bringing our Grade 7 and 8 students to Indspire's Soaring Conference is a unique and transformative opportunity that directly supports their personal, cultural, and academic growth. At this pivotal stage, students are beginning to explore future pathways and develop their leadership potential. The conference provides exposure to Indigenous role models, post-secondary options, career opportunities, and culturally relevant mentorship that they may not otherwise encounter. Participation empowers students to build confidence, pride in their Indigenous identity, and a sense of belonging while inspiring them to set meaningful goals for their education and future careers.

Participation in Indspire's Soaring Conference directly advances HSCDSB's strategic priority of student success and well-being by empowering Indigenous students through culturally affirming, career-focused learning opportunities. This experience promotes equity, leadership development, and post-secondary readiness while strengthening community partnerships and advancing reconciliation in action.

Strategic Direction	Connection
<p>Success and Wellbeing of our Students:</p> <ul style="list-style-type: none"> ● Foster a culture of high standards and excellence. ● Respond to the needs, preferences, experiences, and voices of all of our students. ● Provide relevant education with a particular focus on each community's history and culture. 	<ul style="list-style-type: none"> ● Participation in Indspire's Soaring Conference supports the Board's commitment to fostering a culture of high standards and excellence by exposing students to post-secondary pathways, career exploration, and leadership development opportunities. The conference responds directly to the needs, experiences, and voices of Indigenous students by providing culturally relevant programming rooted in Indigenous perspectives and success stories. Students will deepen their understanding of their own history and culture while discovering a variety of programs available at Canadian colleges and universities, learning about funding and support opportunities through Indspire, meeting employers, and exploring services specifically designed to support Indigenous learners. This experience promotes engagement, aspiration, and future readiness.

<p>Nurturing our Catholic Faith:</p> <ul style="list-style-type: none"> ● Strengthen our connections between school, church, and home. 	<ul style="list-style-type: none"> ● Attendance at the Soaring Conference provides students with meaningful opportunities to live out the Catholic Graduate Expectations. Students will demonstrate leadership, collaboration, and respect for the diversity and interdependence of the world's peoples and cultures. Through exploration of their gifts and future pathways, they will be encouraged to develop their God-given potential and reflect on how they can make meaningful contributions to society. This experience also strengthens the connection between school, home, and community by supporting students in their personal, spiritual, and vocational growth.
<p>Engagement with our Employees and Partners:</p> <ul style="list-style-type: none"> ● Increase our system's cultural competency, understanding of special needs, and respect for the viewpoints of diverse populations. 	<ul style="list-style-type: none"> ● This initiative strengthens engagement with Indigenous educational partners and increases cultural competency within our system. The conference will provide chaperones and staff with opportunities to build deeper relationships with Indigenous students while learning alongside them. This shared experience fosters greater understanding of students' lived experiences, perspectives, and unique needs, supporting continued growth in cultural awareness, responsiveness, and respect for diverse populations.
<p>Equitable Stewardship of our resources:</p> <ul style="list-style-type: none"> ● Allocate resources equitably 	<ul style="list-style-type: none"> ● This trip will be funded by Indspire. ● Supporting student participation in the Soaring Conference reflects equitable stewardship of resources by intentionally providing access to

	<p>opportunities that address systemic barriers and promote Indigenous student success. As this trip will be funded by Indspire, it represents a responsible and strategic use of external resources to expand opportunities for students while maintaining fiscal responsibility. This initiative demonstrates thoughtful decision-making that prioritizes equity, access, and student achievement.</p>
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Event overview

Indspire's annual conference "Soaring", will take place in Halifax, Nova Scotia this May. Indigenous high school students, including Junior High (grade 7 and 8) from across the country will learn about career and post-secondary education options by participating in informative, career-oriented, and confidence building workshops. They'll also learn more about financial support options and meet some of Canada's top employers.

The two-day event will take place at Halifax Convention Center. There will be panel discussions, performances, workshops, resources, and tradeshow during the event.

May 12, 2026

Departure from Sault Ste. Marie airport for a flight to Halifax, with a connection in Toronto. Check into the hotel, to be determined.

Conference Agenda, May 13-14 , 2026

Conference Day 1: Halifax Convention Centre

- 9-10: Opening Ceremony, Deloitte Career Panel
- 11:00: Keynote speaker, Performance

- 12:00: Lunch
- 1:00: Pep rally, campus visit

Conference Day 2: Halifax Convention Centre

- 9:00-9:45 - Opening
- 10:00-10:45 - Workshop/Trade Show Slot #2
- 11:00-11:45 - Workshop/Trade Show Slot #3
- 12-1:00 - Lunch & Youth Panel + Performance
- 1:15-2:00: Workshop/Trade Show Slot #4
- 2:15-3:00: Workshop/Trade Show Slot #5
- **3:00 Closing Ceremony/Performance**

May 14, 2026

Return Flight to Sault Ste. Marie, with a connection in Toronto. Students will be picked up from the airport or transportation can be arranged.



Huron-Superior Catholic DISTRICT SCHOOL BOARD

75

FIELD TRIPS - FORM B

APPLICATION FOR BOARD OF TRUSTEES APPROVAL EXTENDED FIELD TRIP

SCHOOL: St. Mary's College
 NAME OF TEACHER Mrs. Granic GRADE 11/12 (Link Crew)
 requests authorization to take his/her class to Canada's Wonderland
(place or area) Leadership conference
 Date of Departure: Tues. May 19 @ noon
 Date of Return: Wed. May 20 @ 11pm
 Number of Students: 30 Number of Staff: 3 Number of Adults: —
(at least 1 required)

Note: Both male and female chaperones should accompany overnight trips with mixed student groups.

Means of Transportation: Coach bus via AJ Bus Lines
(Under no circumstances are students to drive other students.)

**A detailed itinerary must be provided with this application.
 The itinerary must outline the educational value of the field trip and list the curriculum
 and/or Ontario Catholic School Graduate Expectations being met.**

Special provisions to provide for Universal Access: YES NO NOT REQUIRED

Note: The Principal confirms that all "Volunteers" have had a Criminal Records Check and a Vulnerable Sector Screening and that all students have out of province/country medical insurance for travel outside the province/country. The principal also confirms that all staff/chaperones are aware of Policy 5003 Field Trips and its accompanying Procedural Guidelines.

[Signature]
(Signature of Principal)

02/18/2026
(Date)

AUTHORIZATION

This Extended Field trip is approved.

(Signature of Director)

(Date)

Distribution: The Principal will sign the form and send it to the Director of Education.

Once approved by the Board of Trustees, a copy will be sent to the Principal for his/her records.

**Application for Extended Field Trip
Link Crew WonderLEAD conference
Tuesday May 19 to Wednesday May 20, 2026**

Itinerary

Tuesday May 19, 2026 , board the coach bus and leave St. Mary's College parking lot at 12:00PM.

Arrive at 7PM Comfort Inn, 210 Essa Rd, Barrie, ON.

Wednesday May 20, 2026 9AM

Arrive at Canada's Wonderland and participate in a Youth Leadership conference.

Canada's Wonderland is proud and excited to be hosting the annual WonderLEAD Youth Leadership Conference. Students have an opportunity to be a part of an amazing morning of leadership development and fun! They have some of the most successful and effective speakers in North America having years of experience affecting people to change. The team from the annual Ontario Student Leadership Conference (OSLC) and Youth Leadership Camps Canada (YLCC), have developed this exciting conference for grades 7 and up. Students will learn the skills and attitudes that make effective leaders.

5PM depart Canada's Wonderland and return to St. Mary's College parking lot at 11PM on *Wednesday May 20, 2026*.

Rationale

In May the Link Crew leaders will attend the WonderLEAD Leadership conference in Vaughan, ON at Canada's Wonderland. Link Crew Leaders will attend a leadership conference to build their leadership skills for next year and continue supporting the Grade 9 students for the remainder of the year, preparing them for final exams and culminating tasks.

Students will be fulfilling the Ontario Catholic Graduate Expectations of a Self-Directed, Responsible, Lifelong learner by demonstrating a confident and positive self and respect for the dignity and welfare of others. The leaders will learn to take initiative and demonstrate Christian leadership while leading the Grade 9 students throughout the year.



St. Mary's College School Activity Report

March 2026

March 25, 2026

*Submitted by:
Alexander Oraziatti
Abbie Dasa Kumar
Michaela Kyle
Student Trustees
St. Mary's College*

Faith:

- Despite the bus cancellation on Ash Wednesday, we still went ahead with a very beautiful, intimate liturgy and distributed ashes to everyone in the building on Feb. 18. The next day, Chaplain Mario Rocchetta spent a great portion of the day in the Chapel to provide blessings and ashes for any students who wanted to come and start Lent in this way!
- A trial of "Faith to Spare" has been launched, an initiative which sees senior students on spare joining Mr. Rocchetta at St. Gregory on Friday morning for mass with Fr. Trevor. The launch was successful, with attending students sharing that they felt it was a great way to start their weekend and a meaningful way to interact with their faith outside of SMC's walls. It should be noted that some of the students who attended are students who are not fully initiated into the Catholic church but who are expressing great interest in doing so. This is great news!
- Looking ahead, there will be an Easter Mass happening in April at SMC, presided by Fr. Trevor.

Extracurricular Activities:

- SMC is currently wrapping up our winter sports season with lots of exciting things happening this month:
- SMC hosted the Junior Boys Basketball NOSSA tournament on February 25th and 26th. The team played hard and advanced to the semi-finals.
- SMC's Girls Curling team is set to compete at NOSSA in Sudbury on March 10th and 11th.
- Our SMC Boys Hockey team will also compete at NOSSA, which is being held right here in Sault Ste. Marie on March 9th and 10th.
- On March 3rd and 4th, SMC sent five wrestlers to OFSAA in Peterborough. Congratulations to Kali Montgomery, who placed 6th in the 54 kg girls division, and Michaela Kyle, who placed 6th in the 72 kg girls division. All of our wrestlers represented SMC well and had very successful matches.
- Congratulations as well to Melina Bernardo, who brought home a gold medal in Para-Nordic skiing at OFSAA from February 24th to 26th.
- After March Break, Track and Field, Badminton, and Soccer will begin as we kick off our spring sports season.

Indigenous Student Union:

- The Indigenous Student Union received funding from Indspire to support indigenous student union members in attending the Soaring: Indigenous Youth Empowerment Gathering. The conference will take place May 12th–13th, 2026, at the Halifax Convention Centre in Halifax, Nova Scotia.
- Throughout the month of February, the Indigenous Student Union held three sharing circles on February 11th, February 18th, and February 25th. Many students showed interest in attending and participating in the circles. The events were made possible through the grant that the Indigenous Student Union received last month.

SMC Student Council:

- Hosted a pep rally in February with strong school participation and involvement.
- The event featured student-athletes participating in games and activities, helping build school spirit and community engagement.
- Organized the annual Love Week campaign, which included several fundraising initiatives.
- Raised and donated \$1,000 to the Dolly Parton Foundation through the campaign.
- In March, Student Council is currently planning the Spring Formal, which will take place in April.
- Preparations are focused on ensuring a fun and memorable event for students.

Student Senate:

- The Student Senate is currently planning two Easter initiatives that will be implemented across schools to encourage reflection, faith, and community support during the Lenten season.
- The first initiative is a “What Does Easter Mean to Us?” video project. Students from different schools will be invited to share short reflections about what Easter means to them personally. These reflections may include the importance of faith, renewal, hope, and the message of Christ’s resurrection. The goal of this project is to create a collaborative video that highlights the diverse perspectives and voices of students across the board while reinforcing the spiritual significance of Easter. The final video will be compiled and shared with the school community on Easter as a way to celebrate the season and promote reflection on its meaning.
- The second initiative focuses on almsgiving, which is one of the three key pillars of Lent, alongside prayer and fasting. To support this pillar, Student Senate members will organize a non-perishable food drive across schools in the city. Students and staff will be encouraged to donate items such as canned goods, pasta, rice, and other shelf-stable food products. The collected donations will then be provided to local community organizations and food banks.
- Through these initiatives, the Student Senate hopes to encourage students to live out the values of Lent by reflecting on their faith and actively giving back to the community. These efforts aim to strengthen the sense of compassion, generosity, and unity within our schools while supporting those in need during this sacred season.