

St. Michael
Catholic Secondary School
9130 Columbia Way
Bolton, ON L7E 4G6

STUDENT HANDBOOK 2010-2011

Principal: **F. Scarcelli**

Vice-Principal: **C. Hastings**

Chaplain: **U. Cybulko**

Head Secretary: **D. McHugh**

Guidance (Attendance) Secretary: **N. Ongaro**

Superintendent: **P. McMorrow**

Trustee: **F. Di Cosola**

St. Michael CSS Web Address:

www.dpcdsb.org/MICHS

This Agenda Book belongs to:	
Name:	_____
Address:	_____ _____
Phone #:	_____
Student #:	_____
Homeroom:	_____

TABLE OF CONTENTS

Mission Statement	3
Class Schedule	4
Catholicity	5
Chaplaincy	6
Community Responsibility	6
Uniform Policy	6
Attendance Policy & Procedures	8
Computer Policy	9
Student Responsibilities	11
Student Services	14
Academic Resource Department	15
Athletic Eligibility Policy	15
St. Michael CSS Library	18

This student agenda book has been designed to support you in your school life here at St. Michael CSS. The general information, policies and procedures outlined in the book provide you with a wealth of information to guide you and assist you throughout the school year. Please take the time to read through the book. Use the calendar portion to stay organize

Mission Statement

Quis Ut Deus Who is with God

We, the community of St. Michael Catholic Secondary School are committed to the Gospel values as a foundation for student success.

- We believe that every student can and will achieve 8 credits a year.
- We believe that every student can and will be involved in at least one school extracurricular activity.
- We believe that school, home and parish are accountable to one another.

St. Michael the Arch Angel, defend, protect and pray for us.

“We are with God”



Prayer to St. Michael the Archangel

St Michael the Archangel defend us in battle;
be our protection against the
wickedness and snares of the devil.
May God rebuke him we humbly pray.
And may thou, O prince of the heavenly hosts.
By the power of God, thrust into hell Satan,
and all the evil spirits who wander through the world
seeking the ruin of souls.

Amen

St. Michael Catholic Secondary School

CLASS SCHEDULES

PERIOD	TIMES	
HR	8:17 – 8:20	
1	8:20 – 9:35	
2	9:40 – 10:55	
3A	Gr. 9 Lunch 11:00 – 11:40	Gr. 10 classes 11:00 – 12:15 (A and B)
3B	Gr. 9 classes	
3C	11:40 – 12:55 (B and C)	Gr. 10 Lunch 12:15 – 12:55
4	1:00 – 2:15	

* In addition, there will be special daily schedules throughout the year required to accommodate school liturgies, assemblies and activities.

For safety reasons, any student not participating in an after school activity that is supervised **by a staff member, must exit** the building 15 minutes after last period. When the supervised activity is over, students are **expected to leave the building immediately.**

CATHOLICITY

The Dufferin-Peel Catholic District School Board is committed to providing quality Catholic education which serves the academic, social, physical and spiritual developmental needs of our students.

The historical mandate of the Catholic school system in Ontario is to model the entire syllabus of the school on the life and teaching of Jesus. As such, the Dufferin-Peel Catholic District School Board has expectations of all students admitted.

Our religious expectations are as follows:

1. All students will enroll in a Religion course in each of the four years. All Religion courses are approved by the appropriate Catholic authority. The Government of Ontario recognizes that Religion credits count towards a secondary school graduation diploma.
2. All students will participate in an annual retreat for the first four years that they are in a secondary school. The retreat normally takes place during the school day at a site off school property. The school Chaplain organizes the annual retreat based on spiritual developmental themes appropriate for adolescents.
3. All students will participate in the prayer and in the liturgical life of the school. Catholic students are expected to participate fully as mandated by their sacramental Baptism. Non-Catholic students are expected to participate to the extent that they can.

It is not the intention of the Dufferin-Peel Catholic District School Board to proselytize, however, for supervision, safety and community reasons, the entire school participates in all of the religious events that occur during the school year. At a minimum, non-Catholic students will attend and maintain respectful silence at all religious observances. All students are encouraged to get involved.

4. The Catholic District School Boards of Ontario follow approved provincial curriculum. Given the distinctiveness of Catholic schools, the Government of Ontario recognizes parallel curricula for our system based on Catholic course profiles. All courses in all subject areas, in a Catholic secondary school, are taught from a Catholic point of perspective.

CHAPLAINCY

The Chapel is the heart of our school. As the heart of our school, the Chapel is a place where all who come can feel or learn to feel the love that God has for us. It is also the most beautiful room in the school. Why is this important? This is important because beauty is important. We want our students to become more beautiful and to recognize their beauty.

Chaplaincy tries to do what the Chapel does. What do we do in Chaplaincy? (Remember we are all involved in Chaplaincy at St. Michael!)

- We try to show love, all of us at our school
- We try to show love to each other in our community
- We try to do what Jesus said we should do, "Love one another"

At St. Michael we pray, we feed the hungry, we visit the sick and the grieving, we clothe the naked, we visit prisoners and the mentally ill, and we go on retreat. At the end of the day, we learn to pray, sing, and celebrate together.

COMMUNITY RESPONSIBILITY

Students are requested to respect the private property of our neighbours. Please refrain from littering and/or loitering in any of the areas surrounding our school property.

UNIFORM POLICY

R. J. McCarthy is the only official supplier of uniforms. All items of the uniform listed below (except footwear) must be purchased at R. J. McCarthy Ltd. (44 West Drive, Brampton, ON L6T 3T6, 905-593-6900, www.rjmccarthy.com)

MALE UNIFORM – TO BE WORN IN A NEAT TIDY MANNER

The male uniform consists of:

- Black McCarthy pants with embroidered St. Michael Logo
- St. Michael rugby shirt with black and yellow stripes and embroidered school logo
- Plain white or black t-shirts (no logos) may be worn under the rugby shirt
- Black or white socks
- **Solid black shoes**
- **Blue St. Michael golf shirt (as an option before Thanksgiving and after Victoria Day)**

FEMALE UNIFORM TO BE WORN IN A NEAT TIDY MANNER

The female uniform consists of:

- Black McCarthy pants with embroidered St. Michael Logo
- St. Michael rugby shirt with black and yellow stripes and embroidered school logo
- Plain white or black t-shirts (no logos) may be worn under the rugby shirt
- Black or white socks
- ONLY black hair ties
- **Solid black shoes**
- **Blue St. Michael golf shirt (as an option before Thanksgiving and after Victoria Day)**

NOTES:

- Students are expected to be in proper school uniform at all times while on school premises – neat and tidy
- Non-uniform items such as coats, jackets, winter hats and boots are to be kept in lockers.
- For safety reasons, all school bags, backpacks, sports bags and draw-string bags are to remain in school lockers during the day. They are not to be carried in any part of the school during the day.
- Socks must be worn at all times.
- Shoes are not to have coloured trim and must have black laces. Shoes must have a closed toe and a closed heel. Sandals and slippers are not permitted.
- Pants are to be worn at the waist and not tucked into socks
- School uniform must be kept in good condition. Ripped, torn or altered uniform items must be repaired or replaced.
- Baseball caps, hats, bandanas or other headwear are not permitted in the school and should be left at home.
- Uniforms are to be worn for all school field trips unless approval is given by the school administration.
- It is expected that the uniform will be worn in a neat and tidy manner with no alterations or enhancements.

CIVVIES DAYS

The expectations of appropriate attire are still in place on Civvies Days. Inappropriate clothing would include rude or offensive slogans, immodest apparel, or items which do not respect the rights of others. Students are not permitted to wear any headgear on Civvies Days.

At the discretion of St. Michael's administration, students who

disregard any of the expectations listed above, will not be permitted to attend class and may be sent home to change

ATTENDANCE POLICY & PROCEDURES

ATTENDANCE: As set out by the Board, each student is responsible to attend all classes and scheduled activities on time and with the proper materials required for full participation. Regular attendance on the part of the student is vital to the process of learning. Students who habitually miss class will suffer in the assessment and evaluation process because their participation and achievement cannot be fully assessed. Students who miss ten or more classes in any course, without a legitimate reason, may put their credit in jeopardy.

DAILY ATTENDANCE & TRUANCY: A parent/guardian is to make a phone call to the Attendance Office the day of the absence **prior to 1:00 p.m.** so that the absence can be reflected on the teacher's Daily Attendance Report. If the phone call is received by 1:00 p.m. on the day of the absence, then the student may return to school the next day and report directly to Homeroom. Failure to call the school will result in your child being marked truant for the day or the period in question. This will also result in a phone call to your home from the automated system informing you of your child's absence.

EXAMS AND CULMINATING ACTIVITIES ABSENCES: Students are expected to complete each of their scheduled culminating activities and formal exams in the time frame allotted for these activities. **Family holidays and/or other appointments must be planned outside of examination periods. Students will not be exempt from completing the culminating activities or from writing final exams for these reasons.** If a student is unable to do either a culminating activity or a formal exam due to illness, **a medical certificate** will be required or a mark of zero will result. This certificate must be submitted to the Principal or designated Vice-Principal prior to the end of the examination period. The teacher may still require the student to complete the culminating activity or to take a formal examination at a later date but generally no later than the end of the marking period.

FAMILY HOLIDAY/EXTENDED ABSENCES: Family holidays and extended absences are strongly discouraged during the school year and are detrimental to the success of the student. In the event of a family holiday or extended absence, modifications to the course evaluation may only be considered after the student, parent/guardian, subject teacher, the appropriate administrator, and Guidance Counsellor have consulted with one another.

The parent/guardian must advise the school of a prolonged family holiday or absence at least two weeks in advance.

LATES: Students are expected to be on time for all classes. The learning environment of others is disrupted when a student is late. Generally speaking, if a student is late for any class, the student is to report directly to the class. However, if a student arrives at the school **after 9:00 a.m.** to begin the school day, the student must report to the Attendance Office and sign in with a note explaining the lateness. Initial classroom lates will be dealt with by the respective classroom teacher. Habitual lates will be dealt with student's Vice-Principal.

* Lates to period one during morning exercises will result in the student being redirected to the nearest classroom for opening exercises. **There will be no students in the hallways during morning exercises!**

STUDENT SIGN-OUT: Every effort should be made to schedule appointments outside school hours. Students who must leave at some point during the school day are required to sign out at the Attendance Office, providing the Attendance Secretary with a note **signed** by a parent/guardian stating the **date, time** and **reason** for the early departure prior to the start of the school day. Parent/Guardian contact (verbal or written) must be made before a student may be released.

A student who becomes ill during the day, or must leave for some other unexpected reason, must have a parent/guardian contact the Attendance Secretary to authorize an early dismissal. Once authorization has been received by the Attendance Secretary, the student must sign out at the Attendance Office. Failure to comply with the above protocols will constitute **skipping** and appropriate consequences will be administered. **YOU MUST SIGN OUT.**

COMPUTER POLICY

INTERNET USAGE

Students at St. Michael CSS have access to the internet, which provides a rich and powerful resource. However, a word of caution needs to be made about its use and misuse. Along with the freedom to roam cyberspace in the quest for information there is a real potential for intentional or inadvertent access to inappropriate material. Students are reminded that whether in school or out of school they should **exercise good judgment** when "downloading" or "posting" any material on the "web". They need to be mindful of the rights of others. The misuse of computer resources will be deemed "**conduct injurious to the moral tone of the school**" and will be dealt with accordingly.

USAGE OF COMPUTER RESOURCES

Computer resources for student use at St. Michael CSS are intended solely for academic or co-curricular purposes. Any other usage is strictly prohibited and will be treated as a serious offence.

CONDITIONS

Students who use any of the school's computer resources must abide by the following conditions:

1. Students may use a computer resource only under the direct supervision of a teacher.
2. Network intrusion which is similar to breaking and entering into a private office is a serious offence and will be dealt with by the Principal.
3. Computer accounts assigned to individual students are non-transferable and are to be used only for teacher-directed purposes.
4. With the exception of normal wear and tear, any damage to computer resources by a student will be reported to the Main Office. The student will be subject to appropriate consequences and expected to make restitution.

UNAUTHORIZED USAGE

All occurrences of unauthorized usage of computer resources will be reported to the Principal. Consequences will be consistent with the severity of the offence and may include suspension or expulsion.

The following are a few examples of **unauthorized usages**:

- a. Accessing system/network software
- b. Using someone else's computer account (i.e. User ID)
- c. Copying licensed software
- d. Tampering with computer hardware and network cables/equipment
- e. Interfering with the operation of the school's computer network

LEGAL ISSUES

Certain activities mentioned above contravene the Criminal Code of Canada and will be reported to the police.

STUDENT RESPONSIBILITIES

LOCKERS

Lockers are school property with students having temporary use only. It is expected that lockers be kept neat and clean and that materials displayed will respect the value of others. Students will be held responsible for the condition of and all materials contained within their assigned locker. The locks used within the school are **American Lock 400K** and must be purchased from the school. Students should make every attempt to ensure combination secrecy. It is recommended that valuable items and electronic equipment be kept at home. Materials and books for consecutive classes should be obtained at the same time avoiding unnecessary locker visits and ensuring that students arrive to class on time.

PERSONAL ELECTRONIC DEVICE POLICY

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, **the use of PEDs by students is strictly prohibited on school premises** (including portables) or during school related activities (such as retreats, field trips, sports events, etc.).

Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action as outlined in the Catholic Code of Conduct 2001. **The school and Dufferin-Peel Catholic District School Board assume no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property.**

It is the policy of the Dufferin-Peel Catholic District School Board that PEDs are to be kept out of sight, turned off and not used within school premises or during school sanctioned events. **To prevent the loss or damage of PEDs, the school strongly recommends to all students that they leave their PEDs at home or in their lockers.**

GENERAL DEFINITION OF A PED

PEDs (Personal Electronic Devices) are **Wireless** and/or **Portable Electronic Hand-held Equipment** that include, but are not limited to, existing and emerging **Mobile Communication Systems** and **Smart Technologies** (cell phones, smartphones, walkie-talkies, pagers, etc.), **Portable Internet Devices** (mobile managers, mobile messengers, Blackberry handsets, etc.), **PDA**s (Palm organizers, pocket PCs, etc.), **Portable Entertainment Systems** (gaming devices, CD players, compact DVD players, MP3 players, iPods, Walkmen, etc.), digital or film **Cameras**, digital or analogue **Audio Recorders** or **Video Recorders** (tape recorders, camcorders, etc.), **Spy Gadgets** (spy cameras, covert listening devices, etc.), and any other **Convergent**

Communication Technologies that do any number of the previously mentioned functions.

PEDs also include any current or emerging **Wireless Handheld Technologies** (such as Bluetooth) or **Portable IT Systems** that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

ACCIDENTS

It is important that the school be notified as soon as possible in the event of a serious accident that occurs either on school property and/or during a school-related activity or event. It is important, therefore, that **current** home, work, cell and emergency contact phone numbers be filed with the school and kept up to date. Once the school is notified of an accident, parents/guardians will then be informed. An Accident Report will also be filed in the Main Office.

FIRE DRILLS

The main dangers in the event of fire are usually panic and fear of not knowing what to do or where to go. The following regulations are vitally important:

- i. observe the sign in every room indicating the main and alternate exit to be used;
- ii. leave the building when the fire alarm sounds;
- iii. walk quickly and quietly; do not run or push;
- iv. assemble with your teacher and class at least fifty feet from the building for attendance; remain outside until a signal sounds for return.

STUDENTS ON LUNCH

You are not permitted to congregate in the halls or washrooms or be at lockers during class time. During your lunch you should be in the cafeteria, library or outside in the back of the building off the cafeteria weather permitting. There should be no students congregating at the front of the building at any time. While in the cafeteria, it is expected that students will observe the following rules:

1. Students will be in full uniform.
2. Students will clear any table they use and put trash in receptacles provided. Cleanliness is everyone's responsibility.
3. Students will consume food and drinks only in the cafeteria.
4. Students may be asked to assist in keeping the cafeteria tidy.

ALLERGEN AWARENESS

The Dufferin-Peel Catholic District School Board recognizes that some pupils within the school system are susceptible to severe anaphylactic reaction to a particular food, drug or insect sting. Anaphylactic reactions can be life threatening.

The goal of the Board's policy is to provide a safe environment for pupils with life threatening allergies, recognizing that it is not possible to reduce the risk to zero.

Food Allergies: Food accounts for approximately 50% of all anaphylactic reactions, and this proportion is probably higher in children. Any food can cause anaphylaxis but, in North America, nine foods account for more than 90% of all reactions. These are: peanut, tree nuts, shellfish, fish, milk, egg, soy, sesame seed, and wheat. Sulphite, while not a food, is considered a 'major allergen' by Health Canada. Often found in processed foods and beverages, it can trigger an allergic reaction in sulphite-sensitive people.

In North America, peanut and tree nuts have caused the greatest number of food-related deaths in children. It is important to provide safeguards for all children with other life-threatening allergies (including milk, egg, sesame seed, etc.). Parents/Guardians are encouraged to work with Dufferin-Peel Catholic District School Board staff to develop specific avoidance strategies. If your child has or has been recently diagnosed with an allergy, please ensure that this information is reported to the Main Office.

USING APPROPRIATE LANGUAGE & DISCRETION

It is expected that you will refrain from using language or indulging in displays of affection which could be considered offensive to others and inappropriate in a Catholic community.

SMOKING

Smoking is not permitted in or on the school grounds at any time. This policy also applies during all school events or on field trips. Smoking infractions will result in suspension. Smoking on school property may also result in a ticket, as per the Tobacco Control Act, being issued by the Region of Peel Health Department. The Ontario Tobacco Control Act (TCA) is a provincial law passed in 1994 to:

- Prevent the selling and supplying of tobacco to anyone under 19.
- Create smoke-free schools and public places.

Section 9 (1) of the TCA states, "no person shall smoke or hold lighted tobacco in any of the following places; a school as defined in the

Education Act.” This means that smoking is not permitted anywhere in a school or on school property at any time.

Penalties are subject to Ontario Tobacco Control Act. A fine of \$305.00 will be enforced by the Region of Peel, for any individual who does not comply with the Tobacco Control Act.

LASER POINTERS, SKATEBOARDS AND SCOOTERS

Laser pointers, skateboards and scooters are not permitted at St. Michael CSS.

VALUABLES

You should not bring valuables or large sums of money to school. The school is not responsible for any lost or stolen items.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

A severe winter storm may cause the schools to be closed. These decisions are made by senior officials at the Board and will be broadcast by 7:00 a.m. on all major radio stations and posted on the Board website. Please listen for details and use your own good judgment.

STUDENT SERVICES

THE GUIDANCE AND CAREER EDUCATION PROGRAM

Through the guidance and career education program, students will acquire the knowledge and skills that they need in order to learn effectively, to live and to work cooperatively and productively with a wide range of people, to set and pursue education and career pathways, and to carry out their social responsibilities.

The program will be delivered through various means, including classroom instruction, orientation and exit programs, career exploration activities, and individual assistance and short-term counselling.

To make an appointment with your Guidance Counselor fill out the “Student Services Appointment Form” and submit it to the Guidance Secretary. Appointments are usually scheduled within a few days of the request.

Timetable changes are usually completed by the end of the second week of a semester and are requested based on the following:

- level changes
- a missing prerequisite
- post-secondary destination requirements
- summer school results

STUDENT SUCCESS

Programs and strategies aimed at supporting students who are struggling in the critical first two years of secondary school are essential for credit accumulation and student success in the senior grades. These programs and strategies:

- help increase students' sense of engagement with school, as well as their level of participation;
- provide varied supports and interventions that meet the needs of the individual student;
- may involve adjustments to enable blocking of student timetables;
- involve close monitoring of student attendance and participation;
- may involve specialized support from district school board personnel.

ACADEMIC RESOURCE DEPARTMENT

The Academic Resource Department includes all of the facilities, resources and support personnel necessary to implement and develop a special education program. This program assists students deemed exceptional in being successful at the secondary school level. Programming might be provided within a regular class, in a regular class with resource assistance, or in a special education class.

Where necessary, an Individual Educational Plan and/or an Identification, Placement, Review may be used to develop and implement the special education programs and services necessary. A number of computers are available in the Academic Resource area that has programs suitable to meet the needs of exceptional students.

ATHLETIC ELIGIBILITY POLICY

PHILOSOPHY

The primary purpose of co-curricular activities is to contribute to the overall development of the student in concert with the school's philosophy and goals. In this regard it is the responsibility of these programs to encourage the participation of all students who wish to be involved in any and all activities. The St. Michael CSS staff believes strongly in the development of the total student and thus understands

the co-curricular programs to be an extension of the classroom. We feel that it is the responsibility of the coach to develop all participants to a level in which they can participate successfully. Students will be expected to rise to the standards set forth by the coach and his/her peers. We work to meet individual needs and to provide for successful experiences for the student in the classroom. We extend these goals to all of our co-curricular programs.

GUIDELINES FOR ELIGIBILITY

In order to be able to participate in co-curricular activities, the student must be enrolled as a full-time student and meet the criteria set out by the R.O.P.S.S.A.A. Constitution.

STUDENT ATHLETE RESPONSIBILITY

Participating in the athletic program at St. Michael CSS is a privilege granted to students who fulfill their obligation as students and citizens to the best of their ability. This privilege may be removed by the school administration as a result of:

- Repeated lates
- Repeated absences
- Poor academic performance
- Conduct inconsistent with the Code of Student Behavior

Students for whom concerns about academic performance have been expressed by teachers will be monitored to determine the suitability of their continued participation. These concerns would be expressed to the student, his/her parents, as well as the coach in order that the decision made is in the best interest of the student. Certain circumstances may result in immediate removal from participation.

Students absent from day school will not be allowed to appear at school to practice, participate, perform or be involved in any school co-curricular activity on that day. The same applies to students who skip classes on the day of the event.

ACADEMIC ELIGIBILITY FOR ATHLETICS AND CLUBS

The Athletic and Clubs Eligibility policy is designed to give students the opportunity to participate in the school's athletic program while at the same time maintains academic integrity.

Too many missed classes and missed assignments can be detrimental to the student's marks. Performances below ability level, poor conduct, or failure in 50% of a student's courses will put the student under review with the Pupil Evaluation Team. (P/V/P, AD, Guidance Head, Teachers, Coach)

If a student is failing two courses at the end of the early warning, mid-semester or semester end marking period he/she may be placed on a ten (10) school day academic probation. The academic probation will allow a student to participate in practices or try-outs, but not in games or events. Athletes will sit on the bench in school uniform for home games. Athletes will not miss classes or travel with the team for away games.

At the conclusion of the academic probation, the student's performance will be reviewed by the appropriate teacher(s) and the administration to determine if he/she is now eligible to fully participate. If the student is deemed to still be ineligible, then they may be removed from the team for the duration of the season or removed from the activity until the end of the marking period.

Exceptions to this policy should be discussed with a Principal/Vice-Principal. The Principal/Vice-Principal, in conjunction with the appropriate staff, will review the request.

Academic eligibility will not be a factor for trying out for fall activities. (The intention is to have all students start the fall activities with a clean slate.)

QUITTING A TEAM OR CLUBS

One of the criteria considered for the participation of students on team sports will be past performance and commitment to other teams and co-curricular activities. Students who fail to meet commitments may not be considered for other school teams as a result.

Any member of a team who quits after the first league game date will be expected to do the following:

- notify the head coach or teacher advisor personally of your intentions to leave the team.
- hand in all equipment, uniforms, etc.
- clean out locker and dressing area.
- pay any fees or damage costs, which have been accumulated.

NOTE:

An athlete quitting a team during the season will not be permitted to begin practice with another team without permission of the athletic director. Athletes quitting teams may forfeit awards and any nominations for post season honours and awards.

ATHLETIC FEES

Students participating on a school team will be charged a one time athletic fee. This fee will be used to offset costs of the year-end athletic banquet and include the student's ticket to that banquet. There is only one charge per athlete, regardless of how many sports the student participates in. There are no refunds for students who quit a team or do not attend the banquet.

In addition, some individual sports may charge additional fees for rental of facilities, equipment and/or tournament participation.

The Pupil Evaluation Team will review eligibility of students governed by an Individual Education Plan as appropriate.

CSS student spectators are encouraged to show their support at our home games as long as there is a Staff Supervisor other than the coach. These conditions must be followed:

- Students are required to be in full uniform.
- Students must show a valid Student ID Card.
- Spectators must remain seated in the bleachers at all times.
- Personal basketballs or soccer balls are not allowed.
- NO FOOD or DRINKS in the gym.
- **Leave the school premises immediately after the game.**

IF A STAFF SUPERVISOR IS NOT AVAILABLE, SPECTATORS WILL NOT BE ALLOWED.

ST. MICHAEL CSS LIBRARY

The St. Michael CSS library is intended to provide students and staff with resources that promote the development of learning and literacy. It supports the attainment of the Ministry of Education's curriculum expectations, and cultivates an attitude of curiosity and life long learning. Important focuses are the development of research skills, the ethical use of resources, the effective use of texts and technology, and the promotion of literacy and literature.

The library works in conjunction with classroom teachers in delivering specific course curriculum, and also offers support in general skill development on a group and individual basis.

In order to give priority to learning and literacy, the following guidelines have been developed:

- The library is a centre of learning. It is not a place to socialize or “hang out”. Students in the library should be reading, researching, or learning.
- Students must behave in a way that allows other students to learn. Only quiet voices are acceptable.
- Students must leave the library in a clean and tidy condition, ready for the next users.
- No eating, drinking, or book bags are allowed in the library. Students must be in full uniform.
- Student cards must be presented in order to sign out books, use the computers, and take Accelerated Reader tests. Temporary cards are only acceptable until permanent cards are distributed. Students must pay for replacement cards.
- Computers are for learning, not recreational purposes. We do not allow playing computer games, playing music or music videos, using chat rooms, or personal emailing.
- Students with assignments and curriculum related work are given priority on computers. Casual surfers may have to give up their computer to students with course related needs.
- Students must pay immediately for printing, according to the currently posted rates. No IOUs will be accepted.
- The books and resources are the property of all students. They must be handled carefully. Showing respect for resources is in fact showing respect for other students in the school community who need to use these resources to learn.
- The fine for overdue books is 10¢ per day. Fines must be paid before books are renewed, Accelerated Reader tests are taken, or other books are signed out.

