



ST. MICHAEL CATHOLIC SECONDARY SCHOOL

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2023 - 2024 Student Digital Handbook

Acting Principal: Ms. Carolyn Bell
Vice Principal: Ms. Karen Hastings

Message from Administration

Welcome to the 2023-2024 school year!

Students who choose to come to St. Michael Catholic Secondary School do so secure in the knowledge they will be treated with dignity and respect. All of you are on a journey and we are here to support you. This digital handbook outlines many of our school policies and you are asked to make yourself familiar with these guidelines. Following these procedures lead us to the development of an environment in which learning can take place. This means our religious expectations, behaviour code and discipline policies are to be followed and accepted by all who attend.

Students are encouraged to get involved in at least one of the many activities available at St. Michael Catholic Secondary School. We offer a rich and diverse program of activities which will add to you becoming truly involved in the “warrior tradition”.

In closing I would like to share with you a quote from Mark Twain “Twenty years from now you will be more disappointed by the things you didn’t do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover. Enjoy.”

Carolyn Bell - Acting Principal

“Act justly, Love tenderly, Walk humbly with God.”
MICAH 6:8

Regular School Day Schedule:

Grade 9/10 Schedule	
Warning Bell	8:50am
Homeroom / Announcements	8:55 - 9am
Period 1	9 - 10:15am
Period 2	10:20 - 11:35am
Break	11:35 - 11:45am
Period 3: LUNCH	11:45 - 12:20pm
Period 4 / 5	12:25 - 1:40pm
Period 6	1:45 - 3pm

Grade 11/12 Schedule	
Warning Bell	8:50am
Homeroom / Announcements	8:55 - 9am
Period 1	9:00 - 10:15am
Period 2	10:20 - 11:35am
Break	11:35 - 11:45am
Period 3 / 4	11:45 - 1pm
Period 5: LUNCH	1:00 - 1:40pm
Period 6	1:45 - 3pm

Mass Day Schedule:

Mass Day Schedule	
Warning Bell	8:50am
HR & Mass	8:55 - 10:30am
Period 1	10:30 - 11:25am
Period 2	11:30 - 12:20am
Break	12:20 - 12:30pm
Grade 9 / 10 LUNCH	12:30 - 1: 10pm
Grade 9 / 10 Period 4 / 5	1:10 - 2pm
Senior Class: Period 3 / 4	12:30 - 1:20pm
Senior LUNCH	1:20 - 2pm
Period 6	2:05 - 3pm

PARENT/GUARDIAN & STUDENT ACKNOWLEDGEMENT THIS INFORMATION WILL BE SIGNED VIA A GOOGLE FORM

Student and Parent / Guardian signatures are required to indicate that you have read the Code of Conduct and all other School policies and information that governs activity at St. Michael Catholic Secondary School. Parents who have concerns or suggestions about policies may share them in writing; concerns will be discussed at the School Advisory Council.

This Google Form must be completed **in full** and returned no later than **September 18th, 2023**.

By completing and submitting the Google Form - parents / guardians / students acknowledge that they have read and agree with the expectations outlined in the digital handbook.

Concussion Acknowledgment

The Ontario Government has enacted Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19. This Act requires all school boards to have a concussion policy. In HPCDSB this is found in Policy 3D:17 - Concussion Management.

Policy 3D: 17 - Concussion Management:

<https://drive.google.com/file/d/1T3zuKnwVVq-tuaKVRl6rJwEfSW9Pvr6/view>

In order to fulfill the obligations of this policy, parents/guardians are required to, as set out in Rowan's Law, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis.

CONCUSSION RECOGNITION AND REPORTING

I have read and am familiar with an approved Concussion Awareness Resource identified by the school board:

Age 11-14 Resource: <https://drive.google.com/open?id=1ccL1RxtU2UUEQZ3FnhhY-IQ9Sw9f4X3C>

Age 15 and Up Resource: https://drive.google.com/open?id=1gjYu0fQ_axKggvJixC2XkGrK1oiz9Vrl

If your child suffers a concussion whether at school or outside of school, it is imperative to let the school know as soon as possible. Recent research has made it clear that a concussion can have a significant impact on a student's cognitive and physical abilities. In fact, research shows that activities that require concentration can actually cause a student's concussion symptoms to reappear or worsen. It is equally important to help students as they "return to learn" in the classroom as it is to help them "return to physical activity". Without proper identification and management, a concussion can result in permanent brain damage and in rare occurrences, death. Research also suggests that a child or youth who suffers a second concussion before they are symptom free from their first concussion is susceptible to a prolonged period of recovery, and possibly Second Impact Syndrome - a rare condition that causes rapid and severe brain swelling and often catastrophic results. School staff and coaches play a crucial role in the identification of a suspected concussion as well as the ongoing monitoring and management of a student with a concussion.

Awareness of the signs and symptoms of a concussion and knowledge of how to properly manage a diagnosed concussion is critical in a student's recovery and is essential in helping to prevent the student from returning to learning or physical activities too soon and risking further complications. Ultimately, this awareness and knowledge could help contribute to the student's long-term health and academic success.

Student Application for Internet Access, Use and Participation

All students are required to submit the Google Form received with this information on or before September 18th, 2023 or upon registering at the school if registration occurs during the school year. This constitutes your student internet and computer pass.

The Internet is recognized as an essential tool for learning and it is necessary that students understand the appropriate use of this technology in accordance with the Computer and Information Technology Policy.

Blended learning (i.e. the use of a Learning Management System and / or digital online tools) are central to the strategy that aims to:

- improve communication between the teacher and students,
- promote greater collaboration and critical thinking among students,
- differentiate learning and assessment for all students.

To ensure that students have access to these services, student information may be used in the setup and tracking of accounts of Ministry or Board endorsed online programs.

All Students using Internet access will:

1. Act as witnesses to the truth and values of the Catholic faith reflecting the school's Code of Conduct and the Ontario Catholic Graduate Expectations.
2. Obtain permission from their teacher before accessing the Internet.
3. Download programs only with teacher permission and scan downloaded programs for viruses.
4. Back out of any site which is transmitting unacceptable information or graphics and notify the teacher.
5. Use appropriate and acceptable language.
6. Properly footnote and include in a bibliography any information which is obtained from the Internet and incorporated into an assignment.

Students will not:

1. Use social media or other online social tools during instructional time unless it is solely related to course material and directed by the teacher.
2. Send or display any offensive pictures or messages. Students *will not* take photos or videos of any person without prior consent.
3. Use obscene language, or language reflecting racial, ethnic or religious prejudice.
4. Use the Internet for product advertisement, commercial or for-profit purposes.
5. Violate copyright laws.
6. Use someone else's login, password(s), email address or social media identity.
7. Violate security systems which have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
8. Provide personal information about themselves or others through the Internet (name, phone number, address, etc.)
9. Arrange to meet anyone as a result of Internet contact.
10. Use Internet access in any ways which waste finite resources such as printer paper, hard drive spaces, printer ribbons / cartridges and any other materials provided by the Board.
11. Engage in any form of cyber bullying.

Consequences outlined in the School Code of Conduct and Safe Schools Legislation will apply to students who do not honour these terms and conditions.

TECHNOLOGY GUIDELINES - TERMS AND CONDITIONS FOR COMPUTER USE

All students are required to submit the Google Form received with this information on or before September 18th, 2023 or upon registering at the school if registration occurs during the school year. This constitutes your student internet and computer pass.

Computers, chromebooks, and devices are recognized as essential tools for learning, and it is necessary that students understand the appropriate use of this technology in accordance with the HPCDSB's Computer and Information Technology Policy.

All students using computers, chromebooks, devices, personal cell phones and other digital devices will adhere to the following:

- Act as witness to the truth and values of the Catholic faith reflecting the school's Code of Conduct
- Students will not violate security systems that have been put in place to protect computers, servers and networking devices, both within and outside HPCDSB.
- The use of anonymizer sites for visiting NetSweeper blocked sites is strictly prohibited. This includes all instant messaging and community hosting sites.
- The installation of any software that is not approved by administration or tech services from any source is strictly prohibited. This includes browsers, browser plug-ins and tools used for the purpose of hacking networks and / or Internet sites.
- Students will not use computer access in any way that wastes finite resources. This includes bandwidth; hard drive space; printer paper or any other material provided by HPCDSB.
This includes:
 - Printing of excessive copies of a document. Such copies should be done by photocopy device located in the library. Students should do a 'print preview' to minimize credits being used from your Print Limit
 - Printing directly from a website is not recommended. Students should copy and paste into a word processing document.

Computers, related digital tools and internet access are to be used for school related work only.

- Streaming of video and/or music, downloading of videos and / or music files, surfing of websites for purposes other than research for school related activities is prohibited
- Online games, use of chat, instant messaging, and social networking sites are prohibited.
- The sharing of your username and password is prohibited.
- The connection of personal computers or other devices to the Internet at school is only permitted after agreeing to adhere to all school and board policies and a commitment to ethical and appropriate use at all times and is prohibited without completing a contract that includes the written consent of school administration.
- All students using computers will back out of any website which is transmitting unacceptable information or graphics and notify the staff supervisor of the website address. Inappropriate use will result in discipline.
- All students using computers will adhere to HPCDSB's Anti-Bullying Policy. The use of proper socially acceptable language is expected. Students will not use obscene language or language that reflects racial, ethnic, or religious prejudice. Students will not send or display any offensive pictures, emails or messages nor will they view, share or otherwise transmit language, images/video that are sexual, private or illicit in nature.
- Students will not violate copyright laws.
- Students will not use the Internet for product advertisement, commercial or profit purposes.
- Students will not provide personal information about themselves or others through the Internet. This includes name, home phone number, home address, email address, pictures and video, etc.
- Students will not arrange to meet anyone as a result of Internet contact.

- Administration reserves the right to inspect students' personal computers and handheld devices that are used in the school.
- All students will use the computer or device that is assigned to them.
- Students will be responsible for any damages

Consequences

Consequences outlined in the School Code of Conduct and Safe Schools Legislation will apply to students who do not honour these terms and conditions.

Disclosure of Information

The Huron-Perth Catholic District School Board takes pride in publishing events happening in the schools. Board newspapers, newsletters, websites, media and other publications often contain students' names, photographs and other personal information. Under the Freedom of Information Act and Protection of Privacy Legislation, permission is required to publish information about your child.

All students are required to submit the Google Form received with this information on or before September 18th, 2023 or upon registering at the school if registration occurs during the school year. Identifying their preferences for the disclosure of information regarding their child(ren)..

This would include such things as:

- videotaping and photographing classroom events, activities, school concerts, sports, awards and special events and sharing the videos / photographs with the local media;
- web pages displaying student pictures (no names), and student work (first names and last initial only);
- using photographs and names in school displays and publications such as a yearbook; sharing information with co-curricular governing bodies for statistical purposes.

STUDENT AND PARENT INFORMATION

STUDENT DIGITAL HANDBOOK applies to students:

It is the duty of students to attend all classes unless absent for one of the reasons specified below. It should be noted that under Bill 52, students are required to attend school until the age of 18 or the attainment of an OSSD.

Attendance Rules Governed by the Education Act (S. 21)

At St. Michael Catholic Secondary School we believe the attendance of students in every class is extremely important to the learning process. Under the Education Act (S. 21), students are only permitted to be away from school if:

- the student is ill or there is another reasonable, unavoidable cause;
- the student is absent for the purpose of receiving music instruction, provided it does not exceed more than one half day in any week;
- the student is suspended, expelled, or excluded from attendance at school under any Act or regulations;
- the student is absent for another reason as authorized by the Act or the regulations (ex. team member, club involvement, school field trip).

If a student is unable to attend class for one of the reasons mentioned above, it is the **duty of the parent / guardian** to inform the school of their absence. Whenever possible, notice of absence should be received before the absence in one of the following ways:

SCHOOL MESSENGER

There are three ways you can use School Messenger to report an absence:

1. Use the School Messenger website at <https://go.schoolmessenger.ca>. The first time you use the website, select SIGN UP to create your account. Select ATTENDANCE then REPORT AN ABSENCE.
2. Use your mobile device to install the School Messenger app.

CALL THE SCHOOL: *Attendance Secretary: Ms. Christy Kuepfer*

1. Dial 519-271-0890.
2. Press 1 for Attendance then press 1 to leave a message.
3. Voicemail is available 24 hours a day, 7 days a week.

NOTE

1. If a phone call is not made, it is the duty of the parent (or guardian) to provide the student with a note explaining the absence on the first day (or class) the student returns.

Failure to report an absence by School Messenger, a phone call to the school, or a note will result in a detention for the student.

For students 18 years old (Adult Student Agreement Form)

When students reach the age of 18 they have access to the **responsibilities and rights** of an adult. Should the student wish, St. Michael Catholic Secondary School will only communicate with the student in matters of academic progress, attendance and discipline. The school requires that the student complete an **Adult Agreement Form** to indicate the student's desired lines of communication. *If this form is not completed, it shall be understood that the student has no objection to the continued partnership consisting of student, parent and school.* It should be stressed that even when a student reaches the age of 18, he / she is still a student of St. Michael Catholic Secondary School and is subject to all the rules and regulations of the school. It is the students' responsibility to

inform their teachers of the decision made. As a matter of courtesy, the student is encouraged to inform their parents of the decision.

Under the Freedom of Information Act, 18 year olds have the right to sign in and out on their own **for the same reasons listed on page 9** (S. 21). Eighteen-year olds will be directly accountable to administration for their absences. **Medical, dental, etc., appointment cards will be required as proof of absence.**

Being Late to School or Class

A student shall attend class punctually and regularly (Reg. 298, S. 23(d)). The teacher will initially address a student's late arrival to class and will administer appropriate consequences. **Chronic lates** will be reported to administration and appropriate consequences will be levied.

Student Sign Ins and Outs

Adherence to the sign-in and sign-out processes are necessary to ensure student safety. For students arriving to school late, they must sign-in at the Main Office upon arrival. A phone call, Messenger App, or note from a parent or guardian excusing their late must be received prior to their arrival or a detention will be issued. For students who must leave during the school day, a Messenger app, parental note or phone-call must be received prior to the student leaving. Signed-out students must have a valid reason (refer to page 8) and are required to leave the school property and not attend any school related activities that are being held off site.

Students under 18 must have parental permission to leave the school during the day.

Students 18 years of age or older are required to provide **valid proof** to justify their absence (e.g., doctor's note, appointment card).

Extended Holidays

Students are responsible to complete missed work during an extended holiday. Students should notify the office and request an *Extended Absences Form* **prior** to their absence. This form is to be submitted to a Vice Principal after it has been circulated by the student among his/her teachers and signed by a parent.

Inclement Weather

For the 2023 / 2024 school year, students will continue learning remotely on school closure days. Students can use their board issued Chromebook or a personal device to access the Learning Management System (LMS) to engage in learning with their class for the day. **If the school is closed to students at ANY time, we will post any school closures on the BusPlanner App, and post on our school social media accounts.** This information will generally be broadcast between 6:30am and 8:00am.

****New to the 2023 / 2024 school year, if there is fog, buses will be canceled in the morning but if weather conditions improve the bus will run for the after school route.****

Religious Studies / Catholic Faith and Traditions

St. Michael Catholic Secondary School was established to assist parents, the local church, the Bishop and Priests with the passing on of the Catholic faith and traditions. The choice to attend St. Michael Catholic Secondary School includes the obligation to take Religious Studies from grades 9 through 12.

Attendance and participation in various aspects of St. Michael Catholic Secondary School's religious dimension: attending school/class masses, reconciliation, paraliturgies, and participating fully in annual retreats is compulsory. The school is faithful to the Catholic church calendar and celebrates in a community way those special events of the Liturgical year.

Students unwilling to demonstrate a commitment to the Catholic obligations of our school community throughout their years at St. Michael Catholic Secondary School may forfeit the opportunity to attend special school functions. These may include, but are not limited to, the prom and the graduation ceremony.

Telephone and / or Text Messages for Students

Only emergency messages from parents can be delivered to students during the school day by calling the school. Other messages from parents will be given to students at the end of the school day. This includes messages from anyone other than your parents. Students are asked to tell their employers to contact them at their home residence. There is a student phone available in the office.

In order to support the academic focus, attention and effort of students during instructional time, ***we ask that students leave their cell phones in their locker or place them in the phone holders within each learning space.*** We kindly ask parents, friends, and others to please refrain from sending text messages or phone calls to students during class time. Unnecessary messages prove to be a significant distraction and in some cases a source of distress. We thank you for your cooperation.

Video Surveillance

The school is committed to maintaining a safe and orderly Christ-centered learning environment. This is accomplished primarily through teaching, modeling, and encouraging mutually respectful relationships. A video surveillance system is an additional resource used at St. Michael Catholic Secondary School to further promote the safety of the entire school community. Under the authority of the Education Act, video surveillance is used to reduce/prevent property vandalism, theft and violence, and to ensure the safety of all students.

Course Information Sheets

All students will receive a standardized Course Information Sheet for each subject area studied at the beginning of the semester. The Course Information Sheet outlines the key course expectations, as well as outlining the assessment and evaluation methods and strategies for the course

Course Load & Course Changes

Students in grade 9, 10 and 11 are expected to take a full timetable – 4 subjects per semester. Successful completion of each of these subjects would give a student 24 credits at the end of grade 11. Students in grade 12 may be allowed study periods based on requirements for graduation and workload. In exceptional circumstances, Grade 11 students **may** be granted a study period, following a **WRITTEN** request from the parents and approval from Student Services and Administration. Once the school semester is underway, any change to a student's timetable is a serious matter requiring careful consideration with involvement of the student, teacher, parent and guidance counselor. All course changes of students under the age of majority require approval by the parent or guardian. There is ample opportunity during the course selection, scheduling process and within the first two weeks of each semester to conduct course changes.

Students who have selected an E-Learning course will be completing the course in the Library. Students who have a study period are to be working in the library, cafeteria or leave the school grounds.

Assessment and Evaluation Policy

The Ministry of Education released Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools in 2010 and this document guides our policies in Huron-Perth Catholic District School Board. Within the document, seven fundamental principles of Assessment and Evaluation are identified.

From Growing Success, page 6:

“To ensure that assessment, evaluation, and reporting are valid and reliable, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

1. are fair, transparent, and equitable for all students;
2. support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit;
3. are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
4. are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course;
5. are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
6. provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
7. develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning."

For Grades 9 to 12, a final grade (percentage mark) is recorded for every course. The final grade will be determined as follows:

- Seventy per cent (70%) of the grade will be based on evaluation conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- Thirty per cent (30%) of the grade will be based on a final evaluation administered at or towards the end of the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a quality assessment task (QAT) such as a major project, performance or essay, and / or another method of evaluation suitable to the course content. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. **Students are not to book holidays during exam dates.**

Late Policy for Assignments

Each assignment will have a due date. After this time, the assignment will be marked as incomplete, unless other arrangements have been made in advance with the teacher. **Some deadlines are absolute, such as those for demonstrations and presentations.** If the student is not ready to demonstrate the task on the date set, then an incomplete will be assigned, unless other arrangements have been made with the teacher.

Teachers and students will work cooperatively and collaboratively together to assist students in developing their critical thinking skills as well as other relevant skills necessary to navigate the world beyond secondary school. This partnership is intended to help students become accountable for their own learning. Teachers will use well-formed judgment in employing a number of strategies to help prevent and / or address late and missed assignments. They include, but not limited to:

- designing a plan together to develop better time-management skills;
- planning for major assignments to be completed in stages at mutually agreed upon dates, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
- maintaining ongoing communication about due dates and late assignments, and scheduling conferences with teacher / parent / student if the problem persists;
- taking into consideration legitimate reasons for missed deadlines;
- participating in teacher-student conferencing;
- reviewing together any special education services or English language support (ESL) necessary to achieve success;
- accepting the help and support of the school team (Student Success, Spec Ed., Homework Club, Administration) to complete the assignment;

- providing alternative assignments or tests/exams where, it is reasonable and appropriate to do so;
- deducting marks for late assignments.

“Students are responsible not only for their behaviour in the classroom and the school, but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late.” (Growing Success)

Academic Honesty and Plagiarism Policy

Plagiarism is considered to be (a) stealing or passing off as one's own the ideas or words of another (b) using a created production without crediting the source (c) presenting as new and original an idea or product derived from an existing source. When it is determined that a student has engaged in cheating or plagiarism, the teacher will follow these steps:

- Notify the Vice Principal or Principal of the incident of cheating / plagiarism so that it can be recorded in the appropriate section of the student's discipline notes in Edsembl. The Vice Principal or Principal will advise the reporting teacher of any previous incidents of cheating or plagiarism.
- Notify the student of the offense (along with evidence of plagiarism).
- Notify the parent / guardian of the offense.
- Deal with the issue of assessing curriculum expectations in a fashion consistent with the Board policy on plagiarism and administer an appropriate consequence (e.g. essay on plagiarism, community service, or another deemed appropriate by teacher).
- First offense – issue an incomplete AND the opportunity to rewrite the assignment to replace the initial mark of zero
- Second / subsequent offense - the teacher will use their professional judgment to determine the appropriate consequence which may include recording a mark of zero. Where the teacher determines there are extenuating circumstances, an opportunity to redo the assignment / task may be extended.

All incidents of cheating and plagiarism should be taken seriously. Academic dishonesty is not allowed nor does it support student learning. Consequences must be redemptive in nature and should reflect our identity as members of a Catholic school community.

Please note that there is a difference between plagiarism and improper citation practice. Each teacher will clearly specify the citation practice that they require in their course and/or subject area. Both APA and MLA guidelines for proper citing can be found on the school website. If you are not sure about the citation, ask your teacher or a school librarian.

Based on Assessment, Evaluation & Reporting: A Guide for Educators, 2011-2012 Grades 1 - 12; Pages 36-38. An HPCDSB document.

Library

General:

- The library is a shared space with SDSS and open to students of both schools
- Hours are from 8am until (usually) 4pm on school days
- The main purpose of the library is to provide resources, assistance, and space to students who are engaged in school work. Socializing is best done in other areas of the school.
- Students are expected to be in class. They are not to be “signed out” to work in the library. Students are welcome to work in the library:
 - With a class or with the permission of and a note from the teacher

- On spare or on an E-Learning Period
- On lunch
- Please do not bring food or drink into the library, with the exception of a water bottle with a lid.

Books:

- Are available for a loan period of 4 weeks.
- Please renew books by the date indicated on the blue card in the book pocket.
- A fine of 10 cents per day will apply to late books.
- If a book is lost, the replacement value will be charged.

Chromebooks:

- Each student has been issued a chromebook for their use while actively taking classes at St. Michael Catholic Secondary School. The chromebook and charger is the responsibility of the student and must be returned to the school (via the library) when the student has finished their time at St. Michael Catholic Secondary School.
- The library has a limited number of chromebooks available for daily loan. These can be signed out by a student whose chromebook is out of battery part way through the day or by a student who forgot their chromebook.
- The library does not lend chargers but will charge chromebooks with low battery for students.
- Loaned chromebooks must be returned by 3:10pm on the day they were signed out. Chromebooks kept overnight will generate a \$1 per day fine.

Seminar Rooms:

- These are often booked by teachers for class activities or by staff for meetings. Any extra rooms are available to students on a first come first served basis on a given day, in a given period. Please book the room at the library desk rather than just claiming a room.
- Please do not bring food or drink into the seminar rooms and keep the lights on when the room is in use.

Visitors / Guests

- a) Any student wishing to bring a visitor to the school for all or part of the school day must gain approval from an Administrator at least one day prior to the visit.
- b) All visitors or guests **MUST** sign in at the main office and wear a Visitor's badge.
- c) Visitors will be required to provide necessary I.D. when approached by school staff.

Student Parking Facilities & Driving Responsibilities

Student parking is designated in the back parking lot with painted parking spots that are numbered and with a letter V. There are limited parking spaces for students that will be on a first come first serve basis. There is additional parking for students at the volleyball courts. Students who repeatedly choose not to follow the parking rules will lose their parking privileges in the back parking lot. While parking is a privilege and a limited number of spots are available, the Huron-Perth Catholic District School Board accepts no responsibility for damage to any vehicle parked on school property. **Students are strictly prohibited from congregating in the parking areas at all times.**

Bus Transportation

Transportation by bus to or from school is a privilege. Students must follow all directions of the bus driver/company and ride only their assigned bus(es). Appropriate behavior is expected at all times on a bus. Any type of bullying on the bus is unacceptable. Failure to obey bus rules will lead to a withdrawal of this privilege. Drivers may place students in specific seating if they feel it is needed to

maintain order or to prevent problems. Drivers will not allow a student to board buses. Buses leave daily from the school after dismissal at approximately 3pm.

Information or questions regarding student bus transportation should be directed to: Huron-Perth Student Transportation Services; <https://www.ourschoolbuses.ca/>

Late Bus

Late activity buses may be provided for students engaged in school related activities with HPCDSB approval. Access to late bussing at 4:45pm is granted to students who have signed up for late buses before 1:30pm. Students who improperly use late buses will be denied access or face other consequences. *Students are expected to ride buses to co-curricular events; they are not to drive in family vehicles if buses are available. All students are to follow Board policy regarding behaviour on buses.*

Food in School

In order to protect those with food allergies and to assist our custodial staff in maintaining a clean and pleasant environment throughout the entire school, your support and cooperation are needed. All food and drink must be consumed in the cafeteria. Nutrition Management services (NMS) will be operating our cafeteria for the upcoming school year.

Electronic Equipment / Communication Devices

The use of cell phones and any other electronic devices is permitted when students have free time such as lunch or before and after school. They may be used in common areas of our school including the cafeteria, hallways, parking lots. **The use of cell phones, pagers and other electronic devices is strictly prohibited in classrooms, assemblies, washrooms, change rooms, religious ceremonies or other areas deemed inappropriate by a teacher or administrator.** If discovered (in the above locations and or times), without permission of St. Michael Catholic Secondary School staff, they will be confiscated immediately and handed over to administration for a period of time to be determined by the teacher / administrator. For educational purposes only and under the direction of the classroom teacher or Educational Assistant, cell phones and other forms of tech may be used in the classroom to enhance student learning outcomes. This is at the discretion of the teacher. Students may not use cell phones and other handheld devices for social purposes or other uses that are unrelated to learning outcomes as defined by the school. In addition, **the use of laser pointers is strictly prohibited.**

Lockers

All students will be assigned a locker by their homeroom teacher.

1. Students are responsible for the care of the locker assigned to them during the school year. Students will be liable for any damage caused to their locker.
2. Students must keep their lockers locked in order to protect their property.
3. Students are not to change lockers during the school year unless authorized by administration.
4. Only St. Michael Catholic Secondary School locks may be used on lockers. All other locks will be removed by the caretakers. Locks are available for purchase at the Main Office.
5. Students should keep their lockers clean and free from any decorations that are in bad taste. **Locker combinations shall NOT be shared with other students.**
6. There will be an opportunity for a supervised locker clean-out each semester.

Lockers are property of the Huron-Perth Catholic District school board and they are therefore on loan to students. Administration reserves the right to search a student's locker should the need arise.

Smoking and Vaping

St. Michael Catholic Secondary School is a Smoke / Vape Free Space

The *Smoke-Free Ontario Act* is a law that makes it illegal for anyone to sell or supply tobacco to any person under 19 years of age. Under the *Act*, no person shall smoke or hold lighted tobacco within a school, on school grounds, or within 20 meters of school property. Supplying includes sharing a cigarette or vape in any way, shape or form. Anyone who does not comply with the *Act* may be faced with legal action and a fine ranging from \$365 to \$5000. The *Smoke-Free Ontario Act* declares that all school buildings and grounds are smoke free environments for employees, students, parents, and visitors, including within vehicles on school property.

School staff will report incidents of smoking / vaping or supplying of vape/tobacco to the Tobacco Enforcement Officer at the Huron-Public Health Unit. The Huron-Perth Catholic District School Board recognizes that tobacco use is a health hazard. The HPCDSB has a policy which prohibits the use or supply of vape / tobacco on any School Board property (Policy 3E:9). Due to safety concerns and the school's proximity to neighbouring elementary schools, smoking is strongly discouraged on any of the sidewalks or roadways on or adjacent to school property. In addition, the use of chewing tobacco is prohibited on school property. If a student does not comply with this policy, the school administration can take disciplinary action, up to and including suspension.

Announcements

Students must be attentive and respectful during morning exercises (morning prayer, O Canada, and announcements). Time will be devoted to this during period one or at the end of day. Students should not approach any staff to read announcements using the public address system at any time during classes. Students are asked to quietly listen to all public address announcements. Students who are in the halls during announcements are asked to stop and listen until all announcements are completed.

Materials for Class & Homework

Students are expected to come fully prepared to participate in class. Students need to bring: notebooks, textbooks, writing instruments, a charged chromebook and any other materials that have been recommended by the teacher. Students must not bring backpacks or bags to class, with the exception of physical education activity classes, where they will be stored in the changeroom.

As a general rule, teachers will assign homework in a subject area on a daily basis. Expectations in regards to homework will vary depending upon the courses taken. There is always an occasion for additional reading, reviewing of notes, the working out of problems or working on long term projects.

Co-Curricular Policy

At St. Michael Catholic Secondary School we strongly encourage students to become involved in a variety of activities outside of the classroom. Many activities are available and important in the development of a balanced secondary school experience. Though co-curricular activities are vital, academics will always remain the major focus at St. Michael Catholic Secondary School. For this reason, a staff member who is in constant communication with the participants' classroom teachers must supervise all co-curricular activities.

To remain active in any co-curricular activity a student must maintain a grade of 60% or be working to the best of their ability in each subject. They must also be a full-time student at the time of their participation. Students may be removed from a team or club in consultation with parents, teachers, coaches, and administrators if the above guidelines are not met. We encourage students to balance school work, work commitments, and co-curricular interests as an important life-long learning skill. Students should make all choices with academics as the first priority. Basic student co-curricular fees at St. Michael Catholic Secondary School will be set during the school year / season based on associated costs. Teams and clubs may consider fundraising to offset their costs and additional tournament play. Students are responsible for the cost of any overnight trips.

Accidents

Accidents of any nature (personal or school property) are to be reported promptly to the supervising teacher, coach or school staff member. Students are encouraged to subscribe to the accident insurance policy that is available from a private insurer found on the Huron Perth Catholic District School Board website.

Assemblies

All students are expected to attend all assemblies. Students will conduct themselves in an orderly fashion, be free from all electronic communication devices and will exercise good behaviour and manners.

Lost and Found

All textbooks and personal articles found within the school should be returned to the Main Office. Students are strongly encouraged to put identification on all their possessions. Students should not bring to school articles / electronics of substantial value, nor should they carry on their person or leave in their lockers / change room large sums of money, expensive clothing or jewelry.

Emergency Evacuation Procedures

In accordance with Provincial Law and in cooperation with the local fire department, a plan for emergency evacuation has been established. This plan is posted in each room, and students should familiarize themselves with the appropriate evacuation hallway from that room. At the beginning of each semester, teachers will review these procedures with students.

ST. MICHAEL CATHOLIC SECONDARY SCHOOL CODE OF CONDUCT

Purposes of the Code

St. Michael Catholic Secondary School is committed to working with families, parishes, and community partners in maintaining a safe and orderly Christ-centered learning environment, informed by Catholic teachings. We believe that safe schools are a prerequisite for student achievement and that students should feel safe and be safe in school and on school grounds.

St. Michael Catholic Secondary School promotes a positive school climate where all members of the school community feel safe, included, and accepted. St. Michael Catholic Secondary School actively promotes positive behaviours and appropriate interactions among all members of the school community. A whole-school approach, which involves all members of the home-school-parish community, is necessary to ensure that schools are safe, inclusive, and accepting. Building and sustaining a positive school climate requires everyone's support and commitment. We embrace the diversity of our school which includes, but is not limited to: (staff or) pupil of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, physical and intellectual ability, sex, sexual orientation, gender identity, gender expression, age, marital status, and family status. With this right to be safe and feel safe comes the responsibility to contribute to a positive school climate and:

- to ensure that all members of the school community, especially people in positions of authority, are treated with dignity and respect;
- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- to maintain an environment where conflict and difference can be addressed in a manner that is characterized by respect and civility;
- to encourage the use of non-violent means to resolve conflict;
- to promote the safety of people in the school and on the school grounds;
- to discourage the use of alcohol and drugs;
- to prevent bullying in schools.

Roles and Responsibilities

(as found in Provincial Code of Conduct PPM 128, December, 2012)

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for themselves, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety and well-being;
- follows the established rules and takes responsibility for his or her own actions.
- Uses technology according to the expectations and rules of the board (3B:5) specifically the electronic transmission or posting of school events, and during school activities and / or hours, is strictly prohibited.
- Uses communication technology according to the expectations and rules of the Board (3D:7); specifically deliberate behaviour by an individual or a group that is intended to harm others or has a negative impact on the school climate

Parents

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

Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with school routines and expectations;
- encourage and assist their child in following these routines and expectations;
- assist school staff in dealing with disciplinary issues involving their child.

Definition of Progressive Discipline

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. In everything we do at our school we are led by our faith and a conscious effort to model the Beatitudes while responding as a Caring Catholic Community. We continue to employ a range of responses that foster learning opportunities which reinforce positive behaviours, while helping our students make good choices in the future.

Range of Responses

The components of our progressive discipline continuum include, but are not limited to:

- verbal or non-verbal messages from a teacher or adult in authority;
- re-location within the classroom or learning environment;
- teacher generated written activities which offer reflection, apology and action plan;
- teacher collaboration with parent or guardian (orally or in writing incident letter);
- peer mediation;
- referral to in-school personnel (guidance, mental health and wellness coach, student success, attendance counselor and community partners) or, out-of school personnel (counseling services)
- restitution, restorative justice or community service;
- referral to administration;
- detention, loss of privileges;
- suspension (Principal shall consider mitigating circumstances per Board Policy 3D:1);
- expulsion (Principal shall consider mitigating circumstances per Board Policy 3D:1).

On an annual basis, the principal will review the School Code of Conduct with the School Advisory Council members and with all staff members. Annually, the Code of Conduct will be communicated to all students, parents and staff. All staff, in dealing with incidents of student misbehavior, will act in accordance with the definition of progressive discipline and its range of responses. As a staff, we believe that home and school must share the responsibility for teaching our young adults appropriate behaviour.

Suspensions

While a student is on suspension, they may not participate in any school function. A student under suspension must have administrative permission to be on school property. Students may not ride school buses during suspensions, unless authorized by school administration.

Special Events

We are hopeful to organize many student events such as; dances, coffee houses, concerts etc. this upcoming school year. Students will not have access to their lockers once the doors open. Students who are absent from school the day of an event without a valid reason for their absence will not be allowed to attend. Students who arrive at the event who appear to be intoxicated or under the influence of any illicit drug will not be admitted and parents of any offender will be called. Consequences including suspension will be considered. Special events such as coffee houses, concerts, dances, etc... are organized and supervised by school staff. As such, all safe school policies apply.

Uniform Guidelines for Students and Parents

Uniforms can only be ordered online at www.mccarthyuniforms.ca or at the McCarthy store in Cambridge, Ontario. Visit the school website for more information.

Students are required to be in full uniform **whenever they are on school property** (before, during, and after school). This is the responsibility of both the student and their parent / guardian(s).

There is no valid reason to be out of uniform.

The school uniform is to be worn to all school functions including field trips, sporting events, and other excursions. Any exceptions require prior approval by Administration.

- Everything that a student wears (with the exception of undergarments, socks and footwear) is to be purchased from the uniform supply company. As such, hats, large accessories, sunglasses or other similar items are not permitted to be worn during the school day. Items that are purchased must have originally been purchased from the uniform supply company. Staff reserves the right to confiscate items of clothing that are not uniform.
- Undershirts must be **plain** white or navy blue.
- Knee socks or leotards worn with the kilt, khaki skirt, shorts or pants must be white, grey, navy, black or burgundy in a solid colour with no noticeable pattern. Branding is not to be noticeable. It is also recommended that shorts are worn under the kilt/skirt.
- Shirts may be tucked in or left untucked. A dress shirt looks most professional when tucked in.
- Uniform clothing must be worn in a modest fashion and kept in good repair. Buttons are to be fastened appropriately and major alterations are not allowed. Sizes must be appropriate for the student's body size and waist bands must be at the waist.
- Shorts, skirts and kilts may be no shorter than three inches (the length of a kilt pin) above the knee.
- Pants are to be worn at an appropriate length.
- Collared uniform shirts are to be worn with all uniform cardigans.
- For safety reasons, sandals and open toed shoes are not permitted for students working in science labs, technology classrooms, drama classes or physical education classes.
- There are no required or mandatory uniform pieces. Each student may select the pieces that they wish to wear and the way in which they combine them.

Students who fail to comply with the uniform code **will not be admitted to school**. A student out of dress code will be given an opportunity to fix the problem or change, to go home and change or to borrow uniform pieces to change into. Repeated uniform violations will result in outcomes which may include, among others, detention and / or suspension from school. The school can not be held responsible for lost or stolen items.

Any final decision regarding the suitability of student attire rests with administration.

Dress Code for Civvies Days (non-uniform days) or Dances

Primary responsibility for attire rests with the student but parental guidance is necessary and valued in maintaining appropriate standards. Clothing selected for school should be neat, clean, presentable and modest. Students should appreciate that clothing worn to school on civvies days and for after school events such as dances must be modest and therefore conducive to a Catholic environment.

*The following clothing is **not acceptable**:*

- any shirt which reveals midriff or underclothing;
- clothing with holes, rips or tears;
- shorts, skirts or dresses which are more than three inches above the knee;
- sleeveless shirts or shirts with an immodest neckline;
- any clothing bearing profanity, offensive messages, references to alcohol, drugs or illegal activity or otherwise contradictory to a safe, welcoming and Christ-centred school environment;
- hats, hoods, sunglasses, and bandanas;
- chains of excessive length or thickness and studded bracelets;
- any other item deemed inappropriate by school Administration.

All students are expected to respect and follow the dress code policy. Staff members who note that a student is not wearing proper attire will ask the student to change into appropriate attire. The student will not be allowed into class until that has been done. Habitual neglect of this duty will result in discipline.

Any final decision on the suitability of student attire rests with administration.

Detentions

Staff members will assign detentions to students who fail to follow a variety of school rules. These include, but are not limited to: lateness, uniform infractions, class disruption, failure to adhere to Code of Conduct, truancy, being unprepared for class, incomplete assignments, and having food outside of the cafeteria. Students who do not attend detentions as assigned will receive a reminder. If the detention is missed again, the student risks forfeit of privileges (e.g., co-curricular participation, class trips, dance attendance), as well as facing consequences for opposition to authority.

BULLYING F.A.Q.

What is bullying?

“Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause, or should be known to cause, fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” (Min. of Ed., PPM 144)

What does bullying look like?

There are at least four types of bullying:

- i. Verbal bullying (name-calling, taunting, racial or sexual slurs)
- ii. Physical bullying (unwanted physical contact or destruction of property)
- iii. Social bullying (ignoring, isolating, excluding, shunning, gossiping)
- iv. Cyber bullying (using the internet or electronic devices to threaten or intimidate others)

What are the consequences of bullying?

- i. for the bully it may lead to disciplinary action as spelled out in the Safe Schools Act (may lead to parental involvement, suspension, sensitivity training, or criminal charges and expulsion in more serious cases)
- ii. for the bullied it may lead to loss of self-esteem, absences from school, emotional and physical pain, and in some cases, it has resulted in suicide.
- iii. For the bystander who watches bullying happen, they may feel regret and shame that they did not help the bullied. There are no innocent by-standers.

How can you help?

Take the following pledge, **I WILL:** (From Coloroso 2002, p. 174 www.iwillpledge.nashville.com)

- i. pledge to be a part of the solution
- ii. eliminate taunting from my own behavior
- iii. encourage others to do the same
- iv. do my part to make my community a safe place by being more sensitive to all
- v. set the example of a caring individual
- vi. eliminate profanity towards others from my language
- vii. not let my words or actions hurt others
- viii. and if others won't become a part of the solution, I WILL.

Where can you get help?

If you are being bullied, harassed, or intimidated, you can turn to a number of people in St. Michael Catholic Secondary School and beyond for help:

- i. Complete the online Reporting tool by going to your HPCDSB D2L page and clicking on the Reporting icon found on the right-hand side.
- ii. Ask a trusted friend for help
- iii. See one of the counselors in Student Services
- iv. Go see the Principal, Vice Principal, Chaplain, Hall Monitor, Custodian or Office Assistant
- v. Ask a teacher, Educational Assistant, or Hall Monitor to help you
- vi. Call Kids Help Phone at 1-800-668-6868 or visit their website for practical tips that can help: www.kidshelpphone.ca
- vii. Talk to your parent / guardian

Bullying & Racism Reporting Tool 



Services

CAMPUS MINISTRY

St. Michael Catholic Secondary School students are fortunate to have the services of the school Chaplain. The Chaplain characterizes a pastoral role in the school by animating and arranging for the celebration of the Eucharist, the Sacraments and other religious events of the liturgical year. The Campus Ministry team is there to listen, to counsel, and to offer the assurance of God's loving care and concern for the St. Michael Catholic Secondary School community.

STUDENT SERVICES

The Guidance department is always willing to assist students and parents in the proper selection of courses and realistic planning for post-secondary schools, apprenticeships and/or employment. The Guidance department also offers confidential counseling on family, personal or other concerns. Appointments can be made through the Student Service Office icon on each student's D2L page. Parents are welcome to contact Student Services, should the need arise.

COUNSELLING

St. Michael Catholic Secondary School students are fortunate to have a Mental Health and Wellness Coach who is available to them throughout the school day. Students require a

written referral for counseling which can be made by our Guidance counselors, chaplain or administration.

Other Service information:

Huron-Perth Center for Children and Youth	519-273-3373
Huron-Perth Crisis Intervention Program	1-888-829-7484
Choices for Change	1-887-218-0077
Children's Aid	519-524-7356
Crime Stoppers	1-800-222-8477
Kids Help Phone	1-800-668-6868

SPECIAL EDUCATION

Individual Education Plans (IEPs) are created for all students who have been identified as an exceptional student by the Identification, Placement, Review, Committee (IPRC) as well as students who are not formally identified but require special education programs or services. Learning Strategies Courses are available for students from grades 9 - 12. Admission to these courses is at the recommendation of the principal in consultation with the Student Success Team.

LEARNING LAB (Room 131)

We offer a "Learning Lab" in room 131 each day (including during lunch) from 8:40am - 3pm. The space is staffed by a Student Success teacher. Teachers may request that a student come to the Learning Lab during their class time for additional support; such as review for writing a test or exam, organizing notes, assistance with a research project or as an alternative location to complete assigned tasks. All are welcome.

HOMEWORK CLUB

Homework club may operate with the approval of the HPCDSB during the 2023 / 2024 school year. This club typically runs twice a week afterschool and is teacher supported.

Ontario Educational Resource Bank (OERB) offers a growing number of free online resources. There are currently over 26,000 resources from Kindergarten to Grade 12 including lesson plans, computer activities, videos, and interactive games, which are aligned with the Ontario curriculum. For parents and students to use the OERB:

- ✓ Log onto <http://resources.elearningontario.ca>
- ✓ Enter user id: **hpcdsbstudent** and password: **oerbs**

CO-OPERATIVE EDUCATION

Co-operative Education assists students bound for university, college, apprenticeship or entering the workplace in making career decisions as well as in developing knowledge, skills, and attitudes essential in today's society. This program is based on a partnership between school and business that integrates classroom theory with experiences at the work site. This program consists of an in-school component, and a placement with an employer.

ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)

Students participating in a trade-related co-operative education placement qualify for the Ontario Youth Apprenticeship Program. While on placement earning credits, developing knowledge and skills, a student can be registered as an apprentice. An apprenticeship is an agreement between the student (who wants to learn a skilled trade), the employer (who teaches the skills), the school and the Ministry of Training (Apprenticeship branch). Students will get a head start on becoming a fully qualified journeyman with a skill that is in demand. Apprenticeships are an excellent way of learning valuable work skills and are a viable alternative to traditional post-secondary programs. There are over 200 skilled trades that are formally recognized in Ontario. To meet the needs of

employers, new trades are being introduced annually, and established programs are always being upgraded. Please see your Guidance Counselor for more information.