



# **ST. MICHAEL C.S.S.**

**9130 Columbia Way  
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## **STUDENT HANDBOOK 2024 – 2025**

**Web Address:**

**[www.dpcdsb.org/MICHS](http://www.dpcdsb.org/MICHS)**

**Twitter:**

**@stmikesbolton**

**Mrs. Lorenzon**

Principal

**Mrs. Lindsay**

Vice Principal

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

## MISSION STATEMENTS

### ***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 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"***



#### **St. Michael School Prayer**

Saint Michael the Archangel,  
Defend us in our daily struggle to make wise decisions.  
Protect us from the temptation to  
hurt others, neglect ourselves,  
and deny our God.

Stand by each member of this community  
as we grow in faith, discover our identity,  
and develop our God given gifts.  
Grant us the courage to face our challenges,  
learn from our mistakes,  
celebrate our successes,  
and to reach our fullest potential.

Guide us in our journey  
*"to be with God".*

**Amen.**

# ST. MICHAEL SCHOOL SONG

## WE STAND

### Chorus:

We stand, for seeing good in one another.  
We stand for helping each other.  
We stand, for giving praise to our God.  
Together for St. Michael, we stand.

### Verse 1:

When we all come together, we know  
that we're stronger than being alone.  
Everyone has a journey, but this is our home.  
Take pride in all we do and doing' best is our  
job.  
No matter where we go, we are with God.

### Verse 2:

To ourselves we will be true,  
and to all we give our love.  
'Cause that's what we're taught  
From the Lord up above,  
To the poor, the weak, and lame,  
to those who hurt with no name,  
Standing strong, we will comfort their pain.

### Verse 3:

When the Thunder comes to  
play, we dominate the game,  
It's not a fluke, chance, or luck, we are thunderstruck!  
In the clubs we lend a hand, on the team or in the band,  
With our spirits and talents, we know that we can.

***Music & Lyrics by L. Ziemba***

<b>Daily Schedule</b>
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Time	Duration	Period
8:12am – 9:27 am	75 min	1
9:32 am – 10:50 am	78 min	2
10:55 am – 11:35am	40 min	3A Lunch
11:35 am – 12:55 pm	75 min	3BC Class
10:55 am – 12:15 pm	75 min	3AB Class
12:15 pm – 12:55 pm	40 min	3C Lunch
1:00 pm – 2:15 pm	75 min	4

## 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 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 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**

Chaplaincy is a unique element of a school community. It calls us to engage in our daily lives through our gift of spirituality. It creates opportunities for our school community to strengthen our relationships with self, others, and God, through prayer, reflection, retreats and creating a sacred space. By choosing to attend St. Michael C.S.S., students and their parents are expected to commit to respect the religious foundation of the school and participate in all aspects of its Catholic traditions. Chaplaincy provides an opportunity for students to engage in Catholic student leadership and social justice through Wings of Faith, our student chaplaincy group.

The chapel space is sacred not only because of the presence of God through the Eucharist, but also, from the presence of all who enter this space to take the time in the business of daily life to pause and reflect.

## **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.

## **PRAYER AND LITURGY**

The school community observes an annual cycle of the liturgical calendar of the Catholic Church. Through daily morning reflections, staff and students are encouraged to develop greater awareness of God's presence in their lives. Throughout the school year, St Michael will mark various occasions. (i.e., Beginning of the school year, Thanksgiving, Advent, Christmas, Lent, Holy Week, Easter, and Graduation) by gathering for Liturgies of the Word and/or Eucharistic celebrations. Our school Feast Day, the Feast of St. Michael, will be particularly highlighted.

## **RETREATS**

The Retreat program at St. Michael serves as an important component of the faith development of the student. A retreat provides students an important opportunity to step back from the "busy-ness" of school life to take time through prayer and reflection to grow in relationship with God and with each other.

<b>VIRTUES</b>
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**September - FAITH**...is an attitude which encourages us to involve God in our lives and helps us to maintain and develop our relationships with God and with others, both when things are going well and when they are not.

**October - EMPATHY**...is the ability to put oneself in another's shoes and the capacity to feel what the other person is feeling.

**November - CONSCIENCE**...is the voice of God within us. A developed conscience helps us make decisions that encourage and support truly loving relationships.

**December - HOPE**...is the virtue of relying on God. It keeps us searching for true happiness, sustains us during hard times, and keeps us from being discouraged.

**January - SELF CONTROL**...is regulating your thoughts and actions so that you stop any pressures from within or without and act the way you know, and feel is right. Developing loving habits helps us to respond lovingly to others in our choices and actions.

**February - RESPECT**...is seeing the goodness in others. It helps us to see others as God sees them, to accept them as they are, and to treat them with dignity.

**March - KINDNESS**...is the act of loving and giving generously to others as God does.

**April - LOVE**...God wants us to serve and to see the goodness in everyone we meet.

**May - ACCEPTANCE**...is the ability to respect the dignity and rights of all persons, even those whose beliefs and behaviors differ from our own. Everyone should strive to love and respect their neighbor, as they love and respect themselves.

**June - FAIRNESS**...is the ability to be open minded and act in a just and fair way. Fairness allows us to treat others with mercy and compassion to feel and act with and for another person.

When you act out these virtues, we are making the presence of God visible in the world around us.

## DRESS CODE POLICY

McCarthy Uniforms Inc. is the only official supplier of uniforms. All items of the uniform listed below (except footwear) must be purchased at:

**McCarthy Uniforms Inc.**  
**44 West Drive, Brampton, ON L6T 3T6**  
**905-593-6900**  
[www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca)

### UNIFORM – TO BE WORN IN A NEAT TIDY MANNER AT ALL TIMES

The uniform consists of:

- Black McCarthy pants, hemmed with embroidered St. Michael Logo
- **New for 2024 – Walking Shorts**
- St. Michael ¼ Zip Sweatshirt
- **Full Zip Sweatshirt (worn over St. Michael golf shirt or zipped-up over a black or blue t-shirt)**
- Blue St. Michael golf shirt – performance and pique
- **Solid black shoes** - Shoes are not to have coloured trim and must have black laces. Shoes must have a closed toe and a closed heel. **Sandals, Crocs and slippers are not permitted.**
- Pants must be hemmed, worn at the waist, and buttoned up.

### NOTES: PLEASE READ

- Students are expected to be in proper school uniform at all times while on school premises – neat, tidy and in good repair.
- 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.
- **Baseball caps and hats are not permitted** in the school.
- Uniforms are to be worn for all school field trips unless approval is given by the school administration.

## CIVVIES/SWAG DAY GUIDELINES

Clothing worn on a Civvies Day should be modest and appropriate to a Catholic School/classroom environment.

- All students are expected to dress neatly, modestly, and with a sense of personal pride that reflects our Catholic faith.

Attire which exhibits offensive suggestions and/or inappropriate statement or pictures, including those that address or display the following are not permitted: sexual content, substance abuse, alcohol, tobacco or drugs, violence, profanity, inappropriate references to nationality, race, gender or religion.

**Civvies Days are an earned privilege. The school administration will reserve the right to waive Civvies Days for students who are non-compliant with the uniform policy.**

### **Swag Days**

Students may substitute St. Michael CSS spirit wear (team jersey, club sweatshirt, etc.) for their uniform sweater. Uniform pants must still be worn.

**Full uniform must be worn during exams.**

## ATTENDANCE POLICY & PROCEDURES

All students are expected to attend school each day, on time, for all classes as stipulated in the education act.

Regular attendance on the part of the student is vital to the process of learning. Therefore, every effort should be made to schedule appointments outside of school hours. Students who habitually miss class both face to face and online will suffer in the assessment and evaluation process because their participation and achievement cannot be fully assessed.

### **SCHOOL MESSENGER**

**go.schoolmessenger.ca**

**App: SchoolMessenger**

**1-844-435-3440**

### **SCHOOL ATTENDANCE LINE**

**905-951-8935 ext. 29008**

***24 Hours a Day / 7 Days a Week***

**Attendance Office Hours:**

**7:30am – 3:30pm**

**Please provide the name  
of student, date, time and  
reason for all absences.**

**Entire Day** – Must be entered through **SAFE ARRIVAL** by a parent or guardian.

**ABSENCES / LATES** for the current day can be reported through **SAFE ARRIVAL** until 11:00pm. For the previous day, a call must be received on the day the student returns to school. This ensures that the student may go directly to class upon their return.

**Excused from Class** - If a student is leaving the school to go to an appointment or **for illness**, report through **SAFE ARRIVAL** or a call must be received by the attendance office **PRIOR** to the student's departure. **Any student excused from class or signed out with parent approval must leave the school property for any or all periods.**

## **LATE**

Students are expected to be on time for all classes. The learning environment of others is disrupted when a student is late. Teachers will adjust attendance accordingly up until 8:45 am. A student who arrives at school **after 8:45 am** must report to the office.

**1<sup>st</sup> late** Teacher speaks to the student, reviews expectations and documents the occurrence.

**2<sup>nd</sup> late** Teacher assigns a consequence and documents the occurrence.

**3<sup>rd</sup> late** **Teacher contacts parent/guardian** assigns a consequence and documents the occurrence.

**4<sup>th</sup> late** Teacher contacts parent/guardian indicating a referral to an administrator will occur on the next late, assigns a consequence and documents the occurrence.

**5<sup>th</sup> late** Teacher refers the student to an administrator.

**Subsequent Late** Teacher refers the student to an administrator where future action will be determined.

## **TRUANT**

An absence is considered truant (a skip) when the student is absent without a parent/guardian's permission.

**1<sup>st</sup> Skip** Teacher speaks to the student, reviews expectations, and documents the occurrence.

**2<sup>nd</sup> Skip** Teacher contacts parent/guardian indicating a referral to an administrator will occur on the next skip, assigns a consequence, and documents the occurrence.

**3<sup>rd</sup> Skip** Teacher refers the student to an administrator.

**Subsequent Truancy** Teacher refers the student to an administrator where future action will be determined.

## **18 YEARS OF AGE OR OLDER**

When a student turns 18 years of age, they are an adult, therefore, they must provide permission to the teachers/administrators before contact may be made with the parent/guardian.

## **FAMILY HOLIDAY/EXTENDED ABSENCES**

Regular attendance on the part of students is vital to the process of learning. A student who is absent for any prolonged period may suffer in the evaluation process because their participation and achievement cannot be fully assessed, and they may not be granted a credit.

On occasion, parents choose to remove their child or students themselves choose to leave school for an extended time, to go on holiday outside of the regular scheduled school breaks. Questions may arise as to the responsibility for missed work and evaluation. We encourage you to refer to the Assessment and Evaluation Policy for Dufferin-Peel Catholic District School Board (located within the DPCDSB Agenda Insert), on the Board website or in MySchoolDay App. Administration and staff welcome a consultation prior to booking.

Please be advised that the policy for St. Michael CSS is as follows:

### **1. Process for Extended Absence**

A student is *completely* responsible for advising the school (via the attendance office) and each of their teachers *in writing* (with a parental or guardian signature) of the dates of his/her departure and return to school, at least two weeks before departing. Students will then be given an “**Extended Absence Form**” from the attendance secretary which must be completed by all teachers, signed by the student, their parent/guardian and finally the vice-principal.

### **2. Student Responsibility**

A student is completely responsible for any missed work, handouts, notes and assignments and tests (as per information included on the “**Extended Absence Form**”)

### **3. Adverse Effects**

A student's mark will be adversely affected by a prolonged absence from a performance-based course where daily participation carries a substantial weight.

### **4. Assignments and Reports**

If assignments and reports are handed in prior to a student's departure, then the student will be eligible for full marks. Otherwise, assignments that were given prior to an absence, but were handed in after the due date are subject to the appropriate penalty applied by the course teacher.

### **5. Projects, Presentation and Performances**

*Individual presentations and performances* that were scheduled prior to or during the student's absence may be rescheduled at the teacher's discretion.

A student who is part of a Group Task (i.e. project performance or presentation), which is due or takes place during a student's absence may receive a mark of zero on the performance or presentation component of the group task.

### **6. Labs**

Due to the specific timing, preparation and availability of material for labs, the student's absence will result in a mark of zero being given.

## Safe Arrival

The Dufferin-Peel Catholic District School Board has a student absence reporting system that will make it easier for you to report your child's absence from school.

With **Safe Arrival**, you are asked to report your child's absence in advance using any of the following three convenient options:

- Using your mobile device, download and install the **School Messenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
- Use the Safe Arrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
- Call the toll-free number **1-844-435-3440** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

**NOTE: For absences greater than five consecutive days, please call your child's school directly.**

Please note there is a change to the current process of communicating unexplained absences to the parents/guardians of secondary school students. The notifications for unexplained absences will still be sent out at 6:00 p.m., however you will now receive an early notification through the Safe Arrival system, if your child has an unexplained absence from period 1.

If your child misses the entire period, arrives late, or will be leaving early, please enter the **leave** and or **arrival** time to reflect the attendance accordingly.

Also, Parents/guardians will be able to provide a reason for that day's absence up until 11:00 pm using one of the three options listed above. As always, the expectation is that you report your child's absence in advance to avoid receiving notifications of unexplained absences.

Helpful resources for using the new Safe Arrival absence reporting system have been posted on your school's webpage under the **Quick Links > NEW Process for Reporting Student Absences**.

- Once in school resumes all late comers 8:45 am and onward must report to the office for an admit slip.
- All Safe Arrival contact information must match that of the school file.
- Parents can manage calls and emails through the Safe Arrival APP.
- Any changes of contact information must be made through the school. (Attendance & Guidance Office.)
- Guardians can only make changes to their own information.

## Assessment and Evaluation

Due Date	10% Penalty Zone	Closure Date
A due date is set by the teacher	1 school day late=3% 2 school days late=6% 3 school days late=10%  Max. penalty of 10%	Once the closure date has passed, work is considered incomplete and a mark of zero may apply

**Parents shall be contacted regarding missed assignments before a mark of zero is applied.**

### **EXAMS AND CULMINATING PERFORMANCE TASK**

An examination is a consolidation and demonstration of some or all of the overall expectations for a course and is administered at the end of the course during the formal exam period. A culminating performance task (CPT) is a consolidation and demonstration of some or all of the overall expectations for a course, and is administered towards the end of the course, during class time under the supervision of the teacher (outside of the formal exam period).

Students are expected to complete each of their scheduled culminating activities and formal exams in the time frame allotted for these activities. If a student is unable to do either, due to illness, **a medical certificate** is mandatory to avoid a mark of zero. This certificate must be submitted to the principal or designated vice-principal prior to the end of the examination period.

If buses are cancelled due to inclement weather, the exams normally scheduled for that exam day are rescheduled for the identified snow day.

## **EXAM EXPECTATIONS**

Students must be in full uniform for all examinations to ensure there are no delays in starting on time. If the student is out of uniform, it will impact the time remaining for the exam and students will not be given additional time to write their exam.

A student who misses an exam must provide a doctor's note confirming the illness. **Please contact the Attendance Office *before*** the scheduled exam(s). Students who miss an exam without providing a doctor's note will be given a mark of **ZERO** for the exam component. The students who missed an exam due to illness will write the exam on the alternate day as set out on the examination schedule. Time and place to be determined by the classroom teacher.

All students must be in the designated Exam Room by 8:12 am.

Students who are late should report directly to the exam room. Students who are late for the exam will not be given any additional time to write the exam. Teachers must notify the Attendance Office when a student arrives late to the exam.

The cafeteria will be closed during the examination period.

In addition to these expectations, classroom teachers will provide additional classroom instructions as they pertain to textbooks, material allowed, etc.

Please check your schedule carefully and know the rooms and times for each of your exams.

Busses will leave promptly at 10:45 am.

Faith, trust, honesty, and integrity are an integral part of the St. Michael C.S.S. community. It is imperative that each member of this community exude these qualities throughout all aspects of the learning experience, including the examination period. As such, there are several considerations to keep in mind to ensure that the integrity of exams and the answers students provide are safe guarded.

Students are to bring the following items to an exam:  
PEN, PENCIL, ERASER, CALCULATOR\*\* (if required)

\*\*The calculator **CANNOT** have the capability to communicate with other devices. Sharing of materials is not permitted.

Students can bring into class a reusable water container (not a plastic water bottle)

Students are NOT permitted to bring the following items to an exam:  
PACKPACKS, JACKETS, PENCIL CASES, ELECTRONIC DEVICES,  
CALCULATOR CASES.

## 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.

## ONLINE ETIQUETTE GUIDE

Through Digital citizenship and our Catholic Graduate Expectations, below are guidelines that aims for students to be mindful of online expectations.

### What is Digital Citizenship?

Digital citizenship refers to the **responsible** use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level.



### An Effective Communicator

An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.

1. We will be responsible citizen by adhering to guidelines regarding content, security, safety, and ethical use through appropriate use of technology, as outlined in the catholic code of conduct and other board policies and procedures.
2. The student is responsible for their actions while using the computer and LMS learning systems.
3. We are not to share personal passwords with others, nor attempt to learn or use logins and passwords which are not his/her own.

4. We will accurately represent ourselves while online and that my online interactions are reflective of our Gospel Values and virtues.
5. We understand that photos, videos, or images of an individual/group are not permitted to be taken without expressed consent.
6. The student must not seek or send images, sounds, or messages which might be considered inappropriate, obscene, abusive, harassing, illegal, or counsel to illegal activities.
7. We understand that school administration will be the arbiter of what constitutes a violation of online behavior.

#### **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. Each student will be assigned a locker that is the locker they are to use.

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. Locks are to be kept always locked. The locks used within the school are Master Lock and must be purchased from the school. We have had great success with these locks and the school will replace it if faulty. These locks are much more durable. 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

### ACCIDENT REPORTING PROCEDURE

Any accidents, slips or serious falls, etc., occurring in the school should be immediately reported to the office. There is first-aid equipment in the school, as well as trained personnel. Efforts will be made to contact parents immediately. If there has been a serious injury or illness an ambulance will be called. The office should be notified and proper arrangements will be made for the student.

### 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.
5. Students are not to be in the hallways until the last 5 minutes of their lunch period.

### **ALLERGY 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.

## **SENIOR STUDENTS ON SPARE**

Senior Students on spare are asked to work in the library or to leave school property.

## **ADULT STUDENTS**

The Municipal Freedom of Information and Privacy Act which has been in place since 1991, clarifies the status of a student who attains the age of eighteen. Such individuals are considered adults in the eyes of the law, and have access to all the rights, and bear all of the responsibilities of an adult.

The student who has attained adulthood has a right to adult levels of privacy. Therefore, after their 18<sup>th</sup> birthday, all communication will be with the student only. The purpose of this information is to advise students and parents/guardians of this status change, to initiate discussion, and to provide the basis for a decision between the young adult and the parent/guardian pertaining to student information. Items falling into this category include attendance, punctuality, behaviour, discipline, academic achievement, and consequences resulting from these.

Adult students can authorize the school to maintain parental contact by signing a release form obtained from the Attendance Office.

Adult students can be withdrawn from school if any of their attendance, academic performance and/or behaviour is not compliant. Alternative Education program recommendations can be provided through the Guidance Department.

<h2><b>STANDARDS OF BEHAVIOUR</b></h2>
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**All school members must:**

1. Respect and comply with all applicable federal, provincial and municipal laws.
2. Demonstrate honesty and integrity.
3. Respect differences in people, their ideas and opinions.
4. Treat one another with dignity and respect at all times, and especially when there is a disagreement.
5. Respect and treat others fairly, regardless of their race, ancestry, place or origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
6. Take appropriate measure to help those in need.
7. Respect persons who are in a position of authority and comply with reasonable direction from those persons.
8. Respect the need of others to work in an environment of learning and teaching.
9. Refrain from using language or indulging in displays of affection which could be considered offensive to others and inappropriate in a Catholic community.

## **SMOKING – TOBACCO FREE ZONE**

**Any form of smoking / vaping** is prohibited in the school and on school property which includes smoking products or vapor producing instruments or instruments that may be used to reduce and prevent the smoking of nicotine or may in any way be used as an emulation of smoking. Smoking is not permitted in, or in the sight of the school grounds, or in the vicinity of the school at any time. This policy also applies during all school events including 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. In addition (Smoke-Free Ontario Act, 2017) prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes (vaping) at schools, on school grounds, and all public areas within 20 metres of these grounds. Anyone smoking or vaping on school property is guilty of an offence and if convicted may result in a fine under the *Smoke-Free Ontario Act, 2017*.

The *Smoke-Free Ontario Act, 2017* also prohibits the sale and supply of tobacco or e-cigarettes to anyone under 19 years of age. Anyone who sells or supplies tobacco or an e-cigarette to a student under 19 years of age is guilty of an offence and if convicted may result in a fine under the *Smoke-Free Ontario Act, 2017*.

## **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.

## **PARKING**

Students may park on school property only with a valid permit issued by the school. Students who would like to bring a vehicle onto school property must complete a Student Parking Pass Application from the main office and submit it to their appropriate V.P. Applications will only be processed on the first Friday of each month.

### **PARKING RULES:**

- Students must register to park in the school parking lot using Office QR code.
- It is expected that students' automobiles will be used only for transportation to and from school.
- During the school day vehicles must be parked in the lot and students may not sit in and around their vehicles while visiting with any other students or friends.
- Students must respect the property of other students, as well as showing care for their vehicles.
- St. Michael Catholic Secondary School accepts no responsibility for any damage to student cars and/or their contents.
- Students must drive with care and must avoid excessive speeding.
- Eating lunches, drinking beverages and smoking in vehicles is prohibited.
- Unauthorized vehicles to be ticketed or towed away at the owner's expense

## 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 post-secondary 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, find and use the QR code in the Guidance Google Classroom or displayed on the window of the Guidance Office. Appointments are usually scheduled within a few days of the request. Parents are always welcome to book an appointment with a counsellor as well.

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

- ☐ Pathway Change
- ☐ 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;
- ☐ Involve close monitoring of student attendance and participation;
- ☐ May involve specialized support from district school board personnel.

<b>SUPPORT STAFF CONTACT</b>
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Name	Title
Ms. Lorenzon	Principal
Ms. Lindsay	Vice Principal
N. Lago-Byrne	Child & Youth Worker
Ms. Gouveia	Guidance Counsellor (A-H)
Mr. Pupo	Guidance Counsellor (I-Z)
Mr. Rosa	Guidance Counsellor
Sally Wessler	Social Worker
Michelle Fardella	School Psychologist
Nicole Galvao	Student Success Teacher
Ian Saliba	Chaplain
Greg Firth	Department Head Academic Resource & Arts
Joanne Cataldo	Academic Resource Teacher
Frank Dragonetti	Academic Resource Teacher

<b><u>Student Online Resources</u></b>
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Students in Dufferin-Peel have access to e-Learning resources:

- ☐ Learn at Home ([Learn at home | ontario.ca](https://www.learnathome.ontario.ca))
  - TVO Mathify
  - High School Courses: Keep up with your studies
- ☐ Brightspace by d2L

## YEARLY ACADEMIC WORKLOAD

Grade 9, 10, 11

8 Full – Time courses

Grade 12

Minimum 6 Full – Time courses

***myBlueprint***

**myBlueprint** lets students build customized course plans, instantly identifying the post-secondary opportunities for the future. Students can explore valuable information for every destination in Canada. For more information, visit: [www.myBlueprint.ca/dpcdsb](http://www.myBlueprint.ca/dpcdsb)

**ACADEMIC RESOURCE DEPARTMENT**

The Academic Resource Department at St. Michael services students who have been deemed exceptional through the IPRC process, as well as those students who have an IEP are assigned a Special Education Resource Teacher (SERT) who monitors and supports the students' needs. The SERT collaborates in the implementation, teaching and review of programs for students with special education needs. SERTs meet with their students to outline the support resources available and to support the students in understanding their varied learning styles and needs. Support is provided throughout the day in the Academic Resource Room. Students can work with a resource teacher and receive assistance to complete assignments, tests writing, or the re- teaching of concepts missed in the lessons.

## **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 successful experiences for the student in the classroom. We extend these goals to all our co-curricular programs.

### **GUIDELINES FOR ELIGIBILITY**

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. All students who transfer from another secondary school must fill out a transfer form and be approved by the ROPSSAA Transfer Committee. The ROPSSAA Transfer Application forms are available in the Health and Physical Education Office.

### **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 Catholic Code of Conduct

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 maintain 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. (PVP, 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 CLUB**

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

St. Michael Catholic SS 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 LIBRARY LEARNING COMMONS (LLC)

The *St. Michael Library Learning Commons (LLC)* provides students and staff with resources that promote the development of learning, literacy and life-skills. It supports the Ministry of Education's curriculum expectations and cultivates and encourages an attitude of curiosity, critical thinking and lifelong learning. We focus on the development of research skills, information management, the ethical use of resources, the effective use of texts and technology, all the while promoting the love of literacy, literature and life. We do all of this, while keeping in mind, and practice, the Ontario Catholic School Graduate Expectations.

The LLC is a learning commons-meaning we take a whole school approach to building a participatory learning community. The library learning commons is the physical and virtual collaborative learning hub of the school. It is designed to engineer and drive future-oriented learning and teaching throughout the entire school. Inquiry, project/problem-based learning experiences are designed as catalysts for intellectual engagement with information, ideas, thinking, and dialogue.

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

- ☐ The St. Michael Library Learning Commons is a learning centre.
- ☐ The LLC is not a quiet library. It is a place that encourages dialogue, debate and discussion. We have provided quiet rooms for those students who are looking to study in a quieter environment.
- ☐ Students must behave in such a way that respects the sanctity of the LLC space.
- ☐ There is no food/eating allowed. Only water, coffee and tea are permissible to drink.
- ☐ The books and resources are the property of all students and staff and will be treated accordingly.
- ☐ Students must enter and leave the LLC in full uniform.
- ☐ The fine for overdue books is 10 cents per day up to a maximum of \$5.
- ☐ Students are allowed to use the computers for recreational purposes. However, priority is given to those students/classes that need computers for academic reasons.
- ☐ A student must have a purpose for being in the LLC. Wandering, teasing, and bullying are not a purpose.
- ☐ Every student that walks into the LLC is entitled to feel safe and welcome.
- ☐ The LLC exists to facilitate the acquisition of information literacy skills which students need to become independent lifelong learners, critical thinkers, and well-rounded digital citizens in an information based society.

## SCHOOL BOARD AWARDS

### **Thomas J. Reilly Scholarship**

This scholarship was established in recognition of the contribution of Tom Reilly as Director of Education upon his retirement in 1995. This award is presented annually in every secondary school to a graduating student who has demonstrated excellence in the study of French.

### **Student Catholic Leadership Award**

This award is presented to a graduating student who has strong Catholic leadership qualities and exemplifies the Catholic faith and Catholic school philosophy. They demonstrate a strong family commitment, relate well to fellow students and teachers, and are involved in school and community activities.

### **Lieutenant Governor's Community Volunteer Award**

This award is presented to a graduating student who demonstrates outstanding contributions and volunteer involvement in the community.

### **Ed King Memorial Award**

This award was established by the Secondary School Principals' Association to honour the contribution of leadership of Edward King, Principal of Father Goetz S.S. who died in April of 1992. This award is given to a student in the graduating class of all secondary schools who demonstrates academic excellence and leadership in the school programme.

### **Governor General Award**

This award is presented to a student who has achieved the highest average upon graduation from a secondary school. The average includes all Grade 11 and Grade 12 courses as listed on the student's official transcript.

### **The Student Catholic Leadership Award**

This award is presented to a graduating student who has strong Catholic leadership qualities and exemplifies the Catholic faith and Catholic school philosophy. They demonstrate a strong family commitment, relate well to fellow students and teachers, and are involved in school and community activities.

### **The Catholic Education Foundation of Ontario Catholic Student Award**

This award recognizes a student for their service to school, church, and community through good scholarship, involvement in school or community activities, and conduct which typifies the objectives of the Catholic school.

### **St. Oscar Romero Award**

This award is presented to a graduating student who promotes social justice, challenges the status quo for improving the human condition and demonstrates conviction through action. This student promotes community involvement by increasing awareness of social justice issues.

## SCHOOL GRADUATION AWARDS

### **Fr. Henk van den Berg Scholarship Award**

This award is given to a Catholic student who is a parishioner of Holy Family Parish. This award is given to a student who is committed to high academic achievement, demonstrates outstanding leadership qualities, and has made significant volunteer contributions to the community.

### **The Bicentennial Award**

This award recognizes a graduating student who has demonstrated excellence in various areas of study and is continuing their academic pursuits in post-secondary school.

### **The St. Michael Catholic School Council Award**

This award is presented to a graduating student who exemplifies Gospel values through both daily interactions and extra-curricular involvement.

### **The Rotary Club of Palgrave Memorial Award**

This award is presented to a student who demonstrates a commitment to academic achievement, is involved in a variety of school activities. This student plans to pursue their studies at the post-secondary level.

### **St. Michael Thunderstruck Award**

This award is presented to a student who uses their gifts and talents to participate in all aspects of school life. This student has shown the spirit of leadership and pride in the St. Michael School Community.

### **Principal's Award**

This award is presented to a student who has been instrumental in promoting positivity and a genuine love for their community. This student shares his gifts and talents and participates in all aspects of school life.

### **Honour Roll**

Honour Roll awards are presented to those students who maintain an 79.5 % average in all credits taken during their academic year at St. Michael C.S.S. Students in Year 1, 2 and 3 must take a full course load of 8 credits. **Students in Year 4 take a minimum course load of 6 credits.**

When calculating percentages for the Honour Roll, the following shall be taken into account;

- Summer School Credits
- Night School Credits
- eLearning (Day/Summer/Night) schools
- Credits attained from accredited private institutions

### **Ontario Scholar**

A student may be designated an Ontario Scholar if they satisfy *both* of the following requirements:

- They obtain an aggregate of at least 480 marks in any combination of ministry-approved courses regardless of where they were earned (e.g. summer school/night school etc.)  
Ministry-approved courses are the following:
- Any Grade 12 university preparation, university/college preparation, college preparation, workplace preparation, and/or open courses including locally developed courses approved by the ministry.
- Cooperative education courses related to any of the above grade 12 courses.
- Dual credit courses in college-delivered dual credit programs approved by the ministry.



FIRST FLOOR PLAN

