

Student Information

•Religious Studies

St. Michael Catholic Secondary School was established to assist parents, the local church, the Bishop and Priests with the passing on of the faith and Catholic traditions. The choice to attend St. Michael includes the obligation to take Religious Studies from grades nine through twelve. **Attendance and participation in various aspects of the school's religious dimension: community masses, class masses, paraliturgies, reconciliation, religion classes and retreats is also compulsory.** The school is faithful to the church calendar and celebrates in a community way those special events of the Liturgical year.

•Semester System

For students at St. Michael, the school is divided into two halves or semesters. Students take a maximum of four subjects from September to January and another four from February to June.

•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.

•Evaluation

Student evaluation is a day-to-day process and student attendance is vital to success. Final evaluation activities are scheduled at the end of each semester: January and June. All final evaluation activities will be conducted according to Ministry of Education guidelines.

•Grading

Level	Corresponding % Grade	Level	Corresponding % Grade
4+	94 – 100	2+	68
4	89	2	65
4-	83	2-	62
3+	78	1+	58
3	75	1	55
3-	72	1-	52
		R	20 – 45

•Midterm Grading - for grades that will be submitted to **post-secondary** destinations for the purpose of admissions, the full range of numerical values from 0%-100% will be given.

- For all other students – the grade will reflect the level they have most consistently demonstrated to that point in the semester.

•Final Grades are determined using 70% of the term level and 30% of the summative task(s) level.

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•Progress Reporting

An Early Report will be issued at the end of the 4th week. Parent-Teacher Conferences will take place during the 5th week of classes. Mid-term report cards will be issued at the beginning of the 12th week. Each report should accurately reflect student achievement up to the time the Progress Report is issued. Evaluation for the report is to be based on the Course Information Sheet handed out to students at the beginning of the semester.

•Final Evaluation Activity

The final evaluation is valued at 30% of the final mark. The term work will comprise the remaining 70%. The final evaluation activity may consist of one or more activities and is subject to Ministry of Education curriculum guidelines. Attendance is vital during the last couple of weeks of classes because some components of the final evaluation may occur during that time. As per Ministry requirements, no student may miss a final evaluation unless for a serious illness or a death in one's family. An absence due to illness must be verified by a doctor's certificate indicating the reason for the absence. An evaluation missed for reasons other than stated above will result in a zero grade. It is the students' responsibility to be in attendance when exams are scheduled. If any confusion arises in schedule, students will not be permitted to rewrite that exam subject to appeal to the Principal. **Students are not to book holidays during exam dates.**

•Late Policy

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.

If a student feels they can not make the due date assigned, then:

- the student **must** approach the teacher one week before a prescheduled due date for an assignment given more than one month to complete;
- the student **must** approach the teacher two days before an intermittent due date for an assignment given during a unit of study with less than one month to complete.

Please note that no outstanding assignments will be accepted two weeks before exams begin unless otherwise discussed with the teacher.

•Plagiarism

Plagiarism is considered to be (a) stealing or passing off as one's own 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. Should plagiarism occur, the teacher will not accept the assignment. The occurrence will be documented by the teacher, and then brought forth to administration to determine a pattern of behaviour.

•Co-curricular Policy

Students are encouraged to take part in the various activities which will take place during the lunch period and after school. 6

Students are encouraged to try out for various school teams and wear the colours of the Warriors with distinction and pride. Extra-curricular activities are offered to motivate students to succeed at school. It is the student's responsibility to ensure class work and assignments are completed. A consistent effort is required in all classes or a student's participation may be monitored or curtailed. **Under normal circumstances, students who participate in athletic programmes or other extra-curricular activities are ineligible to play or practice on a day when they are absent from school.**

•Course Load and Course Changes

Students in Grades 9, 10 and 11 are expected to take four subjects each semester. Successful completion of each of these subjects would give a student 24 credits by the end of Grade 11. Students in grade 12 are to choose a minimum of six (6) credits unless approval is given by **school administration**. Once the school semester is underway, any change in a student's timetable is a serious matter requiring careful consideration with involvement of the student, teacher, parents, and guidance personnel. Ordinarily, students may not change to a new course after a certain amount of instruction has been given. In some cases, changes are recommended or advised by the teacher up to the time of the first progress report. Whenever the school policy allows a transfer or course change, every effort will be made to retain the coherence of the program. All transfer or course changes of students under the age of majority must receive approval by the parent or guardian. There is ample opportunity during the option selection process and the scheduling process for course changes. As a general rule one week after a semester has begun, students will not be allowed to change courses. However, course changes for valid academic reasons, teacher-initiated changes, parent-initiated changes, change in the level of difficulty, will be allowed up to one week following Parent Teacher Conferences.

•Special Education

Special Education programming is available to meet the needs of students with various exceptionalities (behavioural, communicational, intellectual, physical, multiple) as identified by the appropriate identification placement review committee. As well, programming addresses the needs and interests of those exceptional students identified as being gifted or in need of enrichment. The impact of program delivery lies in the flexibility of handling different problems and communications that exist between the classroom teacher, the resource teacher, parents, and the school support services. Full-time resource teachers are available to help meet the needs of students. An identification placement and review committee (I.P.R.C.) identifies student needs.

•Attendance

Regular attendance is vital to the process of learning. Normally the plan of a lesson employs a variety of processes, including discussion among the students themselves. Therefore, when the processes and content of learning are disrupted by irregular attendance, both the individual student and his/her classmates suffer a loss of experience that cannot entirely be regained.

St. Michael uses a phone notification system to report attendance to parents. Each evening the homes of all students who have an unexcused absence for that day will be notified. **If a student is unable to attend school, the parent**

should contact the school by telephone on the morning of the absence to explain the reason for the absence (271-0890 ext. *3000). If no telephone contact has been made, the absent student is expected to bring a note explaining the absence as soon as she/he returns to school. The note should be given to the Attendance Office. Failure to provide a phone call or a note upon the student's return to class, will result in a detention.

Students who habitually miss class will suffer in the evaluation process because it reduces the body of evidence upon which the teacher can evaluate student achievement of the curriculum expectations and could jeopardize the granting of a credit. Where appropriate, communication and counselling regarding attendance has taken place, and where the student is still unwilling to attend regularly, such a student will normally fail to achieve credit for the course for the reason stated above. To report on achievement, attendance and other matters of mutual concern, close contact will be kept through teacher-parent conferences, the Principal's newsletters, report cards, phone calls and individual interviews. Parents are encouraged to call the school to discuss matters relating to their son's or daughter's behaviour and achievement.

•18 Year Olds (Adult Student Agreement)

According to the Municipal Freedom of Information Act and requirements of the Education Act, when students reach eighteen years of age, they have access to all the rights and responsibilities of an adult. Should the student wish, St. Michael will communicate only with the student in matters of academic progress, attendance and discipline. The school requires that when a student reaches the age of eighteen and wishes to exercise his/her rights as an adult, the student will complete an **Adult Student Agreement Form** to indicate the student's desired lines of communication with regards to academic progress, attendance and discipline be respected. If the Adult Student Agreement Form is not completed, the school will assume that the adult student has no objection to the continued partnership consisting of the student, the parent and the school. It should be stressed that even when a student has reached the age of eighteen, he/she is still a student of St. Michael Secondary and is subject to all the rules and regulations of the school. It is the student's responsibility to inform the individual teachers of the decision in this matter. As a matter of courtesy the adult student is encouraged to inform parents/guardians of the decision.

•Attendance: 18 Year Olds

Under the Freedom of Information Act, 18 year old students have the right to sign in and out on their own for **legitimate reasons**. Eighteen year olds will be directly accountable to the Administration for their absences. **Medical, dental, etc., appointment cards will be required as proof of absence.**

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However, abuse of this privilege may lead to the school Administration revoking this right.

•Student Sign Ins and Outs

Adherence to the sign-in and sign-out processes are necessary to ensure student safety. Students arriving late for school must sign in with their planners and obtain a late stamp. For students who must leave during the school day, a parental note or phone-call must be received by the Attendance Secretary before 8:30 a.m. Signing out means that students have parental permission to leave school property for legitimate reasons. **Signed-out students are required to leave the school property.**

•Telephone Messages

Only emergency messages from parents can be delivered to students during the school day. Other messages from parents will be given to

students at the end of the school day at 3:25. *This includes messages*

from anyone other than your parents. Students are asked to tell their employers to contact them at their home residence. Three pay phones (both phone and debit card accessible) are available in the school for the convenience of all students. Students are reminded to be considerate of the needs of others when using the pay phone. **Cell phones, pagers and any other communication devices are not permitted on school property.**

•Extended Holidays

Because of the concentrated nature of the semester system, the school discourages you from being out of school for extended holidays. We cannot take responsibility for missed work during this type of absence. Students are required to complete a Vacation Form **prior** to their absence.

•Smoking

School buildings under the jurisdiction of the Huron-Perth Catholic District School Board have been designated as non-smoking areas. (Board policy 3:E9) As well, the Tobacco Control Act of Ontario states that "smoking is prohibited in schools (buildings and grounds) and day nurseries". The Huron-Perth Catholic District School Board recognizes that smoking has proven to be a health hazard. The trustees, administrators, and staff of the Board are encouraged to take strong leadership to ensure that adverse health effects from both direct or "second hand" smoke are minimized and that wherever possible, students under our care are discouraged from adopting the smoking habit. Effective September 1, 1991, all properties (land and buildings) under the Board's jurisdiction are Non-Smoking. Students who

smoke on school property may have their names forwarded to the By-Law Enforcement Officer for the Perth County Health Unit, which may result in a fine. **At St. Michael, the use of chewing tobacco is prohibited.**

•Bus Transportation

Buses leave daily from the school after dismissal. Late activity buses may be provided with Board approval. If provided, it will depart at 4:45 p.m. to take students to St. Marys, Mitchell, and Dublin area and another leaves at 4:45 p.m. to take students to the Hesson and Listowel area. School buses, used for daily travel or for school activity, are to be treated with the same respect as other school property. All students are to follow board policy regarding behaviour on buses. **No changes in transportation will be made for students by Administration (as per Board policy)** Questions regarding buses should be directed to:

Scruton Bus Lines	345-2470 (Dublin) (shop) 482-3775 (Clinton) E-Mail: busher@ezlink.on.ca
Murphy Bus Lines	229-8956 (St. Marys) E-Mail: murphybus@quadro.net
Laidlaw Bus Lines	393-6727 (Sebringville) E-Mail: judy_brouwers@lpsg.com
Kipfer Bus Lines	595-8974 (Milverton) E-Mail: kipfersgarage@cyg.net
Stratford Transit	271-4700 (ask for Transit Office) E-Mail: cmatheson@city.stratford.on.ca

•Electronic Equipment

Cell phones, pagers and any other communication devices are not permitted on school property. Portable electronic equipment (Discman, MP3 players, gameboys, etc.) are **NOT** permitted in the classrooms, library, at mass or assemblies. Students who are not in compliance with this policy, unless specified by their IEP, will have the device confiscated for a period of time determined by the teacher and/or administration. If you are not comfortable leaving these devices in your locker, then leave them at home. The portable electronic equipment will be permitted during your lunch period, before or after school outside the areas mentioned above. In addition, the use of laser pointers is also prohibited at St. Michael.

•Physical Education Uniforms

St. Michael Athletic t-shirts and shorts must be worn by all students taking physical education. These items will be on sale in the Physical Education Office on a cost recovery basis. Other articles of St. Michael sportswear will be on sale.

•Student Parking Facilities & Driving Responsibilities

All student vehicles (automobiles, motorcycles, etc) must be parked in the student parking lot at the back of the school. Any students engaged in unsafe practices may have their parking privileges revoked. Students who park illegally may be ticketed. While parking is a privilege and a limited number of spaces are provided for students, the Huron-Perth Catholic District School Board accepts no responsibility for damage to any vehicle parked on school property. Sitting and socializing, smoking or consumption of alcohol or illicit drugs in cars parked on school property is prohibited. Students socializing on Matilda Street are expected not to block entry or exit to the parking lot, or to interfere with traffic flow on the street.

•Halls

In order to provide students with a quiet learning environment, students are

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not permitted to loiter in the school hallways or gathering area during class time. During lunch periods, students are not permitted to access lockers on the second floor or in 'B' wing. Senior students who have a study period on their timetable are to be in the cafeteria, library, or are to leave school property.

• Student Dress Code

Appropriate dress and grooming are the responsibility of the student, and where appropriate, the parents of the student. The clothing worn to school is to be neat, appropriate, clean, presentable, and **modest**. Clothing is not to be used to draw attention to oneself.

1. All tops must have sleeves that completely cover both shoulders
2. All undergarments must be covered at all times
3. Clothing must not be tattered or ripped
4. Tops must overlap the bottoms whether you are standing or sitting (visible midriffs or bare backs are **not** permitted)
5. Clothing may not promote or make reference to drugs, alcohol, sexuality, or other inappropriate behaviours
6. All shorts and skirts must be no shorter than one hand width above the knee

7. All necklines must be appropriate and modest

Students who are considered to be violating the above policy will be sent home to change into more suitable attire **OR** provided with alternate clothing from the office. It is expected that students will accept the responsibility for dressing and conducting themselves in a manner consistent with a Catholic Secondary School. Notwithstanding the above, the suitability of student dress rests with school administration. This dress code is also in effect during examinations and for any off-site trip or excursion.

•Ministry of Education and Training

All courses offered at this school have been developed according to the requirements of the Ontario Ministry of Education. Inquiries regarding the Ministry of Education should be directed to your local M.P.P.'s office.

•Visitors

1. Any student wishing to bring a visitor to the school for all or part of a school day must gain approval from the Principal at least one day prior to the visit.
2. All visitors must sign in at the Main Office.
3. Visitors will be required to provide necessary I.D. when approached by teachers.

•Suspensions

While a student is under suspension, he/she 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.

•Lockers

Students will be assigned a locker by their homeroom teacher. Some students will be required to share a locker.

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 or partners during the school year, unless authorized by the vice-principal.**
4. Students should keep their lockers clean and free from any decorations that are in bad taste.
5. There will be one period of supervised locker clean-out per semester.
6. **Only St. Michael Catholic Secondary School locks** are to be placed on lockers. Others will be removed by the caretakers. Locks are available for purchase at the Main Office.
7. Lockers are the property of the Huron-Perth Catholic District School Board and they are therefore on loan to students. Administration has the right to search a student's locker should the need arise.

•Homework

As a general rule, teachers will assign homework in a subject area on a daily basis. It is expected that a student should do a minimum of 1 to 1 1/2 hours of homework per night. There is always an occasion for additional reading, reviewing of notes, or the working out of problems or working on long term projects.

•Emergency Evacuation Procedures

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

•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 of substantial value such as discmans, nor should they carry on their person or leave in their lockers large sums of money or expensive clothing or jewellery.

•Assemblies

All students are expected to attend all assemblies. Students will conduct themselves in an orderly fashion and will exercise good manners.

•Accidents

Accidents of any nature (personal or school property) are to be reported promptly to the supervising teacher. Students are encouraged to subscribe to the accident insurance policy that is available from a private insurer at the school.

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•Liability Insurance

Parents are encouraged to acquire from their automobile insurer, endorsement SEF with a one million dollar minimum. This family protection endorsement protects all your children in any vehicle but it does not protect other children in your car. When private vehicles are used to transport students, teachers and authorized volunteers are covered against claims primarily by their own private insurance coverage. Should claims exceed private coverage, our Board's insurance policy will cover excess claims up to ten million dollars. Unauthorized use of private vehicles to transport students, places the responsibility for insurance coverage on the vehicle's owner. **Students are never permitted to drive other students.**

•Return of Text Books

Classroom teachers are to collect textbooks from the students prior to the examination or the day of the examination. Each student is responsible for returning his/her individual text. Students not returning the text are to be reported to the Main Office. Students who fail to return books will be asked to pay the replacement cost. Failure to do so will result in textbooks being held for the following semester.

•Texts, Library Books, Team Uniforms

All such items are on loan. It is the student's responsibility to return them on time and in good condition. Texts are numbered and the specific one issued to you is the one that must be returned. Lost or misplaced items must be replaced by the student or restitution must be made. Students are to follow the special school policy for the return of texts, library books and team uniforms.

Overview of the Teacher Advisor System

Special learning opportunities will be offered to the students during the homeroom period, by the homeroom teacher. At certain times during the year the homeroom period will be extended to allow such learning opportunities to occur. The teacher will provide support and give direction to students as they achieve their personal goals, which in turn will help students make positive contributions to the achievement of school outcomes and goals.

The focus of teacher advisor groups is:

- To expand or enhance the knowledge, skills, and attitudes of students
 - related to their future and to encourage the habit of life-long learning.
 - To focus on the behaviours of students that will lead to a productive and fulfilling future and to guide and reward those behaviours that are positive and productive.
 - To guide, suggest, and provide activities and experiences that will provide practice in these positive behaviours.
 - To refine decision-making skills as they relate to the future educational and career plans of students and to instill confidence in students to show them, that to a great extent, they have control over their own lives.
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- To allow for a smooth transition as they move from elementary school to high school and to encourage that transferable skill to all transitions in their lives.
 - To assist the students to develop a plan for the future by completing the Annual Education Plan: a career plan, a resume, and a personal portfolio, which will demonstrate acquired skills and knowledge to others.