



2023 - 2024



St. Benedict Catholic Secondary School

STUDENT HANDBOOK 2023—2024

50 Saginaw Parkway
Cambridge, ON N1R 5W1
Tel: (519) 621-4050 Fax: 519-621-4057
Attendance Office: 519-621-4001
Website: stbenedict.wcdsb.ca

Jordan Figueiredo
Principal

Matthew Anderton • Leisha Craftchick • Remberto Roque
Vice - Principals

School Prayer

God, You have made us and brought us together as a diverse group of people, all reflecting Your image. We pray that we would celebrate and respect one another for who we are and what we do.

Help us create a faithful, safe and compassionate community where each of us can be successful. We pray that our Catholic education would make us wise and loving people. Help us use our knowledge and leadership abilities to transform our world into a community where people act with compassion and kindness.

Amen



Student Handbook - Table of Contents

Message from Administration.....	4
Message from Chaplain and Student Council.....	5
Administrative Team & Student Service Team.....	6
Contact & Connect With Us.....	7
Daily Schedule & Catholic Schools Advisory Council.....	8
Student Activities Council (SAC) & Bennies Buddies.....	9
Get Involved—Clubs & Athletics.....	10
St. Benedict Uniform Dress Code Policy.....	11-13
WCDSB—Standards of Behaviour.....	14-15
St. Benedict C.S.S. Statement of Non-Tolerance.....	16
Parent Communication Guide.....	17
Attendance Policies	
Attendance At School.....	18
Punctuality.....	18
Leaving School During The Day.....	19
Students Over 18 Years Old.....	19
Extended School Absences.....	19
Truancy Intervention Program.....	20
Progressive & Supportive Discipline Strategies.....	20
Truancy.....	20
Policies & Procedures	
Opening Exercises.....	21
Lockers.....	21
Telephone Use & Messages.....	21
Electronic Devices.....	22
Student Parking.....	22
Scent-Free Zone.....	22
Smoking or Vaping.....	23
Video Surveillance.....	23
Theft.....	23
Right To Search Students.....	23
Emergency Procedures.....	24
Ontario Secondary School Diploma Requirements.....	25
Student Services—Academic Information	
Program Requirements.....	26
Course Changes.....	26
Academic Awards.....	26
Religious Accommodation.....	27
Religious Education.....	27
Community Service Hours.....	27
Career Exploration & Research.....	28
Cooperative Education.....	28
Assessment & Evaluation.....	28-29
Teacher Lingo.....	29
Late Assignments.....	30
Learning Skills & Work Habits.....	30
Plagiarism Guidelines.....	30-31
Computer Use At St. Benedict's.....	32
Student Devices & Chromebooks.....	33
Bussing.....	34
Library Learning Commons.....	35-38



Welcome to the St. Benedict Community

A MESSAGE FROM THE ADMINISTRATIVE TEAM

Dear Students:

Welcome to all who are new to our school and welcome back to those who are returning to join us for another year! We are pleased to have you with us as we grow and learn together in the spirit of Christ to improve our world.

It is our hope to work with you and your parents and guardians in achieving the Ontario Graduate Expectations and the Ministry of Education's curriculum expectations by providing education that attends to the academic, social and spiritual needs of all.

This handbook will help you as you begin a new school year. You will find school policies and expectations, standards of behaviour, contact information and other important information.

We encourage you to become involved, be an active participant in your education while you are with us at St. Benedict. Studies show that students who participate in clubs and teams do better academically, so we encourage you to be an active member of our community.

For over 55 years, St. Benedict has built a tradition of a Celebration of People. You will be the ones to carry on the tradition of being a "Celebration of People" created by past graduates. You have been given the responsibility of building and expanding our rich tradition of excellence.

As we work together, let us take care of each other as we journey together in Christ.

Jordan Figueiredo

Principal

Matthew Anderton, Leisha Craftchick, Remberto Roque

Vice-Principals





Welcome to the St. Benedict Community

A MESSAGE FROM THE CHAPLAIN

The role of the chaplain is to help create a Catholic Christian faith community within the high school. This is done through a variety of experiences: liturgies, daily prayer, retreats, community service projects, spiritual direction, teaching and peace and social justice action.

As chaplain, I believe you are a person of worth and value created in the image of God. In the coming days I will show my respect for you by saying ‘Hi’, stopping for a chat or offering a chocolate.

Feel free to stop by my office on the 3rd floor, right beside the chapel.

Bob Rempel,

Chaplain



A MESSAGE FROM THE STUDENT ACTIVITIES COUNCIL DIRECTOR

High school is about your education, investing in your future but it's way more than that. It's also about making friends, exploring new activities, and having fun! As your Student Activities Council, we spend a lot of time planning an exciting year filled with dances, assemblies, celebrations, coffee houses, special events and more!

We encourage you to get involved. Our office is located in the Atrium, near the Main Office. We all want to see you become successful and enjoy your time at St. Benedict and if there is anything that we can do to help, please drop by and talk to us.

Sarah Hersh,

Student Activities Council Director

St. Benedict Administrative Team

Jordan Figueiredo

Principal

Alpha A + International Students

Matthew Anderton

Vice-Principal
Alpha B-G

Leisha Craftchick

Vice-Principal
Alpha H-N

Remberto Roque

Vice-Principal
Alpha O-Z

Student Services

Note: Students are assigned a Vice-Principal, Guidance Counsellor and Student Success or Special Education teacher based on their last name.

GUIDANCE COUNSELOR

Lesley O'Toole
Laura Varriano Lane
Melissa Novakovich
Nicholas Betik
Laura O'Neill

ALPHA ASSIGNMENT

A—De
Dh—Ho & International Students
Hu—L
M—Ri
Ro—Z

STUDENT SUCCESS TEACHERS/SPECIAL EDUCATION MONITORS

Michelle Fournier	A—Fe
Andreia Borba	Fi—Li
Ellen Missio	Lo—N + Community Living & ACTIVE
John Malnerich	O—Z

SOCIAL WORKER

Sandra Ayerst

CHAPLAIN

Bob Rempel

SAC DIRECTOR

Sarah Hersh

Contact & Connect With Us!

Reach Us By Phone

School Phone Number:
519-621-4050

Direct Attendance Line:
519-621-4001



Reach Us By Email

Staff email addresses are in the format of
Firstname.Lastname@wcdsb.ca

School Website

Updated frequently, with our current calendar and school twitter feed on the front page.

stbenedict.wcdsb.ca

Full calendar is accessible under
Parents > Current Students >
School Year Calendar

Aspen

[https://wcdsb.myontarioedu.ca/
aspens/logon.do](https://wcdsb.myontarioedu.ca/aspens/logon.do)

Student & Parent Portal

Social Media

Up to the minute information for parents and students regarding important events at school, and celebration of student accomplishments.

School-related **Twitter** feeds for the school include:



@StBenedictCSS

@SBENGuidance

School-related **Instagram** feeds for the school include:



@bennies_sac_updates

The BENN Newsletter

Subscribe from the main page of our website. Our bi-weekly newsletter is delivered every second Wednesday to your inbox, with articles and stories written by staff and students to keep you informed of current events at St. Benedict's.

Previous issues of the BENN are accessible under Parents > Current News > BENN Newsletter

Subscribing to

The BENN Newsletter

It's as easy as...

- 1 Go to the school website
- 2 Go to **Parents, BENN Newsletter**
- 3 Under "Subscribe now!" enter your information

Receive news about events at the school every second Wednesday in your email!

Daily Schedule

Warning Bell	7:55 a.m.
Period 1	8:00 a.m. - 9:15 a.m.
Period 2	9:20 a.m. - 10:35 a.m.
Lunch	10:40 a.m. - 11:20 a.m.
Period 3	11:25 a.m. - 12:40 p.m.
Period 4	12:45 p.m. - 2:00 p.m.



Please be sure to check our calendar of events on the school website for days when we will be on special schedules. Schedules for liturgies and assemblies will be announced during morning announcements and posted on the website and the school's Twitter feed.

Liturgies and assemblies are an integral part of our school program and attendance at these events is required.

Catholic School Advisory Council

St Benedict's School Advisory Council (formally School Council) is a group of parents, guardians, community members, teachers and administrators committed to making our high school a great place to learn and grow! The council sees family involvement as one of its main priorities and is committed to welcoming parents into the St. Benedict community by increasing communication, removing barriers, and creating opportunities to get involved!

Four to six meetings from 6:00 p.m.– 8:00 p.m. on Tuesdays and are typically held in Room 111.

If you would like to be a regularly participating member of the advisory council and receive agendas in advance of the meetings, please complete the "CSAC Member form" posted on our school website (Parents ➤ Catholic School Advisory Council) and return the completed form to the Main Office.

For more information regarding the duties of council members visit our school website.

Consider getting involved!

Student Activities Council (SAC)

Student Activities Council (SAC) is organized by constitution for the purpose of sponsoring and financing co-curricular activities. SAC consists of an executive and committee representatives in six different sectors - Arts, Athletics, Communications, Social Justice, Special Events, and Spirit. A new SAC is formed each Spring for the following year. Elections are held for the positions of Co-Presidents, while the rest of SAC is appointed.

In their application, potential SAC members must be endorsed by teachers and administration to ensure that participation does not impact academic success. SAC meetings are held every Tuesday morning. If you want to make a change in our school, get involved with SAC!

- Arts
- Athletics
- Communications
- Social Justice
- Special Events
- Spirit
- Media

Bennies Buddies

Bennies Buddies is a student-to-student program to help Grade 9 students transition into high school. This program is designed to help students find a place in our St. Benedict community and understand that each student is unique and has something to contribute. Bennie's Buddies are Grade 11 and 12 students who are positive role models in our school. These students help to guide Grade 9 students in what it takes to be successful in high school through a series of academic and social activities throughout the school year. This journey for grade 9 students begins in August with a welcome email from a Bennies Buddy, continues through head start and then with several follow up meetings with the student leaders, both social and academic.

Look for the blue "B a Buddy" shirts.





Get Involved - Clubs

- | | | |
|-----------------------|--------------------------|-------------------------------------|
| Accepting Differences | Girls Garage Club | Praise & Worship Music Team |
| Anime Club | Girls Lacrosse Club | Programmers Club |
| Arts Council | Giving Back Club | Reach for the Top |
| Badminton Club | Guitar Club | Robotics & Electronics Club |
| Champions of Change | HOSA | Rock Climbing Club |
| Concert Band | In The Arts! | Saints4Life |
| Concert Choir | Intramural Ice Hockey | SBTV |
| Cosmo Club | Jazz Band | Science Team |
| Culinary Club | Lacrosse Club | Seams Sew Easy |
| Dance Crew | Link Crew | Social Justice Club |
| DECA Business Club | Lost Club | Star Trek Club |
| Doctor Who Video Club | Making A Difference Club | Student Equity & Engagement Council |
| E-Car Club | MarioKart Club | Tech Crew |
| ECO School Team | Math Club | Triathlon |
| Finance Club | Model United Nations | Ultimate Frisbee Club |
| Flute Choir | Outers' Club | Yearbook Team |
| Games Club | | |

Get Involved - Athletics

FALL TEAMS

- Basketball—Jr. Girls
- Basketball—Sr. Girls
- Cross-Country
- Football—Jr. Boys
- Football—Sr. Boys
- Golf—Boys
- Golf—Girls
- Soccer—Jr. Boys
- Tennis
- Volleyball—Jr. Boys
- Volleyball—Sr. Boys

WINTER TEAMS

- Basketball—Jr. Boys
- Basketball—Sr. Boys
- Curling
- Hockey—Boys
- Hockey—Girls
- Swimming
- Volleyball—Jr. Girls
- Volleyball—Sr. Girls
- Wrestling

SPRING TEAMS

- Badminton
- Lacrosse
- Rugby
- Slo Pitch—Boys
- Slo Pitch—Girls
- Soccer—Girls Varsity
- Soccer—Sr. Boys
- Track & Field
- Ultimate Frisbee



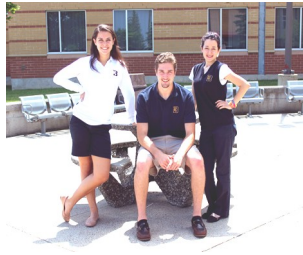
\$50 / Student	\$70 / Student	\$90 / Student
Badminton	Novice Bball/Vball	Basketball
Ultimate	Field Hockey	Volleyball
Golf	Soccer	Football
Cross Country	Track & Field	Hockey
Tennis	Swimming	Wrestling
	Slo-Pitch	

FEES: To help offset the cost of teams and in order to sustain our excellent athletic programs, the Catholic School Advisory Council and staff have approved an additional charge for participation on an athletic team. The athletic fee is different per team. **Please Note:** Some teams such as football and hockey have additional charges for equipment rink rental etc.

The St. Benedict Uniform Dress Code Policy

Wearing the St. Benedict uniform properly and with respect demonstrates “pride and dignity for all”. **Students** attending St. Benedict Catholic Secondary School **are expected to wear the school uniform during the entire school day — including lunch and spares —** and to abide by the established uniform regulations.

The uniform supports the **culture of a safe school** as it is a sign of belonging to the St. Benedict community.



DRESS CODE POLICY

Only those uniform items sold by R.J. McCarthy will be permissible as part of the uniform. Students are not to wear coats or other items over their uniform. Uniform must be worn at all times from 8:00 AM to 2:00 PM, this includes: During class changes, lunch, while in the library, and on spares, while on school property. Students are expected to respectfully follow directions of any staff member with regards to being in proper school uniform.

EXCURSIONS AND UNIFORM POLICY

Students are expected to be in full uniform for excursions that take place during the school day, unless otherwise specified by your classroom teacher.

MCCARTHY UNIFORMS





1. Shop online by ‘searching for our school’ at: www.mccarthyuniforms.ca
2. Book personalized fitting by choosing ‘book an appointment’ on your home store site accessible on www.mccarthyuniforms.ca
3. Call McCarthy’s at 416-593-6900 or 1-800-668-8261

The St. Benedict Uniform

DRESS CODE POLICY

All items are to be worn as purchased and are not to be taken in, altered, tucked or rolled up.

All items must be R. J. McCarthy Ltd.

Uniform Items	How To Wear It
<p>Saints Shirts</p> 	<ul style="list-style-type: none"> • Shirts may be worn un-tucked in a neat and tidy fashion, not excessively long • Shirts are not to be pulled or clipped back in any way • A plain white or blue t-shirt may be worn under uniform shirts. T-shirts should not be seen outside the uniform shirt, except at the collar.
<p>Sweaters & Vests</p> 	<ul style="list-style-type: none"> • A plain white or navy blue shirt must be worn underneath the school sweater and vest.
<p>Sweatshirt</p> 	<ul style="list-style-type: none"> • The quarter zip sweatshirt may be worn with a uniform shirt or a plain white or navy t-shirt underneath.
<p>Pants, Capris, Shorts</p> 	<ul style="list-style-type: none"> • Must be worn around the waist • Pants are not to be cut off into shorts. Only uniform shorts purchased through McCarthy and worn as purchased are permissible.
<p>Shoes</p>	<p>Open toes, open heeled shoes may not be worn in Art and Technology classes or in Science labs.</p>
<p>Note: All non-uniform clothing must remain in the students' locker or backpack.</p>	

The St. Benedict Uniform

UNIFORM RULES RECAP

1. The uniform may **not** be altered in any way.
2. No additional pieces—scarves, ties etc. — can be added.
3. Students should ENTER classrooms or offices in complete uniform with non-uniform pieces not visible. “Getting into uniform” is not part of class time.
4. Optional cold weather uniform pieces are available at McCarthy’s.
5. No hats, toques or hoods are to be worn inside the building.
6. Students can expect to be addressed by ANY staff member during the school day with regard to complying with the school’s uniform policy.
7. Non-uniform pieces — scarves, hats, hoods, etc. — may be confiscated until the end of the school day.
8. Students who do not comply with the uniform policy may expect to be sent home for the day by an administrator.
9. Persistent violation of the school’s uniform policy will result in suspension.

CIVVIES DAYS!

Several times a year, mainly as charity fundraisers, students are permitted to wear non-uniform clothing to class. This clothing should be neat, tidy and in good taste, making for a positive learning environment.

Guidelines for appropriate dress are as follows:

- Skirts/shorts are to be worn no shorter than 12 cm above the knee
- Clothing is to be worn so that no undergarments are showing

The following items are **NOT** to be worn:

- Hats, toques, baseball caps and hoods over the head
- Clothing depicting or promoting alcohol or drugs
- Clothing with sexual, racist, offensive slogans, words or pictures

SPIRIT WEAR DAYS!

Spirit wear days occur every Wednesday. Spirit wear is defined as a St. Benedict approved club, team or event shirts that has the words “St. Benedict” or “Saints” or the school or WCDSB logo on them. Spirit wear shirts must be worn with regular uniform pants, capris, or shorts

School Administration reserves the right to send students home whose choice of dress is not in keeping with the above guidelines.



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

OUR SCHOOL BOARD



Quality, Inclusive, Faith Based Education

Mission Statement:

As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world.

Our Vision:

Our Catholic Schools: heart of the community—success for each, a place for all.

STANDARDS OF BEHAVIOUR

All members of our community are to be treated with respect and dignity. Students must demonstrate respect for themselves, for others and for the responsibilities of citizenship 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 or learning of others;
- Follows the established rules and takes responsibility for his or her own actions.

Catholic Education views human life as an integration of body, mind and spirit. Rooted in this vision, Catholic Education fosters the search for knowledge as a lifelong spiritual and academic quest that is supported by God's love and model of compassion, reconciliation and justice. The expectations of the learning community are described not only in terms of knowledge and skills but also in terms of values and attributions and actions. These expectations are as follows:

RESPECT

- Respect for difference in people, their ideas and opinions;
- Respect persons who are in a position of authority
- Respect the dignity, rights and fair treatment of others, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- Respect the rights of others and the sacredness of human life;
- Respect and compliance with all applicable federal, provincial and municipal laws

RESPONSIBILITY

- Refrain from any behaviour that could be construed as bullying;
- Demonstrate honesty, integrity and a healthy lifestyle;
- Show proper care and regard for school property and the property of others;
- Demonstrate honesty in achieving academic expectations;
- Respect and honour the appropriate dress specified by the school community;
- Respect guidelines regarding use of personal items (e.g. cell phones, iPods, etc.)
- Demonstrate regular attendance;

CIVILITY

- Treat one another with dignity and respect at all times, especially when there is a disagreement;
- Demonstrate citizenship and acceptable strategies for resolving conflict
- Take appropriate measure to help those in need by witnessing to Catholic social teaching
- Respect the need of others to work in an environment of learning and teaching
- Demonstrate appropriate and ethical use of technology

CONSEQUENCES

Consequences of not living up to the standards of behaviour may involve: informal talk, study hall, detention, parental involvement, loss of privileges, community service at school, restitution, administrative involvement, in or out of school suspension, school board involvement, police contact and possible expulsion. Consequences are dependent on many factors:

- * The act itself
- * Previous behaviour
- * Intention
- * Knowledge
- * Degree of effect on others and property
- * Mitigating factors

Community/Businesses

It is expected that students demonstrate respect for our community neighbours. The plaza and surrounding community are part of the St. Benedict extended campus. Students will receive consequences for inappropriate behaviour if it occurs on our "extended campus". Note that after school hour behaviour off property is also subject to school behaviour codes as it impacts on the school community.

St. Benedict C.S.S. Statement of Non-Tolerance

All members of our school community have the right to feel welcome, secure and safe while carrying out their respective duties. Administration will follow the School Board administrative policy APC018 as well as the **Safe Schools Act** when enforcing all disciplinary situations. APC018 is available through the Board's website and a guide to the Safe School's Act is available through the following website:

www.settlement.org

Settlement.Org
Welcome to Ontario

Understanding the Safe Schools Act

Download in Different Languages

These files are in Adobe Acrobat format. You need the free **Adobe Acrobat Reader** to view these files.

عربي	▶	Arabic	ਪੰਜਾਬੀ	▶	Punjabi
中文 (简体字)	▶	Chinese (Simplified)	Русский	▶	Russian
English	▶	English	Soomaali	▶	Somali
فارسی	▶	Farsi	Español	▶	Spanish
Français	▶	French	தமிழ்	▶	Tamil
한국어	▶	Korean			

The following behaviour on school property or in school-sponsored activities is not consistent with a safe and secure school environment:

- The use, possession or sale of alcohol or illicit drugs or related paraphernalia;
- The possession or use of weapons or replicas, knives or items which are intended to be used as a weapon;
- Any physical assault, threats of assault or intimidation;
- Any gang, youth group displaying a pattern of delinquent or disruptive activity;
- Any sexual ethno-cultural and/or racial abuse, slurs or harassment. Harassment includes: gossip, jokes, innuendoes, teasing and obscene gestures;
- Dissemination of material—electronic or otherwise—impacting the mental well-being of students or staff;
- Behaviour that could be construed as bullying;
- At St. Benedict we call on ALL to take ownership for the well-being of the community. If you are aware of a safety concern of any nature, contact administration.

The Safe Schools Act includes behaviour off school property as it impacts on the entire community. This would include, for example: fighting, social media messaging if it was threatening or bullying in nature, etc.

Parent Communication Guideline

When a parent, guardian or other board stakeholder has a concern or suggestion, it is expected that the concern/suggestion will first be taken up with the staff member with whom the parent / guardian / stakeholder has the concern/suggestion. Therefore, the following process will be followed:

COMMUNICATION CHAIN



Step One: Speak directly to the staff member. If the issue is not resolved, proceed to step two.

Step Two: Speak to the Principal. If the person with the concern has not yet addressed the issue with the staff member involved, the Principal will ask them to do so.

Step Three: If, having spoken to the Principal, the person with the concern believes the issue is not resolved, they may speak to the Superintendent of Learning responsible for the school.

Step Four: If, having spoken to the Superintendent of Learning responsible for the school, the person with the concern believes the issue is not resolved, they may speak to the Director of Education.

Step Five: If, having spoken to the Director of Education, the person with the concern believes the issue is not resolved, they may register as a delegation to address the Board of Trustees. Information on how to register as a delegation to the board is available in the WCDSB General Operational & Procedural Bylaw. Please note that stakeholders are free to address the Board of Trustees as a registered delegation at any time, subject to any pertinent laws, regulations or board policies.

ASPEN

Student & Parent/Guardian Portal Access

<https://wcdsb.myontarioedu.ca/aspn/logon.do>

Login to view information about:

Student Timetables

Student Locker Number & Combo

Address on File



**HAVE YOU MOVED? CHANGED PHONE NUMBERS?
PLEASE TELL US!**

Attendance Policies



ABSENCE REPORTING:

519-621-4001

Message Line available 24/7



Regular attendance is the cornerstone for learning. To achieve academic success we ask that all students adhere to the following procedures:

ATTENDANCE AT SCHOOL

Students must make every effort to attend school punctually and regularly. (Education Act Reg. 435, Section 23.1d)

Students who are to be absent for the day are asked to have their parent/guardian call the school BEFORE 8 a.m. Alternatively, the parent/guardian may provide a written note to explain the absence. If an absence has not been approved, it is considered a truancy. Valid reasons for absence are: personal illness, bereavement, important appointment or family commitment certified by the parent and approved by administration, approved school activity.

Parents will be notified by automated message when the student is absent or late for class.

Students who have a spare period must be in uniform and in the library or cafeteria, not the hallways or atrium.

PUNCTUALITY

“**Promptness**” is an important attribute both in the school and in the workplace and serves as a positive indicator of respect for others. When a student is late for class, it interrupts the learning of other students.

Students who arrive late to school must report immediately to class.

Attendance Policies

LEAVING SCHOOL DURING THE DAY

Students should only leave school because of necessary medical appointments or illness. For medical appointments, a student reports to the Attendance Office on the day of the appointment and presents verification of the appointment. Only the time necessary for the appointment may be taken. Should an emergency situation arise or a student become ill, s/he *must report to the Attendance Office before leaving the school so a parent can be notified. It is the student's responsibility to sign out, and it is important that we have parent permission (note or phone call) to ensure the student's safety.*



During class time, supervision is not provided in the Library, therefore, for safety reasons; **parents may not sign their son/daughter out to work in the library.**

Students that are signed out, must leave the school property.

STUDENTS OVER 18

In keeping with the Municipal Freedom of Information and Protection of Privacy Act, no calls may be made home to report absences or trancies for students 18 or over, unless the student grants written permission to do so.

According to the Act, the student is viewed as an adult and, as such, correspondence regarding academic progress, attendance etc. must be directed to the student. All students over the age of 18 must complete a Adult Student Consent form (APC023-06F). Students may choose to provide their personal contact information or sign consent for parents/guardians to remain a contact. Please contact the main office if you have any questions or require a form.

Students over 18 who have extended absences will be required to provide the school with a doctor's note to cover absences or risk withdrawal for non-attendance.

EXTENDED SCHOOL ABSENCES

Parents are encouraged to take holidays during designated school breaks so that students do not fall behind in their studies. If this is not possible, the procedure is as follows:

- If absent for 15 days or more, **the student** obtains an **Intent to Be Absent Form** from the Attendance Office at least 2 weeks before the intended absence.
- **Parents** must sign the request.
- **Each teacher** must sign the form and indicate what work must be done prior to the absence.
- **The student** then returns the form to the Main/Attendance office for Administrator approval.

In the case of final evaluations, it will be at the discretion of Administration whether students will be allowed to write at an alternative time.

Attendance Policies

PROGRESSIVE AND SUPPORTIVE DISCIPLINE STRATEGIES

Students who are suspended or demonstrate an inability to follow school policies may be required to successfully serve a **discipline referral** before they are permitted to return to classes. The aim of the discipline referral is to address concerning behaviour and re-mediate it while supporting the student with their academics. For a student to successfully complete a discipline referral and return to class, they must demonstrate a commitment to contributing positively to the learning environment. Steps in demonstrating this commitment include: working diligently on the assigned work throughout the discipline referral; an understanding of the reason for the assigned referral and, strategies to avoid similar issues in the future. Students who do not apply themselves in the discipline referral and fail to demonstrate the type of behavior that would positively contribute to the learning environment in the classroom will have their return to class further deferred until appropriate classroom behavior is demonstrated. Assignment of discipline referrals and their duration will be at the discretion of the Administrator.

TRUANCY

A student is considered truant if he or she :

1. Leaves school without signing out.
2. Is absent without prior parental or school permission.
3. Does not report to the office when ill.
4. Is absent from class without teacher permission.



If a student has been truant during the school day, they may NOT attend athletic or other school events on that day.

Students may not be in the library without their teacher's permission.

Parents may not sign out their son/daughter to work in the library during the school day. Once on school property students are expected to follow their timetables.

Policies & Procedures

OPENING EXERCISES

Each day begins with the national anthem and morning prayer. Students are asked to stand and remain quiet during these opening exercises in both the hallways and classrooms. Students may proceed to class while announcements are read. Announcements are also displayed via TV monitors in the Atrium and Cafeteria, and on the school's website.



LOCKERS



Each student is assigned a locker which will be used from September to June. All lockers must be cleaned out before final exams in June. Any items left in lockers will be removed and donated when appropriate. The locker must be locked with a school approved lock — ALL OTHER LOCKS will be removed. It is not necessary for students to share lockers. For security reasons, students are not permitted to change from their assigned locker at any time during the school year. Students should not share their lock combinations with others. Make certain the lock has fully closed by pulling on it lightly before leaving the locker.

Please keep your locker neat and clean. Do not allow old lunches and junk to pile up in the locker. There will be periodic designated times throughout the year for locker clean out. Graffiti and markings on lockers and/or locker doors are NOT permitted. This would be considered vandalism with appropriate consequences assigned.

Please note that school lockers are the property of St. Benedict CSS (and the WCDSB) and may be subject to be searched by school authorities. Students will be advised of this at the beginning of each school year.

CELLPHONE USE and MESSAGES

Telephone messages for students cannot be accepted by the Receptionist except in case of emergency. If students bring cell phones to school, the school will not be held responsible for theft or loss. For emergencies, please call the main office and the student will be contacted by staff to relay the message.



Policies & Procedures

ELECTRONIC DEVICES

Electronic devices (cell phones, Chromebooks, laptops, etc.) are to be used at the teacher's discretion for instructional purposes. As with all classroom expectations and routines, if a student needs frequent reminders, parent support should be enlisted early with a phone conversation. If the problem persists after parent involvement, the student will be referred to the appropriate administrator.

STUDENT PARKING

The library parking lot, located at the front of the school, is **NOT for staff or student use**. Cars parked there will be ticketed by the City By-Law officer. Students may only park their cars in the designated student parking in the rear lot between the yellow lines.

The school is not responsible for any damage done to student cars while parked on school property, including the technology compound. Students are advised to keep car doors locked and valuables out of sight.

Safe driving practices are an expectation. The speed limit on school property is 30 km/h. For the safety and care of both students and vehicles, students are not to loiter or gather in and around cars or parking lots. Failure to comply with any of the above may result in the vehicle being ticketed and the removal of parking privileges.

Note: Smoking in a car is not allowed as long as it is on school property.



ON SCHOOL PROPERTY AT ANY TIME!

ST. BENEDICT IS A SCENT-FREE ZONE!

Students wearing heavy scents will be sent home. Students are asked to use non-scented deodorants, shampoos, etc. as a courtesy to other students and staff who may have allergies to scents.



Policies & Procedures

SMOKING OR VAPING DURING THE SCHOOL DAY

The Ministry of Education and the WCDSB have adopted a Smoke-Free Environment policy. Our school community is focused on healthy lifestyle choices and we encourage students not to smoke. Under the Tobacco Control Act, smoking



cigarettes, vaping/e-cigarettes and/or chewing tobacco is not allowed anywhere in the St. Benedict school buildings or on the surrounding campus, including the parking lot. This law also covers after hours and includes smoking in cars.

Smoking and vaping (e-cigarettes) is allowed in the designated smoking area before school, at lunch and after school. Students choosing to smoke in non-designated areas risk a suspension as well as a ticket from the by-law enforcement officer.

The five minutes between periods 1 and 2 and between periods 3 and 4 are for travelling between classes, not to be spent in the smoking area. Being on time increases the student's chance of success and improves the classroom climate.

VIDEO SURVEILLANCE

St. Benedict is equipped with video surveillance equipment. Videos may be used in school and/or criminal investigations.



THEFT

All thefts are to be reported immediately to the Main Office. A theft report should be completed. Administration will contact police if necessary. To prevent thefts, students are discouraged from bringing to school valuable items such as cell phones, airpods, headphones, etc.

The school will not take responsibility for the loss of personal belongings.

RIGHT TO SEARCH STUDENTS

The Supreme Court concluded that ***“A search by school officials of a student under their authority may be undertaken if there are reasonable grounds to believe that a school rule has been violated, and the evidence of the violation will be found in the location or on the person of the student. These grounds may well be provided by information received from just one student that the school authority considers credible”***. The right to search extends to student lockers and student cars parked on school property.

Emergency Procedures

FIRE ALARMS

Fire emergency drills are conducted several times per year. The fire alarm is to be taken seriously at all times. When the fire alarm rings everyone should respond as if there was an emergency and exit the building as quickly as possible.

LOCKDOWN

By law, each school shall have in place a Lockdown Procedure. The procedure is reviewed regularly and is coordinated with Waterloo Regional Police. A “lockdown” is called when any staff or student reports seeing a potentially serious situation – where there is a threat to life posed by an individual due to guns, knives, explosives, etc.

In a lockdown situation, students and staff are directed to go to ‘safe’ areas such as classrooms and remain there until there is an announcement made that the lockdown is over. Staff members are directed to lock all doors, close blinds and **ensure that all cell phones are turned off.** No door is to be opened to anyone. Each room should appear empty to an intruder. To end a lockdown, a uniformed police officer and administration will release classrooms.

Note: During a lockdown, cell phones are NOT to be used for calling or text messaging to ensure uninterrupted communications with police. **Fire alarms are to be ignored unless an announcement is made over the public address system or there is definite evidence of fire.**



Schools practice lockdown procedures once each semester to ensure that everyone in the building knows what to do and where to go. Schools and police hope that there is never the need to call a ‘lockdown’. It is extremely important that all students and staff treat lockdown drills seriously. Parents should refrain from calling the school to avoid jamming telephone lines. Roads should also be kept clear to provide access for emergency services to reach the school.

Ontario Secondary School Diploma Requirements

What you need to graduate

To earn a high school diploma in Ontario, students must:

- Earn 18 compulsory credits
- Earn 12 optional credits
- Pass the literacy requirement (OSSLT)
- Earn at least two online learning credits (eLearning)
- Complete a minimum of 40 hours of community involvement activities

For more information, visit <https://www.ontario.ca/page/high-school-graduation-requirements>

Opting out

Parents who wish to opt out or exempt their child from the online graduation requirement must complete the opt-out form available from their child's school board. Exemption from the online learning graduation requirements may be requested by:

- The parent or guardian of the secondary student
- Students who are 18 years of age or older
- Students who are 16 or 17 years of age and have withdrawn from parental control



Students are required to take a Religion course in each of the first four years. A student must successfully complete four Religion credits to earn a St. Benedict C.S.S. certificate.

Student Services - Academic Information

PROGRAM REQUIREMENTS

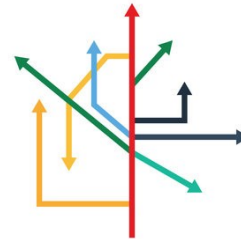
Grade 9, 10 and 11 students are required to register for **8** courses each school year. **Grade 12** students with 24 or more credits may register for **6 to 8** courses.

Fifth year students must take a **MINIMUM** of 3 credits per semester. If students are behind in their credits, they must register for 8 credits each year. **ALL STUDENTS** must take the appropriate number of courses per semester.

COURSE CHANGES

Courses may be changed if they fulfill one of the following:

- Student has chosen a different career route
- Level change is recommended by the teacher
- The student has been unsuccessful in a pre-requisite course
- The course has already been successfully completed
- Special circumstances — in consultation with parents, teachers, counsellors and administrators.



Dropping a course may be permitted only in exceptional circumstances.

Students must continue to attend all classes until approval has been given by the subject teacher, parents, Guidance and Administration. Students who drop a course without approval will be considered truant from that course. Some courses may be over-subscribed. Preference will be given to students who have never taken the course before over those students who are repeating the course or wishing to upgrade their marks by repeating the course.

ACADEMIC AWARDS



Each Fall we honour students who have excelled academically the previous school year. Students in grade 12 are recognized at Graduation with students in grades 9 to 11 being recognized at an Academic Awards Evening in October.

Students who receive an overall average of 80% or greater each semester will be acknowledged on our Honour Roll in the main hall.

Student Services - Academic Information

RELIGIOUS ACCOMMODATION

The vision of the WCDSB is ***Our Catholic Schools: heart of the community — success for each and a place for all.***

To ensure the realization of our vision, St. Benedict Catholic Secondary School will take all reasonable steps to accommodate an individual's desire to honour their religious beliefs and practices. Such areas of accommodation may include recognized religious holidays, religious dress and dietary or fasting requirements. The procedure for requesting an accommodation is as follows:

1. A written or verbal request for accommodation from the parent/guardian or student (if the student is over 18) should be presented to the principal or vice-principal at, or as close to as possible to, the beginning of the school year.
2. The request for accommodation should describe the specific needs of the student;
3. The principal or vice-principal will consider and confirm the accommodation with the parent/guardian, the student and appropriate staff (i.e. attendance, teachers, etc.).

RELIGIOUS EDUCATION AT ST. BENEDICT C.S.S.

Liturgies are an integral part of our school program. All our students are expected to attend all liturgies which are held throughout the year. Each school day starts with a short prayer and reflection. Our curriculum is faith-based. It teaches respect for others and acceptance of others — ***a place for all.***

All students are enrolled in a religion course each of the 4 (four) years at St. Benedict. Ontario Catholic Graduate Expectations prepare our students to be responsible citizens who solve problems and make responsible decisions with an informed moral conscience for the common good.

Community Service Hours

It is a requirement of graduation that each student complete 40 hours of community service. There are many opportunities to fulfill this requirement. Please visit www.volunteercambridge.cioc.ca/volunteer.

Additional opportunities will be posted in our online newsletter **The BENN**. Please visit <https://stbenedict.wcdsb.ca/about-us/benn-newsletter/> to subscribe.

Don't forget to submit community service hours to Guidance by completing the fillable form on our school website ➤ Student Services ➤ Community Service Hours.

Student Services - Academic Information

Career Exploration and Research

Students should consult myBlueprint online for career and educational resources.

For additional research opportunities:

APPRENTICESHIP – www.apprenticesearch.com

COLLEGE – www.ontariocolleges.ca

UNIVERSITY – www.ontariouniversitiesinfo.ca

WORKPLACE – www.jobbank.gc.ca



COOPERATIVE EDUCATION

Co-op courses enable students to spend part of their school day in a curriculum-related community work setting. Students choosing any of the Co-op courses, spend half-days for the full semester (mornings or afternoons) at a community work site. Students earn two credits towards the Ontario Secondary School Diploma.

University Co-op allows students in their last year of high school to earn high school credits and 1 university credit by attending the University of Waterloo or Wilfrid Laurier University.



Community Build gives the opportunity for technically inclined students to work co-operatively and spend one semester building a home in co-operation with local builders. They learn framing, construction, drywalling, etc. under a skilled tradesman.



Ontario Youth Apprenticeship program allows students to explore a trade in their 3 and 4th years of high school.

ASSESSMENT AND EVALUATION

Assessment and evaluation in Ontario schools is based on policies in this Ministry document. It is available on the Ministry of Education website.

Students are informed of evaluation methods at the beginning of each course. ***It is the right and responsibility of students to initiate communication with their teachers whenever aspects of their evaluation need clarification.***

Procedures for assessing student progress are sufficiently varied to meet the needs of individual learners or groups of students enrolled in different courses with a variety of learning environments. In order to help teachers assess student achievement, curriculum guidelines describe appropriate evaluation techniques.

Student Services - Academic Information

ASSESSMENT AND EVALUATION CONTINUE

Please refer to the Administration memo APC050—Assessment, Evaluation, & Reporting Gr. 1-12 for complete details.

[Assessment, Evaluation & Reporting, Gr. 1-12 APC050](#)

Two report cards are issued each semester -- a mid-term progress report and a final report at the end. Mid-term reports are issued in November and April and end-of-semester reports are issued in February and July. Final marks are based on formative and summative evaluation.

Progress reports are distributed 6 to 8 weeks into the semester. Parent-Student-Teacher conferences are scheduled following the distribution of these reports.

Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. Sources of data might include: observation, discussions, conversations, conferencing, homework, group work, projects, demonstrations, performances, self-assessments, self-reflections, essays and tests. Assessment activities allow students to practice demonstrating their knowledge and skills before a summative/final evaluation of student achievement is made.

Evaluation is the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Evaluation is based on assessments *of* learning that provide data on student achievement at strategic times throughout the course.

TEACHER LINGO

Diagnostic assessment for the teacher is: —What does the student know before the lesson?

Formative assessment — What has the student learned to date? What should I tell him/her to improve? What modifications should I make to instruction?

Summative assessment — Generally happens at the end. It will take place only after students have had an opportunity to develop the knowledge and skills required to demonstrate their learning and have received feedback to improve.

While diagnostic and formative assessments are not used in the determination of report card grades, this information is recorded by teachers. Teachers will refer to this data to support professional judgement in cases where a student has been ill and missed summatives.

Student Services - Academic Information

LATE ASSIGNMENTS

There are consequences for late assignments. Teachers may assign an alternate assignment with new due date. Deductions of 1/3 level per day may be made.

Students are responsible for providing evidence of their achievement within the time frame specified by the teacher and in the form approved by the teacher.

LEARNING SKILLS & WORK HABITS

Teachers will work with students and their parents/guardians to help them develop the following six learning skills and work habits:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-Regulation

While the evaluation of learning skills as well as lates/attendance will not be included in the student's percentage grade, they may provide insight as to why the student may not be achieving his/her highest potential. They will be assessed accurately and communicated to students. They will be reported separately from student achievement of the curriculum expectations.

PLAGIARISM—SECONDARY SCHOOL GUIDELINES

Plagiarism is the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work.

Academic honesty is an expected behaviour of all St. Benedict students. In accordance with the Ontario Catholic Graduate Expectations, our students will:

- ⇒ "achieve excellence, originality, and integrity in one's own work and support these qualities in the work of others." (OCSGE, (e) A collaborative learner)
- ⇒ "respects the rights, responsibilities and contributions of self and others." (OCSGE, (e), A collaborative contributor)

Students have the responsibility to ensure that all work submitted is their own or appropriately footnoted as to its origin.

Students have the responsibility to become familiar with and abide by this policy.

Student Services - Academic Information

PLAGIARISM GUIDELINES CONTINUE

Things you need to provide a footnote, end note, or citation for:

1. Ideas, opinions, theories that aren't your own.
2. Facts, statistics, graphs, emails, pictures, data, notes or other pieces of information. You need to cite where you got them from.
3. Quotations of spoken or written word belonging to someone else.
4. Paraphrasing another's spoken or written words. Credit the author.

It is considered cheating to:

- ⇒ copy all or some of another person's work and claim it as one's own.
- ⇒ make up and quote non-existent information and resources
- ⇒ Submit the same piece of work, without major changes, more than once, in the same course or any other course
- ⇒ Copy and paste from various resources and claim it as your own.

Term Work (70%)	Culminating Work (30%)
Term work will receive a mark of "0" until it has been redone or revised or an alternate assessment is completed	Intentionally plagiarized activities will receive a "0". If there are rough drafts, the teacher may consider this work to determine the grade.
The resubmitted work will be considered late and penalties will apply.	Unintentionally plagiarized work will receive a mark of "0" until the work is redone and re-evaluated.
Repeat offences will result in a "0". Teachers will then consult with program heads/administrators on how to appropriately evaluate student learning.	Cheating on an exam will result in a mark of "0" for any section where it is clear that cheating has occurred.

REMEMBER TO:

- * Always write down the author, title, page number, when taking research notes;
- * Cite the reference the minute you have mentioned the idea you are using;
- * Paraphrase or re-write text. Write ideas in your own words. Recheck the original text to make sure you haven't copied and you fully understand it.
- * If in doubt, cite your sources. (Make footnotes, endnotes.)
- * Use quotation marks if using the **exact** words and then cite.

Computer Use At St. Benedict

In order to use a computer, all students must read the Acceptable Use of Computer Technology and Internet Policy and complete the Informed Consent form via School Cash Online, signed by the student and parent/guardian.

SCHOOL COMPUTERS ARE TO BE USED FOR EDUCATIONAL PURPOSES ONLY. ALL ACTIVITY ON THE NETWORK AND THE INTERNET IS TRACKED; STUDENTS ARE RESPONSIBLE FOR THE CONTENTS OF THEIR WORKSPACE.

1. Between the hours of 8:00 a.m. and 4:00 p.m., students may not use the school computers to:
 - a. Access e-mail unrelated to school work
 - b. Play online games or access game sites
 - c. Download or listen to audio or watch movies
 - d. Go to discussion, forum, chat or blog sites unless as part of a course, with teacher permission and the teacher is with you.
2. Do not share your login, passwords or workspace with anyone.
3. Do not use someone else's account.
4. Treat computer equipment with respect. Abuse will be considered vandalism.
5. Do not change monitor or computer settings.
6. Report any damage or problems to the teacher immediately. Do not try and repair the computer yourself. Failure to report may result in you being blamed for the damage.
7. Log in and out properly. Do not leave files open and your account unattended.
8. If you need to use a memory stick, *ask the teacher* prior to using it.
9. No personal software may be installed on the school network.
10. Do not download, create or install unusually large files. They will be deleted.
11. Name files appropriately. Files with rude names/profanity will be deleted.
12. Do not distribute offensive material or use the computer to harass or annoy others.
13. No school software may be copied.
14. Do not access system files for any reason.
15. Food and drink are not allowed near computers in the classroom.
16. Internet access, including wireless, is available at St. Benedict. The expectations for use are the same—school use. All the above rules apply.



Student Devices and Chromebooks

Students will need to be able to have access to a laptop/Chromebook for most courses at St. Benedict CSS. **Students are asked to bring their own devices to school every day.** Since much of the work involves significant typing or browser searches, a smartphone or tablet is not sufficient for classroom work. If it is not possible to bring a laptop/Chromebook from home (financially not feasible), St. Benedict may loan out a WCDSB issued Chromebook for students to borrow.

Students (or their parent/guardian for students under the age of 18) will be required to "sign" a contract through School Cash Online acknowledging their financial responsibility for damages (broken screens or other physical damage). Lost chargers or devices will be the financial responsibility of the student/family. Software issues and some "wear and tear" problems will be fixed and/or replaced at no charge to the student. Final decisions on financial responsibilities for loss or damage will be determined by school administration.

The process for borrowing a Chromebook will be communicated to students in the first week of each semester. Students may also ask their teachers for this information throughout the school year. The Chromebook repair or replacement process will also be communicated to students. Students must return these borrowed Chromebooks when they leave St. Benedict (either through graduation or when moving to another school).

Any change to this policy will be clearly communicated at school and to families across many communication platforms.



Student Transportation Services
Waterloo Region

Busing

School buses pick up students at communal bus stop locations in residential environments and generally run within a 5 minute window of the scheduled times provided.

Please visit www.stswr.ca to access your individual transportation details including route number, stop locations and times. The details for pick-up and drop-off locations and schedules will be available in late August each year from our transportation website.

To access this information please follow the steps below:

1. Go to www.stswr.ca
2. Go to Student Login (scroll to the bottom of the website)
3. Enter student's Ontario Education Number (this can be found on report card)
4. Enter student's birth date (dd/mm/yyyy)
5. Enter student's street number (house number only)
6. Select student's school

Any misbehaviour on school buses may result in loss of bus privileges. In addition, misbehaviour on the buses will result in disciplinary referral to Administration for appropriate consequences.

The Student Transportation Services of Waterloo Region also maintains a Twitter feed where cancellations and delays are posted. Sign up on Twitter: @STSWR.

Alternately, if you want to receive email updates of busing changes you can sign up for that service on their website.

BUS CANCELLATIONS

Buses may be cancelled due to weather conditions and will be announced on local radio stations and usually on their websites. **Please do NOT call the school.** When buses are cancelled, the school is generally open and students should attempt to attend if it does not jeopardize safety. All classes will proceed as usual on these days. Cancellations for transportation services apply to the whole day even if schools remain open for students. Students are encouraged to check their D2L for work in the event of bus cancellations.

Refer to the student transportation website <https://www.stswr.ca/> for the most up to date information on delays, closures & cancellations.

Library Learning Commons

St Benedict's Library Learning Commons is also the Clemens Mill library branch of [Idea Exchange, Cambridge Public Libraries and Art Galleries](#). This shared facility is simultaneously a school library and public library, supporting students and their families.



<https://ideaexchange.bibliocommons.com/>



<https://www.galepages.com/?loc=camb70211>



<https://vlcguides.wcdsb.ca/home>

Contacts

Patricia Pilon, School Librarian
ppilon@ideaexchange.org
519-740-6294 x303

Carroll Chapman, Manager
cchapman@ideaexchange.org

Library Hours

School Access (closed to public):
Monday to Friday 8:00-10:00am

Clemens Mill Library (open to public):
Monday – Thursday 10:00am to 8:30pm
Friday 10:00am to 5:30pm
Saturdays 9:30am to 5:30pm
Sundays 1:00pm to 5:00pm

Closed Sundays between Victoria Day & Labour Day

Library Links

[Library Learning Commons](#)
[Get a Library Card](#)
[Search the Library Catalogue](#)
[Borrowing Information](#)
[Unusual Things to Borrow](#)
[Programs and Events for Teens](#)

Student Support:

Your school librarian is here to support teaching and student learning. For research or assignment assistance, visit the library or contact Ms. Pilon at ppilon@ideaexchange.org.

Student support is available **Monday to Friday 8:00am-2:00pm**.

Library Learning Commons

Student Support:

Your school librarian is here to support teaching and student learning. For research or assignment assistance, visit the library or contact Ms. Pilon at ppilon@ideaexchange.org.

Student support is available **Monday to Friday 8:00am-2:00pm**.



Study Spaces:

Learning Commons: The library learning commons offers a space to quietly collaborate with your peers. This area cannot be reserved in advance.

Meeting Rooms: Meeting Rooms are available on a first come, first served basis for small group work or studying. Digital equipment is available for presentations and school work. A valid library card in good standing is required for all room bookings.

Quiet Study Area: A laptop bar and study tables are available for quiet work only. This area cannot be reserved in advance.

Books and Resources:

Find a Book: Search the [library catalogue](#) to find books and other materials. Visit [Bennie's Bookshelf](#) for access to eBooks, recommended reads, and booklists.

Databases and Online Resources: Visit the [Online Resources](#) page for access to Idea Exchange and St. Benedict resources. Search for articles, peer-reviewed journals, magazine articles, literature resources and more. Please see your teacher or contact Ms. Pilon at ppilon@ideaexchange.org if you require access from home.

Other Library Services:

Chromebooks: Borrow a Chromebook for up to 2 hours to use in the library. Student ID card and valid Idea Exchange library card in good standing is required.

Printing and Photocopying: Use our computers or your own device for wireless and mobile printing. Photocopying is also available. Charges apply.

Scanning and Faxing: Scanned documents can be sent to an email or saved to your own USB. Faxing can be sent locally and within North America. Free.

Idea Exchange Code of Conduct

Everyone is welcome at Idea Exchange libraries and Cambridge Art Galleries. We are committed to creating and maintaining a safe and positive environment. Library users will be treated courteously and respectfully by staff and are expected to treat staff, students, and other members of the public in the same manner.

Please refer to the [Code of Conduct](#) on the Idea Exchange website for more details about our expectations and commitment to creating a welcoming, safe, and respectful environment.

Consequences of violating the Code of Conduct:

Students that are disruptive to others, behaving inappropriately, speaking disrespectfully to library staff, or contravening the Code of Conduct in any way will be asked to leave the library.

Serious incidents will involve further withdrawal of privileges. Idea Exchange staff will work in collaboration with School Administration regarding issues involving students.

See next page for student reminders...



Library Learning Commons

Student Reminders:

No food during school hours

- Students are not allowed to eat in the library during school hours.
- After school hours, students may eat simple snacks that are not messy or has a strong scent. All food must be consumed in a responsible way, including proper waste disposal.

Quiet study

- The laptop bar and study tables are available for quiet study only. The Learning Commons area of the library features areas for group work or socializing, but you must do so quietly.

Small groups (max 5 per table)

- There should be no more than 5 students per table. Not only is there not enough space for more, but noise becomes an issue with larger groups.

Headphones required

- Headphones must be worn when listening to videos, music, or other content.
- Phone calls should be taken quietly and not on speaker phone.

Lunchtime capacity

- If you can't find a seat in the library during lunch, then we have reached our capacity.
- Please avoid standing in clusters or within aisles, and look for lunch spaces in the school.

Children's department

- The Children's Department is only to be used by children and their families.

Personal belongings

- Students are expected to attend to personal belongings. Idea Exchange is not responsible for theft or damage to personal items left unattended.

Library use for intended purposes

- Use library furniture, equipment, facilities and designated spaces properly and only for the usual and intended purposes. Library furniture and equipment should not be moved unless directed by library staff.
- Use washrooms only for their intended purposes.