

St. David Catholic Secondary School



Student Handbook 2026-2027

Disclaimer: Data in this handbook is subject to change throughout the school year.

4 High St.
Waterloo, ON
Tel: (519) 885-1340
[Website: stdavid.wcdsb.ca](http://stdavid.wcdsb.ca)

Heather Papp
Principal

Christine Bencina Michael Ambeau
Vice-Principals

GUIDING PRINCIPLES

ST. DAVID CATHOLIC SECONDARY SCHOOL EQUITY STATEMENT

St. David Catholic Secondary School is committed to working to provide students, staff, families and visitors with a positive environment that is free from discrimination and harassment.

We recognize the inherent God given dignity of all and respect, honour and celebrate every individual. We work to nurture our many gifts and empower all to speak and act justly.

We are Different. We are United. We are Celtics.

OUR BELIEF STATEMENTS

- Parents are the primary educators of their children.
- We have a responsibility to care for our neighbors, our environment, and ourselves.
- Each staff member is morally and legally responsible to help students become mature Christians and good Canadian citizens.
- Everyone has the right to a safe and secure environment, free from deliberate insult and injury.
- We will live in peace and promote means of solving conflict, which promote repair, reconciliation, and reassurance.

DAILY SCHEDULE

Warning Bell 8:10am
1st Period 8:15-9:30
2nd Period 9:35-10:50
Lunch 10:50-11:30
3rd Period 11:35-12:50
4th Period 12:55-2:10

OPENING EXERCISES

All students are expected to be in first period and be in proper uniform at 8:15am for the opening exercises.

Each day begins with the national anthem and morning prayer.

Students are asked to stand and remain quiet during opening exercises in both the hallways and classrooms.

IMPORTANT DATES

Please refer to the [Calendar](#) on the St. David website for all important dates.

STAFF

To email a staff member please use the following method: *firstname.lastname@wcdsb.ca*

COMMUNICATION

Students are assigned an Administrator and Guidance Counsellor based on the first initial of their last name.

Administrative Team

Heather Papp
Principal
Community/Active Living &
International Students

Christine Bencina
Vice – Principal
Alpha L-Z

Michael Ambeau
Vice - Principal
Alpha A-K

Guidance Counsellor	<i>Student Alpha Assignment</i>
Aneta Magolon-Brown	A-B & International Students
Jennifer Nagy (program head)	C – K
Rose Hannoush	L-P
Angela Lehmann	Q-Z & Active/Community Living & ICP

Special Education / STUDENT SUCCESS / IEP Support

Maureen O'Grady	Community Pathway
Alyssa Zaborowski	A-F
Kristina Baxter	G-O
Steve Bedic	P-Z

MULTI-LANGUAGE Student Support

Danielle Thoms	A-K
Brendan Elworthy	L-S
Justine Schlegel	T-Z
Jeff Scanlon	All Students 

CHAPLAIN

Andrew Zettel

SAC DIRECTOR

Alyssa Zaborowski

ATHLETIC DIRECTOR

Kyle Patrick Dennis

Communication Chain

When a parent has a concern or suggestion, it is expected that the concern/suggestion will be raised first with the staff member, prior to contacting administration, as per Board Policy APC001.



STUDENT ACTIVITIES

STUDENT COUNCIL

The St. David Catholic Secondary School Student Activities Council (SAC) is organized by constitution for the purpose of sponsoring extra-curricular activities for students and promoting school spirit in all school functions.

STUDENT ACTIVITY FEE

At the beginning of the school year, a \$50.00 fee will be collected from each student in grades 9, 10, 11 and 12. Payment of the student fee entitles you to a library/student ID card. The fees are used to support special projects, clubs, and contests.

Extra-Curricular Clubs & Athletics

All extra-curricular activities are intended to enrich the education of the individual student. St. David offers a wide variety of clubs and teams. We encourage all students to get involved whether it be through competitive and intramural athletics, the arts, tech or other various clubs. There is something for everyone!



ATHLETICS

St. David sports teams are called the Celtics. A student can contribute in many ways as a player, fan, manager, trainer, score keeper, timer, or a member of the Athletic Council.

In addition to the Code of Conduct explained in this handbook, all athletes should note the following:

- A transfer student from another high school is ineligible for athletics until he or she has completed an OFSAA Transfer Form available from the coach, athletic director or the guidance department and has received approval.
- Students who choose to participate in sports will be required to pay a team fee. Team fees are different per sport based on facility rentals and transportation costs. The team fee also includes District 8 and CWOSSA fees. There is a one-time athletic banquet fee. The athletic banquet is a dinner and awards night hosted at the school in early June.

CODE OF CONDUCT IN ALL SCHOOL FACILITIES



While deciding to participate in these activities students agree to meet the following standards as representatives of our school:

- Eligibility for extra-curricular activities is dependent on a student's consistent attendance and academic effort to be successful in all courses.
- Students may not participate in an extra-curricular activity on a day when they have an unexplained absence from any class or while on suspension. Chronic absenteeism could result in students being denied the opportunity to participate in extra-curricular activities.
- Students who participate in competitive activities are expected to show respect for all officials, coaches, teachers, spectators, or opponents from any school, and for the rules of the game or activity in which they participate. We expect that students who represent St. David in co-curricular activities will be a source of pride to the school and to themselves. Actions or activities which detract from this premise, such as belittling opponents by word or deed, are expressly prohibited and will be consequences.

UNIFORM

At St. David Catholic Secondary School, the wearing of the school uniform is mandatory. All students are expected to be in uniform when in the classroom. The uniform must be in good repair and is to be worn on field trips unless specified otherwise. School Administration may send students home whose dress is not in keeping with these guidelines and infractions may result in progressive disciplinary action.

- The uniform is to be worn from **8:00am - 2:20pm** while in class.
- All items are to be worn as purchased.

Only St. David uniform items sold by R.J. McCarthy's are permissible to be worn.

1-800-668-8261

www.rjmccarthy.com

Cambridge Store: 44 Saltsman Dr., Unit #1

ITEM	UNIFORM DRESS CODE
TOP	McCarthy white/black/green embroidered golf shirt (long or short sleeved) McCarthy black full zip, ¼ polo sweatshirt, green crested hoodie *McCarthy pullover V-neck sweater
BOTTOM	McCarthy khaki or black embroidered pants or shorts McCarthy black embroidered athletic pants
SHOES	Open-toes or open-heeled shoes may not be worn in Tech/Science labs.
NOTES	• The uniform is to be worn during class time. • Long sleeved shirts are not permitted to be worn under short-sleeved golf shirts. • Hats, toques, and hoods are not to be worn in the building.

Spirit Wear Days

Every Wednesday students may wear St. David's spirit wear tops to promote school spirit. Shirts may be worn instead of the uniform shirt. School uniform pants or shorts must still be worn.

Civvies Days

Civvies Days occur at the discretion of the Administration. Clothing depicting or promoting (1) alcohol or drugs (2) sexual, racist, offensive words, or pictures are not permitted.

Administration may send students home whose dress is not in keeping with guidelines.

SOURCES OF COMMUNICATION

Automated Home Notification, Staff Email, Outdoor School Sign, Progress Reports, Daily Announcements, Student Handbook, Website = <http://stdavid.wcdsb.ca>

Follow us on.... Instagram – @StDavidCeltics and sign up for Newswire

To receive news releases and updates via Newswire, [click here](#)

NOTE: You may withdraw your consent at any time by clicking on the link at the bottom of each email.

Receiving email from the school

How do I mark a junked email as safe?

Note: some email applications may have a slightly different process to mark emails as 'Safe.'

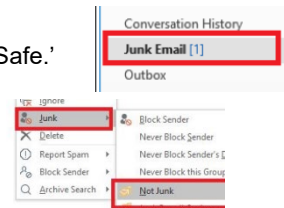
Step 1: Open your e mail application and click the Junk or Spam Email folder

Step 2: Find the email you wish to mark as safe (always receive in Inbox) and right-click on it.

Step 3: Select Junk and then click Not Junk

The email will be marked as "not junk" and returned to your Inbox.

Future email like this will not be sent to your Junk Folder.



**Subscribe to:
NEWSWIRE**



ATTENDANCE PROCEDURES

All attendance reporting is completed through the Safe Arrival system. Please use the toll-free number or the School Messenger App to approve and report your student's absence.

3-Ways to enter attendance with SafeArrival!!

 Toll-Free Number Call toll-free before bell time: 1-833-251-3283	 Website Visit the SchoolMessenger website to register and record any absences. Link to SchoolMessenger Website	 SM Home SchoolMessenger Mobile Application Download the app from the Apple App Store or Google Play Store for Android. Apple Android
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Absence during Summative Assessment/Final Evaluations



Extenuating circumstances that affect a student not being able to write exams during the scheduled time will result in an alternate time being scheduled. Please contact the student's administrator to determine whether alternate arrangements can be made to complete the final assessment.

Extended 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:

1. Completion of an **"Intent to Be Absent"** if the absence is longer than 15 days. Pick up the form from the **Main Office** at least 2 weeks before the intended absence.
2. Parents must sign the request
3. The form is **returned to the Main Office** and given to Administration for final approval.



Lateness



Students who arrive late should go directly to class where the teacher will mark their attendance accordingly. Teachers may consequence for lateness through lunch and/or after-school detentions. In keeping with the school's progressive discipline policy, chronic tardiness will be reported to Administration.

Leaving School during the Day

Students should not be leaving the school campus during class time unless they sign out at the main office with parent approval.

Unexplained Absence

An absence which was not reported by a parent/guardian and has not been supported by a note will be recorded as **truant**.

Students Over 18 Years



In keeping with the Municipal Freedom of Information & Protection of Privacy Act, no calls will be made to report absences/ trancies for those 18 or over. Unless permission is granted by the student to share information regarding attendance and academic progress with their parent or guardian. A student has one opportunity to re-initiate parental contact, by signing the appropriate form in the Attendance Office.

COMMUNICATION TECHNOLOGY

Cell Phones, Messages, Electronic Devices

Electronic devices are not to be used during the school day unless directed by a teacher for educational use. St. David Catholic Secondary School cannot assume any liability for lost or stolen electronic devices. Unauthorized classroom use will be addressed by teachers, in consultation with parents. Students will be referred to administration if the concern persists.



Parents/guardians are asked to limit their telephone or text messages to students during school hours.

Any student disseminating inappropriate material (electronic or otherwise) may be suspended and the police may be involved.

Computer Availability & Internet Usage

In order to use a computer, or connect to the internet (wired or wireless), all students must read the **"Responsible Use of information Technology and Electronic Data Policy"** APS017 and return the **Informed Consent form** (APS017-03), signed by the student and parent/guardian.

BRING YOUR OWN DEVICE (BYOD) PROGRAM

Students are encouraged to bring their own personal technology (Chromebook, Laptop, Tablet) to support their virtual and distance learning. Please visit the WCDSB website to learn more about the BYOD (BRING YOUR OWN DEVICE) Program.

<https://www.wcdsb.ca/programs-and-services/byod/>

<https://www.wcdsb.ca/about-us/policies-and-administrative-procedures/responsible-use-of-information-technology-and-electronic-data-aps017/>

STUDENT LOGIN

Eight alphanumeric characters: nnnnnxxx

- Where nnnnn = last five (5) digits of the student ID
- And xxx = first three (3) characters of the student's last name
- The initial password is your birth date in format (mmddyyyy) (e.g. Jan. 15, 1980 = 01151980)
- Please change your password as soon as possible [minimum six (6) characters]

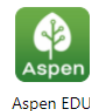


How to Login to D2L – Print Version

ASPEN PORTAL

Accessing Login page:

The Aspen Student Portal can be accessed from your 'My Apps' page by clicking this icon → (<https://wcdsb.myontarioedu.ca>)



Logging into Student Portal:

To login, click on the button circled in **GREEN**.

NOTE: If you are logging in from a WCDSB Board computer or Chromebook, you will not be prompted for your student WCDSB login and password. However, if prompted in a different window, enter your student WCDSB login and password.

To find your schedule:

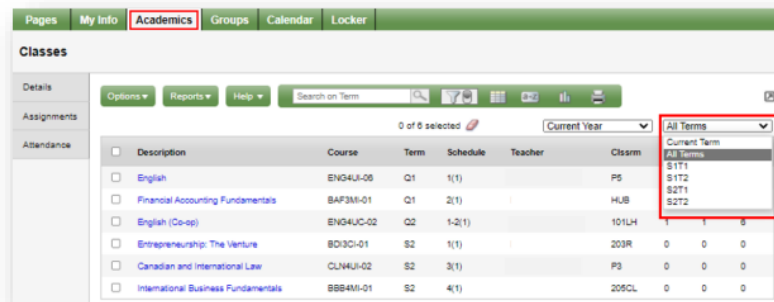
VIEW SCHEDULE

There are 2 ways you can view your schedule within Aspen's student portal page.

Option 1:

- Click on the **Academics** top tab.
- Select the drop-down menu for **Current Term** and select **All Terms**.

Using a cell phone? Scroll over to the right to view all columns.



Click here

GENERAL POLICIES AND PROCEDURES

For the safety and security of all community members, following morning announcements daily, access to the school will be restricted to the front and rear courtyard doors of the building. Students and educators have the right to a safe, secure, and inviting school environment free from all forms of harassment, bullying, threats, and violence of any kind. Bullying (physical, emotional, verbal, electronic) is a particularly insidious form of violence and has a negative impact on the climate and culture of a school. The Waterloo Catholic District School Board believes that all forms of bullying are

unacceptable and subject to consequences. Any student who witnesses, is a victim of, or participates in any act of bullying or harassment is encouraged to report the incident to any staff member.

PARENT/VISITOR ACCESS

Parents are valued members of school communities, but parents should refrain from entering the school unless they have prior approval to do so.

All visitors must sign in at the main office. Students are not permitted to have friends visit at school during the school day. Those visitors who are on property without permission may be charged with a violation under the Trespass to Property Act.

STUDENT PARKING



Parking is permitted but not in fire route areas, bus routes, on High Street (either side) or on Weber Street. Safe and legal driving practices are an expectation both on and off school property.

STUDENT DROP OFF & PICK UP

For the safety of our students, the front of the school is reserved for special transportation. Please pick up/drop off students at the back of the school or the main side parking lot.

CHANGE OF STUDENT INFORMATION

Students who experience a change of either address or phone number at any time during the school year should report the change to Guidance. This will ensure that student records are always kept up to date.

LOST & FOUND

Found articles are to be dropped in the lost and found bin outside the Phys. Ed. Office. Valuable items are to be brought to the Main Office. All unclaimed articles are donated to charitable organizations at the end of each semester.

OUTSTANDING MATERIALS

Students are loaned materials with the expectation that they are kept in good order and returned after use. It is the student's responsibility to return school materials (textbooks, uniforms, equipment, etc.) at the time of their final evaluation in each course. ***Students will be charged for replacement/repair costs.***



LOCKS and LOCKERS

Lockers are assigned to each student. This is the place for students to store their belongings such as outerwear, athletic gear etc. **The school cannot be held liable for theft or loss of personal property.**



TRANSPORTATION

Parents can login and view your child's transportation details by going to www.stswr.ca and following these 5 easy steps:

1. Click on "Student Login"
2. Enter your child's Ontario Education Number (OEN)
This can be found on your child's report card
Numbers only, no space, no dash
3. Enter your child's birth date
4. Enter your child's street number
House number only
5. Select the school your child is attending from the drop-down menu



Please note: Any address changes must be done through your school, email tara.dilgert@wcdsb.ca

Visit www.stswr.ca to see bus delays and cancellations, subscribe to receive e-mail notifications for late buses and closures. Follow STSWR (Student Transportation Services of Waterloo Region) on Twitter.

Riding on a school bus, is a privilege not a right. At all times, the school bus is an extension of the school and all WCDSB policies. Suspension of bus riding privileges may apply to misbehavior.

INCLEMENT WEATHER (unsafe driving conditions)

In the event of an inclement weather day being declared, and the buses are cancelled due to the weather and unsafe driving conditions please monitor the WCDSB website, social media feeds, and radio stations for information on cancellations.

CAFETERIA

The cafeteria is open to all students to eat lunch daily. Vending machines are available and the servery is open if a student wishes to stay on the premises during the lunch period.

STUDENT CODE OF CONDUCT

The Code of Conduct for the Waterloo Catholic District School Board has as its foundation the School Board's mission statement which states that we are **"As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world."**

Each person is responsible for his/her conduct within the walls of St. David, in our neighborhood and business community. If the conduct is positive and life-giving, the response will have encouragement, praise, and thankfulness. If the conduct is negative, demeaning, degrading or disrespectful of self/others and their surroundings, one can expect a consequence.

A progressive discipline approach will be taken towards matters of student discipline. Disciplinary consequences may include some or all of the following: an informal talk, a verbal warning, a detention, parental involvement, loss of privileges, clean-up tasks, restitution, a disciplinary referral, a suspension, Board of Education involvement, police involvement and/or expulsion.

There is a zero tolerance policy regarding any of the following

VERBAL ABUSE/IMPROPER LANGUAGE/PROFANITY OR THREATS - This is defined as any expression that impinges on the human rights of others. This includes all direct or electronic racial, religious, or ethnic slurs, sexist language, sexual harassment, name calling, insults, ethnic jokes, and teasing. If students are threatened, they are encouraged to contact an administrator and to consider involving the police.

VANDALISM

VIOLENCE - physical altercations occurring between students. Students who are involved in such behaviour will be suspended from school for up to 20 days. In addition, the Police may be called to investigate

WEAPONS – of facsimiles are prohibited on school property (including lockers)

BANNED SUBSTANCES

The possession, trafficking and consumption or use of alcohol, drugs, banned substances or associated paraphernalia at school or at any school function is contrary to Canadian Criminal Law, the Education Act and Regulations, WCDSB Code of Conduct APC018 and negatively affects the safe and secure environment we are expected to provide for all students and staff.

1. Immediate removal from a class, or school function for any student who is in possession of, or, in the opinion of an adult supervisor, under the influence of any of the above substances.
2. Suspension from the school and possible police involvement
3. A student who is removed from an extracurricular school function may be banned from future functions for a period of one year.

SMOKING/VAPING – Smoking and vaping are banned on all School Board properties including parking lots and while on any school sponsored field trip or event. Students who violate the ban will be suspended for a period of one (1) day in accordance with the School Board policy and the smoking by-law officer will be notified.

THEFT(s) -All thefts are to be reported immediately to the Main Office. The school will not take responsibility for the loss of personal belongings.

RIGHT TO SEARCH STUDENTS

The Supreme Court concludes 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 community member that the school authority considers credible." The right to search extends to student lockers and students' cars parked on school property.

ACADEMIC INFORMATION

Please check current course calendar and OSSD requirements that are available on St. David's website. All students in grades 9 to 11 must take eight (8) credits. Grade 12 and students returning for a fifth year, may take fewer than eight (8) based on their diploma and post-secondary requirements and personal health. This is determined in discussion with their Guidance Counsellor.



Academic Awards

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

Merit Awards

Merit Awards are earned by students in each year who made an outstanding contribution to the school community. Academic achievement and participation in extra-curricular school activities accrue points towards this award.

Graduate Awards

A student may be designated an Ontario Scholar if he or she attains an average of 80% or higher in their best six grade 12 courses. For more detailed information on Ministry-approved courses and conditions of the award please visit www.edu.gov.on.ca/extra/eng/ppm/53.html. Graduating students are also encouraged to check the school website for information about scholarships and bursaries.

Evaluation



Students are informed of evaluation methods at the beginning of each course in alignment with the School Board Assessment and Evaluation Policies (APC050). **It is the right and responsibility of students to initiate communication with their teachers whenever aspects of their evaluation need clarification.**

When in a semester model progress reports are distributed 6 - 8 weeks into the semester. Parent-Student-Teacher conferences are scheduled following their distribution. Two report cards are issued each semester. Mid-term reports are issued in November and April, and end-of-semester final reports are issued in February and June. Final marks are based on formative and summative evaluation.

Plagiarism and Academic Cheating (reference APC050 Appendix A)

Plagiarism is defined as the act of using the words, ideas, work of another including a student or AI and presenting it as your own without citing or giving credit to the source. This includes, but is not limited to written, visual, musical, performance, and other work created.

All forms of plagiarism are unacceptable. In all cases, the teacher will contact the parent/guardian and explain the situation and the board policy on plagiarism.

Students who commit plagiarism in the 70% of term work portion of a course:

- will receive an "I" (Incomplete) for the assessment activity and be required to complete an alternate assessment to demonstrate that they have developed the required skills and/or met the expectations for that assignment – date and time at the discretion of the teacher

Students who commit intentional plagiarism on a Final Summative Assessment will receive a mark of zero for that component of the Final Summative Assessment

HEALTH SERVICES



ACCIDENTS

Report any accident that occurs on school property to the Main Office or to a nearby teacher immediately.

CONCUSSIONS

If a student sustains a concussion (either through a school event or elsewhere), the concussion protocol must be implemented in order to support student learning in the classroom during the period of their recovery. All concussions must be reported immediately to a staff member for follow-up with guidance and administration. Medical notes will be needed to verify the status of the concussion and to account for any changes to attendance during the school day or classroom programming, including during exams. Medical notes of clearance will also be required for students to return to sport teams or wanting to partake in school events. [Link to Rowan's Law](#)

STUDENT SERVICES

STUDENT SUCCESS - SPECIAL EDUCATION

In keeping with the WCDSB philosophy of inclusion, our Student Success and Special Education teams strive to create a positive and supportive environment for all learners. Student Success and Special Education Teachers work closely with students, Classroom and Guidance teachers, EA and CYCW support staff, and parents/caregivers to ensure every student experience positive participation in the St. David school community and success at reaching their unique goals. Each student with an IEP (Individual Education Plan) will be informed of their IEP teacher contact at the beginning of Semester 1.

The IEP teacher contact

- coach's self-advocacy and skill-building
- consults with the student, parent, and teachers to adjust accommodations as needed
- supports test and assignment completion
- coordinates training and access to assistive technology
- advocates for additional services within the school system and community
- facilitates transition planning for post-secondary study, work training, and community programs

For students in the Community Pathway, the ACTIVE and Community Living program classes provide literacy, numeracy, life skills, and vocational training. Transition planning includes expanding connections to community experiences and programs as students move into their years 5, 6, and 7.

EDUCATIONAL ASSISTANT SUPPORT

Educational Assistants offer academic, personal care, social, and technology supports to students with Individualized Learning programs. Their assignments are coordinated by the Special Education Program Area, and they work as part of the Student Success and Special Education team to enhance students' experiences in class and in larger school and community events.

YOUTH CARE SUPPORT

Youth Care Workers offer support to students with social-emotional, behavioural, or learning needs. They provide additional support in the classroom to help with student participation and achievement. Students may be referred to a CYCW (Child & Youth Care Worker) by a classroom teacher, guidance counsellor, or administrator for short-term support.

The Special Education Teachers, Educational Assistants, and Youth Care Workers can be found in the Room 100 area classrooms and offices and in Room 229, the Student Success Centre.

Student Success Centre (aka Room 229)

Our Student Success Team at St. David is committed to providing students with the necessary support and environment to experience success.

The Student Success Centre is located on the second floor in room 229 and is an area of the school that is dedicated to helping students achieve success. Throughout the school day, the Student Success Centre is home to a variety of services, supports and programs including:

- IEP support
- A quiet and alternative learning environment
- One-to-one student instruction and support
- E-learning support
- Our after school homework club and instructional supports (Teachers are available to help review difficult course materials/concepts)
- Credit Recovery
- Computers available for student use
- Support with D2L
- OSSLT (Ontario Secondary School Literacy Test) support

GUIDANCE SERVICES

The Guidance Department is supported by all members of the school staff in the delivery of its services. Students are assigned a guidance counsellor based on their last name as indicated on page 1 of the handbook. The guidance program and services are aimed to help all our students to:

- ✓ Expand their knowledge and understand their interests, values, abilities, and aspirations
- ✓ Plan their academic pathways
- ✓ Develop a personal career plan by expanding their awareness of career alternatives using several career research strategies
- ✓ Learn the skills needed to be effective students: study habits, time management. They become familiar with their preferred learning style and the way they can learn best.

To help students achieve these outcomes, the Guidance Department at St.David uses a variety of delivery modes; Speakers, presentations, academic counselling, teacher/parent/guardian consultation and responsive (emergency) counselling.

Where necessary, special resource personnel are available through the Student Services Department of the WCDSB. These include behavioral consultants, social workers, attendance counsellors, special education consultants and a consulting psychologist. Guidance counsellors can also provide resources to approved outside community agencies in consultation with the student and parent/guardian.

THE LEARNING COMMONS



The school librarian is prepared to assist in research and in recreational reading suggestions. Research skills are demonstrated and practiced as students access information from online sources such as periodical databases and from books selected specifically for their relevance to the curriculum. A constantly updated collection of newspapers, magazines, novels, comic books, manga, educational videos, reference materials, online research databases and eBooks provide material for independent studies and leisure reading.

ONLINE SUBSCRIPTION DATABASES FROM HOME

Online subscription databases are accessible: <http://stdavid.wcdsb.ca/academics/library-resources/>.
To obtain remote usernames and passwords, please speak with the librarian.

BORROWING

You are required to use a St. David student card to borrow items. Items can be borrowed for two weeks. All borrowed items are to be returned by the due date. Students are permitted to extend borrowing timelines by renewing the loan prior to the due date at the library front counter.

DAMAGED or LOST ITEMS

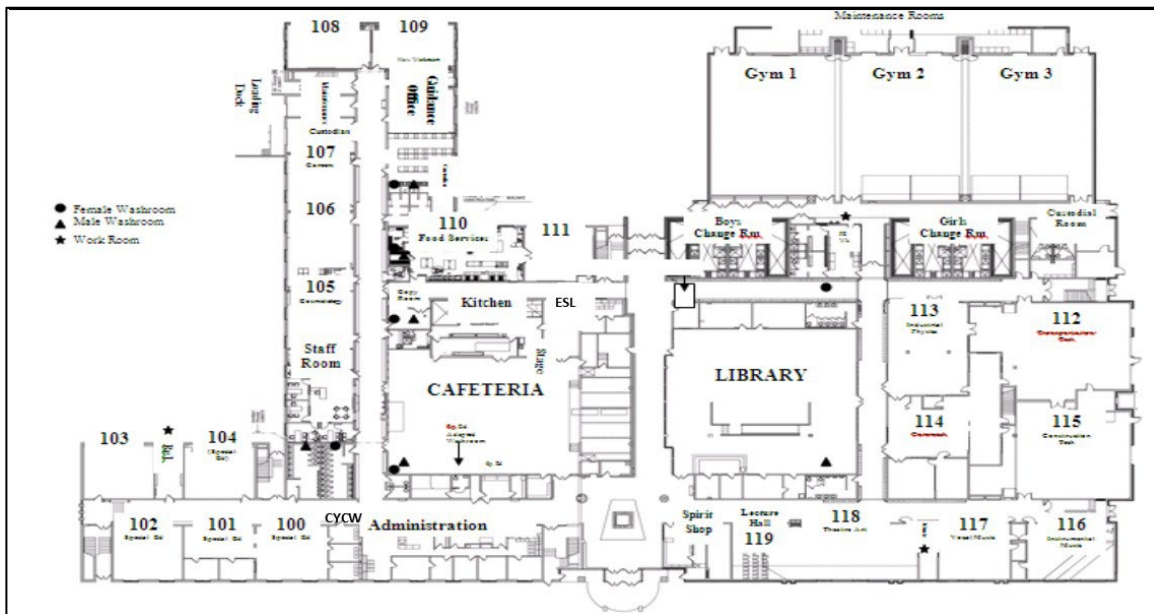
If an item is lost or is returned in damaged condition, the student is responsible for the replacement cost of the item. Do not loan out your card: you are responsible for all fines and charges attached to your card. Late fines charged \$0.25 per day per item to an account maximum of \$5.00.

OUTSTANDING MATERIALS

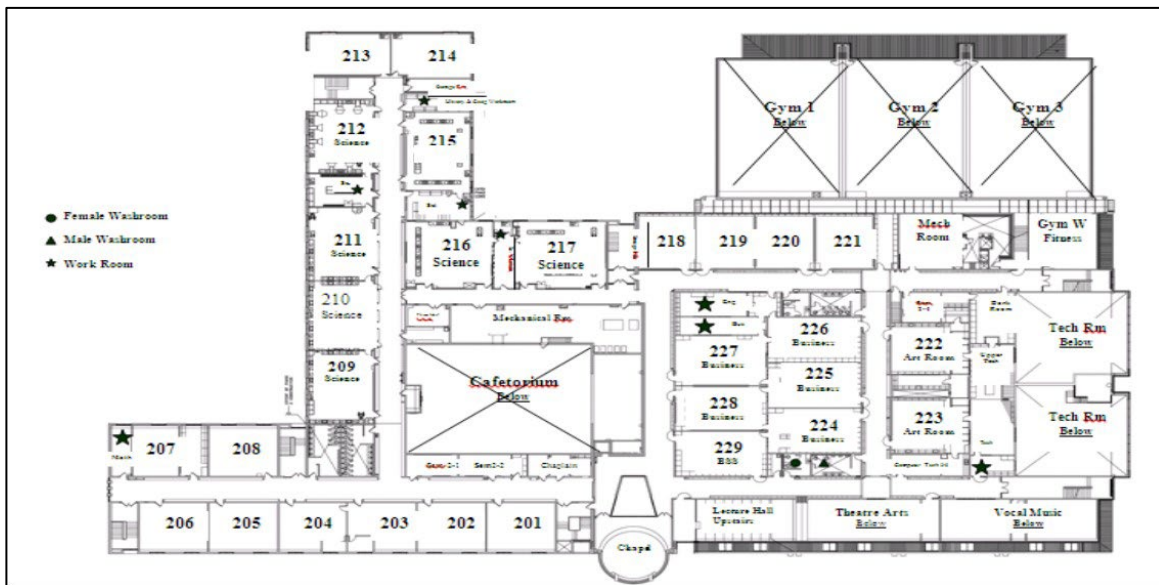
Students are loaned materials with the expectation that such are kept in good order and if applicable, returned or renewed by the due date. It is the student's responsibility to return classroom materials by the time of the final evaluation in each course. If items are not returned or kept in good repair, replacement and/or repair costs will be the student's responsibility.

ST. DAVID CSS FLOOR PLANS

First Floor – St. David Catholic Secondary School



Second Floor – St. David Catholic Secondary School



Portable

