

Learning Commons Procedures

The Learning Commons is a location in the school where students and staff have a place to connect, communicate, collaborate, create, and network.

Students will observe the following:

- Materials will be handled with care
- Books are checked out with the Learning Commons clerk and returned punctually
- Gr 7 and 8 - no food or drink in the Learning Commons
- Gr 9 to 12 - food and drink allowed, it is the responsibility of the student to clean up after themselves
- As the purpose of the Learning Commons is to collaborate, it is no longer a place of quiet, rather, a public place of talking at a respectful noise level
- Students in the Learning Commons, on a spare, are expected to adhere to the respectful noise level expectation

Book Loan Policy:

- Students may borrow up to three books at a time
- All books have a 10 school day loan period
- Books may be renewed for another 10 day period if they are not on hold by another student
- Overdue account must be settled before a student can borrow new books
- Late fees (outlined below) are meant to encourage the timely return of books to the Learning Commons

Late fees:

- There will be a five day grace period on an overdue item
- After the five day grace period, there will be a charge of \$.10/per day until the book is returned or renewed
- At 21 days overdue, the book is considered lost and the replacement cost will be charged to the Parent Portal

Chromebook and Chromebook Cord Loan Policy:

- Chromebooks and cords will be handled with care
- Chromebooks and cords are signed out for a one day loan period
- After a five day grace period, there will be a phone call home and a charge of \$150.00 for a Chromebook, and \$50.00 for a cord added to the Parent Portal
- These charges will be reversed once the Chromebook or cord have been returned

Games, Puzzles, and Activities:

There are a number of games, puzzles and hands on activities available in the Learning Commons. These are meant to be used in the Learning Commons, however, if cleared with the Learning Commons clerk, they may be signed out for classroom work.

Makerspace:

Makerspace at Landmark Collegiate is a room stocked with resources for students to use for school projects. These resources include, cardboard, string, duct tape, pipe cleaners, etc... Please feel free to make donations to this creative space.