

**STUDENT HANDBOOK AND AGENDA  
2007 - 2008**

**NOTRE DAME CATHOLIC  
SECONDARY SCHOOL**

2333 Headon Forest Drive  
Burlington, Ontario  
L7M 3X6

Telephone: (905) 335-1544

Attendance: (905) 335-2254

Fax: (905) 335-0735

<http://www.notredame.haltonrc.edu.on.ca>

**PRINCIPAL:** Mr. S. Gajewski

**VICE-PRINCIPALS:**

Mrs. L. Agro-De Rosa

Mr. T. Dunn

Mr. J. Quinlan

**EMERGENCY NUMBERS:**

Emergency	911
Children's Aid (office)	905-844-8211
(under 16 years) - 24 hours	905-878-2375
Your family doctor	
Joseph Brant Hospital	905-632-3730
Rape Crisis Centre - 24 hours	905-825-3622
Halton Women's Place - 24 hours	905-878-8555
Kid's Help Line	1-800-668-6868
Teen Crisis Line	
(Halton Adolescent Support)	905-878-9875

**INFORMATION AND/OR HELP:**

Halton Family Services	905-845-3811
	905-681-7775
Halton Adolescent Support	905-639-0025
ADAPT Burlington	905-639-6537
Halton Sexual Abuse Program	905-825-3242
Salvation Army, Burlington	905-637-3894
YMCA Youth Employment	905-681-1140
F.A.S.T. (Family Adolescent Straight Talk)	905-469-6338

## **DAILY SCHEDULE**

8:25 a.m.	Warning Bell
8:30 a.m. - 8:35 a.m.	Prayer/Anthem
	Announcements
8:35 a.m. - 9:50 a.m.	Period 1
9:55 a.m. - 11:10 a.m.	Period 2
11:15 a.m. - 11:55 a.m.	Period 3A - LUNCH
11:55 a.m. - 12:35 p.m.	Period 3B - LUNCH
12:35 p.m. - 1:15 p.m.	Period 3C - LUNCH
1:20 p.m. - 2:35 p.m.	Period 4

## **SCHOOL PHILOSOPHY**

The student is the focal point of Catholic Education. Every Notre Dame student is encouraged to work and learn to his or her maximum potential.

Learning is a co-operative endeavour shared amongst teachers, students and parents.

Notre Dame Catholic Secondary School is dedicated to academic excellence, the development of each individual's interests and talents and the nurturing of the Catholic Faith. Students are taught to think critically, work independently, communicate effectively and show respect for themselves, for others and for the environment.

By accepting the challenge of education now, our students will be prepared to meet the future with faith, confidence and a strong sense of their own self-worth. The staff of Notre Dame Catholic Secondary School, in partnership with home and church, is dedicated to helping our students respond to this challenge by encouraging them to discover the strengths and talents inherent in each and every one of them.

## **CHAPLAINCY SERVICES**

Chaplaincy is one of the resources available to students of the Halton Catholic schools. The Chaplain needs your input and support as she/he prepares and conducts school liturgies and other service projects which signify that we are a Catholic Christian Community. Get to know your chaplain by dropping in to the office for a visit or by volunteering your talents for one of our school projects. Social justice issues such as homelessness, pro life and environmental causes are a few of the many projects that the Chaplain oversees. The Chaplain is available for personal, confidential counselling and for spiritual guidance. If you wish to make an appointment with the chaplain, please see the guidance secretary in Student Services.

## **RETREATS AND SCHOOL LITURGIES**

At various times during the year, students participate in scheduled liturgies and retreats. Such involvement is not only compulsory but essential to building commitment and witness to Christian faith in our Catholic Secondary Schools. These activities are a vital part of our curriculum. By choosing to attend Notre Dame Secondary School, a student accepts various religious activities, including school liturgies, retreats or other special events, as a compulsory component for all members of our community.

## **STUDENT CODE OF CONDUCT**

Notre Dame Catholic Secondary School and the Halton Catholic District School Board are dedicated to providing and enhancing a Catholic community of learning in which students will be afforded equal opportunities to achieve their potential in spiritual, moral, intellectual, physical and social development. It is the expectation of the school and of the Board that students and parents will respond positively to this policy and act accordingly.

## **STUDENT RIGHTS**

- < to be respected in both person and conscience as a child of God;
- < to learn in a safe, orderly and stimulating environment;
- < to have appropriate access to the facilities and equipment of the school;
- < to participate in appropriate programs offered by the school;
- < to be conscientiously instructed by teaching staff.

## **STUDENT RESPONSIBILITIES**

- < to participate fully in the religious life of the school, including the celebration of liturgy, religious education courses and related activities;
- < to develop personal skills and talents to serve God and thereby his/her neighbour;
- < to contribute positively to the Catholic climate of the school;
- < to respect the person and the rights of all members of the school community;
- < to respect, obey and co-operate with all adults in positions of responsibility in the school community;
- < to comply with all school expectations and regulations respecting student behaviour;
- < to use language that is appropriate to his/her dignity as a Catholic;
- < to adhere to the school dress code;
- < to respect the property of the school at all times: building, grounds, equipment, materials;
- < to be in attendance and punctual at all classes and scheduled activities, with the materials required for full participation.

## **RANGE OF CONSEQUENCES**

The Student Code of Conduct includes a clear outline of realistic and effective consequences for failure to meet the expectations. Interventions to help students develop self-discipline will be administered to meet individual needs.

Parents, students, school staff and administrators are strongly encouraged to invest themselves in collaborative approaches to the resolution of the behaviour concerns.

The following are basic interventions and strategies that may be initiated by a teacher and/or administrator. This list is not inclusive nor does it imply that each consequence must be exercised before moving to subsequent consequences:

- < informal interview with the student;
- < verbal or written explanation of behaviour by the student;
- < formal interview with the student;
- < parental involvement: phone call, correspondence, interview;
- < involvement of school support staff;
- < peer counselling;
- < detention of student;
- < removal of student from the classroom to an alternate setting within the school with supervision;
- < referral to Student Services;
- < withholding or deferral of a course credit because of non-attendance;
- < removal of privileges to attend school-related activities or programs;
- < removal of busing privileges;
- < utilization of a behavioural, attendance or performance contract;
- < expectation that the student make restitution;
- < involvement of, or referral to, outside agencies (e.g. Children's Aid Society; Police);
- < suspension in accordance with the Education Act and Board Policy and Procedure;
- < expulsion in accordance with the Education Act and Board Policy and Procedure.

Notwithstanding the above, the Principal and/or Vice-Principals will take immediate and appropriate action in any situation involving the welfare of students and staff.

## **SAFE SCHOOLS POLICY**

Serious violent incidents which pose a challenge to safety and the positive learning and working climate promoted by the Halton Catholic District School Board fall under the provisions of the Safe Schools policy.

The following breaches of school discipline involving Notre Dame

students on Board/school property and at Board/school sponsored events shall not be tolerated:

- Intimidation
- Threatening
- Arson
- Public mischief
- Trespass
- Assault - verbal, physical, sexual
- Weapons - possession, threatening with, use
- Substance abuse, alcohol - possession, use
- Harassment - verbal and/or sexual
- Extortion
- Theft/Robbery
- Disturbances
- Vandalism

### **SAFE SCHOOLS & CODE OF CONDUCT**

The Code of Conduct outlines a range of consequences for failure to meet expectations. These include but are not limited to the following:

- < contact the parent/guardian if the student is under 18 years of age;
- < record incidents in The Ontario Student Record;
- < suspension from 1 - 20 days;
- < contact police;
- < contact the Children's Aid Society;
- < recommend counselling;
- < recommend an alternative placement;
- < limited or full expulsions.

### **MANDATORY SUSPENSION CIRCUMSTANCES**

It is mandatory that a student be suspended for committing any of the following infractions while at school or engaged in a school related activity:

- < uttering a threat to inflict serious bodily harm on another person;
- < possessing alcohol or illegal drugs;
- < being under the influence of alcohol or illegal drugs;
- < swearing at a teacher or at another person in a position of authority;
- < committing an act of vandalism that causes extensive damage to school property located on the premises of student's school;
- < possession of a replica of a prohibited weapon.

### **MANDATORY SUSPENSION PROCEEDING TO AN EXPULSION HEARING**

The following infractions committed by a student shall result in a mandatory suspension proceeding to an Expulsion Hearing. Only the principal shall suspend for:

- < possessing a weapon, including possessing a firearm;
- < using a weapon to cause or to threaten bodily harm to another person;
- < committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- < committing sexual assault;
- < trafficking in weapons or in illegal drugs;

- < committing robbery;
- < giving alcohol to a minor;
- < threatening with a replica of a prohibited weapon.

In addition to the above circumstances warranting Mandatory Suspension and Expulsions, the Safe Schools Act, 2000 provides for other circumstances where discretionary suspensions and/or expulsions may be warranted. These are outlined in the Code of Conduct for Halton Catholic Schools and are available through your local school.

### **USE OF CELL PHONES & OTHER ELECTRONIC DEVICES**

Cell phones, pagers, video/camera phones and recording devices (such as CD/MP3 players) must be silenced and securely stored ***out of sight*** by the user/owner upon boarding a school bus or setting foot on school property.

Cell phones and other personal electronic devices are not permitted in any scheduled class and are to be stored in silent mode in secured lockers.

Confiscated cell phones, pagers, video/camera phones will only be returned to parents or guardians - **NOT** students.

***Consequences up to and including suspension and/or expulsion***, as appropriate, may be applied by the Administration.

Students are requested to use the pay phones located in the school for personal calls. The use of cellular phones, pagers and other electronic communication devices interferes with the efficient operation of the school. You are asked to leave these at home.

### **SEXUAL HARASSMENT, THE LAW, AND THE ONTARIO HUMAN RIGHTS CODE**

Sexual harassment including harassment based on sexual orientation is illegal; it will not be tolerated in educational settings. Furthermore, people in positions of authority are required to exercise that authority to prevent harassment and/or penalize the repetition of it.

#### **WHAT IS SEXUAL HARASSMENT?**

Sexual harassment is unwanted, uninvited sexual attention. It may involve remarks, gestures or actions of a sexual nature that make a person feel unsafe or uncomfortable. It creates an intimidating, hostile or offensive learning environment. Sexual harassment is illegal. It may include (but is not limited to):

- < unwanted, unwelcome physical contact like touching, grabbing or patting;
- < rude jokes or suggestive remarks of a sexual nature;
- < demeaning nicknames like "chick", "sexy", "stud" or "babe";

- < cat calls, rating or embarrassing whistles;
- < insulting remarks about sexual orientation;
- < sexually insulting remarks about race, gender, ability or class;
- < bragging about sexual prowess for others to hear;
- < intimidating hallway behaviour;
- < names written on walls or desks - "for a good time, call \_\_\_\_\_";
- < stalking.

***It is not:***

- < a hug between friends;
- < mutual flirtation;
- < sincere and personal compliments.

Degrading jokes, insistent requests for dates, catcalls that cause embarrassment rather than pleasure, pictures scratched on bathroom doors, rating, intimidating remarks or gestures - all of these can be harassing.

***When Sexual Harassment Escalates to Sexual Assault***

It is important to note that sexual harassment is part of the continuum of violence and some harassing actions can and do escalate to sexual assault. The latter is covered by the *Criminal Code* and the police must be involved.

**STUDENT ATTENDANCE POLICY**

Notre Dame Catholic Secondary School actively encourages and promotes regular attendance. Educational research has consistently shown that a student's progress and academic success are closely related to good attendance and participation in the day to day activities of the school.

Notre Dame has a 5-10-15 Attendance System. All students are informed at the beginning of each course that **15 absences** in a course may result in the loss or deferral of the credit. For half credit courses, such as civics or career education, **8 absences** may result in a similar situation.

The 5-10-15 attendance system is for **all** absences (withdrawal from class due to lateness or for being out of uniform, illness, vacations, appointments, parent withdrawal, suspensions). Approved absences due to school activities (retreats, field trips, athletics) are not included in the 5-10-15 attendance totals for loss of credit. **VACATIONS:** Although trips and vacations may provide diverse learning experiences, the school does not support, academically, travel or vacations during class time. The content covered in each course is important and requires daily attendance. While parents may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences places a student's mark and credit in jeopardy due to the loss of instructional time. Also, assessment and evaluation become problematic. Examinations and tests will not be rescheduled and a mark of zero (0) may be assigned to any test or examination missed. Prior to

the trip, the student must notify the school Administration and Attendance Office with specific dates of departure and return and must consult with his/her teachers and make notes on what will be covered in each course. Any assignments that are due while he/she is away should be completed and handed in **prior** to the trip to ensure they are accepted. A vacation period is considered an absence.

**At 5 absences** - in any subject, the subject teacher will contact the parent/guardian to inform them of the attendance profile.

**At 10 absences** - in any subject, the subject teacher will contact the parent/guardian to inform them of the attendance profile. An attendance profile, indicating that the credit is in jeopardy, may be sent home to the parent/guardian.

**At 15 absences** - in any subject, the administration will review, in consultation with the subject teacher, the attendance profile and make a determination as to credit loss or deferral. The parent/guardian will be informed of the situation.

**Students with four (4) truancies or unexplained absences in any course may be removed from that course.**

## **STUDENT ABSENCES**

A phone call (or a note) from a parent/guardian to explain the reason for the absences is required for all absences. An answering machine is available for your convenience. If a phone message is not received (for full day absences only), we require a written communication from a parent/guardian on the day the student returns to school by 8:00 a.m.

***All absences from school must be justified by parents or guardians, at the time of the absence, not days, weeks, or months later. The Attendance Office will not be accepting parental notes after the fact.***

Students who are 18 years of age and older must complete the NOTE SIGNING PERMISSION FORM in order to sign their own notes. Students will then be allowed to sign themselves into or out of school if they have an appointment or are ill.

If a student must leave school before the end of the day, they are required to **sign out** at the attendance office. Students, under 18 years of age, will require the permission of their parents/guardians in order to sign out. Students are to submit notes for early dismissal to the attendance office **prior to 8:30 a.m. on the day of the appointment.** Telephone calls/notes will **NOT** be accepted after the absence occurs.

If a student becomes ill while at school, they must report to the Attendance Office.

Students who miss class without an acceptable reason from their parent/guardian, will be recorded as truant.

**Missed Examinations, Culminating Activities, Tests and Assignments:**

Students are responsible for all course work and assignments while absent.

- i) any examination, culminating activity or test missed and validated by a doctor's note may be rescheduled.
- ii) any examination, culminating activity, or test missed due to vacation or truancy may not be rescheduled, and may be assigned a mark of zero (0).

**NOTE: Illness substantiated by a doctor's note is the only acceptable reason for missing a test or examination.** All notification of absence due to vacation or family trip must be submitted in writing to the Principal or Vice-Principal.

**Direct telephone line to Attendance: 905-335-2254 (24 hours/day)**

**LATES**

If you are not in your period 1 class at the start of Morning Prayer you are late.

- < Stop all movement and conversation in class and in the halls when the prayer begins.
- < Remain still and quiet until the conclusion of the National Anthem.
- < Report directly to your period 1 class.
- < After 9:00 a.m. report to the Attendance Secretary.
- < Persistent lateness will be dealt with in accordance with Notre Dame's Late Policy.
- < If the student is more than 20 minutes late for any class, the class will not be disturbed, and the student will **NOT** be admitted. This will be marked as an absence.
- < At the 5<sup>th</sup> late in a particular class the student will not be admitted. He/she will be marked "LATE - NO CLASS" and the parents will be informed. Similarly, each subsequent late will also be "LATE - NO CLASS" and will be counted as an absence.
- < Persistent lateness could result in suspension from school.

**LATE POLICY OCCURRENCES:**

1 - 4	Subject teacher speaks with student. First 20 minutes student admitted to class After 20 minutes student <b>NOT</b> admitted to class and late treated as a truancy
5	Referral to Vice-Principal with Late Record form. Student not admitted to class. Parental contact. "LATE - NO CLASS"
6	Student not admitted to class
7	Student not admitted to class. Parental interview required.
8	One day out-of-school suspension
9	Two day out-of-school suspension
Subsequent	Incremental suspensions out-of-school

## **SCHOOL UNIFORM POLICY**

### **Guidelines for Wearing the School Uniform**

The school uniform is intended to develop a sense of pride and self-discipline. In deciding to attend Notre Dame Catholic Secondary School, students and parents make a commitment to comply with and support the school uniform policy.

**\*ALL UNIFORM ITEMS ARE TO BE PURCHASED FROM  
R. J. McCARTHY CO. (1-800-668-8261)  
(Except socks/shoes/t-shirts/turtlenecks)**

### **GIRLS' UNIFORM**

- < New x-kilt **OR** McCarthy's grey dress pants. (***kilt length must not exceed 10 centimetres/4 inches above the knee***)
- < white oxford button down shirt or tailored white shirt or white golf shirt (all embroidered)
- < green knee socks or green tights with kilt
- < solid coloured **black leather or leather-like dress shoes OR all black running shoes. No slippers. All shoelaces must be black only.**
- < N.D. green Yukon fleece vest or sweater
- < school sweater; vest, pullover or cardigan (over school shirt)
- < school sweatshirt; crew neck or zip polo (over school shirt)
- < school co-curricular fleece sweater (ordered through the school)
- < school tie (optional)
- < plain white t-shirt (under school shirt only)
- < plain white turtleneck (no logo) worn with shirt or sweater

### **BOYS' UNIFORM**

- < McCarthy's grey dress pants
- < white oxford button down shirt or white golf shirt (all embroidered)
- < solid coloured **black leather or leather-like dress shoes OR all black running shoes. No slippers. All shoelaces must be black only.**
- < N.D. green Yukon fleece vest or sweater
- < school sweater; vest, pullover or cardigan (over school shirt)
- < school sweatshirt; crew neck or zip polo (over school shirt)
- < school co-curricular fleece sweater (ordered through the school)
- < school tie (optional)
- < plain white t-shirt (under school shirt only)
- < plain white turtleneck (no logo) worn with shirt or sweater

**NOTE: Reused uniform items are also available for purchase at the school.**

### **PLEASE NOTE:**

- < Students must be in complete uniform, worn properly and modestly from 8:30 a.m. - 2:45 p.m. including lunch periods **in all areas** of the school.
- < All clothing items must be the original style and condition.

- < Ripped, torn or unhemmed items are not permitted.
- < Non-school sweaters or sweatshirts and ripped out sleeves on sweaters are not permitted in the school at any time.
- < Boots/shoes above the ankle **are not acceptable** footwear with the school uniform.
- < Green knee socks or green tights are worn with the kilt. Grey or white socks are worn with the uniform grey slacks.
- < Only a plain white t-shirt may be worn under a school shirt.
- < The school oxford button down shirts **must be tucked in at all times.**
- < Hats are to be removed upon entering the building; jackets /coats are to be left in your locker and not worn in the school\*. ***Hats may be confiscated if worn in the building.*** \*This includes the main building as well as portables.
- < Kilt lengths may not exceed 10 centimetres/4 inches above the knee.
- < The waist of the dress pants is ***to be worn at the student's waist.***
- < Classes where students must change out of uniform will have students change during that class. Students must be in full uniform going to and from that class.
- < Inappropriate jewellery such as playboy bunny, studded, etc., will be confiscated.
- < Students who are chronic offenders may be suspended and may have "civvies days" revoked for the balance of the year.

***Students not wearing the uniform appropriately will face losing "civvies days" privileges. Only students who are in complete uniform will be admitted to class.***

## ***"Out of Uniform = Out of Class"***

### ***DRESS CODE GUIDELINES FOR NON-UNIFORM DAYS & EVENTS***

- < Clothing with inappropriate logos, sayings, pictures or graphics of any kind is not acceptable at school.
- < Tank tops, halter tops, crop/midriff tops, cut-off shorts and torn jeans are not to be worn at school.
- < No bare midriffs, bare shoulders or spaghetti straps.
- < No short short skirts are allowed.
- < No low rise jeans are acceptable.
- < No pyjamas or slippers are permitted.
- < No chains, studded collars or studded wristbands are acceptable.
- < No baseball caps are to be worn inside the building or portables.
- < Students may not wear coloured scarves or handkerchiefs that identify them as belonging to a particular group, in other words "no gang colours".
- < Physical Education clothing should provide for comfortable, modest and safe movement during activities. Students who wear clothing which is either too baggy or too tight will not be

permitted to participate in class.

< Shorts should cover to mid-thigh when seated.

## **GENERAL INFORMATION**

### **INJURIES**

If a student is injured at school, the student or a witness is to inform the Main Office immediately and assistance will be provided.

### **SCHOOL BUS**

Transportation by school bus is a privilege. Appropriate student behaviour is expected at all times with safety the overriding concern. You are responsible to the school for your behaviour on a school bus in the same way that you are in each class. Inquiries regarding busing should be directed to the Transportation Officer, Halton Catholic District School Board, (905) 632-6314, ext. 135.

### **SMOKING**

Smoking is a serious health hazard. The Halton Catholic District School Board has a ***strict no smoking policy*** in all schools and administrative buildings. Students are prohibited from smoking on school buses, in school buildings and on school grounds during the school day and at student activities. Smoking and/or loitering in front of the school property, including bus shelters, is strictly forbidden.

### **STUDENT PARKING**

Students driving to school ***must*** park their vehicles in the lot designated for student parking, adjacent to the Technical Studies area. ***Irresponsible use of any vehicle on school property will not be tolerated. The school reserves the right to deny access to school property and parking privileges to any student or visitor operating a vehicle in an unsafe manner. All students parking on school property MUST obtain a parking permit from the Main Office.***

### **LOST AND FOUND**

The school is not responsible for lost or stolen articles. Students are strongly urged to leave all valuables at home. Personal items should be secured in the student's locker during the school day. All items found are to be brought to the Main Office. Students can claim items there or from the lost and found box located in the Cafeteria. ***Never leave valuables in the change rooms or unattended anywhere in the school.***

### **STAFF-STUDENT RELATIONS**

Teachers, secretaries, custodians, cafeteria staff and school bus drivers provide a variety of valuable services for students. ***Students are expected to be respectful of all staff and to follow their directions.***

### **VISITORS**

Casual visitors are ***not*** allowed into the building or on school grounds during the school day. Students are asked ***not*** to invite visitors to the

school without the ***prior*** approval of the administration. Parents are welcome in the school at any time. However, parents are encouraged to contact the school, during school hours, for an appointment in order to review any matter pertaining to the educational needs of their son/daughter.

### **LOCKERS**

Lockers are loaned to students for their convenience but remain the property of Notre Dame Catholic Secondary School and the Halton Catholic District School Board. Students are responsible for keeping their locker clean and presentable. Only Dudley locks can be placed on the locker. Pictures and/or slogans inside the locker must conform to the principles of Notre Dame Catholic Secondary School. Please do not keep anything of significant value in your locker as it is not burglar proof. Also, do not share your combination with anyone else. Students must provide their own locks. Lockers can be opened and searched at any time by the Principal or Vice-Principal or an agent of the Board without prior notice. Lockers without locks will be emptied and contents removed.

### ***\*LUNCH HOURS:***

Students will only be allowed to eat and drink in the cafeteria, the Spectrum and outside (NOT IN THE HALLWAYS, NOR STAIRWELLS NOR CLASSROOMS). Students are expected to use the garbage receptacles in order to maintain a clean school.

## ***ACADEMIC INFORMATION***

### **EVALUATION**

On-going evaluation identifies difficulties quickly and allows students /parents to take prompt remedial action. Student evaluation is based on a combination of classroom requirements, tests, participation, examinations and attendance.

Teachers use a variety of evaluation techniques to build a student's mark. Evaluation is meant to be constructive and continuous, to increase a student's sense of self-worth and to emphasize what is important in a student's learning. In addition to outlining expectations for performance and attendance, each teacher will give students information regarding methods of evaluation at the outset of classes.

### **EVALUATION POLICY**

A student's final grade in each subject is calculated as follows (unless Ministry Guidelines indicate otherwise):

	<b><i>TERM</i></b>	<b><i>FINAL EVALUATION(S)</i></b>
a)	70%	30% - for all level subjects

A student must obtain a grade evaluation of 50% or more to obtain a credit in the subject.

### **SUBJECT PROMOTION**

When a student passes a subject with 50% or higher, he/she may:

- X take the same subject in the next grade at the same level;
- X take the same subject in the next grade at a different level;
- X drop the subject and substitute another option if it is not compulsory.

When a student fails to obtain 50% in a subject he/she:

- X must repeat the subject if it is compulsory;
- X may repeat the subject or choose another subject if it is optional;
- X may attend summer school to upgrade or repeat a subject;
- X may be recommended to take an Alternate Ed Program.

### **EXAMINATIONS**

Final examinations are held in January and June at the end of each semester. All students are expected to write final examinations in all courses. Students will not be exempt from final examinations unless a medical certificate stating that they are unable to write is presented. In such cases, the student's final grade may be based entirely on term work or arrangements made to write the examination at a later date.

### **FIELD TRIPS, EXCURSIONS, SPORTS**

While students are encouraged to participate fully in school-sponsored activities, they are still responsible for work, tests and assignments in their classes.

### **HOMEWORK**

Homework includes the completion of daily assignments, study, review and preparation for major assignments, tests and examinations.

Students should expect subject teachers to check regularly that their work has been completed. The amount of homework depends on the subject, levels of difficulty and grade level. However, it is reasonable to expect homework (study and written) on a daily basis at the secondary level.

### **REPORT CARDS AND MARKS**

During the course of the school year you and your parents or guardians will be informed of your progress as follows:

#### **SEMESTER I**

Curriculum Night	September	20
Mid-term Report	November	13
Parent Interviews	November	15
Semester I Final Report	February	14

#### **SEMESTER II**

Mid-term Report	April	22
Parent Interviews	April	24
Semester II Final Report	June	27

Reports will include a mark based on work, assignments and tests

completed to that point, attendance record and a teacher's comment.

### **GUIDANCE DEPARTMENT**

The Guidance Department works to foster the total development of all students in conjunction with administrators, staff, parents and community agencies.

The Guidance Department is there to help students learn how to assess their own competencies, characteristics and aspirations. With the assistance of qualified counsellor, students will explore a broad range of work, learning and community-life options. Courses offered through the Guidance Department will allow the students to acquire an understanding of the changing nature of work and of the challenges and opportunities that they may encounter in the modern economy. Counsellors will assist students in developing learning skills and strategies they can use in secondary and post-secondary education.

Students should be aware of the upcoming changes that will affect them in regards to their Ontario Student Transcripts. ***Effective September 1999, full disclosure on student transcripts of Grade 11 and 12 results will be part of the new high school program. Students are advised to make appropriate subject selections from the courses available in Grades 11 and 12.***

### **SPECIAL SERVICES**

The Special Education Department recognizes that education must address the unique strengths and needs of all students. It is understood, therefore, that all students have the right to access quality education and to develop to their fullest potential. Our Special Education Programs are fully integrated into all aspects of the school environment. The resource teachers work collaboratively with staff members in a variety of ways.

These may include:

- X providing assistance with program modification
- X providing in-class support
- X providing subject teachers with individual student profiles

To this end, it is the role of the Special Education support services to empower and encourage the school community to meet the individual needs of all students.

### **LIBRARY RESOURCE CENTRE**

The library supports the learning activities and research requirements of both students and staff. Books, newspapers, magazines and multi-disciplinary databases are available in order to meet the information needs of the school community.

The library is open all day for class bookings and for quiet individual study. Full uniform is required and food and drink are **NOT** permitted. The librarian is always available for research assistance, so please feel free to ask for help anytime.

## **CO-CURRICULAR ATHLETICS**

### ***A CODE FOR STUDENT PARTICIPATION IN ATHLETICS***

Notre Dame offers a wide variety of activities. We believe that athletics can and should play an important role in high school life by providing valuable learning situations both on and off the playing field. In order to gain maximum benefit from the program, student athletes must adhere to this code:

- < Being a member of a school team is a privilege - not a right. The number one priority is the regular school program which should not suffer due to athletics. It is your responsibility to catch up on any work missed.
- < As student athletes you are expected to co-operate completely with all requirements of school life, making certain that you adhere to policies regarding attendance, punctuality, dress and behaviour.
- < On game days, you are expected to be in attendance at all classes up to the designated time to be excused.
- < You must be registered as a full time student.
- < You will accept full responsibility for the school equipment and uniforms.
- < Playing on a school team means making a commitment to the team and its members. It is important to attend all practices and to be on time for practice. If you must miss a practice, inform the coach personally as early as possible.
- < You are expected to co-operate fully with all staff especially in the area of clean up, set up or moving of equipment.
- < Finally, remember that you are "goodwill ambassadors" and represent your school, coach and team mates during any activity. Your behaviour, therefore, must be at the highest possible level at all times, exhibiting good sportsmanship, adherence to game rules and courtesy to all officials, players and spectators.

***ALL STUDENTS ARE ENCOURAGED TO PARTICIPATE IN SOME PHASE OF THE ATHLETIC PROGRAM ENABLING THEM TO DEVELOP A WELL ROUNDED EDUCATION BOTH INTELLECTUALLY AND PHYSICALLY.***

To participate in co-curricular activities, you must have the following:

- X Ontario Hospital Insurance Card
- X Acknowledgement of Risks/Permission to Participate
- X Medical Information Form RM/1-91

### **CO-CURRICULUM ACTIVITIES**

Art Club	Development &	School Play
Arts Festival	Peace	Science Club
Badminton	Field Hockey	Science/Tech. Fair
Baseball	Football	Ski Team
Basketball	Golf	Soccer
Bookstore	Hockey	Softball
Chemistry Contest	Junior Achievement	Student Council
Chess Club	Library Club	Student Exchange
Choir	Math Contest	Swimming
Christmas	Photography Club	Tennis
Assembly	Physics Contest	Track & Field
Concert Band	Power	Volleyball
Cross Country	Cheerleading	Wrestling
Curling	Rugby	Yearbook
Debating Club	S.A.D.D.	

***\*These activities and others may be offered where there is sufficient interest.***

### **YOUTH COUNSELLOR**

The Youth Counsellor is a support staff member at Notre Dame Catholic Secondary School who encourages the healthy development of our students through confidential individual counselling or group work. The Youth Counsellor's goal is to provide assistance with social and emotional issues. Through the support and guidance that we offer, we believe this will foster the students' personal development to help with academic success.

### **CO-OPERATIVE EDUCATION**

Co-operative Education is a senior instructional program which integrates classroom theory with practical on-the-job experience. A Co-op placement enriches the day-school program by allowing students to explore a potential career choice. To participate in this program, students must have successfully completed 16 credits.

### **ONTARIO YOUTH APPRENTICESHIP PROGRAM**

Students from the Technology Department are encouraged to do a Co-op placement in Grade 11 followed by an apprenticeship program in Grade 12. Please discuss this opportunity with a Co-op Teacher or Student Services.

### **SUBSTANCE ABUSE PREVENTION PROGRAMMES**

Substance abuse is a concern for all members of our community. We recognize that the consumption of alcohol and drugs can impair a student's well-being, can interfere with his or her ability to learn as well as impact adversely on the legitimate academic and extra-curricular interests of other students and staff.

Accordingly, it is our school's and the Board's policy that the possession and/or use of alcohol or drugs on Board property and during school supervised activities will not be tolerated. Consequences for substance abuse infractions are outlined in the *Student Code of Conduct* as well as

in the *Board's Substance Use/Abuse Policy (II-28)*.

We acknowledge that as a result of concerted efforts of parents, teachers, students and the Police Department, there has been an ongoing endeavour to educate our students to the realities of substance abuse.

The *Board's Substance Use/Abuse Policy* includes a programme-based prevention component, an intervention and counselling component and a discipline component.

Our substance prevention programme has been effective due to the efforts of all stakeholders and in particular the support of the Police Department. Notre Dame Catholic Secondary School currently has a resident school liaison officer who works at our school on a regular basis. The visibility of a uniformed police officer, working in co-operation with our school's administration and staff has produced a very positive situation for our school community. Another substance abuse prevention programme which will continue in Halton secondary schools during the 2006-07 school year is the police dog drug search service. This programme, initiated during the 1996-97 school year by the police with the support and co-operation of our school and the Board, provides for an inspection of our school by police officers and their dog(s) for illegal substances. This search will be held in the presence of the school administration.

Parents and students are reminded that lockers are school property and on reasonable and probable grounds a student's locker may be searched. The intent of this drug search initiative is to support our drug free school mandate and to clearly demonstrate that this police-initiated activity has the support and co-operation of our school and that when all stakeholders work together a drug free school can indeed be maintained.