

Notre Dame Catholic Secondary School

Student Handbook

2024-2025



L. Feres – Principal
M. Borrelli – Vice Principal
M. Cutrara – Vice Principal
D. Howlett – Vice Principal
A. Scigliano -Superintendent
D. D'Souza – Trustee Ward 1
A. Thomas – Trustee Ward 2
2 Notre Dame Ave
Brampton, ON
L6Z 4L5
Phone: 905-840-2802
Fax: 905-846-2625

<https://www.dpcdsb.org/NDame>
Instagram@notredamecatholichighschool
ndameinfo@dpcdsb.org

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PARISH INFORMATION

St. Leonard's Parish

187 Conestoga Dr, Brampton, ON L6Z 2Z7

Phone: (905) 846-5385

Email: stleonardsbr@archtoronto.org

Website: <https://stleonardsbr.archtoronto.org/en/>

Parish Priest: Rev. Paul Nosan Pastor
Rev. Jobby Muppathiyil Joseph Associate Pastor

CATHOLICITY

The Dufferin-Peel Catholic District School Board is committed to providing quality Catholic education which serves the academic, social, physical and spiritual developmental needs of our students.

The historical mandate of the Catholic school system in Ontario is to model the entire syllabus of the school on the life and teaching of Jesus. As such, the Dufferin-Peel Catholic District School Board has expectations of all students admitted. Our religious expectations are as follows:

1. All students will enroll in a Religion course in each of the four years. All religion courses are approved by the appropriate Catholic authority. The Government of Ontario recognizes that Religion credits count towards a secondary school graduation diploma.
2. All students will participate in an annual retreat for the first four years that they are in secondary school. The retreat normally takes place during the school day at a site off school property. The school chaplain organizes the annual retreat based on spiritual developmental themes appropriate for adolescents.
3. Given that the spiritual component of St. Joseph Secondary School is infused throughout all aspects of school life, students will participate in the prayer and in the liturgical life of the school. Catholic students are expected to participate fully as mandated by their sacramental Baptism. Non-Catholic students are expected to participate to the extent that they can. It is not the intention of the Dufferin-Peel Catholic District School Board to proselytize, however, it is our tradition that the entire school participates in all religious events that occur during the school year.
4. The Catholic District School Boards of Ontario follow approved provincial curriculum. Given the distinctiveness of Catholic schools, the Government of Ontario recognizes parallel curricula for our system based on Catholic course profiles. All courses in all subject areas, in a Catholic secondary school, are taught from a Catholic point of perspective.

We hope that your experiences in our Catholic secondary schools will be a rewarding one.

CHAPLAINCY MESSAGE

“So, we are always confident, even though we know that while we are at home in the body we are away from the Lord - for we walk by faith, not by sight.” - 2 Corinthians 5:6

Seeking God

Going to a Catholic school invites us to look at the world through a unique lens of faith. For Christians faith is not a blind leap separated from intellect, but faith is informed by our reason. Pope St. John Paul II once said, “Faith and Reason are like two wings on which the human spirit rises to the contemplation of Truth”

It is through this lens that we explore various disciplines of study, from the natural sciences to social sciences, to philosophy and to the arts. Our studies in all subjects reveal to us something about God’s nature.

God created everything and sustains everything, so it makes sense that we can come to know God by studying His creation through our school subjects. Some of the greatest minds in the past and recent times have been motivated by their faith in God. The famous priest/physicist George Lemaitre, who formulated the Big Bang Theory; Fr. Gregor Mendel, who is known as the father of modern genetics, and Dr. Francis Collins, whose research on human DNA led him to refer to his scientific discoveries as the “Language of God.”

Remember, God is way bigger than your religion classes and Sundays. Seek Him in everything that you do. In addition to your studies, you are invited to take part in chaplaincy programs where you will have the opportunity to explore questions about faith, life and meaning, while meeting new peers in a fun environment. More importantly, you will learn how to have a more meaningful spiritual life.

Signs of Hope

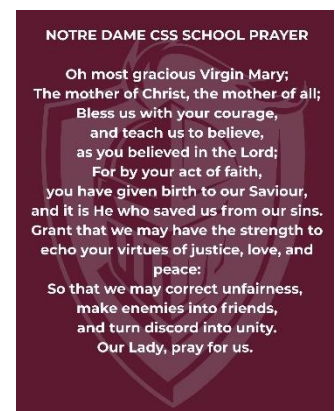
Faith gives us real hope, which in turn, motivates us to action. The author of the *Letter to the Hebrews* writes, “Now faith is the assurance of things hoped for, the conviction of things not seen” (Hebrews 10:11) Our school motto is “Justice, Peace, Love.” For Christians, these three virtues can be seen in concrete ways in the person of Jesus Christ. As Christians we are called to be vessels of hope by imitating Christ in our actions. By doing this we work towards making our communities more just, peaceful and loving.

The Spiritual Centre of Our School

Finally, as Catholics we believe that the source of our spiritual strength is Jesus Christ made present in the Eucharist. The Eucharist is always present in the school chapel. For this reason, the Notre Dame chapel is a sacred space that is available to all students to recharge independent of religious conviction. During school hours the chapel is available for personal prayer, silent reflection, and guidance. In addition, as the chaplain, I am available to guide you through questions about faith, life, and God, to listen, or to offer you spiritual counseling.

I look forward to journeying with you this school year.

Greg Garda
Chaplaincy Leader Notre Dame CSS



DAILY SCHEDULE

Period 1	8:22 – 9:40
Period 2	9:44 – 11:00
Period 3A	11:00 – 11:40
Period 3B	11:40 – 12:20
Period 3C	12:20 – 1:00
Period 4	1:05 – 2:20

ATTENDANCE INFORMATION

Attendance Office: (905) 840-2802 Ext. 67124

Attendance Procedures

The Dufferin-Peel Catholic District School Board uses SafeArrival, a student absence reporting system that will make it easier for you to report your child's absence from school.

With **SafeArrival**, you are asked to report your child's absence in advance using any of the following three convenient options:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store. The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-844-435-3440** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

NOTE: For absences greater than five consecutive days, please call the school directly.

Please note there is a change to the current process of communicating unexplained absences to the parents/guardians of secondary school students. The notifications for unexplained absences will still be sent out at 6:00 p.m., however you will now receive an early notification through the SafeArrival system, if your child has an unexplained absence from period 1. Also new, Parents/guardians will be able to provide a reason for that day's absence up until 11:00 p.m. using one of the three options listed above. As always, the expectation is that you report your child's absence in advance to avoid receiving notifications of unexplained absences.

Truancy is considered any student absence that occurred without parental consent. Any unconfirmed absence or late will be addressed by the school administration. Students who are habitually truant may face progressive disciplinary measures, including suspension.

ATTENDANCE POLICY

LATES

- 1st **Late** - Teacher warning
- 2nd **Late** - Teacher contacts a parent/guardian
- 3rd **Late** - Teacher contacts a parent/guardian and assigns a consequence.
- 4th **Late** - Referral to VP who informs a parent/guardian.
- 5th **Late** - Referral to VP and a consequence is assigned.

Subsequent Lates

Student will be referred to a VP who will determine future action and/or consequence which may include suspension.

TRUANCY

- 1st **Truancy** - Teacher contacts parent/guardian and assigns a consequence.
- 2nd **Truancy**- Referral to VP who informs a parent/guardian and a consequence is assigned.
- 3rd **Truancy** - Referral to VP who informs a parent/guardian and student may face **suspension**.

Subsequent Truancy

Student will be referred to a VP who will determine future action and/or consequence which may include additional suspension.

FAMILY VACATION OR EXTENDED LEAVE

During Instructional Days

The Ministry of Education sets the number of instructional days for each School year. The Dufferin Peel Catholic District School Board also sets School holidays and professional activity days. Parents and students should understand that going on vacation during instructional days might affect success at School. Should a family choose to schedule a holiday during School time, students and parents/guardians are encouraged to speak to the school administration and the appropriate teachers. Also, the "Parent Initiated Extended Absence from School" form requires completion and may be obtained from the Attendance Office. Students' absences may have adverse effects on their success. Students may complete make-up work, or tests, assignments, participation, etc. Which is given during the absence. Incompletion of the curriculum may adversely affect student assessment and evaluation.

An extended absence resulting in 15 consecutive days will result in a referral to the school social worker/attendance counsellor. In cases of family emergencies on compassionate grounds, every effort will be made to support the student during this time.

During Examinations

All courses have compulsory Final Examinations/Evaluations. It is mandated that all students complete these exams/evaluations. Students who fail to complete required examinations are subject to the loss of the examination evaluation grade. Any student who is absent at this time for health reasons must contact the administration prior to the exam/evaluation period. In these cases, students **may** have to complete the final examination/evaluation later at the discretion of the principal.

Permission **is not given** for students to complete final exams/evaluations prior to the designated dates and schedule.

Mature Students

Once a student turns 18 years of age, they may sign in/out and may also withdraw from school without parental consent. Mature students are required to follow all attendance procedures as outlined.

UNIFORM POLICY

To support the dignity of the human person, dress codes and uniforms shall be developed and implemented with every student in mind to create barrier-free environments and to promote access, to the fullest extent possible. The standard design and application of the student dress code and uniforms shall be flexible enough to account for the diversity, accessibility, safety, and dignity of all students, thus minimizing the need for individual accommodation requests to ensure inclusivity.

Secondary students shall wear the full, prescribed uniform of their school as a necessary condition for attendance at the school. Exceptions to this requirement may occur on school- approved “civvies” days or other events. Monitoring, enforcement, and consequences per the Catholic Code of Conduct are applied to all students to ensure compliance. Enforcement of dress codes should be upheld in a manner that promotes human dignity and does not lead to discriminatory outcomes, differential treatment or reinforce and/or increase marginalization or oppression.

Students are expected to maintain their uniforms so that they are in good condition.

The Dufferin Peel Catholic District School Board is committed to creating equitable and inclusive environments free from oppression. Head coverings related to religious and/or culturally specific practices (dastar, do-rag/bonnet/head scarf, hijab, kippah, patka) are permitted and shall not constitute a violation of the uniform policy. Every effort shall be made to match head coverings to the uniform colours for safety reasons.

- a) It is not a requirement that religious and/or cultural head coverings match the uniform colour scheme.
- b) Students wearing religious and/or cultural head coverings shall not be sent to the office, nor be subject to disciplinary action.
- c) Students wearing religious and/or cultural head coverings shall not be requested to remove them in in-person or virtual spaces.

School uniform items (other than shoes) must be purchased from the Board approved supplier, McCarthy’s, 416-593-6900/www.mccarthyuniforms.ca.

School Uniform Expectations:

1. Students are to be in full uniform throughout the entire school day (8:22 am to 2:20 pm), both within the school and while on school property. School/school property includes, but is not restricted to, classrooms, portables, hallways, the Cafeteria, the Gym and the Library.
2. A student out of full uniform is expected to report to the office prior to 8:22 am to see their appropriate Vice Principal.
3. Students are to wear the school uniform when representing the school at an out-of-school event. The school uniform will be worn on all educational field trips unless the nature of the trip warrants other attire, as approved by the Administration.
4. The principal and/or designate has the discretion to determine whether a student is in violation of the school uniform policy. Progressive discipline will be used to address students who are not in

compliance with the uniform. Consequences may be escalated up to and including suspension as outlined in the Catholic Code of Conduct.

NOTRE DAME C.S.S. UNIFORM

Golf Shirt	Grey Notre Dame collared golf shirt (short/long sleeved) is always mandatory.
Pants	Black Notre Dame pants are always mandatory. Pants are to be neatly hemmed and worn at the waist.
Sweaters	Grey Notre Dame crewneck sweater or Grey Rugby shirt can be worn (without golf shirt)
Shoes	Closed toe/closed heel, shoes or boots, are to be worn underneath the school pants. Athletic slides, slippers, sandals, flip-flops, etc., are not permitted.

Physical Education Uniform

Prescribed gym uniforms for Health and Physical Education classes shall be mandatory. Such uniforms shall include athletic T-shirts and shorts and/or athletic pants. Only the school's name, crest, logo, and/or insignia/mascot shall be permitted on gym uniforms. Progressive discipline will be used to address students who are not in compliance with the uniform; however, every effort should be made to ensure students do not miss class.

School uniform items (other than shoes) must be purchased from the Board approved supplier, McCarthy's, 416-593-6900/www.mccarthyuniforms.ca.

Shirt	Notre Dame Athletic t-shirt
Pants	Notre Dame Athletic gym shorts and/or track pants
Shoes	Running shoes with non-marking soles

Spirit Wear Days

Spirit Wear Days are designated days when students may wear approved Notre Dame Spirit Shirts in place of their Notre Dame uniform shirt. The Notre Dame black pant is to be worn at all time. Students engaged in school clubs, teams etc. will be permitted to wear their team and club wear as well on these days. If students choose not to wear Spirit Wear, they are expected to be in full uniform.

Dress Code Guidelines

A dress code refers to the standard of student dress which is respectful of the dignity of the human person and inclusive. In lieu of a prescriptive list, schools are reminded to communicate guidelines that ensure students are dressed in a manner which ensures that their torso and upper legs, to the mid-thigh, are not exposed.

The DPCDSB dress code will exclude any garments with messages containing or portraying any offensive and/or inappropriate content. Members of the DPCDSB community will not be permitted to wear attire that promotes a) hate, b) discrimination, c) illegal activity, d) profanity, e) violence, f) political language, g) threats to health and safety, h) or content that contravenes the Ontario Human Rights Code.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

As part of our efforts to promote and maintain a positive Catholic climate in our schools and in accordance with The Ontario Ministry of Education, DPCDSB has updated the policy regarding Cell Phones & Personal Electronic Devices (PEDs) on school property. We encourage you to read this important message as it may impact your child.

The board acknowledges that the dignity of the human person, as promoted by the Catholic Church, may be compromised by the potential for invasion of personal privacy made possible by inappropriate use of Cell Phones/PEDs on school premises. The board also recognizes that unregulated use of Cell Phones/PEDs may pose a risk to the individual safety of students, staff and visitors in our schools. In some cases, unregulated use of Cell Phones/PEDs may facilitate illegal activities in the school environment or during school-sanctioned activities. Further, the board realizes that the promotion of academic excellence and the preservation of academic integrity may be compromised by the unregulated use of Cell Phones/PEDs during the instructional day, at assessment times and on formal exam days.

All students sign a **Personal Electronic Device Used with Wi-Fi Network Student Agreement** upon registration at Notre Dame. Signing this agreement means the student acknowledges and agrees to all policies and guidelines outlined by the school and Dufferin Peel.

In this regard, effective immediately, all Cell Phones/PEDs must be kept out of sight, turned off and not used within school premises (including portables) or during school-sanctioned activities such as retreats, field trips, sports events, etc. To prevent the loss or damage of Cell Phones/PEDs, we encourage students to leave their Cell Phones/PEDs at home or in their lockers. Failure to comply with this policy will result in disciplinary action.

Cell Phone/PED Progressive Discipline Policy

1st Occurrence - Teacher warning

2nd Occurrence - Teacher contacts a parent/guardian

3rd Occurrence - Teacher contacts a parent/guardian and assigns a consequence.

4th Occurrence - Referral to VP who informs parent/guardian.

5th Occurrence - Referral to VP and a consequence is assigned.

ARTIFICIAL INTELLIGENCE GUIDELINES

In our world today, young people have access to technology and artificial intelligence (AI) like never before. A careful and educated approach to working with AI will allow students to use AI responsibly while maintaining academic integrity. It is always important for students to demonstrate their learning by making connections to course content. These guidelines are provided to inform parents and students of AI, the concerns around AI, properly referencing AI-generated content as well as an honor pledge to support academic honesty.

Types Of Artificial Intelligence

Artificial intelligence is a part of computer science. It creates machines that imitate human intelligence. It's used to perform tasks that usually require humans like understanding language or making decisions. AI allows machines to learn, change, and perform tasks like humans.

There are three types of AI:

1. **Reactive** (i.e., virtual assistants [Siri, Alexa, Google Assistant])
2. **Predictive** (i.e., Netflix recommendations, predictive text)
3. **Generative** (i.e., ChatGPT, Snapchat, My AI)

This guideline will focus on generative AI, which creates something new from learned patterns (e.g., ChatGPT).

Student Responsibilities

- Give credit to used sources in all work submitted.
- Students may not receive assistance in the completion of your work from any Artificial Intelligence (AI) source.
- Do not use AI to take the place of your thinking, writing or critical analysis.
- Demonstrate an honest, responsible and ethical use of the internet, AI and associated social media platform resources in your references.

Citing AI-Generated Content

- must include a citation whenever you incorporate content generated by AI in your assignment.
- Neglecting to cite material using proper referencing (APA or MLA) compromises academic integrity.
- Always check with your teacher before using any Generative AI.

Concerns Around AI Within DPCDSB

- Privacy is a concern when it comes to generative AI technology.
- ChatGPT collects a variety of data from its users, including what they do online and IP addresses.
- This data can be shared without your knowledge or permission.
- Other concerns regarding generative AI tools often revolve around users potentially using AI to create written work and ideas and then claim them as their own. Teachers use a variety of tools to determine academic honesty.
- There will be consequences for academic dishonesty using AI.

Detection Of Academic Dishonesty

When cheating/plagiarism is detected, the teacher will discuss the matter with the student involved. If the process of investigation confirms that cheating/plagiarism has occurred, the teacher will inform the appropriate administrator as well as the parent/guardian.

Consequences For Academic Dishonesty

Appropriate consequences for cheating and plagiarism are determined on a case-by-case basis. During investigation, consideration will be given to the whole child, the whole circumstance, and information from appropriate stakeholders (e.g., student, parent, teacher, administrator, support staff, and/or other school staff), to arrive at a conclusion that is fair and reasonable. Depending on the circumstance, an appropriate consequence will be assigned, which may include, but is not limited to assigning a zero. Factors to consider include at least the following:

- grade level of the student
- maturity of the student
- individual circumstance of the student
- number and frequency of incidents.

GENERAL INFORMATION

Bicycles

Although racks are provided, the school is not liable for any loss or damage. Bicycles must be securely locked to the racks during school hours.

Cafeteria Expectations

- Students MUST be in full uniform. No jackets are permitted in the cafeteria.
- Students are expected to place all their trash/recyclables in the receptacles provided. Cleanliness is everyone's responsibility.
- Food and drinks are ONLY permitted in the cafeteria.
- No backpacks, bags, and non-uniform items are permitted in the cafeteria.
- Students who fail to comply with these expectations will be subject to progressive discipline.

There is to be no eating/drinking in the classrooms, library, gym, Chapel, stairwells, hallways, or washrooms, etc. To keep the building and the grounds clean, you are expected to throw all garbage into a provided garbage receptacle. Food is to be eaten in the cafeteria only. If you stay at school during your lunch period, please remain either in the cafeteria, library, or outside of the school building. Students are not permitted to loiter in hallways and washrooms.

Food delivery services are not permitted to enter the school building. Students having food delivered are expected to eat during their scheduled lunch and are not permitted to be late to class or to miss class due to food delivery.

Conduct in the Community

Please respect the private property of our neighbours in the community. Do not loiter or litter on neighbouring properties. Students who loiter, litter, or engage in any behavior contrary to our Catholic Code of Conduct in our community, will be subject to discipline from the school and/or Peel Regional Police.

Elevator Use

Should a student require the use of the elevator, the student will need to speak to the appropriate Vice Principal. Unauthorized use of the elevator may result in progressive discipline from administration.

Library Use

Students are encouraged to use the library on their free time. Students are NOT permitted in the library during class time unless permission has been granted by their classroom teacher. Students are reminded that the library is intended to be a place where students can complete schoolwork. Excessive noise and talking is not permitted in the library.

Students must always be in full uniform when using the library and **food/drinks are not** permitted in the library.

Lockers

Lockers are school property with students having temporary use only. Lockers are to be kept neat and clean and the materials displayed will respect the values and the moral tone of Notre Dame. Lockers are the property of the school and therefore, the Administration reserves the right to examine any locker at any time. Notre Dame black combination locks are **the only locks** approved for use in this school. A lock may be purchased from the school office/School Cash Online.

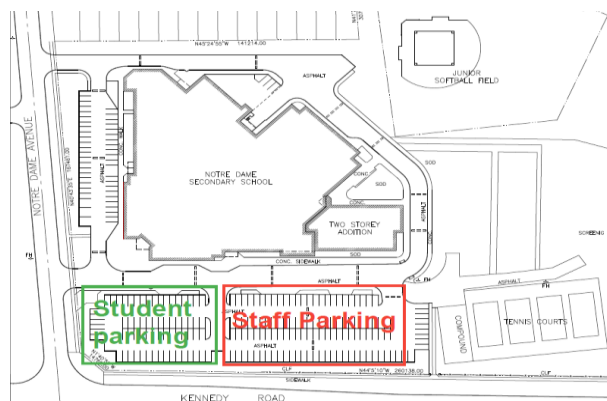
Reminders:

- Lockers are to be kept always locked
- Your homeroom teacher is the ONLY person to whom a student reveals their combination.
- The school is not responsible for any lost, missing, or stolen property
- You are expected to remain in the locker assigned to you and are responsible for reporting any damages to the office.

Deliberate damage will be repaired at your expense and will result in removal of locker privileges. You should always keep your locker secure. Due to the potential for theft, your combination should be kept confidential. The school cannot assume responsibility for lost or stolen articles. However, in the event of any difficulty, every effort will be made to assist. This may include police intervention.

Student Parking

Students must park in the designated “Student Parking Lot” at the lot side of the school (immediately off Notre Dame Dr across from the school driveway entrance). Students are not permitted to park in the staff parking lot. All students wishing to drive and park at school must complete a permission form and upon approval are to display a school administered parking pass in the window of the car. Students must exit their parked car immediately and are not permitted to hang-out in their cars while they are on school property. There is absolutely NO SMOKING OR VAPING allowed in cars that are on school property. Students who do not adhere to the parking rules and regulations risk fines, towing and/or loss of parking privileges. Notre Dame CSS accepts no responsibility for any damage to student cars and/or their contents.



School Trips

All school sanctioned field trips are considered part of the regular curriculum at Notre Dame Catholic Secondary School. Students on field trips are ambassadors of our school and they must conduct themselves accordingly. The Catholic Code of Conduct extends to all school events and field trips. Unless otherwise indicated, students are to be in full uniform. Any student that behaves contrary to the Catholic Code of Conduct will be disciplined accordingly.

The Board requires signed parental permission forms for any trip, and all students must provide all signed documentation before they will be included on any school trip.

Smoke-free Policy (includes Vaping)

Smoking/Vaping (or in possession of these items) in the school building or on school property will result in consequences.

The Smoke-Free Ontario Act prohibits smoking tobacco and vaping in the school building and anywhere on school property at any time, including after school hours. This law is applicable to students, staff and visitors alike. It is also against the law to share, give or supply tobacco products (i.e. cigarettes) to someone who is under 19 years old.

Offenders who refuse to comply with the law will be reported to the Region of Peel, Environmental Health Division. The fine for smoking on school property is \$305 and the fine for supplying tobacco to someone under 19 years old is \$365. Electronic cigarettes are also prohibited on school property. Students will be suspended for vaping or smoking on school property.

Transportation

It is **STOPR** that determines which students are eligible for bussing.

For all information regarding eligibility, bus stop times, stop locations and courtesy bussing policy, please refer to the following web sites: www.stopr.ca and www.businfo.stopr.ca.

For safety reasons, students being transported by bus will behave according to our Catholic Code of Conduct and allow the bus driver's full attention to be focused on the safe operation of the vehicle. Students who demonstrate poor or questionable behaviour on the buses will be subject to progressive discipline, up to, and including, suspension, and removal from bussing privileges.

Students are required to:

- Abide by the bus driver's instructions (includes staying seated, no food on the bus, etc)
- Abide by the Catholic Code of Conduct

In case of inclement weather, Student Transportation of Peel Region (STOPR), will decide whether it is safe for school busses to cover their routes. All cancellations will be posted on the board website (www.dpcdsb.org), www.STOPR.ca, the board Instagram and various radio and television stations. If transportation is cancelled, the school will remain open unless otherwise indicated. Ultimately it is the responsibility of the parent(s)/guardian(s) to determine whether or not it is safe for a student to attend school.

Valuables

Students are reminded to **never leave valuables, electronics, or money unattended**. Students are instructed **NEVER** to bring valuables into school change rooms, classrooms, the library or the cafeteria. Please make every effort to keep valuables or sentimental personal possessions at home. The school is **NOT** responsible for the loss or theft of any personal possessions on school property.

Visitors

To maintain an orderly and safe environment. Unauthorized visitors are subject to all regulations as outlined under the Trespass to Property Act. All visitors to the school, including parents, must report to the main office. Students from other schools, friends, and relatives, are not permitted on school grounds without consent from administration. Note: Notre Dame students are **NOT** permitted to visit other schools during the school day.

STUDENT CODE OF BEHAVIOUR

Respect For Self

All members of our community are expected to come to school free from the influence of alcohol and illicit drugs. The possession, use and/or distribution of alcohol or illicit drugs, on or off school property are prohibited under the Criminal Code. All school functions, on and off school property, will be free of prohibited items such as alcohol, vapes and drugs.

Respect For Others

Our Lord taught us to do unto others as we would have them do unto us. Let that be our guiding principle when we interact with others. Students are expected to use language that is appropriate to their dignity as Catholics and the dignity of others. Coarse, profane, or vulgar language or taking God's name in vain is unacceptable.

Human Rights

We have all been created equal. As such, we affirm the rights of all individuals, regardless of race, colour, place of origin, ethnic origin, citizenship, or creed, to be free from verbal or physical harassment and abuse. Abuse demeans us all, not just its victims. With this in mind, we are all encouraged to resolve our differences in a manner that preserves the safety and dignity of all.

Race Relations/Sexual Harassment

In keeping with the policies of the Dufferin-Peel Catholic District School Board, it is the goal of the staff and students of Notre Dame to create a non-threatening environment in which value judgments are not placed on differences in race, ancestry, colour, human rights, language, creed, or culture. In addition, we are a community in which all women and men stand in equal dignity. The achievement of equity within our school is a responsibility that requires the ongoing commitment of everyone.

A Racial Incident

A racial incident is any expression of physical, psychological, or verbal abuse that impinges on the human rights of another person. This includes racial, religious, or ethnic slurs, name-calling, insults, ethnic jokes, teasing, physical abuse, or violence.

Sexual Harassment - Policy Statement

The Dufferin-Peel Catholic District School Board is a Catholic educational community within which all children, women and men stand with equal dignity and value. To work and learn together as equals in a respectful, non-threatening environment is the right of all and fundamental to our Catholic philosophy.

The Board, therefore, expects that all its employees, students and volunteers will be free from sexual harassment. Sexual harassment is contrary to Catholic values and is illegal. The Board supports The Ontario Human Rights Code, which explicitly prohibits sexual harassment.

It is the responsibility of all members of the Dufferin-Peel community to conduct themselves in accordance with this policy to create and maintain an environment free from sexual harassment.

Definition Of Sexual Harassment

Sexual harassment is defined as any unwelcome sexual comment or conduct that intimidates, demeans, or offends an individual. Sexual harassment is an expression of power in a sexual manner.

Sexual harassment may include:

- Unwelcome sexual innuendo
- Unwelcome sexual advances
- Inappropriate body contact
- Request for sexual favours
- Display of exploitive material

Should an incident of discrimination, bias, racism, or sexual harassment occur to you at Notre Dame, please contact a staff member who will intervene, take action and try to correct the problem. The staff member will report the incident to the administrators and action will be taken.

Other Expectations Re: Harassment

In keeping with the basic Catholic values, students will not create, display, or post pictures or other materials which devalue people by appearance, sex/sexual orientation, race or ethnic origin, differing ability, religion, or another category.

Academic Honesty

Students must not plagiarize, cheat, copy or knowingly and deliberately present the language, ideas or thoughts of another individual as their own work. Consequences may include assessing a grade of zero on an assignment, test or exam. At Notre Dame, we emphasize respect and pride for one's own work and for the work of others. For this reason, cheating on tests, exams, and assignments is viewed as morally and academically unacceptable and may result in a mark of zero on that test, exam or assignment. Students who assist others in plagiarizing and/or cheating will be disciplined accordingly.

Respect For Property

School property is made available to all staff and students to enhance their self-development and learning. Textbooks, library books and other school equipment are all expensive to purchase and maintain. Everyone is encouraged to care for these tools of our education and to help keep them available for all students. Students are responsible for issued books. It is a student obligation to provide the replacement value of any lost assigned text. New textbooks will not be issued until past obligations are met. Theft, vandalism and willful damage is hurtful to all of us and will not be tolerated.

SAFETY

Accidents

It is imperative that the school be notified as soon as possible in the event of a serious accident that occurs either on school property and/or during a school-related activity or event. Once the school is notified of an accident, parents/guardians will be informed immediately. In the case of a serious accident, 911 will be contacted.

An Accident Report must be filled in at the Main Office for all accidents/injuries regardless of how small.

Child in Need of Protection

Teachers and other personnel in the employment of the Board must comply with the Child and Family Services Act regarding the reporting of a child that may be in need of protection. All staff is obligated to make a report the Children's Aid Society if they have reasonable grounds to suspect that a child is in need of protection.

Concussions

Students who sustain any type of head injury, on or off school property, are asked to report to the main office.

Fire Alarm & Drills

The continuous sound of the fire alarm signals all students and staff to leave the building, exiting by the closest, designated door. Students must move away from the building and entrance doors and may not return to the school until instructed.

Know what to do in the event of fire to avoid panic and fear. The following regulations are vitally important.

- Observe the signs in every room indicating the exits to be used.
- Leave the building when the fire alarm sounds.
- Walk quickly and quietly, do not run, or push and meet your teacher and class in the designated area!
- Keep driveways clear for all emergency vehicles.
- Remain outside for a signal to return (two bells)

Note: Causing a False Alarm or misusing any Fire Equipment is a Criminal Offence, and offenders Will Be Prosecuted to the Full Extent of the Law.

Lockdown Procedures 502.05

The school principal or designate will notify staff and students that they must initiate precautionary measures by announcing "INITIATE LOCKDOWN PROCEDURES" over the public address system, followed by the "unique audible signal".

When the announcement, "Initiate Lockdown Procedures" is heard, students and each staff member in charge of a group of students will take the following action upon hearing the above announcement:

- all students and staff inside the building should go to the closest room & close the door.
- all students and staff once in the room should lie on the floor away from doors & windows.
- all students and staff in the room are to remain on the floor until further instructions are provided.
- all students and staff that are outside of the building are to quickly move as far away from the building as possible and remain there until further instructions are provided.

Any staff member in the building who is not in charge of a group of students will secure the immediate area, move out of the corridors and into the closest room and follow the above instructions. Staff members outside the building will assist in ensuring that all the students that are outside are moved as far away as possible from the building.

Online Reporting

Please use the board online reporting system to report any issues that pose a safety concern to our community. Please use the link below or scan the QR Code. <http://bit.ly/2rrX71z>



Sabrina's Law

Sabrina's Law is the legislative response to the increase in allergic reactions (anaphylaxis) in the general population. Awareness, Avoidance and Action are the keys to preventing anaphylaxis. As a result, all food items are to be consumed in the school cafeteria only. It is imperative that the parents of students with severe allergic reactions report them to the main office. If a student has been prescribed an EpiPen, it is advisable that they provide one to the main office in the case of an emergency.

School Sports

Refer to the school website for sports that are offered during the fall, winter, and spring seasons and information about the Athletic fee.

Notre Dame Spectator Policy

Student spectators are encouraged to show their support at our home games must follow the expectations outlined below:

Spectator Rules

- Students are required to be in full uniform.
- No bags or headgear in the gym.
- Spectators must always remain seated in the bleachers. The playing area is out of bounds to spectators.
- NO FOOD or DRINKS in the gym.
- Students must leave the school premises immediately after the game.

INTERNATIONAL BACCALAUREATE PROGRAM

The International Baccalaureate Diploma Program at Notre Dame Catholic Secondary School is a comprehensive and rigorous two-year curriculum leading to examinations that meets the needs of highly motivated secondary school students between the ages of 16 and 19 years. A student who successfully completes the IB program is awarded both the IB Diploma and the Ontario Secondary School Diploma (OSSD) including the courses required for admission to university in Ontario.

The general objectives of the IB are to provide students with a balanced education, to facilitate geographic and cultural mobility, and to promote international understanding through a shared academic experience. Beyond intellectual rigor and high academic standards, strong emphasis is placed on the ideals of international understanding and responsible citizenship, to the end that IB students at Notre Dame may become critical and compassionate thinkers, lifelong learners and informed participants in local and world affairs, conscious of the shared humanity that binds all people together while respecting the variety of cultures and attitudes that makes for the richness of life.

The student who satisfies its demands demonstrates a strong commitment to learning, both in terms of the mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.

The Curriculum

International curriculum planners seek to ensure that the organization's educational aims are embodied in the structure and content of the program itself. The diploma is displayed in the shape of a hexagon with six academic areas surrounding the core. Subjects are studied concurrently, and students are exposed to the two great traditions of learning: the humanities and the sciences. The IB Diploma curriculum consists of six subject groups:

Group 1 - Language A1: English HL

Group 2 – Second Language: French SL

Group 3 - Individuals and Societies: History HL

Group 4 - Experimental Sciences: Chemistry HL

Group 5 – Mathematics SL

Group 6 –Elective: Biology SL



At least 3 and not more than 4 of the six subjects must be taken at the higher level (240 teaching hours); the remaining subjects are taken at the standard level (150 teaching hours).

Distribution requirements ensure that the science-oriented student is challenged to a foreign language and that the natural linguistic becomes familiar with laboratory procedures. While overall balance is maintained, flexibility in choosing higher-level concentrations allows the student to pursue areas of personal interest and to meet special requirements for university entrance

