

August 2017

Dear Parents,

As Principal of Notre Dame Regional Secondary I continue to be ever so impressed with the community as a whole. Any success that the school has achieved during my tenure here has truly been the result of a team effort. I believe in so many ways we continue to move in a very positive direction. There is undoubtedly still plenty of room to grow and we will continue to seek ways that will make Notre Dame an even better school tomorrow than it is today.

Please find attached some of the expectations related to school policy that will continue to be in place or will be added or amended as of the start of the 2017-2018 school year. Our hope is that by sending this out to families early we can avoid any unnecessary problems with respect to these policies. This notice, then, serves as the first clear communication to all of our students and their parents, as to what we will expect (and enforce) as of September 5, 2017.

It is important to note that, overall, the students responded exceptionally well this past year to most of the policies and expectations. As well, the support of the parent community has been outstanding. We are very optimistic with respect to the response of the majority of our students in areas such as academics, attendance, dress code and behavior.

It is with a renewed excitement and optimism that I look forward to working with the staff, parents and students throughout the upcoming school year. May God bless us all in our attempts to meet the needs of our students and maintain an effective and authentic faith and learning community. I look with favorable anticipation to the support of our school community when we begin again in September. Enjoy the summer break!

Please read the attached carefully and completely!

Yours in Christ,

Mr. R. DesLauriers
Principal

Notre Dame follows a **Progressive Discipline Model** that is intended to:

1. Make clear the policies and expectations related to student behavior (i.e. letters home, student handbook, ND Website, full school, grade level and individual meetings).
2. Make clear what the consequences will be when students make choices that violate one or more of the policies and/or expectations.
3. Communicate with the student and parent(s) if and when initial intervention strategies are unsuccessful and the undesired behaviors continue.
4. Put in writing clear stipulations when problems persist (i.e. probation, contract, etc.).
5. Include correspondence and/or meetings with the student and his/her parents to discuss the concerns related to the necessity of placing the student on probation or contract. Those meetings would take place prior to, during, and/or after the written documents have been prepared and would, in most cases, involve the GLC, the grade level Vice-Principal, and the Principal.
6. Give students an opportunity to learn from their mistakes, improve their behavior, make better choices, and remain at Notre Dame.

At Notre Dame, students may lose extra-curricular privileges, be asked to leave during the school year or told they will not be allowed to return the following year if there are serious and/or ongoing concerns related to:

1. **Behavior** – whenever a student is unwilling to adhere to school policy, uncooperative in or out of class, or disrespectful towards other members of the community (e.g. staff, students, neighbors, parents).
2. **Dress Code** – if a student refuses to comply with school expectations related to “appropriate” attire. That includes but is not limited to how they wear the school uniform, and if they choose to wear other clothing items not approved by the school.
3. **Attendance** – if a student is late to class or school without a legitimate reason or is absent from part or all of a class without permission.
4. **Grades** – if a student is failing two or more courses and, in the opinion of the classroom teacher, it is related more to attitude, effort and/or behavior as opposed to ability.

A student may be put on probation and contract, lose school privileges and, if problems persist in any one of the areas listed above despite school intervention, lose the privilege of attending Notre Dame.

Please note the following related to certain policies that apply to all of our students:

Late Procedures (Revised)

Consequences for being late (**unexcused**) will include the following:

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| 1. After 5 cumulative lates | 1 hour school detention and a letter sent home |
| 2. After 10 cumulative lates | 3 one hour school detentions |
| 3. After 15 cumulative lates | Meeting with the student, probationary letter sent home. One letter signed by the student and a legal guardian |
| 4. After 21 cumulative lates | Meeting with a legal guardian and student and a contract sent home. |
| 5. After 24 cumulative lates | Student may be asked to leave the school, may lose grad privileges, etc. |

Students who are late but who have a legitimate reason (required note or phone call from a legal guardian) will, in most cases, be excused and the late arrival will not count towards their record. Notes should accompany the student when he/she arrives at school. Phone calls should be made prior to or shortly after the students arrive at school.

Please note that students who are late to any class after first block must first check in at the main office to retrieve a late slip. As well, any student who is late after lunch (unexcused) will receive an automatic 30 minute detention after school.

Dress Code Changes and/or Reminders

Reminder: Cambridge Uniforms is our supplier. To avoid challenges regarding wearing inappropriate or unacceptable items, parents are advised and encouraged to purchase the main items (pants, kilts, skorts, shorts, dress shirts, etc.) only from Cambridge.

1. Kilt and Skort length expectations remain the same (4-inches for kilts; 5-inches for skorts). Girls who fail to comply may be asked to purchase school pants (from Cambridge Uniforms) or wear closed toe tights (navy, black or grey) for a portion of or the entire school year. Girls will lose the privilege of wearing a kilt/skort if and when they are deemed to be repeat offenders (and have been warned).
2. Blouses/Dress Shirts must be tucked in regardless of the bottoms being worn (kilt, skort, shorts or pants). Golf shirts do not have to be tucked in.
3. **Notre Dame strongly recommends that all families purchase their school pants from Cambridge Uniforms.** It is the only way to ensure that your son is wearing the proper style dress pants (as opposed to slim/skinny or casual/cotton pants) and color of pants (Cambridge Grey or Navy Blue). Those who choose to do otherwise are encouraged to have the pants approved prior to making a final purchase (i.e. bring them in as opposed to wear them in).
4. **Runners or other casual shoes** worn with the summer dress code should be either

black, blue or white (base color). Shoes that are a different color or multi-colored are not permitted. **At no time are flip flops or sandals allowed to be worn at school.**

5. **Socks** must be worn at all times with the formal and summer dress code and must be visible without the student having to take off his or her shoes. With the formal dress code, boys' socks should be white, black, or dark blue. Girls' socks (black, navy or grey) should be close to or just under the base of the knee. Again, those girls who, despite being warned, are deemed repeat offenders regarding how socks are worn, may lose the option of wearing socks. If that occurs, those girls would have to wear closed toe tights for a portion of or the entire school year.
6. **Hair:** It is expected that all students will maintain proper grooming with respect to their hair. At all times, length must be at a reasonable and moderate length. Generally speaking, for boys, that means that the back lengths will not exceed the shirt collar and hair, at all times, will remain off of the face. Notre Dame will not permit any radical hairstyles; that includes but is not limited to Mohawks and faux hawks. Students are not to dramatically change their hair color or dye their hair unnatural colors.
7. **Jewelry** must be in good taste and subdued in nature. Earrings, while permitted, must be either a stud or a small ring. **No other facial and/or body piercing rings are permitted.** Final decisions on this matter are at the discretion of the administration.

Miscellaneous Items

1. **Extra-Curricular Policy** - Students who are absent from school on the same day they are supposed to represent the school in one or more extra-curricular activities will, in most cases, not be permitted to participate in those activities. This applies to students who may be sick, tired, or at home with permission. **All students must arrive at school before the end of the first block in order to maintain eligibility with respect to participating in school-sponsored extra-curricular activities on that same day.** This does not apply to students who are honoring an appointment or may be representing the school off campus. In both of those instances, it is important that the school be informed in advance and that the student make every effort to miss the least amount of school on that day. Other situations that may arise will be reviewed and then decided on at the discretion of the administration.

It is always safest to check with the school, whenever possible, before making the decision to allow your children to miss school on the day of a practice, rehearsal, game, or performance.

2. **School Locks** – Notre Dame will provide locks for all grade eight and other new students at the start of the new school year (to be distributed during Homeroom on September 8). All registered students have already paid for the lock. Replacement or extra locks will be available for \$10.00. Only school issued locks will be allowed on assigned lockers. Non-school locks (on assigned lockers) will be removed at the expense of the student. All students must have a lock on their lockers.

3. **Cell Phones** - The policy regarding electronic devices, including cell phones, will be amended for the 2017/18 school year. Parents and students are asked to note the following:

Please be advised of an impending policy change involving **students in grades 8 and 9** as it pertains to cell phone usage.

Following consultation with specific SLOs (School Liaison Officers), principals in other CISVA secondary schools, and the current reality that exists at Notre Dame, there seems to be a rather large spike in terms of social media challenges in the younger grades across the board.

It has been discussed and recommended that schools strongly consider amending current policies regarding cell phone use at school. In other words, minimize access while at school. Though there are a number of ways to do this, it would be far easier to manage that during class time as opposed to during break or lunch.

Therefore, beginning in September all student cell phones will be collected at the start of every class, with the exception being if students are being asked to use them as part of a lesson.

Miscellaneous Items:

- Students will still have access to their personal cell phones in-between classes, at break and at lunch.
- Students may choose not to bring a cell phone into class
- In the event of an emergency, parents/guardians are asked to contact the main office (the old fashioned way) if they need to contact one or more of their children during class time.
- Students may get permission to use a school phone (or their own cell phone) if and when it is deemed necessary.
- Teachers of **students in grades 10-12** may also collect phones at the start of class, though, at this time, it will not be made mandatory. By showing our senior students this respect, we expect their behavior in class (as it pertains to phones) to reflect appreciation and responsibility. **If problems in those grades are ongoing during the first term, it will likely result in a school-wide policy to collect phones at the start of every class.**