



# *Notre Dame Collegiate*



Established 2000 A.D.

*“Home of the Timberwolves”*

## **2018-2019 STUDENT HANDBOOK**

1500 High Country Dr. NW  
High River, Alberta T1V 1T7  
Telephone: (403) 652-2231 Fax: (403) 652-1576  
Web site: [www.notredamecollegiate.ca](http://www.notredamecollegiate.ca)

Mr. Paul Dunphy, Principal  
[pdunphy@redeemer.ab.ca](mailto:pdunphy@redeemer.ab.ca)  
Mrs. Jodi deKlerk – Vice Principal  
[jdeklerk@redeemer.ab.ca](mailto:jdeklerk@redeemer.ab.ca)

### **This agenda belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

TAP: \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

**Parents:**  
***I have read the 2018-2019 student handbook:***

\_\_\_\_\_  
**Parent Signature**

# GENERAL SCHOOL INFORMATION

## TELEPHONE DIRECTORY

Main Office.....403-652-2231  
 Fax Line.....403-652-1576

<b>NDC TIMETABLE 2018-2019</b>			
<b>Monday - Thursday</b>		<b>Friday</b>	
Warning Bell	<b>8:30</b>	Warning Bell	<b>8:30</b>
TAP	<b>8:33 – 8:41</b>	Attendance & Prayer	<b>8:33 – 8:41</b>
Block 1	<b>8:44– 9:59</b>	Block 1	<b>8:43– 9:37</b>
Reading Flex	<b>9:59 – 10:19</b>	Block 2	<b>9:39 – 10:33</b>
Block 2	<b>10:22– 11:37</b>	Block 3	<b>10:35 – 11:29</b>
LUNCH	<b>11:37 – 12:19</b>	Block4	<b>11:31 – 12:25</b>
Warning Bell	<b>12:15</b>		
Block 3	<b>12:19– 1:34</b>		
Self-Directed Learning	<b>1:36 – 2:01</b>		
Block 4	<b>2:04– 3:19</b>		

<b>NDC TIMETABLE – <i>ALTERNATE</i> (when we have an assembly or special events) 2018-2019</b>	
<b>Monday - Thursday</b>	
Warning Bell	<b>8:30</b>
Attendance & Prayer	<b>8:33 – 8:41</b>
Period 1	<b>8:44 – 9:52</b>
Period 2	<b>9:55 – 11:04</b>
Period 3	<b>11:07 – 12:16</b>
LUNCH	<b>12:16 – 12:58</b>
Warning Bell	<b>12:55</b>
Period 4	<b>12:58 – 2:07</b>
Period 5	<b>2:10 – 3:19</b>

## **OUR MISSION:**

As an evangelizing school division, in partnership with the family, we will deliver an authentic Catholic learning experience by creating a foundation of faith and knowledge in a warm, caring environment to guide all students to appreciate the goodness of all creation and to meet the challenges of life with hope and confidence.

As we strive to achieve our mission we will:

## **OUR VISION:**

Let the Truth of Christ and Knowledge of God's Creation be experienced by and manifest in the students, staff, parents and supporters of our Catholic School Community. To fulfill our mission and vision we will be at all times guided by;

## **OUR FUNDAMENTAL BELIEFS:**

### *Dignity of the Individual Person*

The infinite value of each person in God's eyes must be reflected in all that we do. This calls for respect in all relationships.

### *Catholicity*

As Roman Catholics, we accept the teaching of the Magisterium of the Church. Our Catholic Faith permeates all that we do. Our schools become faith communities when staff and students give witness to their faith. Jesus is the source of our morals and values. Prayer is essential.

### *Instructional Focus*

The educational needs of all students must be met in a manner that does not deprive others of access to good education within a safe environment. We believe the family is the fundamental unit of society and that parents are the primary educators of their children.

### *Accountability*

The Board of Trustees is accountable to the Bishop of the Diocese of Calgary, the Minister of Learning, our parents and supporters. The Board provides direction to its staff and students. We are called to be faithful stewards of God's creation.

## MISSION STATEMENT

*“Notre Dame Collegiate nurtures in students a love of Christ and a commitment to Catholic ideals. Our staff is dedicated to supporting students in their pursuit of excellence in academics, extra-curricular activities, and service to the community”.*

As we nurture in students a love of Christ and a commitment to Catholic ideals, we appreciate parent support in having students participate unconditionally in the prayer life of our school. Common expressions of our faith that are important for students to respectfully participate in are Masses, Liturgies, and daily prayer. Our fundamental purpose, our mission, is to provide a well-rounded education which provides the opportunity and support necessary to grow in Faith, Knowledge, Skill and Service in the classroom and community.



### **Latin Motto: Spiritu et Veritate**

In John's Gospel (4:23-24), we are taught that we must worship "in spiritu et veritate." We must worship *in spirit and truth*. At Notre Dame Collegiate we commit ourselves to ensure that our faith permeates every aspect of our school. In every action, decision, lesson, interaction and relationship, we aspire to preach the Gospel. We will worship according to the practices of the Catholic Church and we will witness using Christ as our model.

### **Trinity of Catholic Education: Family, Parish, School**

Notre Dame Collegiate believes that the proper education of a student in a Catholic School involves an intimate partnership between the school, the family and the parish.

### **PARENTAL ROLE**

Notre Dame Collegiate believes that parents are the primary educators of their children. This makes it especially important that there is a positive relationship between the home and the school. Parents are encouraged to contact teachers in the event that they have concerns or ideas. NDC also has an active School Council that serves as a forum for the parent voice and an advisory body to the principal. Parents play a critical role in education and we are excited to work in partnership with the family to bring the gifts and talents of our students to fruition.

## **I. GENERAL INFORMATION**

### Important Dates:

Aug 28/18 - Picture Day  
Aug 30/18 - First Day of School  
Sept 06/18 – Opening Mass  
Sept 12/18 – Meet the Staff Evening @ 7pm  
Oct 04/18 – Thanksgiving Liturgy  
Oct 08/18 - Thanksgiving – No School  
Oct 09/18 – Professional Development Day – No School  
Oct 13/18 – NDC hosting 5pm Mass @ St. Francis de Sales  
Oct 25/18 - Picture Retakes  
Nov 01/18 – Take Our Kids to Work Day – Grade 9’s  
Nov 04/18 – Catholic Education Sunday – Mass @ St. Francis de Sales  
Nov 08/18 – Remembrance Day Service  
Nov 15 & 22 – Adoration and Reconciliation  
Nov 29/18 – Parent/Student/Teacher Interviews 1:00 – 9:00 pm  
Nov 30/18 - No School in lieu of PSTI’S  
Dec 06&07/18 – Advent Mass @ St. Francis de Sales (Junior High –Wednes., Senior – Thurs)  
**Dec 21/17 to Jan 6/18 Christmas Break**  
Jan 10/19 – New Year Liturgy  
Jan 21/19 – Last Day of Classes for Senior High  
Jan 22-30 – Semester 1 Exams / Junior High Regular classes  
Jan 31/19 - PD Day – No Students  
Feb 01/19 – Semester 2 begins  
Feb 18/19 - Family Day // Feb 19-20 - Faith Days // Feb 21-22 - Teacher Convention – No School  
Mar 6 13/19 – Ash Wednesday Liturgy  
Mar 21/19– Parent/Student/Teacher Interviews 4:00 – 9:00 pm  
Mar 22/19 - No School in lieu of PSTI’S  
Apr 16/19 – Stations of the Cross Liturgy  
Apr 18/19 – Holy Thursday Liturgy  
**April 19 to April 28/19 Easter Break – No School**  
May 1/19 -- Easter / Marian Mass @ NDC  
May 15/19 – Grad Retreat @ St. Francis de Sales  
May 20/19 - Victoria Day – No School  
May 25/19 – Grad Mass and Ceremony  
June 11/19 – NDC Awards Evening  
June 17/19 – Last Day of Classes for Junior/Senior High  
June 19-26 – Semester 2 and Final Exam Period  
July 02/19 – Summer School classes begin

\*\*Dates may change – in particular, all Mass dates need to be confirmed with Father James, the Pastor for St. Francis de Sales Parish  
Please see our newsletter and website for any changes  
<http://www.notredamecollegiate.ca>

# CHRIST THE REDEEMER CATHOLIC SCHOOLS CTR SCHOOL CALENDAR 2018-2019

ALL SCHOOLS EXCEPT – CENTRE FOR LEARNING @HOME AND ASSUMPTION SCHOOL

<p>6 - Civic Holiday 22-24 - New Teacher Orientation 27- Professional Development Days 28- Division Based PD Day 29- Teacher Preparation Day 30- First Day of School</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #808080; color: white;"> <th colspan="7">AUGUST 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td style="background-color: #FF8C00;">6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td style="background-color: #808080;">22</td><td style="background-color: #808080;">23</td><td style="background-color: #808080;">24</td><td>25</td></tr> <tr><td>26</td><td style="background-color: #FF8C00;">27</td><td style="background-color: #FF8C00;">28</td><td style="background-color: #FF8C00;">29</td><td style="background-color: #FF8C00;">30</td><td>31</td><td></td></tr> </tbody> </table>	AUGUST 2018							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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188 Instructional Days and 198 Operational Days





## A Message for the Youth

Prepare for life  
with seriousness and diligence.

Always remember that only if one  
builds,  
as St. Paul says,  
on the foundation  
which is Jesus Christ,  
will one be able to construct  
something really great and lasting.

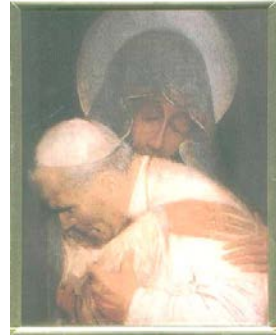
With the liveliness that is  
characteristic of your age,  
with the generous enthusiasm  
of your young hearts,  
walk towards Christ.

He alone is the solution  
to all your problems.

He alone is the way,  
the truth  
and the life;

he alone is the real salvation  
of the world;  
He alone is the hope of mankind.

Saint John Paul II





## **II. CODE OF CONDUCT**

### **PRAYER**

The fundamental principle of the NDC Code of Conduct, as reflected in and supported by Catholic teachings, is for every member of our school community to live our life as though it was a prayer. Every thought and action is to the greater glory of God. All our successes and struggles we offer to God. Every day we are commissioned to be the hands of God's love to humanity. In all situations, we are charged to bring the saving grace of Jesus to all those around us and to not squander one opportunity to be the best we can be.

### **POSITIVE/PLEASANT/POLITE**

In all interpersonal dealings, members of the NDC family are required to be positive, pleasant and polite. Individuals are expected to respond in the affirmative and to explore positive alternatives. All requests to students will be reasonable, and it is expected that students will respond to the best of their ability and as quickly as possible. A minimum of social courtesy is expected in all social interactions at NDC. Being polite is a basic courtesy extended to everyone at NDC.

### **PREPARED/PUNCTUAL/PRODUCTIVE**

Every student is expected to do their best in their academic endeavors.

To this end:

- Students must arrive in class with all the materials they require for the class instruction.
- Students are to arrive at class on time for instruction.
- Students are to use every minute of class time to complete the daily work prescribed by the teacher.

### **PARTICIPATE**

Students arrive at NDC with a variety of God-given talents. Students are expected to share these gifts freely to make NDC the best school it can be. Everyone is expected to contribute in meaningful ways to enhance our school culture. Participation in school activities enhances the quality of the NDC school experience.

### **PRIDE**

Students who take pride in themselves and in their school are students who strive to embrace every opportunity to be and do their best. Every action that students engage in should build pride in themselves and in their school.

### **SCHOOL ENVIRONMENT**

Students are expected to treat each other with kindness, gentleness and respect. In the same way, students are expected to be conscientious about keeping the school environment presentable. Some ideas related to this are:

- Keeping the school neat and clean at all times.
- Being careful to use school equipment appropriately.
- Cleaning up after themselves and others during the noon hour
- Keeping washrooms neat and clean.
- Damage to school property will not be tolerated.
- Outward displays of affection are inappropriate for our Catholic School setting.

### **STUDENT CONDUCT**

The Student Code of Conduct supports, and is supported by, the Alberta School Act, specifically section 7 which states: *A student shall conduct himself so as to reasonably comply with the following code of conduct:*

- be diligent in pursuing his/her studies;*
- attend school regularly and punctually;*
- cooperate fully with everyone authorized by the board to provide education programs and other services;*
- comply with the rules of the school;*
- account to his/her teachers for his/her conduct;*
- respect the rights of others*

The interpretation or application of a rule is determined by the teacher. Teachers determine their classroom routines and reinforce them, using escalating consequences to address and encourage appropriate behavior. Parents should expect to be contacted regarding classroom concerns. After classroom discipline has been exhausted, teachers may refer students for administrative intervention. A parent should first contact the teacher involved if they have any concerns about the application of a rule as it pertains to their son/daughter. In unresolved cases the principal will arbitrate and bring situations to resolution.

### **SUBSTANCE ABUSE**

Notre Dame Collegiate will not accept the use of tobacco, alcohol and/or drugs by our students. Consequences for alcohol and drug offences will be severe. Our primary goal is to provide enough education to the students and instil enough confidence and moral courage for students to make strong, wise decisions. Specifically, drug offences, including use, possession of paraphernalia, or distribution will result in a minimum 5 day suspension and possibly a recommendation for expulsion.

As tobacco possession and use, in any form, is illegal for students under 18 years old, students will be consequence accordingly for any use, possession or sharing of tobacco products. This includes vaping. Consequences may include mandatory educational intervention, detention and suspension.

### **III. SAFETY**

Every student at Notre Dame Collegiate is to be treated with respect and dignity. It is critical that our school community is safe and caring in order for learning to take place. Students should expect to be treated with compassion, understanding, and love. Failure to live up to these expectations will be addressed immediately and appropriately. Students who choose to treat others without the proper level of respect and who don't honour the dignity of the staff, students, volunteers and guests of NDC, will be counseled and/or consequence. Students who consistently fail to comply with this expectation may be suspended or recommended for expulsion.

Since every member of our school community must be treated with respect and dignity, it is essential that students recognize that this goes beyond the physical and applies to harassment or mistreatment of any kind. Verbal abuse, online posting, texts, intentional exclusion, spreading rumours, and any other type of mistreatment will be dealt with. In particular, situations that arise outside of school or school hours, such as Facebook postings, Snapchats or text messages, can have an impact on what happens in the school and may, therefore, be addressed with school discipline measures.

Students should take pride in the sense of community that exists at Notre Dame Collegiate and they should take offence to any actions that negatively impact that harmony. We ask that students accept responsibility when they have not lived up to expectations and that they actively try to make amends when a wrong has been committed. Our faith is based on taking responsibility for our actions and seeking reconciliation. Our school is a better place when we all work together to live as a Christian community.

Under no circumstances are students to have in their possession items that could jeopardize the safety and security of our school community. Possession of knives or weapons of any sort at school or in transit to or from school will be dealt with by school administration. Consequence will result regardless of whether the device is used or not. To ensure a safe school environment, students are asked to inform school staff immediately concerning any breach of school protocol in this regard.

### **ACCIDENTS**

In case of accidents or injury, the circumstances must be reported immediately to the supervising teacher or to the office. In more serious cases completion of an accident report form may be necessary.

### **EMERGENCY PROCEDURES**

NDC has an extensive and specific Emergency Response Plan. School protocols for school evacuations and lock downs, are communicated and practiced regularly. For the safety of everyone, students are to cooperate fully in the rehearsal of such events.

If students become acutely ill or are seriously hurt at school, staff will make every effort to contact parents at home or at work. Should these efforts fail, we will attempt to contact the "emergency contact" numbers you forward to us. Therefore, it is imperative that the phone numbers remain current. Please notify the office if your address or phone number changes. In the event that the emergency contact also cannot be reached, school personnel will conduct themselves as if acting in the capacity of a prudent and responsible parent.

#### **HEALTH SERVICES**

Students who become ill or injured during school hours are asked to report to the main office so that parents can be notified. The school will not send home any student without the parent or guardian giving permission. The school cannot administer any medication to students unless there is an emergency situation and the student is unable to administer the medication (ie EpiPen ).

The school needs to be made aware of any significant medical conditions so that proper protocols can be followed in the event of a medical emergency. Safety plans will be put into place when needed.

#### **VOLUNTEERS**

We appreciate parents volunteering to supervise field trips and to transport our students on extracurricular outings. With the cost of transportation soaring, the bussing costs alone would make most field trips, tournaments, and sports programs too expensive. School board policy requires that all volunteer drivers annually submit a driver's abstract and proof of insurance with \$2 million in liability coverage. The associated costs will be reimbursed by the school. Volunteers will also be required to get a Vulnerable Sector Criminal Record Check. Kindly allow 1 week for the local RCMP to do the check. There is typically no cost for school volunteers.

#### **VISITORS TO THE SCHOOL**

Parents and visitors are to report to the receptionist located by the main entrance to sign in and read the school's safety regulations. This procedure enables us to minimize disruptions to our programs and ensures the safety of our students. Student visitors, after checking into the office, will be supervised in the main office area while at NDC. Student visitors are welcome at lunch time only.

### **IV. STUDENT REGULATIONS**

#### **ATTENDANCE**

Regular attendance has a direct correlation to academic success. Students are expected to be present, in mind and body, for each and every class. Where a student is unable to attend school due to illness, appointment or for other unavoidable reasons, we require a parent/guardian to inform the school of the absence. Ideally, parents will inform the school in the morning if a student is going to be absent that day and the reason for the absence. Students who are absent from school are responsible for making sure that they complete the work missed in class. Also, tests will be written upon the student's return to school unless otherwise arranged with the teacher.

Students who are absent without being excused by their parent will be deemed truant and will be counselled and/or consequenced as a result. Student lates will also be dealt with as a discipline issue. Students will serve detention time before/after school and during the lunch break until the missed time is made up. Continued defiance of the schools expectations for attendance may also result in escalating suspensions of the student and could lead to intervention of the Attendance Board which may hold parents accountable for the poor attendance of their child.

When students are in attendance at school, and where they must leave for a pre-arranged appointment, a note, email or phone call giving parental permission must be received by the receptionist. Students will not be allowed to leave the school without prior parental permission.

Students who are absent from school will be ineligible for extra-curricular activities on that day.

**Expectations of School Personnel:**

School administration and staff will support parents in helping students fulfill their attendance obligations as outlined in the School Act, Part 1 Section 7.

*“A student shall conduct himself so as to reasonably comply with the following code of conduct:*

*a) attend school regularly and punctually”*

Specifically, teachers will keep accurate and up-to-date attendance of each class. Parents can expect to be notified by the teacher or administration if attendance or lates are becoming a problem. Parents should also expect to be notified to confirm student absences by the front office in a timely manner.

**Expectations of the Parents:**

- Parents will support their children in responsible attendance at school.
- When it is impossible to have the student attend school because of a pre arranged appointment that cannot be made outside the school day, or if the child is too ill to attend school, parents must – prior to, or on the day of the absence - account for their child by making a phone call or sending a note apprising the school that the student is under the supervision of the parent.

**Expectations of the Student:**

- Students will only be absent when it is impossible for them to be in attendance and they will make every effort to be in class on time.
- Students are to remind their parents that contact with the school must occur prior to, or on the day of the student absence from school.
- Students will complete all work and make up all assessments missed in their absence.

**Attendance Intervention Protocol**

1. Where deemed necessary by the subject teacher, a discussion will take place with the student regarding an attendance concern and time may be made up outside class time.
2. If the attendance concern persists, and where deemed necessary by the subject teacher, a phone call will go home from the subject teacher indicating an attendance concern.
3. If the attendance concern persists, and where deemed necessary by the subject teacher, a referral on the attendance concern will be forwarded to school administration. A meeting will be arranged with school administration, parents and the student to discuss the attendance concern and appropriate consequences will be enforced.
4. Where deemed necessary, an attendance contract will be signed by the parents, student and school administration.
5. Continued attendance issues beyond this may result in a referral of the family to the Attendance Board, escalating suspensions, student withdrawal from Notre Dame Collegiate or a recommendation for expulsion.

**PROCEDURES TO FOLLOW WHEN ABSENT**

When a student will be absent from school, parents are to notify the school by calling the attendance line at 403-652-2231. This line is open 24 hours a day and parents are asked to leave a message. If students know in advance that they will be absent it is their responsibility to make arrangements with their teacher regarding coursework, assignments and exams.

**PROCEDURES TO FOLLOW WHEN LATE**

Students who are late for class, either in the morning or afternoon, must report to the office and obtain a late slip. Students will provide a parental note indicating a prearranged appointment as an excuse for lates. All unexcused lates will be tracked through the office. Three unexcused lates in a calendar month will result in administrative intervention with detention/suspension being a reasonable escalating consequence.

**PERMISSION TO LEAVE SCHOOL**

Any student wishing to leave the building during school hours due to illness, or a prearranged appointment must receive permission from the office and their parents and sign out. In cases where a written note from parents is not provided, parents will be contacted before the student is allowed to leave the school. In rare cases that parents cannot be contacted, the situation will be referred to School Administration. A student leaving the school without following this protocol will be considered truant. It is critical that we have an accurate accounting of who is in the building in case of emergency.

### **NDC DRESS CODE**

"Do you not know that your body is a temple of the Holy Spirit within you, whom you have from God, and that you are not your own? For you have been purchased at a price. Therefore glorify God in your body." (1 Cor. 6:19-20)

#### **PURPOSE:**

The Notre Dame Collegiate dress code is in place to respect the socially accepted standards of decency and modesty as befitting a Catholic school environment. The code was drafted by a committee of administrators, teachers, parents and students and encouraged by the School Council.

#### **FUNDAMENTAL PRINCIPLE:**

The Notre Dame Collegiate dress code aims to ensure that appropriate clothing is worn; clothing does not draw undue attention to one's self or cause others to be distracted from their lessons. The code helps answer the question, "If Christ walked in the room right now, would the way I'm dressed be appropriate and non-offensive to him?" Staff will address infractions and students will give a positive response to dress code requests.

#### **GUIDELINES:**

Students are expected to self-direct themselves in ensuring dress code requirements are met. Although this is not an exhaustive list, some general guidelines include:

#### **SPECIFICS:**

- Slogans or images that contravene the student code of conduct such as those that refer to smoking, drinking, drugs, alcohol, violence or sex are not to be worn.
- Slogans or images that are contrary to our school culture such as those that refer to anything deemed demeaning, illegal, immoral, satanic or irreligious are not to be worn.
- No midriff or back is to be exposed when standing upright.
- T-Shirt neckline is the standard for all tops.
- Headgear and sunglasses are not to be worn indoors.
- No underwear, including bra straps and boxers, is to be exposed.
- Skirts and shorts must be long enough that they reach the mid-thigh region of the leg.

In the event of a dress code violation, students may be asked to change into their gym strip or an alternative set of clothing may be supplied by the school. In many instances this may be as simple as putting a sweater on. In the case of repeated infractions, there will be parental contact and disciplinary action could ensue.

### **CELL PHONES / IPods / ELECTRONIC DEVICES**

Electronic devices are an important tool and a growing part of our everyday existence. They also create issues in the school and classroom, and there is a growing body of research regarding the negative social, health and learning consequences associated with overuse or misuse. Ultimately, *responsible use* of these devices is the goal for our students. Responsible use includes not using the camera and video features during school hours due to F.O.I.P. concerns; not using cell phones as a tool for mistreatment of others; storing devices in lockers rather than the changeroom; and not allowing the electronic devices become a distraction for studies. Cell Phones, Ipods and other electronic devices are to be turned off during instructional time unless their teacher has instructed them otherwise. Phones must remain in the classroom when students leave for the washroom/fountain. Having been made aware of the expectations, students must understand that teachers will confiscate electronic devices that are not turned off and either return them at the end of the day or arrange for parents to collect them. Repeated occurrences will be considered defiance and this will become a discipline issue for administration to deal with.

Parents, please note that we have found the majority of messages students receive during class time come from their parents. Contact with students and messages can be facilitated by the front office. Please call 403-652-2231 and we would be happy to pass along any message without disrupting learning.

### **COMPUTER USE**

Computers are often used by the students for the purpose of writing, creating presentations, design, and research. Students have access to computers in the two dedicated labs and the mobile labs. They also have access to laptops and desktops in the library. The wireless system in the school allows students and guests access to the internet. All students and staff are required by the Board to adhere to the Acceptable User Policy (AUP) in utilizing the school's computers or wireless system.

Inappropriate computer or internet use may result in restrictions or loss of privileges. Any parental concerns with computer/internet usage should be directed to administration and appropriate actions will take place to restrict access.

## **V. STUDENT SERVICES**

### **COUNSELLING SERVICES**

Students at Notre Dame Collegiate can find support for personal, peer and family issues, as well as, career and post-secondary planning support through a variety of resources in the school. Personal and family counselling can be accessed through our **Family School Liaison Worker**. This past year, we made an addition to our student services through the Connections position. Our **Connections Worker** provides reactive and proactive interventions to student social, discipline and/or attendance issues. We also work with Healthy Hearts and Minds to provide more support in the area of mental health and wellness. Students in each grade will experience opportunities to explore Careers and Post-Secondary programs. Our **Career and Post-Secondary Counsellor** will serve the students through group presentations and one-on-one meetings. This year, each student will be establishing a MyBlueprints.ca profile to help with their planning for high school and beyond.

### **HEALTHY SCHOOL INITIATIVE**

Many factors contribute to a student's ability to learn. Proper sleep habits, hydration and nutrition are essential elements in creating the context within which the brain works best. The School Council and staff at NDC have spent several years bringing in a Healthy School culture. From Monday to Thursday, students have access to healthy hot lunches, sandwiches, salads, and other snacks in cafeteria. A vending machine with food and beverages is also stocked according to Alberta Healthy School guidelines.

Students will be permitted to eat healthy snacks and bring healthy drinks into class as a general rule. Students may lose this privilege if the food/drink becomes a distraction or if students aren't responsible in disposing of trash/recycling. Students will not be permitted to bring food and drink counter to our healthy foods initiative into classrooms.

### **LIBRARY**

Founder's Hall is the Library at NDC. The Library has evolved into more of Learning Commons approach to research, collaboration, small group instruction, online study and quiet review. A large collection of fiction books for student use are housed in the Library along with a number of non-fiction, reference materials. Students have access to laptops and desktops in order to access reliable research materials.

### **LOCKERS**

Each junior and senior high student has the option to be assigned a locker. These lockers are school property on loan to the students and school administration has the authority to examine their contents at any time. Students are asked to maintain their lockers in a neat and orderly fashion (no stickers or inappropriate pictures). Students are to gather their materials such that they do not have to return to their lockers between classes. Students are only to use locks supplied by the school. Please don't share your combination.

### **LUNCH BREAK**

Notre Dame Collegiate is an open campus and students are free to leave the grounds during lunch provided that they return by the predetermined time for the afternoon warning bell. If a parent desires for their son/daughter to not leave the campus during lunch break they are to contact the school to specify their desire for such an arrangement. Cafeteria services are provided for students Monday through Thursday.

### **NEWSLETTERS**

The *Notre Dame Collegiate Courier* will be emailed to families and posted on our website. Visit the website, however, for the most up-to-date information including the daily announcements.

### **PARKING**

All parking spots in the front parking lot are reserved for school staff and visitors. Students are asked to park in the back parking lot. Signs indicating areas off limits to parking are clearly indicated. Students are expected to drive cautiously on school grounds. Failure to comply with school expectations regarding parking and driving will result in the loss of parking privileges on school property.

### **SACRAMENTAL PROGRAM**

All of our students are invited to partake in sacramental preparation. Catholic Junior High Students typically receive the Sacrament of Confirmation while attending NDC. Students who have not received the Sacraments of Baptism, First Communion or Reconciliation before attending Notre Dame who have a desire to receive any of these sacraments should speak with their TAP teacher, Religion teacher or one of the administrators. Sacramental Preparation Classes take place through the parish so parents need to register their children for the sacraments at St. Francis de Sales Parish. (403-652-2203)

### **STUDENT AGENDAS**

Considering many students now use their cell phones or other technology as personal organizers, we are not ordering agendas for every student.. We encourage parents to help their children with whichever means that their child is using to keep their tests, assignments and homework organized.

### **STUDY PERIODS**

Some High School students may have study periods within their timetables. All students are expected to engage in school related materials during their study periods. Grade 12 students may exercise the option to leave campus on their study period, but only after reporting to the office to sign out of the school. This process is very important to update the school attendance roster in case of an emergency.

### **TEXTBOOKS AND SCHOOL SUPPLIES**

Students are required to supply their own pencils, pens, paper, and other such supplies. Textbooks are supplied by the school and become the responsibility of the student. All students are expected to take proper care of their textbooks. Students who deface or lose textbooks will be expected to pay replacement costs. Other specific supplies necessary to purchase will be requested by the teacher as the course begins.

### **FEES**

School fees have been eliminated or greatly reduced by the current government. General school fees no longer exist. Students, however, may be required to pay additional fees for specific clubs, teams and programs. Fees are assessed based on the various costs for transportation, supplies or activities related to the various programs. Programs are designed in such a way as to minimize the costs while maximizing the opportunity. Whether it is a team fee or a field trip, we never want financial difficulty to stand in the way of a learning opportunity. If financial hardship becomes a deciding factor in taking part in a school-based activity, please contact the school administration.

### **TEACHER ADVISORY PROGRAM (TAP)**

#### **DEFINITION:**

The NDC Teacher Advisory Program (TAP) is a system that formally structures significant links between teachers and students.

#### **GOAL:**

Teacher advisors will provide significant support to students during their NDC career through:

- . participation in prayer and faith development
- . participation in school activities.
- . participation in community and school service
- . pursuit of personal and academic goals

#### **STRUCTURE:**

- . Same grade groupings of no more than twenty students will be assigned to a teacher advisor. TAP groupings will stay intact for the duration of a student's school career at NDC.
- . All teaching staff, teacher assistants, secretarial staff, and custodians will be linked to a TAP and offer support to the TAP group.
- . TAPS will meet at the beginning of each day and at designated extended TAP meetings at various times during the school year.
- . Morning meetings will involve national anthem, prayer, announcements, promotion of school activities and events, and planning of TAP sponsored events.
- . Each student will be responsible for ten hours of community service each year. Service projects and hours will be tracked through the TAP advisor. At grades 10, 11 and 12 these hours will fulfill the service hours obligation for participation in the school sponsored Cap & Gown graduation ceremonies.
- . Each TAP will belong to one of two intramural houses (Grey Wolves & Black Wolves). The NDC house system will encourage and provide an organizational structure for school events.



. Each TAP will be represented in the Student Government Group through participation in the Student Leadership Council. The Student Leadership Council will organize and promote school wide activities to enhance school culture.

### **STUDENT LEADERSHIP COUNCIL – VOICE**

Student leadership makes a valuable contribution to our school culture. The focus of Student Leadership is reflected in the mission statement:

*“Within the context of our authentic Catholic school culture, and keeping in mind the Notre Dame Collegiate Mission Statement, the Student Leadership Council will promote student activities that positively impact the Notre Dame Collegiate School culture”.*

The organizational structure evolves from year to year, however, VOICE provides opportunities for students to learn about leadership and planning towards goals. This past year, the group was divided into three groups: Events Coordination, Me to We – Social Justice and Fundraising, and Inclusive Community Building which included the YCAT (Youth Cultural Ambassador Team).

The opportunity to get involved will be promoted during the opening weeks of the school year with leadership training (retreat) taking place in the Fall.

### **VI. TRANSPORTATION**

Southland Transportation is the contracted bus line that serves our school community. All transportation queries should be directed to the Divisional transportation officer at 938-2659.

#### **SCHOOL BUS**

**Student Rights:** Students have the right to use the school bus to and from school and to be free from any disruptions, distractions, or conduct which may jeopardize their safety and well being. Any transportation related issues should be relayed to the Divisional transportation officer at 938-2659.

**Student Responsibility:** Students will conduct themselves in an appropriate manner to ensure the safety and well being of all passengers. Students will comply immediately with requests made by bus drivers. Students riding on the bus must remember that they are responsible for their conduct to the bus driver and through him/her to the principal of the school. Violation of any of these rules may lead to a bus suspension.

- The driver is in full charge of the bus and his/her directions must be obeyed.
- The driver will report any misconduct to the principal of the school, who will take appropriate action.
- The driver may assign specific seats to students at any time.
- While the bus is in motion, pupils must not extend arms or heads out of windows, try to get on or off the bus, or move about within it.
- Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
- While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others including the driver.
- Pushing, fighting, smoking and the use of obscene language on the bus are strictly forbidden.
- Students must not distract the bus driver.
- Students causing wilful damage to a bus will be held fully accountable.
- When leaving the bus, students must observe the instructions of the bus driver. They should not cross the road without a clear view in both directions.

#### **BUS LOOP**

Notre Dame Collegiate is fortunate to have a “drop off bus loop” for buses and parents. Please enter this loop from the west entrance and exit from the east. Moreover, please do not leave your car unattended as it causes a backup of cars waiting to use the loop. Parents are reminded that from 8:15 to 8:50 am and from 2:30 to 4:00 pm the bus loop is reserved for buses only. Please arrange to pick up/drop off in the morning or afternoon on the street in front of the school or in the back parking lot, to avoid getting caught by the buses. Once the buses are in the loop, they are not permitted to move to allow a vehicle in/out of the loop. It is also important that we respect our neighbors near the school by not parking in front of driveways.

## **VII. ACADEMICS**

### **HIGH SCHOOL REDESIGN**

Having joined Phase III of the High School Flexibility Enhancement Project – now known as High School Redesign – NDC was able to bring in some exciting and meaningful changes to how we engage and support student learning. The two major changes made for NDC involve our Reading Block and Self-Directed Learning Block.

**Reading Block** – after Block 1, the entire school stops and spends 20 minutes engaged in personal reading. Educational research supports that increased reading for pleasure has a direct impact on academic success. Classroom libraries have been created to provide students with high quality books of interest. Students may bring their own reading material to this time as well.

**Self-Directed Learning Block** – The overarching goal of this time is to ignite and stoke a passion for learning. A menu of sessions is created through the input of staff and students. Students decide which week-long session to attend or they may create their own independent inquiry project. The menu provides opportunities for extra help and enrichment, sessions of pure interest, exposure to programs, and the development of the skills and habits necessary for improved learning. This aspect of our redesign is very much in the process of evolution as we identify the best ways to engage our students in meaningful learning. There is Powerschool access for students to sign up for sessions and for parents to track which sessions are being attended. Also, a link to the slideshow of upcoming sessions is available on the school website for your perusal.

### **POWERSCHOOL – ACADEMIC REPORTING**

Christ the Redeemer Catholic Schools uses a student information system called Powerschool. One of the great features of this system is that it provides students and parents with access to student grades, assignments, announcements and attendance. As a result of this 24/7 access to student information, we have moved away from the monthly progress report and reduced our reporting periods to two (February – Semester 1 and June – Semester 2).

Parents will be provided with login and password information at the beginning of the school year so that you can have full access. Parents and students can set up Powerschool to provide regular progress reports by email. Families without computer/internet access are asked to inform the school that a paper copy of progress reports is needed. We will happily send home progress reports on a regular basis.

Having this constant communication with regard to student learning allows the student to take ownership of their grades and also provides parents with an opportunity to provide the support or motivation needed. As a school, however, we don't assume parental tracking online and we will be sure to inform parents of any academic or attendance issues or concerns that arise.

### **PARENT – STUDENT – TEACHER INTERVIEWS**

Parent-Student-Teacher Interviews (PSTI's) typically take place in November and April. We stress the advantages of having the student involved in the interview. Being reflective and providing some self-assessment allows the student to be a very important contributor to the conversation. These evenings provide a great opportunity for the family and school to work together to assure student success, however, parents and teachers are encouraged to touch base and set up meetings throughout the school year to address any concerns or questions that might arise.

### **PERMEATION OF FAITH**

Permeation of Faith is an essential component of a Catholic School. The focus on Faith and discussion regarding the application of our Faith to our lives spans all subject areas. Our Faith also permeates all the interactions that take place in the school. "Teach the Gospel always and use words when necessary" speaks to how the culture of our school reflects our commitment to Catholic ideals and love of Christ.

### **RELIGIOUS PARTICIPATION**

As a Catholic school, religious education is an integral part of our school day and all students participate in compulsory religious classes. All students are expected to participate in, and be respectful of, our religious education program, daily prayer, Masses, and several liturgical services over the course of the school year. By graduation all students must successfully complete Religious Studies 15, 25 and 35 – one class for each year they are registered at Notre Dame Collegiate.

### **PHYSICAL EDUCATION - CURRICULAR**

As students make their way into PE at Notre Dame, hygiene and safety remain an important part of physical education. All students enrolled in Grades 7 – 9 will be asked to wear a gym strip as their PE uniform. The gym uniform includes shorts and a t-shirt with the NDC school logo. You can purchase gym uniforms in September and cheques can be made out to Notre Dame Collegiate. Gym strip information will be distributed by Physical Education teachers in the first week of school.

Students should have a separate pair of non-marking athletic shoes that are in good condition for P.E. Students will not be allowed with outdoor shoes in the gym. This helps ensure the quality of our floor and the safety of our children.

Please note that P.E. 10 is a mandatory course for all students to graduate high school in the province of Alberta. As well, all P.E. 10 students will become certified to perform C.P.R as part of the P.E. 10 Alberta curriculum. Students who are already trained will not be exempt from this valuable training.

The Physical Education Department will use participation and attitude as a major part of evaluation. It is expected that all students will change and participate in physical education at the mandatory grades. Students who fail to bring gym strip may borrow gym strip. Students who come to class unprepared may receive additional consequences including washing the borrowed gym strip.

Students may not use the gym or weight room unsupervised for safety reasons. This will be strictly enforced in the gym area. Students wishing to use the weight room must use it during supervised times or make arrangements with the athletic director.

Students are not to leave any valuable items in the change room during P.E. classes. In particular, cash and cell phones should be left in a locker and not in clothing or backpacks in the gym or changeroom.

### **TIMBERWOLF ATHLETIC – EXTRA CURRICULAR**

Notre Dame Collegiate offers a number of opportunities for male and female athletes. The following is a list of events at NDC.

#### **FALL**

Cross Country Running  
Grade 7/8 Coed Flag Football  
Golf  
Volleyball  
Tackle Football (Holy Trinity Academy)

#### **WINTER**

Basketball  
Badminton  
Curling  
Wrestling

#### **SPRING**

Track & Field  
Soccer  
Archery  
Ultimate Frisbee



A team can only be successful if it has well disciplined players. Players can only be well disciplined if they are aware of the expectations of the team. Being a Timberwolf athlete is a privilege that only goes to those who are continually mindful of their behavior, studies and most importantly acting as Christ taught us. Athletes are a representative of our school and must keep this in mind at all times.

Spectators, coaches, and athletes are to conduct themselves according to the NDC expectations that are articulated in the gym. Essentially we require all students and adults, regardless of their role, to be positive support of the event and those participants.

Players wanting to join a team must express interest in that team prior to or during the first week of practice to the coach. At the high school level, court time is at the discretion of the coach. Team fees are shared equally among players on that team in order to cover team expenses. Families with financial hardships should take advantage of the Jumpstart program which covers most or all of the fees associated with school sports. Forms are available from the office or the coach.

If there are any concerns or issues which arise regarding athletics, we ask that students/parents speak with the coach to resolve the issue. If necessary, the Athletic Director and school administration are happy to address the concern.

Parents wishing to drive other athletes must obtain a driver's abstract and a form from the office at NDC prior to driving the athlete to an event. This must be renewed every school year. The cost of the abstract will be covered by Notre Dame Collegiate. As well, athletes who can drive themselves **may not** drive other athletes.

Those students participating on the school teams represent the Notre Dame Collegiate Timberwolves. Coaches will select the players for their respective teams. Students must also be making satisfactory progress in their studies to continue on as a team member. Students whose attitude or behaviour is deemed to reflect poorly on the school or the Catholic nature of our athletics program may be removed from the team. As a general rule, students who are absent on the day of an athletic event will not be permitted to take part in that game or tournament.

Excellence in athletics is honoured at the end of each year with the Annual Awards Evening.

### **Athlete of the Year (Male & Female / Junior High & Senior High)**

The following criteria are used to determine athlete of the year:

- multi-sport athlete
- good academic standing, based on teacher recommendation
- represents NDC on and off the court in an exemplary fashion

### **Most Coachable Athlete of the Year (Male & Female / Junior High & Senior High)**

Nominees for Most Coachable Athlete of the year display qualities that focus on the spirit of the game, dynamics of teamwork and leadership, while consistently bettering themselves, and contributing to their team as a whole.

Athlete of the year and most coachable athlete of the year are chosen by the coaching staff of Notre Dame Collegiate

### **PROVINCIAL ACHIEVEMENT TESTS / DIPLOMA EXAMINATIONS**

Grade 12 students write diploma exams at the end of each semester in their core academic subjects. These exams, as of January 2016) count for 30% of their grade as awarded by Alberta Learning. Ninth grade students write Provincial Achievement Tests in June, in Social Studies, Science, Mathematics, and Language Arts. The exam dates will be made available to parents well in advance so parents can ensure their children are well rested, prepared, and are putting in adequate home study. In some instances P.A.T.'s also serve as the course's final exam.

### **ADVANCED PLACEMENT**

Students at Notre Dame Collegiate have the opportunity to prepare for and write Advanced Placement Exams in English Literature, French and Math. If the interest exists, we will pursue preparation programs for other courses including Biology, History and Art. The availability and structure of this program varies depending on student interest.

### **HOMEWORK**

In order for students to achieve their full potential, it is vital that they develop an organized and consistent homework program. Homework provides students with opportunities to practice newly acquired skills and concepts. It is an expectation that all assignments be completed neatly and promptly. Homework is of two kinds:

- Assigned homework which is presented to the students by the teacher and is to be completed by a given date. This homework reinforces learning and/or prepares students for upcoming learning activities.
- Home study, which students undertake on their own to enhance knowledge of the subject as well as to recall information taught previously.

Assigned homework will always be reasonable and meaningful. All homework will be designed for students to be able to complete without the need for assistance. If a student encounters problems with their homework or they are unable to complete their homework, we ask that they take a proactive approach and speak with their teacher before class to seek clarification or arrange for assistance.

Parents play a major role in homework completion simply by providing the encouragement, time, space and routine that are very helpful for motivation and commitment to quality work.

Students who fail to complete homework assignments may be asked to attend a Mandatory Study Session (MSS) in order to make up that work. These Mandatory Study Sessions take place at lunch hour. Consistent issues with work completion will lead to parent contact, meetings, and will eventually become a discipline issue dealt with by administration.

### **CREDIT REQUIREMENTS**

Grade 10's and 11's are required, according to Christ the Redeemer School Board Policy to carry a full course load. Notre Dame Collegiate School administration will provide for students the courses required to achieve an Alberta High School Diploma or specialized certificate of completion.

Grade 10 and 11 students who have an 85% average on their most recent report card, and have the support of school administration and their parents, may participate in an on-line complementary course through the Centre for Learning or Alberta Distance Learning in lieu of complementary courses that appear on their school timetable. Participation in Centre for Learning delivery is at no cost to the family. Alberta Distance Learning fees, typically between \$100 and \$200 will be borne by the family. Students who opt to take the alternate delivery will be assigned a location to do the course work that replaces their ordinarily scheduled course. Students will work from the beginning of the class to the end of class in the location assigned.

- Grade 12 students may be provided with up to one full study block per semester. They must carry an in-class credit load of 32 credits.
- Classes close eight school days after the beginning of semester. Class changes will not be considered after that time.

### **AWARDS**

The awards presented by a school highlight what is important to that school. Notre Dame Collegiate's major awards highlight the four aspects of our mission. Major awards are presented for excellence in academics, witnessing faith, enthusiastic participation and leadership in school programs, and service to our community.

### **NDC Honors Society**

*My Child, if you accept my words and treasure up my commandments within you, making your ear attentive to wisdom, and inclining your heart to understanding; if you indeed cry out for insight and raise your voice for understanding; if you seek it like silver, and search for it as for hidden treasures, then you will understand the fear of the Lord, and find the knowledge of God.* Proverbs 2:1-5

#### ***Junior Member***

A Junior Member of the NDC Honors Society is a student in grades 7 – 9. The minimum requirement to be a junior member of the Honors Society are:

- 1) The student has an overall academic average of 80% or higher
  - a. The academic average is calculated as the average of their Math, Science, Social, English, Religion, Phys. Ed, and the highest 2 of their options
- 2) No mark (in all classes) below 70%
- 3) Marks will be calculated at the beginning of June, and will include the cumulative marks for the entire year up to that point
- 4) Junior membership is evaluated each year
- 5) A Jr. Membership With Honors will be awarded to students with an average (as calculated above) of 90% with no course mark below 80%

#### ***Associate Member***

An Associate Member of the NDC Honors Society is a student in grades 10 – 12. The minimum requirement to be an Associate Member is as follows:

- 1) The student has an overall academic average of 80% or higher
  - a. The academic average is calculated as the average of their Math (dash 2 stream or higher), English, Social, RS, one science (academic level), and any 2 other marks.
  - b. Students in grade 10 will also have their PE mark included in their average
- 2) No mark below 70%
- 3) Marks will be calculated at the beginning of June and will include the cumulative marks for the entire year up to that point.
- 4) Students in grade 10 or 11 must have a full course load
- 5) Students in grade 12 must have 3 out of 4 courses each semester
- 6) Associate membership will be evaluated each year
- 7) An associate membership with honors will be awarded to students with an average of 90% and no course mark below 80%
- 8) Associate membership with honors is only available to students with dash one level English, social, math and science

***Permanent Member***

A permanent member of the NDC Honors Society is a student in grade 12. The minimum requirement to be a Permanent Member is as follows

- 1) The student has been an associate member in both grades 11 and 12.
- 2) The student has completed English, Social, Math and one Science at the highest level available (30-1 for Math, English, and Social, and 30 for any science)
- 3) The student is enrolled in 3 on campus courses for both semesters of their grade 12 year
- 4) Permanent Membership With Distinction is granted to members who achieve an 85% overall average and no mark below 75% in their grade 12 year
- 5) Permanent Membership With Honors is granted to members who achieve a 90% overall average and no mark below 80% for each year of their associate membership, and their grade 12 year.

**CATHOLIC LEADERSHIP**

- Active in Parish
- Catholic role model for peers
  - Prayer
  - Good Works
- Effort and participation in school work with a mark in Religious Studies reflecting such.

**SPIRIT AWARD**

- Positive role model in participation and support.
- Effort and participation in school work and marks reflective of such.

**SUBJECT AWARDS**

Each subject area teacher will recognize one student in each category for each section they teach. Students will be chosen for a subject award based on the following criteria:

**CLASS STANDING**

The student(s) with the highest grade in each course section will be awarded a certificate for that achievement.

**EXCEPTIONAL EFFORT**

This includes effort during class activities and homework completion.

## **ORDER OF OUR LADY**

You are the salt of the earth... You are the light of the world... let your light shine before others so they may see your good works and give glory to your Father in heaven. –Mt. 5:13 – 16

The Order of Our Lady is meant as an exclusive award and membership granted to students who have a significant positive impact on the life and culture of Notre Dame Collegiate. Induction of the Order of Our Lady is distinct from the school spirit or faith type awards in that it is not an award for simple and enthusiastic participation.

The criteria for induction into the *Order of Our Lady* are as follows:

- 1) Any students who are graduating from the school, any students leaving the school, any staff who are leaving the school. Typically this award is intended for high school students and staff, but in exceptional cases it may be made available to Jr. High Students who are leaving the school
- 2) If the inductee is a student they have achieved excellence in their academics. This excellence is personal to each student and not defined by a specific grade average, but rather for a student who puts an exceptional amount of work and dedication into their studies. This criteria will be satisfied by a poll of their teachers
- 3) If the inductee is a staff member, they have achieved excellence in their role in the school. This is shown through the results of their work, the effort put into preparation, the relationships they build with their peers and students in the school, the effort and dedication put into professional growth. This excellence will be determined by the administrative staff. In the case the inductee is administrative staff, it may be determined by the Awards Committee and ed. Council at the school.
- 4) The inductee should show an exemplary faith life within and outside of the school. Typical actions would include leading their fellow students in prayer, volunteering for faith based activities, creating faith initiatives within the school, living the ethics of Christ within and beyond the school community, Charitable actions, defense of the faith, participation in or initiation of pro-life activities, and other behaviours and attitudes common to Christian life.
- 5) The inductee will contribute in a significant way to the life and culture of the school. Typical actions would include organizing significant events for staff and students, developing and organizing charitable fundraisers, assisting staff and other students in their success at the school, developing strong, positive relationships within the school, working in a significant and positive way with the community beyond the school, and facilitating positive relationships between the school and the broader community.
- 6) The inductee will demonstrate a well roundedness within the school community. Typical actions would include a strong focus on academics, as well as participation and leadership in various activities across the arts, athletics, extra-curricular academics, faith, and leadership components within the school.

To summarize simply the Order of Our Lady exists in order to recognize and remember those students and staff members who have a lasting effect on our school, and who, we as a community, wish to maintain memory of, and contact with in the years to come.

The Order of Our Lady is to be the highest honor available to a member of our school community. Induction into the order does not need to occur every year, nor does it have to be limited to a specific number each year. It is not a competitive recognition, rather one to highlight those who are extraordinary within our community.



### **GRADUATION ELIGIBILITY**

The purpose of this regulation is to identify those students who are eligible to participate in the yearly school sponsored graduation exercises at Notre Dame Collegiate. To do so, a student must meet the following criteria:

- 1) The student must be registered at Notre Dame Collegiate.
- 2) Eligible students will have 60 credits at the opening of their third year of High School.
- 3) Students must have either:
  - a) passed one division Senior High School religious education course for each year they have attended Notre Dame Collegiate.
  - or
  - b) For students registered second semester in Religion 35. Based on teacher recommendation for adequate progress in the course by the first week in April, they will be eligible for graduation exercises. Unique circumstances will be reviewed by the principal.
- 4) Students who are under suspension on the day of the school sponsored graduation exercises shall not participate.
- 5) Students must have paid all division authorized school fees and returned all borrowed textbooks, library books and school equipment.
- 6) For high school students they must have 30 hours community service hours complete by April 30<sup>th</sup> in their graduating year. They must also complete a service project proposal and reflection essay to accompany their service hours.
- 7) Students must participate in the graduation retreat which takes place in the two weeks before the graduation mass and ceremony.

### **GUIDELINES:**

The Graduation Mass and Ceremony are a wonderful celebration of accomplishment. It is a celebration of years of dedication and marks a major milestone in life. We hope that all students recognize the importance of this celebration for themselves, their families and the staff. As a result, we hope that all graduates will participate in the Mass and Ceremony. Students may participate in graduation ceremonies only once. The names of students, who are eligible for the school based graduation exercises, will be posted by the principal the first week in April. These names will also be engraved on the Grad Cup.

Only students meeting the above criteria are eligible to receive a High School Graduation Certificate issued by Christ the Redeemer School Division and awarded at the graduation ceremonies. Visa or exchange students may, with the permission of the Principal, be included in the graduation ceremonies and issued a special certificate, unless they otherwise meet all eligibility requirements for a High School Graduation Diploma.

Students who are deemed ineligible to participate in the Graduation Mass and Ceremony will also be excluded from purchasing tickets for the evening celebration.

### **SCHOLARSHIPS**

We would like to thank the following local groups who sponsor scholarships available to our graduating students. For deadlines and applications graduating students and their parents can contact counseling services at NDC.

Rutherford Scholarships: Alberta high school students can qualify for Alexander Rutherford Scholarships by successfully attaining an average over 75%. Scholarships are issues for Grade 10, Grade 11 and Grade 12 years with amounts varying dependent on the level of academic success. Students may accumulate as much as \$ 2500 in Rutherford Scholarships. Last year over 70% of our high school students

The Per Giorgio Frassati Scholarship – This scholarship has been created with support of Christ the Redeemer Catholic School Division to honour a student who has demonstrated resilience, a strong work ethic and has pushed themselves to maximize their gifts and talents. This \$1000 scholarship recipient will be chosen by the NDC Awards Committee.

Some of the additional scholarships presented to Notre Dame students include:			
CWL (Catholic Women's League)	\$ 500.00	High River Rotary	– \$ 1000.00
Knights of Columbus	\$ 700.00	Royal Canadian Legion	\$ 500.00
St. Benedicts Anglican Church		Western Financial Group	\$ 1000.00
Bill Homes Memorial	\$ 500.00	Town of High River	\$ 1000.00

Notre Dame Collegiate students can also access a number of scholarships for specific fields of study, schools and workplace related scholarships through various websites. Check out some of these links to see the hundreds of available scholarships, bursaries and grants:

<http://alis.alberta.ca/pdf/scholarships/scholarshipsbrochure.pdf> A listing of all Alberta based awards.  
<http://www.studentawards.com/> This is an outstanding website that keeps you updated on scholarships that you may be eligible for.  
<http://www.studentscholarships.org/> is an internet resource for finding scholarships.  
<http://www.scholarshipscanada.com/> extensive database with scholarships, bursaries and grant information. You'll also find information about student loans, applications and budget planning.  
<http://www.canlearn.ca/eng/index.shtml> is a federal government site that helps you shift through the financial side of further education.

### **VALEDICTORIAN**

The Valedictorian is the graduating student who best exemplifies the mission of Notre Dame Collegiate. The Valedictorian will be selected by a committee based on their achievement in academics, school involvement, faith leadership and service to the community. Taken into account in the selection process will be the success of the graduate in their top 5 30-level courses which will include courses they have completed as well as their May grades. Participation in school sponsored activities such as athletics, fine arts, and student leadership will determine their school involvement. Faith leadership may be vocal or simply modeled by the graduate; however, the valedictorian will demonstrate a respect for and exemplify the teachings of Christ.

The Valedictorian will be announced by the second week in May and will speak on behalf of the graduating class at the Graduation Mass and Ceremony.

### **GRAD CUP**

The High River community is blessed with the presence of Catholic school's to serve its students. Many communities across the province are not as fortunate and are unable to provide Catholic education. The name of every student to ever graduate from Notre Dame Collegiate will be engraved on our life-size replica of the Stanley Cup, known as the Graduation Cup generously donated by the Knights of Columbus.

May we, as the Notre Dame Collegiate family, be ever mindful of the great gift the Lord has given us. Together, co-operatively, we will continue to build a school that will go on to give even greater glory to God. Please include Notre Dame Collegiate in your prayers always.

### **PRINCIPALS OF NDC**

The Pre-NDC Years:  
 Mr. Scott Morrison (HSA) 1995-1998  
 Mr. Mark McDonald (HSA) 1998-2000  
*-HSA and NDC split in the summer of 2000*

*The NDC Years:*  
 Mr. Troy Davies (NDC) 2000-2002  
 Mr. David J. Langill (NDC) 2002- 2010  
 Mr. Paul Dunphy (NDC) 2010 - present