



# NOTRE DAME ACADEMY

## STAFF

# Handbook

## 2025 - 2026

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# MISSION STATEMENTS

## VISION STATEMENT

**Get In The Game**

**(Get involved in all aspects of  
your schooling.)**

## MISSION STATEMENT

**To Build Relationships with Our  
Students and Each Other**

**Strengthening Our Faith  
through Service for Others**

**Helping All Students Learn**

## **DIVISIONAL MOTTO'S**

**Showing the Face of Christ To all**

**Growing in Faith, Learning and Com-  
munity**

# Staff

## Teaching Staff

Mr. Neal Siedlecki (Principal)  
Mr. Lon Bosch (Vice Principal—Golf Academy)  
Mrs. Kim Rae (Student Counselor/ MultiSport Academy)  
Mr. Rob Aberle (Golf Academy)  
Mr. Wayne Deis (Soccer Academy)  
Mr. Nathan Bechtold (Soccer Academy)  
Mr. Tyler Stahl (Baseball Academy)  
Mr. Chad Gans (Hockey Academy)  
Mrs. Ashley Wood  
Mr. Rob McDonnell (Baseball/Softball Academy)  
Mr. Sheldon Coderre  
Mrs. Courtney Irwin (Learning Support Teacher)  
Mrs. Carly Bensler  
Mr. Drew Loenhndorf (Volleyball/Basketball Academy)

Mrs. Kennedy Antler (Volleyball/Basketball Academy)  
Miss Kirsten Blasetti  
Mrs. Amber Harnett  
Mr. Cole Schrieber (Baseball Academy)  
Mr. Scott Duchscherer (Golf Academy)  
Mrs. Lisa Clemens  
Mr. Greg Penney  
Mr. Shay Samson (Hockey Academy)  
Ms. Rhonda Klein (MultiSport Academy)  
Miss Abygail Larochelle  
Miss Stephanie Laing

## Learning Assistants

Mrs. Gabe Sas (Library)  
Mrs. Kim Letkeman (PASE Room)  
Mrs. Samantha Bachmeier  
Mrs. Cobler

## School Secretaries

Mrs. Cheryl Aasman  
Mrs. Kaleigh Haslbeck  
Mrs. Mikayla Miller

## Custodial Staff

Mr. Bob O'Brien  
Mr. Jaime Franco

School Resource Officers – Cst Mackenzie Kipta

Community Mental Health Counselor  
– Ms. Lori-Ann Sawatsky

**Notre Dame Academy**  
**646 Spruce Way S.E.**  
**Medicine Hat, Alberta**  
**T1B 4X3**  
**Phone: 403-527-5118**  
**Fax: 403-527-6649**  
**[www.notredameacademy.ca](http://www.notredameacademy.ca)**



St. Patrick's Church  
526-2265

**Our Church Communities**

Holy Family Parish  
527-6933

# General School Information

## School Start and End Times

School Start Time is 8:18 am.

Lunch - 11:10—11:49 am

End of School Day - 2:46 pm

Each period is 54 minutes.

Between each period students will have a 3 minutes break.

## EARLY ARRIVAL AND SUPERVISION OF STUDENTS

**Students are encouraged to not arrive before 7:50 a.m. in the morning. Those students who do arrive early should remain in the Common Area until 7:45 a.m.** Supervision is provided after the above time, during the lunch break, after school until 2:50 p.m. and during all extra-curricular activities. Students not involved in any after school activities or with a teacher for extra help are asked to leave the school by 3:15 p.m.

## SCHOOL ATTENDANCE

It has been proven that regular attendance directly relates to student success in school. It is the responsibility of the parent(s)/guardian(s) to insure that children attend and arrive on time to school. **Parents must contact the school when their child is absent or late.** When calls have not been received after morning and afternoon attendance confirmation calls to home or place of work will be made to ensure the student who is absent is safe and accounted for. The telephone number is 403-527-5118. Please be aware that we have a Late and Absence Policy.

## LUNCH PROGRAM

As Notre Dame is a closed campus students are to remain at school to eat lunch in their homerooms . Following this, the students and supervisors will go outside depending upon weather conditions. Parent council runs 2 hot lunch programs per month that students can order online. Students are responsible for the cleanup of the space in which they eat. We do encourage students to recycle.

## LOST AND FOUND

It is very important to put your name on all belongings to avoid loss and theft, including inside running shoes, articles of clothing, especially designer clothing, lunch kits, caps, etc. We ask that parents encourage their child to check the Lost and Found collection when articles are lost. All lost and found items are kept only until the end of the first reporting period (Parent Teacher Interviews), Christmas and Easter Holidays, and the end of June. After these times all remaining articles will be donated to charity.

## ASSEMBLIES

Assemblies will take place every Friday Morning (Period 1) of each month for Grades 6 to 9 students.

## CELEBRATIONS AND LITURGIES

Notre Dame Academy staff and students will travel to the Holy Family Church to celebrate mass on three occasions throughout the school year: Religious Celebrations will be school based within the main gym as much as possible, parents and guests are welcome.

## PARENT VOLUNTEERS

Notre Dame Academy is looking forward to support from all of its stakeholders. We encourage parents to become involved and volunteer at school sharing your talents and gifts with our students.

# General School Information

## TRANSPORTATION

The board provides transportation to students in grades (6-9) who live 2.4 kilometers or more from the school. For Bussing information please contact **Southland Transportation at 403 526-4655 or on their website - [www.southland.ca](http://www.southland.ca)**

Parents/guardians must contact the office prior to arrival for picking up their child. **All students are to remain in class until called out by the office.**

## Dropping Students Off / Bus Zone

As a reminder, please avoid using the bus lane for student drop-offs as much as possible to ensure the safety and efficiency of our bus operations. Thank you for your cooperation and support in making our school a safer place for all!

## ACCIDENT INSURANCE

Accident Insurance is available to all students at a low cost. Application forms may be picked up from the administration office early in the fall.

## ACCIDENTS

Accidents involving any student during school activities must be reported promptly to the office. Injured students are given every possible care and parents are notified immediately. If parents cannot be notified, and medical treatment is required, board policy permits us to arrange for transportation to take the student to a medical facility.

## FIRE AND LOCKDOWN DRILLS

Early in the year, students are given directions for exits to be used for a fire drill or an evacuation. The sound of the fire alarm is the signal to leave the building immediately by the designated exit. Lockdown procedures are given early in the school year and practiced regularly. Students not complying with procedures and/or teacher instructions, will be subject to a detention, in-school suspension or out-of-school suspension.

## LIBRARY

The primary purpose of the library is to serve the student as a resource and study center. Library books and materials borrowed should be maintained in good condition and returned promptly. Students will be billed for library materials not returned at the end of the school year. Library hours are 8:00 a.m. to 2:45 p.m. (Tuesday—Friday)

## PROTOCOL FOR LOST/MISSING TEXTBOOKS

If a student misplaces/loses a textbook during the year and requires a second text, the student should come to the library to get the cost of a replacement book. The student will then bring a post-dated cheque (made out to the middle of June) to the library and will receive a 2<sup>nd</sup> book. At the end of the school year, when the textbooks are returned, if the book is found, the Librarian will then phone the parent to ask if they want the cheque returned or destroyed; however, if the book was not returned, the cheque will be cashed at that time.

## DEFACING A TEXTBOOK, LIBRARY BOOK OR CHROMEBOOK

The Library's policy is to charge a repair/replacement fee, accordingly, if a book or Chromebook is damaged in any way. If it is the cover of a textbook, there will be a bill sent home for a rebinding charge.



# General School Information

## ANNOUNCEMENTS

Teachers that wish to have an announcement made should notify administration through email or in person. Each week a new Google Slide is made which notifies the school community of, events, achievements, activities, hot lunch information, etc. These announcements will be displayed on the smart board in each homeroom during the morning registration period. Morning prayers will also be done at this time.

## ATA

Teachers employed by the Medicine Hat Catholic Board of Education are members of ATA Local #39. Notre Dame has one representative on the local council (to be elected). Teachers who require assistance on contractual or other matters should contact Deanna Burzminski at McCoy High School, or phone the Southern Alberta Regional office toll free at 1-800-322-1280.

## ATTENDANCE

Attendance will be taken at the beginning of each period in the day. Teachers will be asked to record the attendance on their computers. Attendance is due at the beginning of each class. Please contact the attendance secretary (Cheryl Aasman) if you have made a mistake. She in turn will contact you if an error has been made. Afternoon attendance will take place after the lunch period and once completed afternoon classes will begin. Staff should make note of attendance for their own personal classes outside of these times. If you notice that a student is absent that shouldn't be, contact the office.

## CATHOLIC TRADITION

Because "the mission of Catholic Schools is to participate in the evangelization of the church..." prayer is an integral part of the school day. Each school day begins with a prayer that is led by administration. While prayer is being said, everyone is expected to stand still and reverently listen and participate. Prayer will be done in the morning, after lunch and at the end of the day. Each classroom should have a "prayer centre" that communicates to the students the importance our Catholic faith plays in our daily lives.

## CURRICULUM

Teachers are required by law to teach the Program of Studies as outlined by the Department of Education. It is the responsibility of each teacher to procure a copy of the curriculum for each subject he/she teaches. The Program of Studies and the curriculum for each subject is available on line to teachers at: [http://www.learning.gov.ab.ca/k\\_12/curriculum/bySubject/](http://www.learning.gov.ab.ca/k_12/curriculum/bySubject/) The principal must approve all materials used to supplement classroom learning that are not approved by the Department of Education.

## DRESS CODE

### Direction from DLT:

School administrators are to base decisions of professional dress according to what is **Reasonable, Appropriate, and Professionally** related to staff/teaching assignments and/or environments

NDA school admin feel that all teachers are encouraged to wear appropriate attire that allows the teacher to participate and model student activities and expectations within the above guidelines. If the weather is +20 degrees or above staff may wear shorts.

# General School Information

Can we wear jeans? The memorandum states “Jeans are *only* for casual Fridays”

However, NDA school will continue with our current practice of colored jeans and other modest casual pants *Unique Circumstances*: depending on classroom activities or teaching duties accommodations will be respected

Jeans are allowed calendar Friday’s only...not when Friday timetables are moved

## EMERGENCIES

Each student is required to have completed the Emergency Information of the Student Registration Form. It is very important that we are able to contact parents or other listed authorized persons in case of illness, accident, or serious injury. Teachers can access this information on SchoolLogic.

## EVALUATION (STUDENT)

Report cards are sent out 3 times per year November, March, and June. Please see attached calendar for dates. If a student is in danger of receiving an extremely low mark in any subject area including work habits, teachers should make a telephone call to the parent or a note of explanation should be sent home before the reporting period. Teachers are to have their marks updated in PowerSchool every two weeks.

## EXTRACURRICULAR ACTIVITIES

Coaches and coordinators are asked to give a list of the students who are partaking in out-of-school activities to the secretaries for attendance purposes. Hard copy information must be sent home to parents which includes fees, schedules, timelines, etc. Communication is the key to successful extracurricular activities.

## FIELD TRIPS

Field trips requiring travel must have an educational purpose and must be approved by the administration according to Administration Procedure 260. Parental permission forms must be completed by parents for field trips outside the city.

## FILES (STUDENT)

Student records are located in the office and should not be removed. If they are removed teachers must sign them out through Andrea or Cheryl. They are to be treated with confidentiality. Teachers are to return them to their proper place after using them.

## LIBRARY

Mrs. Gabe Sas is the school librarian. Teachers and students are encouraged to use the resources in the library. Library hours are 8:45 am to 2:45 pm Tuesday—Friday.

## LONG RANGE PLANS

Teachers are required to submit long range plans for each course taught during the year by end of September. These plans should include specific learning outcomes expected to be learned, timeline for instruction, assessment criteria, weighting for mark gathering as well as general homework and classroom expectations. Please include classroom discipline policy and address what will be done when students are not learning.

## MEDICATION

It is unlawful for teachers to provide, or administer medication of any type to students unless specifically requested and supplied by the parents. The permission must be granted in writing and must include the reason for, the type of, and the amount and times this medication is to be administered. A doctor’s note is required as well. (Administration Procedure 316)

## MESSAGES

Teachers should check their e-mail and voice mail daily for messages. Returning phone calls to parents is important and should be completed within 24 hours of receiving the call. To call out dial the following: **9-number**

# General School Information

## PARENT CONTACTS

Our Attendance secretaries, will monitor attendance and lates. Issues involving homework, behavior, etc. should be conveyed to parents via a telephone call, text or email. Please keep documentation of contacts with parents including when, what was discussed, and any resolution if reached. Administration will only get involved after a sincere effort has been made by the teacher to resolve the issue. This includes contact with parents.

## PARENT - TEACHER INTERVIEWS

Parent - Teacher interviews are held twice a year (November and March). Teachers are encouraged to use them as a positive means of encouraging student development in regards to academic progress and student behavior.

## PROFESSIONAL DEVELOPMENT

Teachers have the responsibility to develop their teaching skills on an ongoing basis. This may include such activities as attendance at conferences or workshops in. By contract, teachers have \$500.00 to a maximum of \$2500.00 to be used for professional development. Under the School Act, teachers are allotted two days to attend Teacher's Convention. This is held annually at the Medicine Hat College. Teachers are required to attend by law and may not attend alternate professional development activities unless the South Eastern Convention Association of the ATA has granted permission to the individual teacher.

**PROFESSIONAL GROWTH PLANS** As per Administration Procedure 408 Professional Growth Plans must be developed annually by all teaching staff. PGP's are due at the end of September.

## SCHOOL COUNCIL

Teachers will provide one representative on Parent Council. Meetings are held every other month. This generally takes place on the first Wednesday.

## SECURITY SYSTEM

All full and part-time staff is provided with their own number to arm and disarm the security system. In case the alarm is triggered please call 1-866-561-6433. This number and our school code (2325) are located on the Armstrong's Business Card of which all teachers should have a copy. **Please be sure to sign in and sign out when entering or leaving the building during evenings and weekends. Staff must enter through the main doors.**

## SUBSTITUTE TEACHERS AND PLANS

From time to time an unexpected absence occurs. Each teacher should have preplanned instructions for each course and supervision duties.

**Once you have entered your absence into the Automated Dispatch System, please make sure to email Mr. Siedlecki, Mr. Bosch and Mrs. Miller as well so they are aware of when you will be away and the reason. Any advance notice of absences would be greatly appreciated.**

Please give substitute plans to Makayla in the office or email to makayla.miller@mhcb.e.ab.ca and Cheryl.aasman@mhcb.e.ab.ca or neal.siedlecki@mhcb.e.ab.ca or fax to 403-527-6649.

Substitute plans should include:

Clear learner expectations for each class, detailed guiding notes including classrooms, time, period and necessary equipment.

When necessary, indicate assigned supervision responsibility for the substitute.

# General School Information

## **TEXTBOOK DISTRIBUTION AND COLLECTION**

All textbooks are distributed to students out of the library in September and are collected in June. Textbook orders are coordinated through the budgeting process. Students losing a textbook must report it to the library office, where they will be billed and a new one will be issued once payment is received for the lost textbook. Students are required to sign and date each textbook that they receive for their use at the time of distribution. Subject area teachers responsible for determining when textbooks need to be replaced in consultation with administration and Mrs. Sas.



# Supervision Schedule and Guidelines

Please note that all teachers and administrators are responsible for supervising before, during and after school. Supervision is a cultural responsibility of all staff and in order to be most effective we need to communicate expectations within our classrooms daily. It should be proactive to prevent any problems. Being visible is important for effective supervision.

Daily supervision responsibilities have been divided into the following areas:

## Lunch Hour Rules

1. All students eat in their respective classrooms.
2. Students are responsible to keep their classroom areas clean.
3. Students cannot leave unless dismissed by a supervisor. After being dismissed students are to take their lunch bags back to their lockers.
4. Students are encouraged to use the washroom prior to going outside.
5. Once students go outside, they should remain there until end of lunch break.
6. Students only allowed back in school with the permission of the supervisor.
7. Reminder that on the way in students should remove hats.

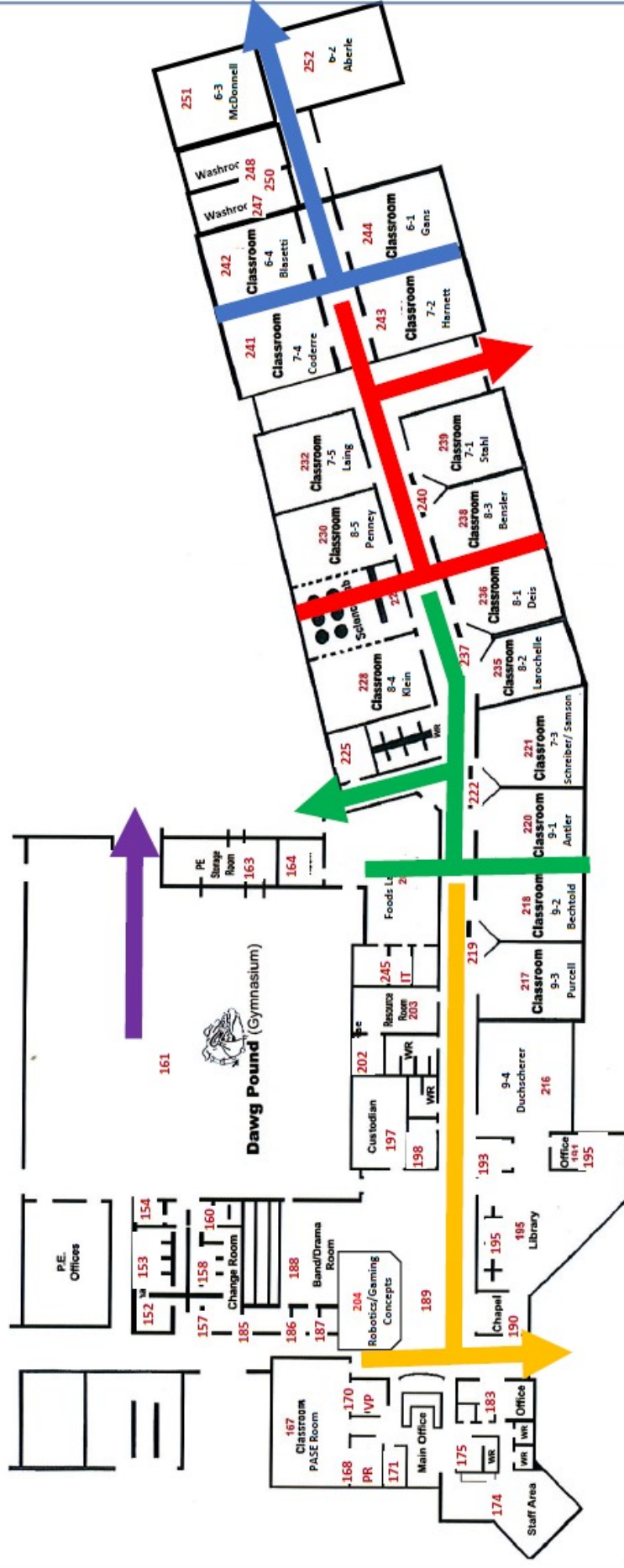
STAFF PLEASE BE ON TIME FOR YOUR SUPERVISION.

# Supervision Schedule and Guidelines

## 2025-2026 Teacher Supervision Staggered Schedule

	Notre Dame a.m.	Lunch Rooms 11:13-11:30			Post Lunch 11:30-11:48		Bus p.m.
Monday	Morning Gym N. Siedlecki	61/62/63/64	Outside	Larochelle	Classrooms	Larochelle	Samson
	Outside/Hallway L. Bosch	71/72/73/74/75	Outside	Coderre	Classrooms	Coderre	Gans
	Teachers Meet and Greet	81/82/83/84	Classrooms	Schreiber	Outside	Penney	
		91/92/93/94	Classrooms	Antler	Outside	Antler	
			Outside	Purcell	Outside	Schreiber	
			Outside	Irwin			
			Rae	Concession	Rae	Concession	
	Deis	Support Room	Deis	Support Room			
Tuesday	Morning Gym N. Siedlecki	61/62/63/64	Classrooms	Blasetti	Outside	Clemens	Samson
	Outside/Hallway L. Bosch	71/72/73/74/75	Classrooms	Laing	Outside	Harnett	Gans
	Teachers Meet and Greet	81/82/83/84	Outside	Bensler	Classrooms	Bensler	
		91/92/93/94	Outside	Klein	Classrooms	Penney	
			Outside	Coderre	Outside	Laing	
			Outside	Aberle	Outside	Irwin	
			Rae	Concession	Rae	Concession	
	Deis	Support Room	Deis	Support Room			
Wednesday	Morning Gym N. Siedlecki	61/62/63/64	Outside	Blasetti	Classrooms	Blasetti	Samson
	Outside/Hallway L. Bosch	71/72/73/74/75	Outside	Larochelle	Classrooms	McDonnell	Gans
	Teachers Meet and Greet	81/82/83/84	Classrooms	Purcell	Outside	Purcell	
		91/92/93/94	Classrooms	Bechtold	Outside	Bechtold	
			Outside	Irwin	Outside	Duchscherer	
			Rae	Concession	Rae	Concession	
			Deis	Support Room	Deis	Support Room	
Thursday	Morning Gym N. Siedlecki	61/62/63/64	Classrooms	Aberle	Outside	Aberle	Samson
	Outside/Hallway L. Bosch	71/72/73/74/75	Classrooms	Harnett	Outside	Harnett	Gans
	Teachers Meet and Greet	81/82/83/84	Outside	Penney	Classrooms	Clemens	
		91/92/93/94	Outside	Bensler	Classrooms	Klein	
			Outside	Laing	Outside	Loehndorf	
			Rae	Concession	Rae	Concession	
			Deis	Support Room	Deis	Support Room	
Friday	Morning Gym N. Siedlecki	61/62/63/64	Outside	McDonnell	Classrooms	McDonnell	Samson
	Outside/Hallway L. Bosch	71/72/73/74/75	Outside	Loehndorf	Classrooms	Loehndorf	Gans
	Teachers Meet and Greet	81/82/83/84	Classrooms	Klein	Outside	Schreiber	
		91/92/93/94	Classrooms	Duchscherer	Outside	Bechtold	
			Outside	Clemens	Outside	Duchscherer	
					Outside	Antler	
			Rae	Concession	Rae	Concession	
	Deis	Support Room	Deis	Support Room			

# Notre Dame Academy Evacuation Plan



# Hour Zero Procedures

## Site ICS Assignments: Notre Dame Academy

Filter: Key Positions ▾

A ☒ indicates that the staff member has logged in at least once before.

Category↑	Position	Primary		Alternate		Second Alternate
SERT	Incident Commander	<span>Siedlecki, Neal ▾</span>	<input checked="" type="checkbox"/>	<span>Bosch, Lon ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>
SERT	Assistant Information Officer	<span>Miller, Mikayla ▾</span>	<input checked="" type="checkbox"/>	<span>Haslbeck, Kaleigh ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>
SERT	Assistant Agency Liaison Officer	<span>Aasman, Cheryl ▾</span>	<input checked="" type="checkbox"/>	<span>Rae, Kim ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>
SERT	Operations Chief	<span>Bosch, Lon ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>		<span>▾</span>
SERT	Logistics Chief	<span>Miller, Mikayla ▾</span>	<input checked="" type="checkbox"/>	<span>Haslbeck, Kaleigh ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>
Operations	Student Supervision Leader	<span>▾</span>		<span>Desjarlais, Carly ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>
Operations	Student Release Team	<span>Haslbeck, Kaleigh ▾</span>	<input checked="" type="checkbox"/>	<span>Miller, Mikayla ▾</span>	<input checked="" type="checkbox"/>	<span>Rae, Kim ▾</span>
Operations	First Aid Team	<span>Stahl, Tyler ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>		<span>▾</span>
Operations	Security - External Door Lock	<span>O'Brien, Robert ▾</span>	<input checked="" type="checkbox"/>	<span>Miller, Mikayla ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>
Operations	Safety - Search and Rescue - Sweep Team	<span>O'Brien, Robert ▾</span>	<input checked="" type="checkbox"/>	<span>Miller, Mikayla ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>
Operations	Utilities Leader	<span>O'Brien, Robert ▾</span>	<input checked="" type="checkbox"/>	<span>▾</span>		<span>▾</span>



# Hour Zero Procedures



Refer to your School Emergency Response Plan Quick Reference Guide for complete instructions.

## Classroom Summary Emergency Functional Protocols



Threat of Violence  
INSIDE Building

### IF YOU HEAR "LOCK-DOWN" ...

- Direct people to **closest Lock-Down zone/room**. Check emergency maps for locations.
- Lock and secure ALL doors and windows in your Lock-Down zone.
- Take attendance. Do not use Status Cards, unless requested by Incident Commander.
- Barricade door(s) and take cover, as appropriate.
- If possible, cover all windows. Turn off lights and remain quiet.
- Keep away from windows and doors, and out of sight lines.
- **Do not allow anyone in or out of room until Incident Commander issues ALL-CLEAR and doors are unlocked by Incident Commander and/or police.**
- Maintain situational awareness and be prepared to execute further action (e.g., run-hide-fight) as good judgment dictates.



Threat of Violence  
OUTSIDE Building

### IF YOU HEAR "HOLD AND SECURE"...

- **All exterior doors/windows to be locked;** interior doors remain in normal state.
  - Class in session - continue activities.
  - Class outside - return to building, continue activities indoors.
  - Class not in session - direct students to designated rooms.
- Take attendance, report status using Status Cards.
- Security Team checks and locks all exterior doors/windows.
- Keep away from exterior windows and doors. If possible, cover exterior windows.
- Wait for instructions from Incident Commander before allowing movement.
- Do not allow anyone in/out of building until Incident Commander issues ALL-CLEAR.
- If fire alarm goes off, prepare for EVACUATION and follow Incident Commander instructions. Maintain situational awareness.



No Threat of Violence  
Safer Inside

### IF YOU HEAR "SHELTER-IN-PLACE"...

- Direct all persons into designated areas. Check emergency maps for suitable areas.
- If outside building - return to building.
- Take attendance, report status using Status Cards.
- Close windows and doors.
- If instructed by Incident Commander or fumes seeping into room:
  - Place plastic sheeting or garbage bags over windows; tape in place.
  - Close outside air vents. Turn off cooling, heating or ventilating systems.
  - Cover cracks under doors with damp cloths and tape openings, e.g., outlets.
- Keep away from windows and doors.
- Do not allow anyone to leave designated areas until Incident Commander issues ALL-CLEAR or unless you receive permission to do so from Incident Commander.
- Prepare for possible EVACUATION or DROP-COVER-HOLD.



### CONTINUE PROTOCOL UNTIL YOU HEAR "ALL-CLEAR"...

- Incident Commander issues ALL-CLEAR when an incident is brought to closure.
- Continue the Functional Protocol until Incident Commander issues ALL-CLEAR.
- If you suspect incident may not be over, continue the protocol until reassured.





Be Watchful and Prepared to Act

### IF YOU HEAR "ON-ALERT" without any additional instructions...

- Direct all persons to their classroom; direct to next class if during a break.
- If outside, return to building.
- Take attendance, report status using Status Cards.
- Wait for further instructions from Incident Commander.
- Restrict movement in/out of room until Incident Commander gives ALL-CLEAR.
- Prepare for other protocols.



Safer Outside

### IF YOU HEAR "EMERGENCY EVACUATION" or Fire Alarm...

- Visually scan adjacent hallway for hazards; then select a suitable route.
- Instruct students to exit room in an orderly fashion, using a single file.
- Direct first person to hold door open until entire class is through, then fall in line.
- Remind lead students to watch for hazards en route and to lightly touch doors before opening – if door is hot, do not open it and call for staff.
- Count students as students exit room.
- Ensure everyone is out. Leave room last.
- Take Classroom Folder and/or Kit, leave lights in current state and close door.
- Place Status Card on floor adjacent to room door, ensure it is visible from hallway.
- Upon arrival at Student Assembly Area, situate students so staff can see others.
- Take attendance.
- Display Status Card. Report missing/extra persons with Student Accountability Form.
- Remain with students until relieved of duties or Buddy Team member takes over class.
- Do not return to building until Incident Commander issues ALL-CLEAR.



Protect Vitals

### IF YOU HEAR "DROP-COVER-HOLD"...

- All persons drop under desk/sturdy table.
- Get down onto knees, curl chest to knees, clasp hand behind neck, put face down.
- Stay under cover, with head down between knees. Cover face and eyes.
- Hold onto desk. If the desk moves, move with it.
- Prepare for possible SHELTER-IN-PLACE or EVACUATION.
- If outdoors, move to a clear area away from trees, buildings, sports or playground apparatus (e.g., basketball hoops) or downed electrical wires and poles.

For people confined to wheelchairs:

- Remain in chair, set brake, and hold onto wheelchair.
- If possible, lean forward so head is lower than back of wheelchair.



### HOW TO USE STATUS CARDS

- DO NOT use Status Cards during Lock-Down, unless requested by Incident Commander.
- Display appropriate Card under door, in exterior window and at Assembly Area.
- Accompany Blue Card with a Student Accountability Form.

Take the Quick Reference Guide Training Module on Hour-Zero Online ([www.hour-zero.com](http://www.hour-zero.com)) to learn more.

### WHO TO CONTACT...

If danger is imminent CALL 9-1-1 and then contact the School Office.

If situation does not require First Responder assistance, contact your School Office.

# Academy Fees

Program	Fee
Baseball/Softball, Golf, Soccer, Volleyball/ Basketball Academy	\$1300.00
Hockey Academy	\$1700.00

All Payments are due by Dec 1.







# Medicine Hat Catholic Board of Education

## 2025-2026 Calendar

August 2025							September 2025							October 2025							November 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9		1	2	3	4	5	6														
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							28	29	30																		
24	25	26	27	28	29	30																					
31																											

December 2025							January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3					1	2	3	4	5	6	7	1	2	3	4	5	6*	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31								29	30	31				

April 2026							May 2026							June 2026							July 2026									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
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5	6	7	8	9	10	11		3	4	5	6	7	8	9		7	8	9	10	11	12	13		5	6	7	8	9	10	11
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26	27	28	29	30				24	25	26	27	28	29	30		28	29	30							26	27	28	29	30	31

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# School Calendar

<b>Statutory Holiday</b>
<b>Division Wide PD (no school)</b>
<b>First/Last Day of School Grades 1-12</b>
<b>First/Last Day of School Kindergarten/ELP</b>
<b>Non-Operational Day (no school)</b>
<b>PD Day: ELP-Grade 9 only</b>
<b>PD Day: Grade 10-12 only</b>

## Notes:

- \*Faith Days (All Staff): August 27, March 6
- Kindergarten/ELP Orientation Days:  
August 28, 29, September 2
- National Truth and Reconciliation Day:  
September 30 (instructional day)
- PD Day (ELP-Grade 9 only): January 23
- PD Day (Grade 10-12 only): January 28
- S - Start of second semester (Monsignor McCoy High School): January 29



# Academic Info and Expectations

## Report Cards

Hard copy report cards will be only issued at the end of the year or upon request. Student progress may be monitored at home through the program "PowerSchool". Contact our secretary to get password and more information on the program. If a student is in danger of receiving a low mark in any subject area, teachers will make every attempt to contact parents as soon as possible to encourage intervention prior to the end of the reporting period. A variety of assessment techniques will be used to monitor and enhance student progress.

## Parent Teacher Conferences

Parent Teacher conferences are held two times each year where Academic progress and student behavior are discussed. Parents are encouraged to maintain close contact with specific teaching staff and are invited to do so whenever they have questions or concerns. Please call the office to schedule an appointment with the appropriate staff member to make sure he/she is available to meet you.

## Homework Policy

The following homework policy is used at Notre Dame. All of these tie in with our Incident Report Sheets. This is a form of communication to keep parents updated on any missed assignments. When a student has an incomplete assignment, the student will receive a Incident Report sheet. With every sheet, parent contact will be made. Teachers may contact parents in one of 3 ways which include texting, email, or phone call.

## Exams

Grade 6 and Grade 9 students at Notre Dame will be writing Provincial Achievement Tests this year. Math Part A and Language Arts Part A are usually written in May. Social Studies, Science, Math Part B and Language Arts Part B are written in June.

Grade 7 and Grade 8 students will write school finals in four subject areas which include: Math, Social, Science and Language Arts. These final exams will be worth 20% of the student's mark.

## Honour Roll

There are three categories of Honour Roll at Notre Dame. A bronze level is for an average of 80 to 84% in the core subjects. In order to achieve a Silver the student must have marks from 85 to 89%. Gold is 90% or higher. These are calculated using the final marks from the school year. Honour rolls will be posted once a year. **Core subjects include: Language Arts, Math, Science, Social**

## Studies and Religion

## Exam Bank

Our students have access to the Alberta Exam Bank. This is a valuable tool to help students review concepts covered in the curriculum from Grade 6 to Grade 9. The website is [www.exambank.com](http://www.exambank.com). From here the students will click on Alberta K – 12, click on Practice Tests, click their grade. Username is: ndaexam and the password is exam

## PowerSchool Site

Notre Dame's website provides parents and students with an up to date list of completed homework and achievement. Students and parents should check it frequently to see grades to date of student. All students are responsible for copying down the homework posted in the classroom and completing it on time.

## Academic Improvement Policy

One of our goals at Notre Dame Academy is for students to learn as many outcomes as possible. To assist in achieving this goal and to allow for the professional judgment of the teachers in respect to student assessment in the various disciplines, each teacher has established their own Academic Improvement Policy that will include the following:

- a) All teachers will offer an Academic Improvement Policy that is consistent within each course
- b) Type of assessment(s) that the Academic Improvement Policy will be used on
- c) Conditions for students to earn their chance to use the Academic Improvement Policy that are directly related to the student learning more outcomes
- d) Reasonable timelines for students to use the Academic Improvement Policy
- e) What impact will this Academic Improvement Policy have on their grade
- f) Each Academic Improvement Policy will be communicated to students on their class outline for each course at the beginning of the year

# Academic Info and Expectations

## Course Recommendations for Grade 9 Students Entering High School

This chart is for our Grade 9 students and their parents. It shows what the individual will need to achieve in Grade 9 in order to enter various courses at McCoy High School.

### COURSE RECOMMENDATIONS FOR GRADE 9

GRADE 9	RECOMMENDED MARK	GRADE 10
LANGUAGE ARTS	60% +	ENGLISH 10-1
	LESS THAN 60%	ENGLISH 10-2
SOCIAL STUDIES	60% +	SOCIAL STUDIES 10-1
	LESS THAN 60%	SOCIAL STUDIES 10-2
MATHEMATICS	60% +	MATH 10-C
	LESS THAN 60%	MATH 10-3, 10 - 2
SCIENCE 9	60% +	SCIENCE 10
	LESS THAN 60%	SCIENCE 14
Grade 9 Students who earn less than 50% in their core subjects are encouraged to consider the 10-4 (Knowledge and Employability) subjects for their Grade 10 year		



# Rights and Responsibilities

## Rights and Responsibilities

NDA Student Rights	NDA Student Responsibilities
1. Students have the right to a safe clean environment at school and on school busses.	1. Students have a responsibility to keep our school and busses safe and clean. They are to avoid all forms of verbal and physical violence. Students are to use equipment and automobiles safely.
2. Students have the right to be respected. They shall not be subject to any form of prejudice, harassment, or mean spirited teasing or intimidation.	2. Students have the responsibility to treat others at school with courtesy and to cooperate with all staff who provide programs and services.
3. Students have a right to the security of their personal property.	3. Students have the responsibility to leave other's personal property undisturbed.
4. Students have a right to a peaceful, well organized instruction by competent teachers in classes where every person may be heard when called upon by the teacher.	4. Students have the responsibility to contribute to the good order of all classes, to not disturb the study of others and to comply with classroom and school rules.
5. Students have a right to a full program appropriate to their abilities and talents as approved by Alberta Education and Medicine Hat Catholic SD.	5. Students have the responsibility to attend all classes, to be punctual and to be diligent in their studies. This includes class time devoted to religious celebrations and masses.
6. Students have a right to be taught, counselled and guided by professional staff who hold the interests of students as top priority.	6. Students are required to comply with the requests and directions of all staff.
7. Students have a right to a Catholic School culture infused with the values and teachings of the Catholic faith.	7. Students have the responsibility to support and participate in the cultural life of the school.

## PARENT INQUIRIES

Parents who wish to discuss a matter of student discipline or concerns should first contact the child's teacher. Further inquiries or complaints should then be addressed to the school Principal. If the matter cannot be resolved by the Principal, the parent may contact the Superintendent or through him, the Board of Trustees.

# School Policies

## NDA DISCIPLINE POLICY

We have identified a need to address behavioral concerns at Notre Dame Academy through a progressive discipline plan, where students are treated fairly and consequences are appropriately applied to discourage repeated poor behavior that does not reflect the culture and values of our school. Decisions regarding discipline will be applied at the discretion of the school administration (in consultation with school staff) and will consider individual circumstance.

### **Student removal from class:**

Teachers have the right to remove a student (as per the school act) for one period, from their classroom. If the teacher determines that a student's behavior is inappropriate and detrimental to the learning environment, the student can be removed from the classroom and referred to the office.

The following progressive discipline plan will be followed:

**1<sup>st</sup> removal from class** – Students meet with school administration to identify the concern and track the number of office referrals. The teacher will contact with the parents to inform them of why the student was removed from class.

**2<sup>nd</sup> removal from class** – See process for 1<sup>st</sup> removal with additional notice to the student and the parent that the next removal from class will result in additional consequences.

**3<sup>rd</sup> removal from class** – Parents will be contacted and a meeting requested with the teachers and school administration. Consequences may include: a one day out of school suspension, cell phone privileges removed for two weeks, and loss of extra-curricular privileges for two weeks (including involvement in practices and games of sports teams, school dances, pep rallies, guest speakers, etc.).

**4<sup>th</sup> removal from class** - See process for 1<sup>st</sup> removal with additional notice to the student and the parent that the next removal from class will result in additional consequences.

**5<sup>th</sup> removal from class** – Parents will be contacted and a meeting requested with the teachers, and school administration.

Consequences may include: a two day out of school suspension, cell phone privileges removed for one month, and loss of extra-curricular privileges for one month (including involvement in practices and games of sports teams, school dances, pep rallies, guest speakers, etc.).

**Additional removals from class** – These situations will be handled on a case-by-case basis and consequences will be determined based on the severity of incidents.

### **Behavioral Incidents**

Behavioral incidents including (but not limited to) the list below will also be subject to this policy consistent with the 3<sup>rd</sup> removal from class:

Fighting, threat of violence towards staff or student, extreme vulgar language, truancy, harassment, theft, and vandalism.

## DRESS POLICY

Students' appearance and dress is to reflect a standard of modesty and courtesy that is appropriate and fitting for an educational environment of the school and for making a smooth transition to the work place. Clearly not appropriate for school are **extremes of style** including, but not limited to, the following: exposed under-garments, open side shirts, muscle shirts, see-through" attire, clothing that shows buttocks, obvious cleavage, and/or excessive waist/midriff, and clothing with symbols, insignias, and printed messages that are inconsistent with the District Mission Statement. Facial and body ornaments (e.g. protruding spiked jewellery) that may endanger safety are unacceptable. All dress and attire should reflect Catholic values.

**The Principal or the Vice Principal shall make the final decision** on the acceptability of any style of dress. All violations will be dealt with on an individual basis. Students in violation of the dress code may be required to cover up or change their clothing, or may be sent home to do so. If parents come in with proper clothing, the student will remain in the office until the parents arrive and the change in clothing has occurred. Subsequent violations may result in a suspension.

**Students may not wear hats or headwear including hoods and bandanas in the school unless for medical, religious and/or cultural purposes.**

# School Policies

## SMOKING, VAPING AND TOBACCO USE

Students and staff are not allowed to chew tobacco, smoke, or vape anywhere on campus or during off-campus classes.

The school's policy on tobacco violations is as follows:

First Offence	<ul style="list-style-type: none"> <li>- Parent or guardian notified</li> <li>- Tobacco product and vaping paraphernalia will be confiscated</li> <li>- Violation will be referred to the School Resource Officer</li> <li>- Student will be given a 5 day suspension</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>- Parents will be notified</li> <li>- Tobacco product and vaping paraphernalia will be confiscated</li> <li>- Violation will be referred to the School Resource Officer and Addictions Counselling</li> <li>- Student will be given a 5 day suspension</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>- Tobacco product will be confiscated</li> <li>- Violation will be referred to the School Resource Officer</li> <li>- Student will be given a 5 day suspension and recommended for alternate programming.</li> </ul>

**Students refusing to surrender tobacco products when asked will receive an automatic suspension.**

## ALCOHOL/DRUG POLICY

**The use of drugs is strictly prohibited. The school's policy on drug or drug related violations is as follows:**

**All alcohol/drug violations will be referred to the school resource officer.**

In possession of drug paraphernalia (pipe, paper, knife, other)	5 day suspension.
In possession of drugs/alcohol (any amount)	5 day suspension and a commitment to Addictions Counselling
In possession of drugs/alcohol (2 <sup>nd</sup> offense to alcohol/drug policy)	5 day suspension with recommendation for voluntary removal or recommendation for alternate programming.
Smell of drugs/alcohol	contact parents, student goes home, if they return they must contact an administrator before going to class.
Smell of drugs/alcohol (2 <sup>nd</sup> offense)	5-day suspension and commitment to Addictions Counselling
Smell of drugs/alcohol (3 <sup>rd</sup> offense)	5-day suspension with recommendation for alternate programming
Is under the influence of drugs/alcohol	5-day suspension and commitment to Addictions Counselling
Is under the influence of drugs/alcohol (2 <sup>nd</sup> offense)	5-day suspension and commitment to Addictions Counselling
Is under the influence of drugs/alcohol (3 <sup>rd</sup> offense)	5 day suspension with a recommendation for alternate programming for remainder of the school year.
Evidence of trafficking drugs	5-day suspension with recommendation for an alternate program.

# School Policies (Continued)

## TECHNOLOGY POLICY

**Technology** - All students are expected to have their own Chromebook and become competent with the use of varied computer programs .

- a) NDA provides internet access primarily for purposes of research.
- b) Students are responsible for appropriate behaviour on the internet. General school rules for behaviour and communications apply.
- c) The network administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will be private.
- d) No storage devices are allowed without permission of supervising teacher.
- e) **Students are required to log on using their own “username” and “password” only.**
- f) Students are not permitted to access or use teacher work stations without permission and supervision of teacher.

If these rules or guidelines are violated, the teacher or technology coordinator may remove a students computer privileges for a designated time period.

## NDA CELLPHONE USE

Students will be allowed to use their cellphones in the morning before class, at lunch time and after the last school bell at the end of the day.

During class time, teachers who would like the students to use them for an activity may do so under the supervision of that teacher. Cellphone use will NOT BE PERMITTED in any change room or washroom including off campus facilities.

If a student is caught using a cellphone at an inappropriate time, the cellphone will be taken to the office. The student can pick up the phone at the end of the day, but will also have to serve a full lunch time detention.

If a student continues to break cellphone expectations (3 times), parents will be contacted and cellphone privileges will be taken away from that student.

**Students are responsible for their own personal electronic devices. The school is not responsible for lost, stolen or broken phones or other electronic devices. There is inherent risk to bringing personal electronic devices to school.**

## HOMEWORK REQUEST—ILLNESS OR VACATION

Teachers have received many requests for student homework related to family vacations and/or illness absences. Understandably, we appreciate that getting your child caught up with missed classwork at home is important, however, taking time to relax or rest is also important. Together, we would like to create a common school community plan that supports the busy lives that we all live .

**Child absent for 1 or 2 days**: not a worry, it is very little time away in which missed work can be caught up by the teacher at school

**Child absent for 3 or more days due to illness**: classwork will be provided to the front office within the day, or next day for parents to pick up. Students can also access their teacher Goggle Classrooms in many cases to get the work they missed.

**Child absent for 3 or more days related to vacation**: from our experience, the majority of time, work sent during holidays rarely is completed. Understandably, we want families to focus on memories and teachers towards students in the class. Students can always get caught up with missed work when they return or be excused from assignments.



# School Policies (Continued)

## SCHOOL TELEPHONE

The school telephone is for business use only. Students and parents are encouraged to discuss arrangements for school pick-up, before and after school program, appointments, and after school activities before coming to school each day. Students will be given permission to use the telephone located outside of the office in cases of emergency only. Students should make requests to their classroom teacher if they need to use the classroom telephone. Permission will be granted at the discretion of the teacher.

## CLOSED CAMPUS

Students are not permitted to leave the school or grounds after their arrival at school in the morning until their regular dismissal time at the end of the day. In order for a student to leave the school during the day a parent or guardian **must contact the office upon arrival. The office will then call the student to the office to be dismissed.** Students must sign back in upon return to campus at any time during the school day. Students not signing out will be marked as truant.

## BICYCLES/ SKATEBOARDS / SCOOTERS / IN-LINE SKATES

Bicycles are to be parked and locked in the bike rack area. Arrival and departure should be on the sidewalk on Spruce Way. No bicycle riding is permitted on the school grounds or sidewalks. Students should walk their bicycles while on school property. **It is mandatory by LAW that all students wear a helmet and proper safety equipment. Any Skateboards or In-Line Skates should be left at the office.**

## STUDENT CONDUCT ON SCHOOL BUSES

Southland Transportation will be providing transportation to those students who live 2.4 km or more from the school. For information regarding pickup times and locations please contact the School Board Office. The Medicine Hat Catholic Board of Education expects all students being transported to follow the rules for school bus passengers: Students are expected to act responsibly and respectfully while being transported. Failure to do so will result in a loss of bus privileges.

## LIFE FRAMEWORK / DIVERSITY GROUPS

Medicine Hat Catholic Schools are committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Notre Dame Academy may be organizing LIFE Framework/Diversity groups. We will keep the school community informed through the school newsletter.<sup>3</sup>



# NDA Attendance Policy

## Notre Dame “Attendance Policy”

Regular attendance and punctuality are important factors in achieving excellence in the teaching/learning process within a classroom. The following are actions taken by the school to promote regular attendance.

### Responsibilities

- a) **Students** have the primary responsibility for attendance in all classes and parents have the secondary responsibility for attendance of their child in all classes.
- b) **Teachers** are responsible to take attendance twice a day and turn it into the office.
- c) **Parents** are responsible for informing school personnel of all absences. Phone the school at 403-527-5118 to excuse your child.
- d) **Students** are responsible to catch up on missed material if their absences are unavoidable. (Field trips, sports, etc.)

### Student Absence during the School Year

Parents/guardians sometimes choose to take students out of school for extended periods such as vacations, visits to relatives, assistance to the family and so on. In such situations, **the Alberta School Act states these as “Non-Excusable Reason.”**

Beginning of the Year	School will make students and parents aware of the attendance policy via the school website and School newsletter.
Ongoing	Parents/Guardians will be contacted daily by the attendance secretary in regards to unexcused absences.
After <b>6 inexcusable</b> or <b>15 Total</b> Absences	A letter will be sent home indicating the attendance policy and an attendance profile of that student will be attached.
After <b>12 inexcusable</b> or <b>20 Total</b> Absences	A Second letter will be sent home indicating the attendance policy. Student and parents are contacted by administration to discuss truancy concerns.
After <b>16 inexcusable</b> or <b>25 Total</b> Absences	The administration will contact the parents and request a meeting to go over the student’s attendance profile with Associate Superintendent of Learning Services.



# NDA Late Policy

## Notre Dame "Late Policy"

- Punctuality is an important expectation of student behavior, according to the School Act. Punctual students show respect for the learning of others by not disrupting a class in session. As well, instruction is crucial for the direction/expectation of assignments, which are usually given at the start of a period.
- This policy attempts to provide a balance between clear consequences for numerous lates so that punctuality becomes habit for students.
- We also recognize that sometimes being late is unavoidable and excusable. These will not be counted.
- If you are having troubles with getting your child to school on time, please let us know and together we can formulate a plan of action. We are more than willing to help.
- Students who are late to registration must sign in at the office. As our school policy states, students with subsequent unexcused lates will be assigned consequences as follows:

Every 5 Lates - 1 after school detention (parent contact), or full lunch hour detention



# Anti-Bullying Policy (NDA / St. Mary's)

## ANTI-BULLYING POLICY

Our Division, views bullying as unchristian behavior, and it will not be tolerated. Alberta Education defines bullying as an act which:

1. Repeatedly hurts another individual either-
  - a. Physical Bullying - (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something, unwillingly), etc.
  - b. Verbal Bullying (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
  - c. Social Bullying – mobbing, scapegoating, excluding others from a group, humiliating others, damaging someone's social reputation, gestures, or graffiti intended to put others down.
  - d. Cyber Bullying - through the use of technology ( such as cyber bullying - using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual
4. Is unprovoked.

The goal of Notre Dame/St. Mary's Catholic School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
2. In some cases, students may choose to report the incident to a different adult in the building, such as their home-room teacher, a secretary, or the principal. If so students are encouraged to report as soon as possible following the incident(s).
3. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
4. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken according to the school discipline policy.
5. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.

*If you feel your child is being bullied, please talk to a teacher, our counselor or an administrator right away.*

Children often do not know they are bullying until they have been notified by an adult.

Bullying is a repeated action, not a single incident.

# Anti-Bullying Policy (NDA / St. Mary's)

## CONSEQUENCES OF BULLYING

This is a five step process which is meant to be a guideline for school officials, parents and students. Depending on each individual circumstance, these guidelines may be altered by the school administration - students may be placed at any step during the process. Typically students may serve suspensions either in school, or out of school again depending upon the circumstance. As with all school matters, parents can appeal school actions to the principal.

Steps	Sanctions	Conditions for Reinstatement
Step 1	Discussion with administrator regarding inappropriate behavior Notification to student of this policy and level that the student has been placed Parent may be notified depending on circumstances	The student will write a letter of apology/ face to face apology to the victim
Step 2	1 day out of school suspension served in the office Notification to student and parents/guardians of this policy and level that the student has been placed	The student must meet with school administration The student will write a letter of apology/ face to face apology to the victim The student must meet with the PASE staff /school counselor Administration will implement a no contact order between the bully and victim.
Step 3	3 day out of school suspension served in the office Notification to student and parents/guardians of this policy and level that the student has been placed	The student and parents/guardians must meet with the school administration The student will write a letter of apology / face to face apology to the victim The student must meet with PASE staff/school counselor and a referral to mental health may be warranted. Administration will implement a no contact order between the bully and victim. The student must meet with the school resource officer (a bullying ticket may be issues depending on circumstance)
Step 4	3 - 5 day out of school suspension Notification to student and parents/guardians of this policy and level that the student has been placed	The student and parents/guardians must meet with the school administration Community service plan will be implemented The student must meet with PASE staff/school counselor and a referral to mental health may be warranted. Administration will implement a no contact order between the bully and victim.  The student must meet with the school resource officer (a bullying ticket may be issues depending on circumstance)
Step 5	Withdrawal from classes Alternative placement Possible recommendation for expulsion	



# MHCBE Student Code of Conduct

## Administrative Procedure 351 – Student Conduct

## Appendix A (Student Code of Conduct)

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### Medicine Hat Catholic Board of Education STUDENT CODE OF CONDUCT

- 1. Statement of Purpose** - Medicine Hat Catholic Board of Education is committed to providing welcoming, caring, respectful and safe learning environments that respect diversity and a sense of belonging for students that includes the establishment of a code of conduct for students that address bullying behaviour. Medicine Hat Catholic Board of Education affirms the rights, as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, of the students enrolled in a school operated by the board. Students will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms. (School Act Sec 45.1). The treatment of all persons with respect and dignity is a core value within the District. Expectations for student conduct arise from School Act requirements and the school district's Catholic values.  
In our ministry, we value and celebrate:
  - Teaching and living our Catholic faith
  - Our Catholic traditions
  - Our ability to offer a full range of educational programs for all students
  - That every child is a unique creation who possesses an intrinsic dignity which must always be respected
  - Parents as primary educators. Parents have the first responsibility for the education of their children
- 2. Definition of Bullying** - Section 1.1 (b.1) Alberta School Act, defines "bullying" as "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation."
- 3. Communication** - The Student Code of Conduct must be:
  - Made publicly available
  - Reviewed every year, and
  - Provided to all staff, students and parents/legal guardians
- 4. The Alberta Human Rights Act** - Our priority is to ensure that all of our students are provided with a respectful and compassionate school environment rooted in Catholic values and teachings. This includes
  - Adhering to the Alberta Human Rights Act
  - Respecting School authorities and School and District property, as well as, the property of others
- 5. Shared Responsibility** - Medicine Hat Catholic Board of Education recognizes that responsibility for student conduct is a shared responsibility between

the District, students, their parents/guardians and the broader community. The students in our District are expected to behave in a virtuous manner that is charitable, courteous, respectful of others and supportive of the school philosophy and the goals of Catholic education.

- 6. Acceptable and Unacceptable Behavior** - As required in Section 12 and Section 45.1(3) of the School Act the following behaviors are deemed acceptable and unacceptable within the Medicine Hat Catholic Board of Education.

#### 6.1 Acceptable Behaviors

Students are expected to meet the requirements of the School Act (Section 12) which states a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student's studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the board to provide education programs and other services
- Comply with the rules of the school
- Account to the student's teachers for the student's conduct
- Respect the rights of others
- Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Positively contribute to the student's school and community

#### 6.2 Unacceptable Behaviors

The following are examples of unacceptable behaviors with regard to student conduct in schools that interfere with the establishment of welcoming, caring, respectful and safe learning environments that respect diversity and a sense of belonging for students in school, online or in our community:

- Defiance and disrespect
- Inappropriate use of language
- Behaviors that interfere with the learning of others and/or the school environment or that create unsafe conditions whether or not the behavior occurs within the school building, during the school day or by electronic means.
- Open opposition to authority
- Bullying, including cyber-bullying
- Breaches of digital on-line safety
- Physical harm/assault; Personal and/or sexual harassment
- Possession or use of weapons
- Drug, tobacco, e-cigarette, alcohol use, possession or distribution
- Inappropriate student dress



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- Inappropriate use of mobile devices
- Theft and vandalism; Threats or intimidation
- Extortion; Discrimination

7. **Progressive Discipline Plan** - The school's discipline plan will outline the expectations, consequences and the progression of actions to be taken depending on the severity and/or frequency of the occurrences and will take into account the student's age, maturity and individual circumstances, and must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. As well, parental and district involvement may be requested to support school discipline procedures.

At all times, teachers and administrators will use their professional judgment in applying consequences. Each school will keep a record of any disciplinary action taken with a student or group of students.

Consequences are intended to have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour.

The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and fairly to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations.

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports, and consequences, including:

Prevention measures and initiatives:

- Early and ongoing intervention strategies
- Strategies to address unacceptable behavior

Interventions and consequences increase when:

- The concerning behavior is persistent
- The concerning behavior escalates
- There is a very serious infraction of the code of conduct

Interventions and consequences may include, but are not limited to, the following:

- Informal Conferences
- Restriction of Privileges
- Parent Conferences
- In School Suspensions
- Risk Assessment
- Suspension / Expulsion (AP 357)
- Student Redirection
- Behaviour Support Plan
- Learner Support Plan
- Involvement of Instructional Services and Supports
- Involvement of External Services and Supports

The Principal may involve police in disciplinary matters when criminal activity has become evident. When police are involved, the Principal will conduct a separate, parallel investigation at the school level and provide disciplinary action separate from any criminal charges that may be issued.

8. **Student Support** - Support will be offered to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers or schools counsellors, counselling, etc.
9. **Consideration of Student Diversity** - The School Act requires that the student code of conduct address consequences for unacceptable behaviour and that these reasonable consequences take into account the student's age, maturity, and individual circumstances. The specific circumstances of the situation and of the student need to be taken into account when determining appropriate consequences. For example, any diverse needs that the student has – whether they are physical, behavioural, communicational, mental health, trauma, etc. must be considered.

School Act, Section 15, 20, 23, 39, 40, 41, 43, 60, 61, 96, 113, 123, 124  
Alberta Human Rights Act  
Child, Youth and Family Enhancement Act  
Public Health Act, Social Development Act, Vital Statistics Act  
Youth Justice Act  
Section 23 Canadian Charter of Rights and Freedoms  
Freedom of Information and Protection of Privacy Regulation 200/95  
Student Record Regulation 225/2006  
Student Evaluation Regulation 177/2003  
Calgary Catholic Student Code of Conduct-Appendix A  
Children First Act Disclosure of Information Regulation 234/2013



# Student Activities

## School Activities

All social activities are arranged by the Notre Dame Academy Leadership group with the approval of the Principal or Vice Principal. All students are welcome to attend and/or support all social functions. Examples of student activities during the year include Liturgies, Spirit week, Motivational presentations, Pep Rallies, Dances, Drama Productions, Outdoor Education Camps, and Awards.

## Extracurricular Activities: Athletics

The Athletic Council with the help of Notre Dame Academy Leadership group will be responsible for and in charge of all athletic programs at Notre Dame Academy. We trust that the students at Notre Dame will maintain a place of distinction for the school in all types of inter school athletics. We are proud of our students' achievements. Sports include: Bantam Football, Volleyball, Basketball, Badminton, Golf, and Track & Field. Fees determined by each coach will be charged to players on the team.

