

# GENERAL SCHOOL INFO

## Lockers

Each student is assigned a locker for the year; that assigned locker is the responsibility of that student. The locker must be kept locked with a school issued combination lock. Replacement or extra locks are available for \$10.00. Only school issued locks will be allowed on assigned lockers. Non-school locks on assigned lockers will be removed at the expense of the student.

Each locker has a number; no other marks of any kind are permitted on lockers. Any interior decoration of the locker must be in good taste. A school administrator may open and search a locker at any time for good reason.

Large sums of money or valuables should not be brought to school and/or stored in lockers.

The use of a locker by a student is a privilege, not a right. Abuse of that privilege may result in the school reclaiming the locker from the student.

## Lost and Found

Money, wallets, jewellery, calculators, textbooks, or other valuables found in any part of the school or on any part of school property must be handed in to the office.

During P.E. classes and extracurricular activities, valuables such as money, jewelry and/or cellphones should not be left in the change rooms. All valuables must be safely stored in personal lockers before classes or school events.

The school accepts no responsibility for lost or stolen articles.

## School Texts

When school texts are issued to students, the numbers are recorded and a note is made of any existing damage. Students are required to pay for lost or stolen textbooks and for any damage done to textbooks while in their possession.

## School Equipment

Students may use school equipment only with the permission of a teacher. Any student who breaks or damages any item of school equipment will be required to pay the repair or replacement cost of the item. Students must report immediately to a teacher when equipment is broken or damaged. When it is apparent to the teacher that the damage to the equipment was not the fault of the student, the student will not be required to pay repair or replacement costs.

## **Off-Limits (Out-of-Bounds)**

The following areas of the school are off-limits to all students at all times unless a student enters with a teacher or other adult member of the Notre Dame staff: backstage areas and catwalks, drama rooms, the mechanical room, the main office, the GLC room and counsellors' offices, the computer and library offices, the staffroom, the boardroom, storage rooms, the kitchen, all basement areas, all roofs, teachers' and P.E. offices, P.E. and school equipment rooms, and book-rooms.

Apart from when students attend class, students are not allowed to be or remain in any classroom, computer room, laboratory, or the library without the explicit permission of the teacher in charge.

## **Visitors**

Student and staff safety is of paramount importance.

All visitors must report to the School Office; they are expected to sign in when they arrive and sign out when they depart. Those found wandering around the building may be asked by any member of staff to collect a Visitor Identification Tag from the Office.

Student visitors are only allowed in the school or on the property before, during or after school hours if approved by the Administration.

Former students and alumni cannot assume they have permission to use school resources or property. They are expected to follow the same school protocols as all other visitors to Notre Dame.

## **School Parking Lot**

The parking lot on Parker Street is designated exclusively for staff use. It is not a drop-off or pick-up zone for students coming to and from school. No parent vehicles should be passing through the gates between 7:00am and 4:00pm.

Visitors and seniors who drive their own cars to school will find suitable street parking in the vicinity of Notre

Dame.

## **Student Vehicles**

Students with a valid driver's license who choose to drive to and from school are expected to operate their vehicles responsibly in and around the neighbourhood.

Excessive speed, careless or reckless driving, riding on the outside of vehicles, the leaving of garbage, and other abuses will result in school consequences.

The school is not responsible for any damage caused to any vehicle parked on or near school property or for any items stolen from the same.

## **Traffic Safety: Drop-Off and Pick-Ups**

Notre Dame is accessible from the Venables Street and Parker Street entrances. Students are expected to exercise due diligence regarding traffic safety around the school. This includes walking the extra distance to cross at the corner, instead of in the middle of the block, whenever the family vehicle is pulled over on the opposite side of the street.

Parents must not stop in the middle of the street for drop-off or pick-up at any time. This complies with the Motor Vehicle Act of British Columbia. Failure to follow these procedures could result in a ticket, or worse, serious injury.

Coming or going, students and parents are expected to show respect for our neighbours on all sides of school property.