



CODE OF CONDUCT POLICY

POLICY STATEMENT

It is the belief of *O'Gorman High School*, that members of our Catholic school community are well disciplined, responsible and self-directed and promote respect, civility, responsibility and academic excellence. Our entire Catholic school community views this as an important social goal. It is the intent of this policy to outline conduct expectations and consequences for all students in our Catholic school community. The establishment of clear expectations for student behaviour will promote a fair and consistent approach to:

- classroom management
- a positive climate within our school community
- a school environment which is favourable to learning

It is the goal of *O'Gorman High School*:

- to develop a framework from which all stakeholders in our Catholic school, including administration, staff, Catholic School Councils, parents/guardians, volunteers and students cooperate to develop codes of conduct from which our children learn a sense of self-discipline that comes from a healthy respect for themselves and others
- to teach students that reasonable obedience, conformity to rules and regulations lead to understanding, productive and harmonious interactions with others
- to show that we care deeply about our students and want them to feel comfortable learning in an environment which focuses on academic pursuits embedded within Gospel values
- to encourage the parents/guardians as primary educators of their children to assist the staff of the school in respecting the Code of Conduct

POLICY REGULATIONS

1. PURPOSES OF THE SCHOOL CODE OF CONDUCT ARE AS FOLLOWS:

- to ensure that all members of the school community are treated with respect and dignity.
- to promote responsible citizenship by encouraging appropriate participation in the civic and Christian life of the school community.
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect, civility and the Gospel values and beliefs.
- to encourage the use of non-violent means to resolve conflict.
- to promote the safety of people in the schools
- to discourage the use of alcohol and illegal drugs

2. STANDARDS OF BEHAVIOUR – RESPECT, CIVILITY, AND RESPONSIBLE CITIZENSHIP:

All members of our Catholic school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;

- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, age, or disability;
- respect the rights of others;
- show proper care and respect for the property of the school and of others at all times: building, grounds, equipment, personal belongings, material
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community;
- respect the need of others to work in an environment that is conducive to learning and teaching in a Catholic School;
- use language that is appropriate to their dignity as Christians and not swear at a teacher or another member of the school community;
- comply with all particular School, School Board and Ministry expectations and regulations respecting behaviour;
- contribute positively to the Christian environment of the school;
- participate fully in the religious life of the school, including the celebration of liturgy, Religious Education and related activities.

3. **SAFETY:**

All members of our Catholic school community must **not**:

- engage in bullying behaviours;
- commit physical and/or sexual assault;
- traffic weapons or drugs;
- give alcohol or illicit drugs to a minor;
- commit robbery;
- be in possession of any weapon, including but not limited to, firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- inappropriately use electronic communication or media devices on school property, at school-related events, on school buses or in any other circumstances that may have a negative impact on a member of the school community and on the school climate. These devices could include but are not limited to cell phones, Mp3 players, Ipods, CD Players, Personal Video Game devices, computers, internet, email, websites, and cameras.
- commit an act of vandalism that causes damage to school property or to property located on the premises of the school.
- create a disturbance in a school or on school property which interrupts or disquiets the proceedings of the school or class or otherwise disrupts the operation of a school or the learning environment.

4. **ROLES AND RESPONSIBILITY:**

All members of our Catholic school community and visitors to our school have the following roles and responsibilities:

- to respect the person and the rights of all members of the school community;
- to comply with all particular school, board and Ministry expectations and regulations respecting behaviour;
- to contribute positive to the Christian environment of the school;
- to use the language that is appropriate to their dignity as Christians;
- to respect the property of the school at all times: building, grounds, equipment, materials; and,

- to participate fully in the religious life of the school, including the celebration of liturgy, Religious Education and related activities.

Northeastern Catholic District School Board

Northeastern Catholic District School Board provides direction to its' Catholic schools to ensure opportunity, academic excellence, spiritual growth, and accountability in the education system. It is the responsibility of the Board to:

- develop policies that set out how their Catholic schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- review these policies regularly with students, staff, parents, volunteers, and the community;
- seek input from Catholic School Councils, the Catholic Parental Involvement Committee, the Special Education Advisory Committee, parents, staff members, and the school community.
- establish a process that clearly communicates the Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Principals

Under the direction of the Northeastern Catholic District School Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone under their authority accountable for his or her behaviour and actions;
- empowering students to be positive leaders in the school and community;
- communicating regularly and meaningfully with all members of the school community.

Teachers and Other School Staff Members

Under the leadership of the principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in the classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.
- adheres faithfully to the school dress/uniform code;
- gives respect, obedience and cooperation to all individuals in the school;

- is in attendance at all classes and scheduled activities on time and with the materials required for full participation;
- welcomes the opportunity to participate, as appropriate to their age, in the sacramental life of the Church and, in particular, as it is celebrated in the school context; and
- develops personal skills and talents to serve God, and thereby, his/her neighbour.

Parents

Parents play an important role in the education of their children, and can support the efforts of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- inform the school of any changes of contact information including home and work phone numbers, home address and emergency contacts
- communicate regularly with the school;
- help their child to be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct Policy, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g. Aboriginal Elders) may also be created. Community agencies are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

The police play an essential role in making our Catholic schools and community safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was developed by the Ministry of the Solicitor General and the Ministry of Education.

5. RIGHTS:

Students have the right:

- to be respected in both person and conscience as a son or daughter of God;
- to learn in a safe, orderly and stimulating environment;
- to have access to the facilities and equipment of the school;
- to participate in any program offered by the school; and
- to be conscientiously instructed by the teaching staff.

School Staff members have the right:

- to be protected as citizens;
- to safety in the workplace;
- to a secure work environment as established by standards or work relations;
- to require of students, the respect and discipline necessary to meet one's professional obligations toward the students; and
- to teach in the language recognized by the legal status of the school and of the education system.

6. RESPECT FOR SELF:**Activity Fee**

An activity fee will be paid by each student. Each student will receive a yearbook and contribute to expenses incurred on the student's behalf. Cheques should be made payable to O.S.O. (O'Gorman Student Organization). Any N.S.F. cheques received by O.S.O. will be charged \$25.00 to the party involved.

Uniform Regulations

Wearing your O'Gorman High uniform properly and with respect demonstrates "pride and dignity for all."

Students attending O'Gorman High Secondary School are expected to wear the school uniform during the full school day and are expected to abide by the established uniform regulations. The student's uniform is a sign of belonging to this school community and sets a standard of "pride and dignity for all." Uniform items are to be purchased from Top Marks.

Uniform Dress Code Items

BASICS	
Polo Shirt - Short Sleeve - green, white	Men's cotton twill pant - with pleats - khaki
Polo Shirt - Long Sleeve - white, green	Men's cotton twill pant - no pleats - black
Ladies Fitted Poplin Blouse - Short Sleeve - white	Ladies cotton twill pant - no pleats - black/khaki
Ladies Fitted Poplin Blouse - Long Sleeve - white	Unisex cargo shorts - black, khaki
Men's Dress Shirt - Long Sleeve - white	

SPECIALTY ITEMS	
V-Neck Sleeveless Sweater - green	Ladies wrap skirt - khaki
V-Neck Long Sleeve Pullover - green	Ladies pleated kilt - black watch with kilt pin (no other broaches)
Sweatshirt with collar and half zipper - green	
Sweatshirt with full zipper - green	

OPTIONAL ITEMS
Plain White, t-shirt (crew neck)
Plain White turtleneck
Belt (plain black, reasonable width & buckle)
Tie - green
Knee socks - plain white, green, black, beige (with kilt, skirt, shorts); leg warmers - black
Ankle socks - plain white, black, beige, green (with kilt, skirt, shorts)

OTHER

Girls may wear black, green, navy blue, white, or beige tights/socks. Beige, taupe, navy blue or black solid nylons or tights (with kilt, skirt, shorts). **All tights or pantyhose must have a complete foot in them. No ripped or fishnet stockings are acceptable.**

Boys may wear black - white - beige - green socks (with shorts).

• Only plain, white T-shirts may be worn under the uniform shirts.

Coats, jackets, headbands, and hats are not to be worn in the building.

- 1) Uniforms are to be clean and in good condition.
- 2) Uniform items are not to be tight, tapered or altered in anyway (i.e. cut or pinned). In order for the product to fit correctly, parents are asked to have the items professionally hemmed (i.e. pant legs)
- 3) The dress shirt will be buttoned up with no more than 2 top buttons undone. Shirts, blouses are not to be rolled or tied at the waist.
- 4) Skirts and kilts must be worn professionally. The length must not exceed four inches above the knee.
- 5) Pants will be worn around the waist. Pants are not to be slit at the bottom or rolled up. Street pants cannot be worn under uniform pants
- 6) Socks and tights will be a solid colour (white, green, black or beige) and compliment the skirt or kilt. All tights must have a complete foot and leg warmers (black only) can be worn in the winter months only. Leggings are not permitted.
- 7) **Plain, white t-shirts or turtlenecks** may be worn underneath specialty items like vests and can be either long or short sleeved. They may not be worn alone. Shirts with writing/graphics are not allowed under the uniform. Only a white t-shirt is allowed underneath the white blouses or the boys' oxford shirt. T-shirts must not have hoods.
- 8) Untucked shirts or t-shirts are not to be hanging below polo shirts, white shirts, blouses or specialty items. This applies to both boys and girls.
- 9) Polo shirts may be worn tucked in or out provided they are a reasonable length. **Blouses, shirts or polos may not be altered with the use of pins, elastics or broaches, etc.**
- 10) Footwear, including boots are not to be above the knee.
- 11) During school hours, for safety reasons, no **open toed**. Shoes are expected to be in good repair and laces properly tied.
- 12) Only school ties are to be worn with the uniform. Ties must be worn in a business fashion.
- 13) Jewellery and accessories will not be excessive in any way.
- 14) Uniforms are to be worn on all school excursions or trips unless permission is granted by the administrator.
- 15) Coats, jackets, vests, hoodies, sweaters and sweatshirts will not be worn in the school during school hours. Sweaters, jackets and shirts are not to be worn tied or hung around the waist or shoulders.
- 16) Hats will not be worn in the school anytime. Hats are to be left in lockers during the school day. This includes alternate dress days.
- 17) Sweat bands, headbands, doo-rags, scarves and bandanas will not be worn while in the school or at any school activity.
- 18) During the last two weeks in June, graduating students may wear their grad hoodie/shirt until the end of the school year. Please keep in mind they still must be in proper uniform pants, skirts, etc.

19) **Students may not add items to their uniforms.**

Repeat uniform infractions and failure to comply with the uniform policy will result in suspensions from school.

CODE OF DRESS FOR ALTERNATE DRESS DAYS AND OTHER SCHOOL EVENTS

Students will wear appropriate and presentable clothing and footwear for the school day. Students wearing inappropriate clothing are required to leave the school and return with school appropriate attire.

ATTIRE THAT IS NOT APPROPRIATE: clothing with sexual, racist or offensive slogans/sayings/words/gesture/pictures/graphics, dirty clothing, inappropriate shorts or skirts (too short, too tight, too frayed), strapless/backless tops, tube tops, low-cut tops, spaghetti straps, muscle shirts, chains from belts to wallets or otherwise, clothing that is too tattered, bare midriffs, bathing suits, bare feet, skullcaps / doo-rags, excessive jewelry / wristbands / necklaces or similar having spikes, studs, heavy chain linkages, etc., bandanas and/or the showing of gang 'colours' in any way, underwear/undergarments showing in any way including lace camisoles, dance tights and leggings.

Not sure if you are in uniform?

Please check:

The Top Mark's poster in Your Classroom

The Showcase in front of the Library

Your Teacher, Librarian or Administrator

Medication

For safety reasons, no student should bring any form of medication to school without prior approval from the office. If medication is determined necessary, the "Request for Medication during School Hours" form must be completed by your doctor to indicate that medication must be taken during school hours. The package must be clearly labeled with the names of the child, parent and doctor, phone numbers and specific directions. Medications, however, are not to be kept by the students but must be taken to the office. Please communicate with the school to address individual student needs in this regard.

Note

The Oral Medication Policy refers to all types of medication (e.g. inhalers, pills, liquids, etc.). Failure to adhere to this policy may result in the student being sent home until the proper procedure is followed.

Anaphylaxis

Anaphylaxis, sometimes called "allergic shock" or "generalized allergic reaction" is a severe allergic reaction that can lead to rapid death, if untreated. A detailed policy is available at the office by contacting the principal. This process must be followed and forms must be completed and left with the office.

Accidents

The Main Office must be notified when a student has been injured in any accident. **Under no circumstances should a student who has injured his/her back be moved.**

School Nurse

A school nurse from the Porcupine Health Unit will make scheduled visits to *O'Gorman High School*. Appointments can be made by students through the Guidance Department.

Drugs and Alcohol

The possession, sale or use of alcohol or illicit drugs on school property or at school events is illegal.

Proper Language

Students are expected to use language that is appropriate to their dignity as Catholics. Profane or vulgar language or taking God's name in vain is unacceptable.

Smoking

Recognizing that smoking is a health hazard, that the health of both students and staff will benefit from a smoke-free environment and that it is the prime responsibility of the school to educate. Smoking is prohibited in all buildings and property owned, leased and operated by the Board. Possession of tobacco products by the students under sixteen years of age is illegal.

Classroom Procedures

Students are expected to:

- be prepared for classes with the appropriate books, equipment and materials
- follow routines as assigned
- follow classroom and school behaviour expectations
- participate fully in all class activities
- ask for help when experiencing difficulties or when work and/or assignments are not fully understood
- complete all assignments on time
- prepare for tests
- keep notebooks and assignments neat and up-to-date
- participate fully in the physical education program and dress in appropriate clothing
- be responsible for library and school books and textbooks

Opening / Closing Exercises

All students must respect the singing of *O Canada* and daily prayer.

Assemblies, Masses, Religious Liturgies and Retreats

To help fulfill the Board's aim of providing an educational atmosphere which fosters and directs the spiritual, intellectual, aesthetic, physical and social growth of all students enabling them to live and contribute as responsible Catholics in our society, all students must participate in scheduled assemblies, masses, liturgies and retreats. This participation is required in order to successfully complete courses in Religious Studies each year. Students are also encouraged to participate in the Lord's Kitchen held on Thursdays throughout the academic year.

7. RESPECT FOR OTHERS:**Fire and Emergency Evacuation**

Emergency drills must be practiced in accordance with legislated requirements to enable students to become familiar with evacuation procedures, resulting in the orderly evacuation with efficient use of exit facilities. It is of utmost importance that each student exit the school with the class in a quiet and orderly manner.

Bicycle, Scooter Safety

The riding of bicycles or scooters on school property is prohibited during the school day. Students must walk their bicycle or scooter to the stands. This is done in order to assure the safety of the school community. The school is not responsible for lost or damaged bicycles or scooters. The use of skateboards, roller blades/skates, 'wheelies' will not be permitted on school property.

Dangerous Articles

It is the policy of *O'Gorman High School* that no individual be permitted to remain in school while in the possession of an article or replica designed as, used as, or intended for use as a weapon.

When a student uses or threatens to use a weapon on school property, the student will be suspended pending the Principal's decision whether to recommend to the Board that the pupil be expelled and the police shall be involved.

When a student is found in possession of a firearm or a replica of a firearm on school property, the student shall be suspended pending the Principal's decision whether to recommend to the Board that the pupil be expelled and the police shall be involved.

Fighting and/or Physical Assault

Students are encouraged to resolve disagreements in an appropriate manner which insures the dignity and safety of others. Should a student cause physical harm to another, he/she will be held responsible. Should a student damage another student's property, he/she will be held responsible. Any student engaged in a fight may be suspended from school and the police may be involved.

Abuse of Others

Abuse is defined as any expression of physical or verbal abuse that infringes upon the human rights of another person. This includes racial, religious or ethnic slurs, name calling, insults, ethnic jokes, teasing, physical, emotional, verbal and/or sexual abuse or violence. Abuse under any form will not be tolerated. A student who verbally abuses another student or a member of the school staff may be suspended. A student who physically or sexually abuses another student or a member of the school staff shall be suspended pending the principal's decision whether to recommend to the Board that the pupil be expelled and the police shall be involved.

Harassment

Harassment is defined as any unwelcome comment or conduct that intimidates, demeans or offends an individual. Students must not harass others whether it be physically, sexually, verbally, by use of the telephone, internet, email or in person, and harassment of any kind will not be tolerated.

Bullying

In keeping with the teachings of Christ and Board policy, ***O'Gorman High School*** will strive to create a safe, caring and supportive school environment, free of bullying, for all members of the school community. As such, bullying is prohibited on school property, at school-related events, on school buses, or in any other circumstances (i.e. online) where engaging in bullying will have a negative impact on a member of the school community and on the school climate.

Bullying behaviour is defined as any repeated, persistent, and aggressive behaviour intended to cause (or should be known to cause) harm, fear and/or distress to another person's or group of persons body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bus Policy

Bus transportation is subject to the same regulations and policies enforced within the school. Bus transportation is an extension of the school and classroom, and any misbehaviour will be reported to the Administration. Students who misbehave on a school bus will be dealt with in a strict manner, with bus privileges being revoked, a formal school suspension, and/or financial retribution for damages. Riding a school bus is a privilege and the safety of all students is of paramount importance.

Cafeteria/Common Area

Students are expected to eat only in the cafeteria area and to exhibit pride in our school and our environment through the proper use of receptacles for litter. Food and drink in the hallways, common area and classrooms are strictly prohibited. Coats and jackets are not to be worn in the cafeteria area during lunch period.

Attendance and Punctuality

O'Gorman High School does not condone student absences designated by students or parents as days of recreation or any similar reason for missing classes. Under The Education Act Section 21, it states: " a child is excused from attendance at school only if the child is unable to attend school by reason of sickness or other unavoidable cause." Students who violate this provision will be subjected to the Truancy Policy.

All students must attend all classes indicated on their timetable, including liturgical celebrations, assemblies and all other special functions. The Ministry of Education and Training recognizes that regular attendance is a necessary component for determining a final mark in a subject. If a student is absent from a class, the school requires that a parent/guardian notify the school.

Every effort should be made to schedule appointments outside of school hours and should the student be required to leave during the school day, parents/guardians must notify the school in writing.

Students who become ill during the school day must report to the Main Office. Students will either see the school nurse or contact home to have a family member take the student home. No student is allowed to leave the school to go home if he/she feels ill without following the proper sign out procedures. Students are advised that the washrooms are not intended as health rooms. Failing to report to the Main Office when ill, will be considered a truancy and dealt with accordingly. It is extremely important that parents provide us with accurate phone numbers on the registration forms and notify us of any changes to enable us to contact them in emergency cases.

Age of Majority

Students 18 years of age or older (**with a signed permission form from a parent/guardian on record at the main office**) are permitted to sign notes explaining their absence, lates and dismissals. The school reserves the right to inform parents when notes are unacceptable or when infractions against the Code of Behaviour occur. Students who are of the Age of Majority are directly responsible to the administration for their performance of all duties and responsibilities of a student similar to the employer-employee relationship in the world of work.

Absence

Parents are to contact the school each day a student is absent between 8:00 a.m. and 8:45 a.m. at 268-4501, stating the name and reason for the absence. Students with independent status are to contact the school and state their reason for their absence. If a phone call is not possible, students must bring a note to the attendance secretary before 8:45 a.m. for admittance to class.

Truancy

All students are required to attend class, as well as all school events, functions and activities deemed to be part of the curriculum by the school (monthly liturgies, assemblies, etc.) Failure to do so is considered truancy.

Other forms of truancy are:

- Failure to report to the office immediately if sent out of class.
- Failure to report to the office immediately to sign-in after arriving late at school.
- Failure to report to class within five minutes after signing in at the office.
- Failure to sign out when leaving grounds.

Occurrences of truancy will be dealt with in the same manner as an unjustified absence.

Consequences for Truancy

Students who skip classes will be dealt with by the subject teacher and the vice-principal or principal. Detentions, parental contact, in-school suspensions, or out-of-school suspensions may result.

Students who are truant:

- may be placed on an in-school suspension until the parent/guardian is able to discuss the matter with the school. The in-school suspension will not exceed two (2) days,
- following an in-school suspension, the student may be suspended from attending school if the matter is not satisfactorily resolved,
- will not participate in any extra curricular school activities while on a in-school or out-of-school suspension,
- are reported regularly to the Board for the appropriate follow-up and information.

Excessive Absences

Should a student miss a significant number of classes without a medical certificate, the Principal will not be able to grant the appropriate credits as provided in OSIS 1984/OSS 1999. Students are expected to cover, to the best of his/her ability, the material that would normally be covered in class during any period of the absence.

Signing In - Signing Out

All students leaving school **must sign out** with the attendance secretary at the main office. If a student has parental permission to leave school during classes, a note must be presented to the attendance secretary at the main office, at which time the student will receive a Permission to Leave slip. Students **must sign in** when they return to school.

Students leaving school for any reason must follow this procedure. Breach of this policy will be considered truancy.

Arriving Late

Tardiness causes delays and interruptions for those who arrive late, which reduces the total amount of class instruction. As a sign of respect for others in the school, every student is expected to arrive on time for each class.

A student is considered late if he/she:

- arrives for period 1 or period 3 classes after the bell rings,
- arrives for period 2 or period 4 classes, 3 minutes after the bell rings, signaling the end of classes for periods 1 or 3,
- arrives for class without the appropriate learning materials/equipment such as pens, pencils or gym clothing, etc.,
- arrives for class without a slip after being absent and requiring such a slip.

A student reporting late to any class shall:

- sign in with the attendance secretary at the main office and present a late slip to the subject teacher. The attendance secretary will note on the late slip whether a note has been presented explaining the lateness.
- present a signed appointment form/late slip to a subject teacher, after an appointment with guidance, administration or another teacher.

Students arriving at school later than 8:55 a.m. / 12:33 p.m. must sign in at the main office with the attendance secretary, before going to classes. Students who are habitually late will be assigned after school office detentions to be served after 3:06 p.m.

Consequences for Tardiness

Students who arrive late may:

- receive a detention at any time for tardiness. Teachers will handle lateness to class individually; however, administration will become involved if lateness persists.

- be subject to suspension, if lateness becomes habitual.
- at the discretion of the subject teacher, be required to make up the missed time.
- be assigned after school detentions for arriving later than 8:50 a.m. for period 1 or 12:34 p.m. for period 3 classes.

Transfers, Withdrawals and Retirements

Students who are transferring from O'Gorman High School or who are withdrawing/retiring from school must contact a school administrator as soon as possible. Students are required to complete certain documents, return textbooks and fulfil all responsibilities to complete the transfer/retirement process.

Use of the School Telephone

Students are to use the pay phones located throughout the school. The office telephones are to be used by the students only for emergency purposes or to conduct school business. No social calls will be permitted. Teachers receive their messages during breaks in the day so that classes will not be disrupted. They will return your call at their earliest convenience.

Messages

Only in cases of emergency will students be called from class to receive message.

Announcements

Any announcements pertaining to the general school population including school activities will be posted on the school's 'message center' located in the common area. Students are encouraged to observe the television and view the O.S.O. bulletin board.

Access to Premises

Access to school premises is subject to the provisions of the Education Act.

A person is not permitted to remain on school premises if a student has been suspended or expelled or if a person's presence is detrimental to the safety or well-being of others, in the judgment of the Principal. Custody order restrictions will be enforced at all times.

Visitors

Unless you are a registered student or board employee, you are considered to be a visitor to the school.

The school expects all visitors to report their presence on school premises by reporting to the main office. Visitors are required to sign in and obtain a "Visitor" pass from the main office in order to proceed into the school or school yard.

The visitor(s) to any classes must be in good standing in their school community and must bring a note from their parent/guardian approving the visit.

The sponsoring O'Gorman student must be in good standing and pick up a "sign-in-form", at the main office. The approval form must be completed three days prior to the visitation. The visitor must sign in at the main office on the designated day, accompanied by the host O'Gorman student and will be given a "visitor pass", which he/she must present when approached by teachers/staff.

8. RESPECT FOR THE PROPERTY OF OTHERS:

Academic Honesty

Students must not knowingly plagiarize, cheat or copy the language, thoughts or ideas of another as their own work.

Library

O'Gorman High School's library resource centre provides for the needs and interests of both students and teachers. This centre exemplifies the co-operation between classroom teachers and the librarian in the systematic planning of the overall programs offered at *O'Gorman High School*.

Resource-based learning, including inquiry learning, individualization, independent study, and teacher-directed learning, requires a broad spectrum of resources to match student abilities and learning styles, and to support instructional programs. These resources are available through the library resource centre in print and non-print form, as well as information retrieval using some of the latest in communication and technological developments.

In order to meet these objectives, the resource centre will be restricted to those who will use the centre in a meaningful way. The study carrels are to be used as a **Quiet, Individual Study Area**. There is a reference area, tables where small groups of may work on co-operative ventures, room for group projects, and lounge where both staff and students can find a quiet, comfortable atmosphere for leisure reading. Conduct in the library resource centre is centred around three simple principles: **Courtesy—Respect—Common Sense**.

Computers and Computer Networks

With the advancement of technology, students are becoming more and more competent and comfortable using this technology in their education as well as their personal lives. Vandalism of any kind, manipulation of files, or "surfing" the net for information promoting sexual exploitation, violence, hate, etc., will result in the loss of computer privileges, suspension, and/or formal charges.

Textbooks, Materials and Equipment

Students are financially responsible for lost or damaged textbooks or materials assigned to them. Students who owe replacement fees are required to discharge this obligation at the end of each semester. Failure to do so will result in the withholding of final grades, semester report card, transcripts, and the next semester time table. This policy holds for team uniforms and equipments as well.

Student Parking

The school provides parking for students who decide to come by automobile. Students must park in the designated parking lot on George Street. Unauthorized parking will result in the car being towed away at the owner's expense. Drivers are asked to keep their car locked. We cannot assume responsibility for losses or damages. Drivers should abide strictly by all traffic regulations. The speed limit in the parking lot is 10 km per hour.

Study Periods

Students on study periods are expected to be in either the cafeteria, the library, or signed out to leave school grounds. Students are not to wander about the halls, stairwells or foyer.

Students are expected to use their study period to advance their academic program. This time is to be used profitably towards completing or enriching school curriculum.

Gymnasium and Mezzanine

The gymnasium and mezzanine are out of bounds as a passageway for students during the school day. These areas may be used only when supervised by a teacher. Running shoes (not street shoes) are to be worn in the gymnasium at all time.

Littering

Students are expected to help keep the buildings, grounds and neighbourhoods clean. Students are expected to deposit all scrap paper, wrappers, etc. into waste baskets or recycling containers.

Theft

Theft will be treated as a serious offence since it violates the spirit of respect for the property of others and contravenes civil and divine law. Students in possession of stolen goods will be suspended and may be subject to criminal prosecution.

The school is not responsible for any property lost, missing or stolen. It is strongly recommended that all personal property be identified with the name of the owner. Students should not bring valuables or large sums of money to school.

Lockers

Students will have a locker designated to him/her for the duration of the year. Students will be given a lock for their locker and lockers must be kept clean and locked at all times. Students will not share lockers and locker inspections may take place during the school year at the discretion of the administration. The office must be provided with each students' locker combination. Locker decorations must be in good taste. No decorations are to appear on the outside of the lockers. All decorations are to be put up with masking tape; no stickers or markers are to be used.

Vandalism/Willful Damage

Students, who destroy, deface, or otherwise damage property belonging to the Board, School, another student or staff member may be required to make restitution. The student may be suspended and police may be called and charges may be laid if warranted.

Posting of Flyers

Activities held off the school premises do not have the approval or sanction of the school or the Northeastern Catholic District School Board. It is illegal to advertise such activities on school property. Under special circumstances, a student may request permission of an administrator to post an advertisement.

Electronic Equipment

The students must not use inappropriately any electronic communication or media devices on school property, at school-related events, on school buses or in any other circumstances that may have a negative impact on a member of the school community and on the school climate. These devices could include but are not limited to cell phones, Mp3 players, Ipods, CD Players, Personal Video Game devices, computers, internet, email, websites, and cameras.

9. STRATEGIES TO PROMOTE ACCEPTABLE BEHAVIOUR:

It is our goal to develop a sense of awareness of an individual's personal responsibility in society. The following strategies may serve as guidelines to promote self-discipline and responsible behaviour:

Prevention Strategies

- establish a safe and orderly learning environment;
- maintain effective classroom management;
- encourage and reinforce positive behaviour;
- promote the development of social skills;
- provide anger management programs;
- utilize peer counseling and informal conflict resolution;
- establish open communication between home and school; and
- use of community agency programs and services

Supportive Intervention Strategies

- use of verbal redirection, reminders and reinforcement
- use of active listening
- use of choices
- use of problem-solving techniques
- use of behavioural contracts
- involving community agencies
- use of interviews/discussion
- use of school/Board/community resources

10. CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR:

Students, parents/guardians, teachers and principals are encouraged to work together to resolve any difficult situation. Respect toward one another will resolve many difficult encounters. It is our goal to develop a sense of awareness of an individual's personal responsibility in society.

Consequences for violations to the School Code of Conduct shall be appropriate to the individual, age, special needs and grade level, and related to the circumstances and/or action. Where appropriate, the strategy shall be progressive. Principals may determine additional consequences in consultation with their school community members, which may include:

- verbal or non-verbal messages from a teacher or adult in authority (e.g. warnings);
- re-location within the classroom or learning environment (e.g. time-outs, time-owed or detention)
- private consultation with student, to develop alternative behaviours and to reprimand if necessary;
- collaboration with parent or guardian
- detention or loss of privileges
- write a letter of apology
- collaboration with other school personnel (e.g., Principal or Vice-Principal)
- referral to other school personnel
- referral to outside agencies, e.g. police, Child & Family Services;
- peer mediation
- restitution (i.e. financial, community service) or restorative justice
- suspension
- expulsion

Consequences shall be applied in accordance with the mandatory consequences outlined in the Provincial Code of Conduct.

11. SUSPENSIONS AND/OR EXPULSIONS:

The school and the Northeastern Catholic District School Board will impose and administer suspensions and expulsions of students, subject to mitigating factors, in accordance with the Education Act and the government regulations on suspensions and expulsions. For additional information please refer to the Board's F-13 Suspension and Expulsion Policy at www.ncdsb.on.ca.

12. REVIEW:

Schools are required to review their Code of Conduct on an annual basis in consultation with their respective Catholic School Councils.

13. ASSESSMENT, EVALUATION AND REPORTING:

Introduction

“The primary purpose of assessment and evaluations is to improve student learning. Information gathered through assessment helps teachers to determine students’ strengths and weaknesses in their achievement of the curriculum expectations in each course. This information also serves to guide teachers in adapting curriculum and instructional approaches to students’ needs and in assessing the overall effectiveness of programs and classroom practices.” (Program Planning and Assessment, 2000)

Assessment and evaluation in all subjects is based on the Provincial Curriculum Expectations and the Achievement Charts.

Assessment is the process of systematically gathering information from a variety of sources and providing students with descriptive feedback for improvement. Students will be provided with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations.

Formative assessment - The on-going collection of information that occurs throughout the course that enables teachers to track, support and guide students’ continuous progress.

Summative assessment- The gathering of assessment data at the end of a prescribed period designed to provide information about student achievement.

Evaluation is the process of judging the quality of student work on the basis of established criteria and assigning a value to represent that quality.

Students and parents need to be informed not only about achievement but also about course expectations, assessment practices and evaluation procedures.

Assignments, Truancy and Suspensions

It is imperative for students to meet deadlines for assigned work for the following reasons:

- deadlines are realistic in the normal working life beyond school;
- deadlines are a reasonable management strategy;
- deadlines provide closure on units of study.

Student Information Regarding Deadlines

Late assignments or tasks will be noted under learning skills.

Continuous assessment of learning skills will be made for accurate reporting on report cards.

Students will be provided with the following:

- non-negotiable deadlines at the inception of the assignment or task;
- a time frame when assignments or tasks can be submitted;
- feedback throughout the process of the assignment or task.

With teacher discretion, students may extend submission deadlines on the condition that communication is made with the teacher prior to the submission date.

Students **MUST** submit the assignment or task at the beginning of class on the date of the deadline.

Teachers **MUST** inform students when work is not accepted after the deadline an “R” will be recorded.

Consequences for work not submitted may include the following:

- student-teacher conference;
- after-school follow-up;
- parent or guardian contact;
- office referral;
- an "R" for the incomplete assignment or task.

Attendance

In order to determine legitimate absences for assessment and evaluation purposes, a signed note from parent(s)/guardian(s) or self (independent students) **must** be submitted to his/her teachers upon return to school.

Formal Examination

Formal exams shall be 1 hour to 3 hours in length. No student will be scheduled to write more than two examinations in any one day. In some courses, a formal written examination is not required and will be replaced by one or more performance based tasks.

Examinations Dates

Please refer to the Activity Calendar for the exam dates.

- copies of exam schedules will be distributed prior to exams.
- exams will only be written at scheduled times (no make-up exams will be provided).
- a student who does not write a required final examination without a valid reason approved by administration, will receive zero on the examination. The zero will be calculated as one of the marks and will therefore lower the student's overall mark.
- in the case of illness, a doctor's certificate verifying that the illness incapacitated the student's ability to write, is required. An appointment slip is not acceptable.
- students caught cheating on an exam will have the examination confiscated and will receive a mark of zero. Parents will be notified.
- emergency situations will be dealt with justly as they arise.

Late for Exams

No extension of time will be given to students who arrive late unless there is a serious reason for the late.

Students who are late must arrive within one hour after the commencement of the exam.

Anyone who arrives after this time will not be permitted to write the exam and will receive zero.

Honour Roll

The Honour Roll for each semester will be calculated on ALL courses a student is taking that semester. **Part time students will not qualify for the Honour Roll.**

Student Evaluations

Please refer to the student activity calendar for distribution dates of Progress Reports, Letters Home for Students at Risk of not meeting requirements and Report Cards. The final Report Card in June will be mailed home in the first week of July.

Report cards will reflect overall achievement of course expectations as a percentage grade.

Learning skills will be recorded using a 4-level scale - E, G, S, N (Excellent, Good, Satisfactory, Needs Improvement).

A letter will be sent home to parent(s)/guardian(s) of students who are at risk of failing a course in December and May (please refer to student activity calendar for exact dates).

14. PREPARING FOR TESTS AND EXAMS

Organize your study time.

- Review each week.
- Review several times in the days prior to a test or exam.
- Organize your review by listing all materials to be studied and divide it into manageable sections.
- Review all material completely the night before a test or exam.
- Record the date, time and location of each test or exam in your planner.
- Plan a study schedule as soon as you find out the date of a test or exam.
- Pay careful attention to class review.
- Attend class before exams. The teacher may give a brief overview or last minute study suggestions.
- Organize information. Get a perspective on the information you have; see how it interrelates; decide what is important.
- Make summary notes in point form and highlight important information.
- Do practice questions given to you by your teacher or taken from your notes.
- Draw diagrams or pictures to help you remember information.
- Learn and memorize using the style best suited for you.
- Get plenty of rest and nourishment.
- Be prepared with pens, pencils, erasers, calculators, math tools and other necessities.
- Arrive to the test or exam location early. Do not try to study anything new.

During the Exam

- Relax and forget other people.
- Read directions carefully. Read each question twice before answering.
- Look over the whole test first to budget your time.
- Think before you write. Cover the points asked for, not the ones you wish for.
- If you're running out of time, jot down the last few ideas in point form.
- Leave time to check your paper before you turn it in.

After the Exam

When the exam is returned, read the teacher's comments carefully so you understand any mistakes.

15. SERVICES AND ACTIVITIES

STUDENT SERVICES

Guidance Program

The guidance program of O'Gorman High School is a vital and integral part of the total school curriculum. It is a composite of the school's instructional, counselling, consulting, co-ordinating and liaison activities that are designed and implemented to assist student orientation, program choices and preparation for the next level of education or entry to the world of work. Thus, the provision and maintenance of an effective guidance program is essential to personal, educational and career planning activities of all students.

The Aims of the Guidance Program are to provide opportunities for students to acquire the skills, knowledge and attitudes necessary to:

- **know and appreciate themselves** by assisting students in understanding their value as persons and make full use of their interests and aptitudes;
- **relate effectively to others** which leads to good interpersonal relationships and effectiveness in life roles;
- **develop appropriate educational plans** that are flexible and suited to their interests and abilities;
- **explore career alternatives** through a process of career development where the students learn more about themselves, explore a variety of career alternatives, and practice decision-making skills needed in making thoughtful choices for their future.

Guidance Program...

All students are counselled individually to review course selections, progress, educational and career plans. Group presentations (teacher advisory groups) will also take place throughout the year regarding careers, post-secondary school planning, course selections and an educational needs assessment. An innovative computer program is available to help students make career decisions by providing them with accurate occupational and educational information.

Individual counselling about personal and social concerns is provided when a need arises. Students may request an interview at any time by filling out a request form in the guidance office.

Special Education Programs

Special education programs at O'Gorman High School are designed to ensure universal access by exceptional pupils and accommodation of individual differences to the greatest extent possible. The needs of each individual exceptional pupil, whether behavioural, communication, intellectual (including gifted), or physical, as delineated by an Identification, Placement and Review Committee (I.P.R.C) of the Board will be met.

Such programs involve modifications to the kind, breadth, depth and pace of the curriculum, assistance by additional professional staff and use of specialized equipment or facilities.

Communication involving parents, resource persons, community agencies or others may occur in order to best determine each student's needs and alterations in programming. The program will be regularly assessed and evaluated with the results communicated to parents.

STUDENT ACTIVITIES

O'Gorman Student Organization (O.S.O)

The members of O.S.O. are elected to represent the interests and concerns of the entire student body of O'Gorman High School during the month of May for a one-year term. Students' Council organizes social activities for the students, liaises with Administration and helps to finance a number of projects.

O.S.O. Events

Admission to Students' Council sponsored events is open to all O'Gorman students in **good standing**. One guest from other secondary schools may be permitted to attend. The names of such guest will be recorded at the time the tickets are purchased. O'Gorman High School students are responsible for the behaviour of their guest and must accompany them to the event. The O.S.O. Advisors will provide sign-in sheets in the common area for students signing in a guest.

Any student, who exercises inappropriate behaviour or is under the influence of drugs or alcohol, before, during or after the event, and while on school property, will be removed. Parents/guardians and/or police will be notified and the student(s) will be subject to disciplinary action as outlined in the Code of Behaviour. This will include exclusion from future school activities for the rest of the school year.

Event Policy

- For School dances, Doors will open at 8:30 p.m. Students will enter by the gymnasium.
- Student I.D. must be presented at the door

- All outside coats and jackets must be checked
- Students will not have access to their lockers
- Students coming late must sign the late list
- School board policy forbids smoking on school property
- Anyone who chooses to leave an event early will not be readmitted
- Dances will begin at 9:00 p.m. and end at 11:30 p.m.
- Doors will close at 10:00 p.m.
- Students who are absent due to truancy or illness on the day of the dance will not be admitted to the dance
- Dress may be casual but must be respectable. Students wearing inappropriate clothing will not be admitted!
- The lights must be well distributed around the dance area
- Exit lights must be turned on at all times and must not be covered in any manner

Extra Curricular Activities

- Every student is encouraged to participate in some extra-curricular activity. O'Gorman High School is dedicated to the search for growth and excellence in all aspects of the school community life.
- Each student involved in extra-curricular activities will sign the extra-curricular activity agreement form. Parents and coaches will also sign the form.

The use of alcohol and/or drugs is forbidden by all students representing their school in extra-curricular activities and will result in a suspension of at least two(2) consecutive school days immediately following the offence. Also, students will not be allowed to participate in school extra-curricular activities during the suspension.

Students absent from school for extra-curricular events are responsible for work missed. The student is marked absent from class but is considered to be present at school.

Students must be responsible for checking on work missed and must hand in assignments as required by the subject teacher, so adjustments may be made where necessary. School responsibilities will supersede participation in any extra-curricular activities.

Chaplaincy

O'Gorman High school provides a chaplaincy service for all members of the community. As an integral member of the staff, the Chaplain reminds all of us that a faith dimension and gospel values are central to a Catholic Secondary School.

The chaplain, Mr. Mike Buhler, encourages faith and personal development by providing opportunities for prayer, sacraments, and liturgical celebrations. Christian leadership is promoted among the students through retreats, community service programs and social justice activities. The chaplain is available to help and support students in times of need. He encourages a sense of belonging and participation among the students in the life of the parish and the school.

***Subject to change without notice. Please refer to school or board website for updated and current policies.**

PARENT / GUARDIAN'S COMMITMENT

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues
- demonstrate respect for school staff

I have read the terms of the Code of Conduct.

Parent/Guardian's Name: _____ Date: _____

Parent/Guardian's Signature: _____

STUDENT'S COMMITMENT

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- demonstrates respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may affect the learning environment or compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

I have read the terms of the Code of Conduct and agree to abide by them.

Student's Name: _____ Date: _____

Student's Signature: _____