

# O’Gorman High School Family Handbook 2024 – 2025



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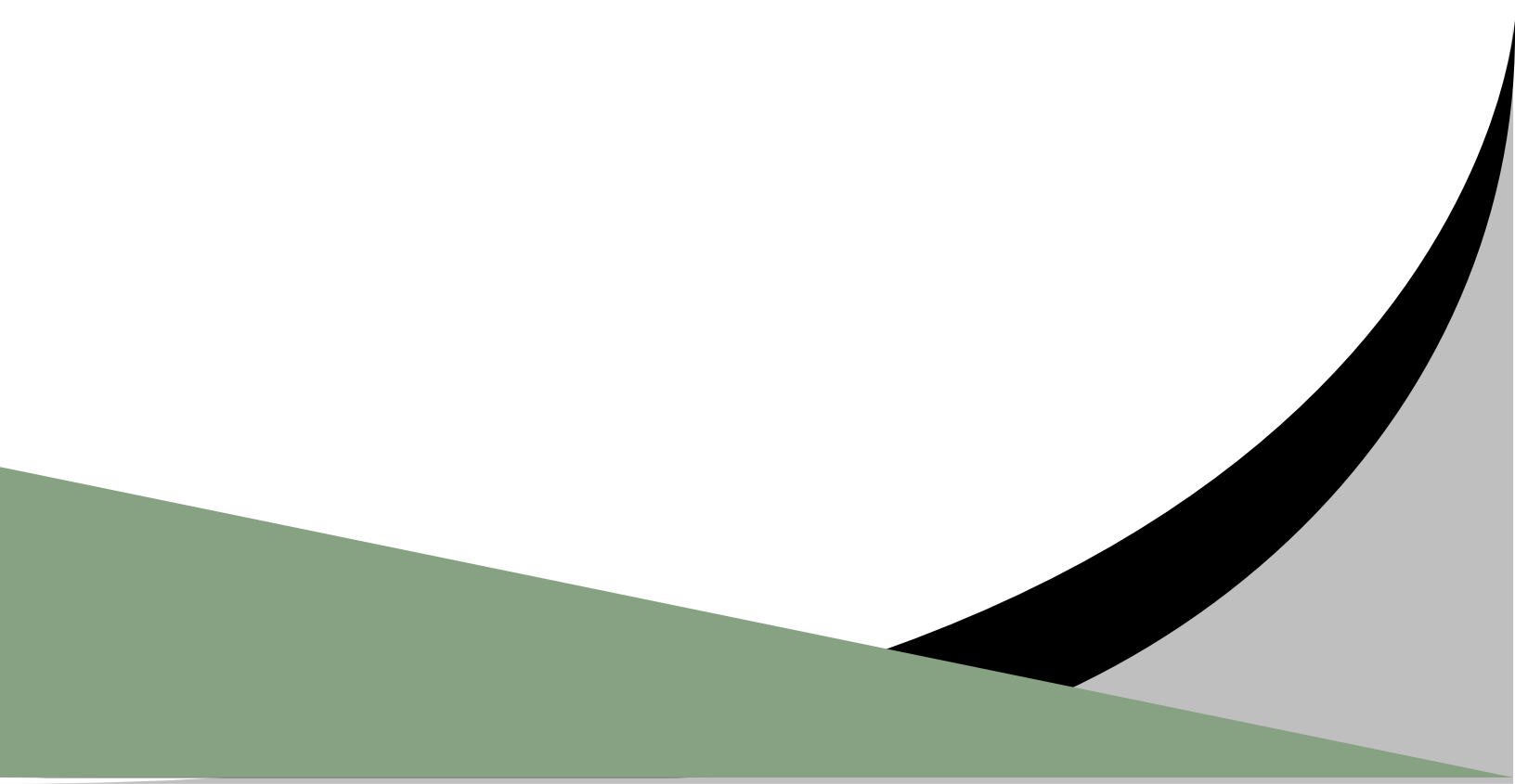
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## General Information

### NCDSB Mission and Vision



#### **MISSION STATEMENT**

**Learning together. Striving for excellence.  
In service to God and each other.**

#### **VISION STATEMENT**

**Faithful and thoughtful learners,  
working together to transform the world.**

The Northeastern Catholic District School Board (NCDSB) is the product of the coming together of regions, of boards, of schools, and of people from Catholic communities throughout Northeastern Ontario.

The Board serves communities within the Districts of Cochrane, Timiskaming, Nipissing and Moosonee.

Each region has its own roots, and in fact, had its own separate school board at one time, operating with both English and French language sections.

Currently, we have 12 elementary schools 1 secondary school, and an adult continuing education centre.

Director of Education:	Tricia Stefanic-Weltz
Superintendent of Education:	Jennifer Dunkley
Trustees (Timmins/Area):	Glenn Sheculski (Chair)
	Fred Salvador Jr.
	Colleen Landers
	Paula Del Guidice
	Sahayma Omenye (Student Trustee)
	Darlene Louttit (Student Trustee)

## School Information

O’Gorman High School  
150 George Ave.  
Timmins, ON  
P4N 4M1

Phone: 705-268-4501  
Fax: 705-267-1550  
Email: [ohtmsec@ncdsb.on.ca](mailto:ohtmsec@ncdsb.on.ca)  
Website: <https://www.ncdsb.on.ca/school.php?id=13&page=profile>

## Administrative Team

Principal: Dr. S. Robertson

Vice-Principal: Mrs. L.A. Loreto Neal

School Secretaries: Mrs. P. Baker, Mrs. J. Lavoie, Mrs. J. Leblanc

## School Staff

Mr. D. Aide, Teacher/ACCESS	Mrs. A. MacDonnell, Teacher/Co-op Education
Mr. A. Black, Teacher/Student Success	Mr. B. Mann, Maintenance
Mrs. J. Bois, Mental Health Worker	Mrs. K.A. Marks, Teacher/Guidance Counsellor
Mr. M. Buhler, Pastoral Care Worker	Mrs. A. Maxwell, Teacher/Department Head/Special Education
Mrs. R. Buhler, Teacher	Mrs. M. McCarty, Teacher/Department Head
Mrs. N. Byberg, Teacher/Special Education	Ms. S. Michell, Teacher/Department Head
Mrs. B. Charlebois, Teacher	Mr. C. Morin, Custodian
Mr. C. Cole, Teacher	Mrs. L. Morrison, Teacher
Mr. D. Davis, Teacher/Department Head	Mrs. D. Perrier, Educational Assistant
Mrs. S. Dinel, Teacher	Ms. L. Romanowski, Teacher/Department Head/Special Education
Mr. P. Dobias, Teacher	Mr. V. Rudolf, Custodian
Mr. B. Fregonese, Teacher	Mrs. E. Shelley, Teacher
Mrs. J. Gvozdanovic, Educational Assistant	Mr. J. Skinner, Teacher
Ms. N. James, Custodian	Mrs. J. Stewart, Teacher/Special Education
Ms. S. Johns, Teacher/Guidance Counsellor	Mrs. P. Vincze, Teacher
Mrs. L. Kelly, Teacher/ACCESS	Mrs. C. Vukovich-Beard, Teacher
Mr. C. LaBine, Teacher	Ms. C. Watt, Educational Assistant
Mrs. A. Lacourse, Mental Health Worker	Mr. H. Westerling, Custodian
Mr. J. Lavoie, Teacher	
Mrs. B. Lepage, Teacher/Special Education	
Mrs. J. Leroux, Educational Assistant	

## School Schedule

### *Regular School Day*

<b>Morning Warning Bell</b>	8:50 am
Period One	8:55 am – 10:10 am
Period Two	10:15 am – 11:30 am
Lunch	11:30 am – 12:30 pm
<b>Afternoon Warning Bell</b>	12:25 pm
Period Three	12:30 pm – 1:45 pm
Period Four	1:50 pm – 3:05 pm

### *Event/Mass Schedule*

<b>Morning Warning Bell</b>	8:50 am
Period One	8:55 am – 9:55 am
Event/Mass	9:55 am – 10:55 am
Period Two	11:00 am – 12:00 pm
Lunch	12:00 pm – 1:00 pm
<b>Afternoon Warning Bell</b>	12:55 pm
Period Three	1:00 pm – 2:00 pm
Period Four	2:05 pm – 3:05 pm

# Important Dates

## School Year Calendar

AUGUST				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28


MARCH				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### CALENDAR LEGEND

	First Day of School
	Professional Activity Day
	Statutory School Holiday
	Board Holiday
	Scheduled Exams at OHS
	Last Day of School

## **Student Services**

### Guidance

The Guidance Department at O’Gorman High School provides a wealth of services to students, including pathway planning, scheduling, course selection, post-secondary application support, and career preparation. Students and their families can book an appointment to meet with a guidance counsellor anytime during the school year. To do so, please visit the Guidance Office or contact the school at extension 4135.

### Mental Health and Wellness

Mental health and wellness are key to student success. O’Gorman High School has regulated health professionals on staff to support students with their mental health needs. The school also works with local agencies to support students through external referral processes.

### NCDSB Indigenous Student Connections

The NCDSB is pleased to offer a variety of Indigenous based services to all students.

The NCDSB is focused on closing the opportunity and achievement gap for Indigenous students by providing culturally relevant and accessible programming. The focus on infusing Indigenous perspectives across the curriculum for all students strengthens connection, awareness and a sense of belonging. Thus, enhancing overall achievement and wellbeing.

### Special Education

Recognizing the diversity of all learners, O’Gorman High School offers special education services to students. These services include assisting all students, but more specifically those who may require additional supports to reach their educational goals. This can be students who may be formally identified through the Identification, Placement, and Review Committee (IPRC) process, as well as those with Individual Education Plans (IEPs). Teaching staff work closely with Resource Teachers (RTs) and Student Success Teachers (SSTs) to monitor student progress and achievement.

### LINK Program

The OHS LINK program is a transition initiative that allows Grade 9 students to receive support and guidance from senior students who have been through the challenges that high school



poses. The goal of the program is for all Grade 9 students to have a positive experience during their first year of high school.

LINK Leaders are Grade 11 and 12 students who serve as positive role models, motivators, leaders and teachers who guide the Grade 9 students to discover what it takes to be successful during the transition to high school. Students must apply to become LINK Leaders and successful candidates must complete three full days of training during the summer. Additional training is received during the school year as each Link Leader is encouraged to enroll in an interdisciplinary studies course.

## **Pathway Programs**

### Specialist High Skills Major (SHSM)

SHSM allows students to customize their learning to match their career interest. These programs are Ministry of Education approved and they focus student learning on specific economic sectors.

In these programs, students must complete:

- A bundle of 8-10 courses;
- A co-op placement related to their career interest;
- Certification and training (completed free of charge);
- A reach ahead experience;
- Career exploration activities.

SHSM graduates will receive an embossed SHSM seal on their Ontario Secondary School Diploma and a SHSM Record Card that documents the courses, training and certifications earned.

### Dual Credit

Dual Credit programs are approved by the Ministry of Education. They allow eligible students to take college or apprenticeship courses that count towards their Ontario Secondary School Diploma and their college diploma while they are still in high school.

The dual credits available at the Northeastern Catholic District School Board are offered in partnership with Northern College of Applied Arts and Technology.

## Ontario Youth Apprenticeship Program

The Ontario Youth Apprenticeship Program (OYAP) is funded by the Government of Ontario. It allows student who are at least 15 years old, who have earned 14 credits, the opportunity to begin to learn a skilled trade while working towards successful completion of a high school diploma. Students may have Registered Training Agreements (RTA) signed upon agreement of employers. Such agreements last for the duration of the co-op placement and the hours accumulated during this period may count towards a student's apprenticeship. Students who become registered apprentices under OYAP complete work placements through cooperative education. They learn under the supervision of qualified journey persons.

OYAP is a viable option for all full-time students who are interested in skilled trades careers. For students who are uncertain about which skilled trade they wish to pursue, there is the option of being enrolled as participants rather than as registered apprentices.

## Cooperative Education

Cooperative education is a Ministry of Education approved program that combines classroom-based education with practical work placements. Students may earn multiple credits (two, three, four credits) as they explore a career pathway related to their interests and talents.

The co-op program includes:

- Pre-placement activities to prepare students for their work placements by creating resumes and cover letters, refining employability skills, and extending their knowledge of important health and safety information;
- Work placements where co-op students work and learn under the supervision of their employers;
- Integration activities to allow students to reflect on their work experiences and plan next steps in their career pathway.

## **Assessment and Evaluation**

All assessment and evaluation practices at O’Gorman High School comply with Board policy and *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools*. The school promotes the highest possible academic standards for students, which includes teaching students how to meet these standards. Essential assessment practices include assessment *for* learning, assessment *as* learning, and assessment *of* learning.

Also critical are the development of Learning Skills and Work Habits and the application of these skills and habits on a daily basis.

Academic honesty is an important component of learning. As outlined in the Code of Conduct, academic dishonesty involves knowingly plagiarizing, cheating, or copying the language, thoughts, or ideas of another person and presenting them as one's own work. While academic dishonesty is a serious concern, staff are expected to take both a disciplinary and educational approach.

Should there be a concern about academic honesty, the situation will be reviewed by the teacher, department head, and school administration. Possible consequences include:

- Review of the definition and importance of academic honesty;
- An impact on Learning Skills and Work Habits report card outcomes;
- Resubmission of the assignment or the completion of an alternate assignment;
- Retaking a test;
- Receiving a mark penalty on the assignment, up to and including zero (especially in senior classes).

Similar to academic honesty, meeting timelines is an important component of learning. Teachers are expected to clearly communicate timelines with students and provide opportunities for reminders and check-ins. Failure to submit assignments on time may result in:

- A reduction of up to the full value of an assignment;
- An impact on Learning Skills and Work Habits report card outcomes.

In all cases related to academic honesty and late assignments, it is expected that parents/guardians are informed participants in the process and that they have a role by supporting teaching staff in promoting positive outcomes related to assessment and evaluation practices.

## Exams

Students must be present at school during their assigned exam period. Accommodations as outlined in the Individual Education Plan (IEP) must be provided for exams. Any student who is not present during their exam may only do so with reasonable cause (at the discretion of school administration). Students who are ill may be required to present a doctor's note to complete the exam.

## Course Changes

Student course change may only occur with discussion and approval of a Guidance Counsellor. Until such changes occur, students are expected to continue attending classes according to their timetable. Students not in attendance will be considered truant.

## Graduation

For students entering O'Gorman High school in September 2024, students in Ontario must meet the following criteria to earn their Ontario Secondary School Diploma (OSSD):

- 17 compulsory credits and 13 optional credits;
- Pass the literacy requirement;
- Earn at least two online learning credits;
- Complete a minimum of 40 hours of community involvement activities.

Students who do not meet the requirements of the OSSD may request an Ontario Secondary School Certificate (OSSC) when the following criteria have been met:

For more information, including requirements for students who entered the school prior to September 2024, please visit <https://www.ontario.ca/page/high-school-graduation-requirements#13-optional-credits> or speak to a Guidance Counsellor.

## Medical Concerns

### Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, Epilepsy)

O'Gorman High School is an allergy sensitive and scent free school. As such, we endeavor to provide the safest environment possible. Any known allergies or other medical

concerns must be noted at the time of registration, as well as on an ongoing basis, and staff are made aware of cases where these may interfere with a student's health. In these cases, parent/guardians/students are expected to collaborate with staff on a Plan of Care. Epi-pens and other similar devices may be kept in a centralized location in either the classroom or the Main Office, and where appropriate, students are encouraged to carry their own device as well.

### Accidents and Illness

O'Gorman High School has staff members trained to deliver first aid. In cases where accidents occur, families will be notified as soon as possible. In the event of a serious accident, parents/guardians will be called immediately, and if necessary, an ambulance may be dispatched to the school.

Should a student become ill during the school day, school staff must be in contact with parents/guardians before the student will be permitted to leave.

### **Emergency Preparedness**

In the event of emergencies, O'Gorman High School has a rigorous emergency management plan. To best prepare for these events, both Fire Drills and Lockdown Drills are conducted at different points throughout the year to maintain readiness. Students are taught and coached through these procedures to reduce anxiety and learn the importance of safety in a public environment. During Fire Drills and Lockdowns, access to visitors will not be permitted at the school; signs will be posted during these limited instances.

### **Communication with Staff**

Communication with staff is an essential element of a strong school-family relationship. Educators at the school are busy teaching and working with students during the day, but will endeavor to respond to your communication in a professional and timely manner (typically 24-48 hours). While parent-teacher interviews are conducted at midterms, we encourage you to reach out to your child's teacher should you have any questions or concerns.

In an effort to reduce costs and paper waste, O'Gorman High School has moved primarily to an electronic means of communication with families. Communication from the Main Office will be facilitated through email and the school's Facebook page, while individual teachers will share their desired method of communication with you during the first week of school. Should this present a challenge, please let us know and we are happy to find a solution (i.e., paper copies).

## Lost and Found

It is the responsibility of students to care for personal items. Any lost and found items shall be returned to the Main Office and will be held for a two-week period. If items are not claimed, they may be donated to charity or disposed of.

## Fieldtrips

Fieldtrips are an essential component of experiential learning. Prior to each fieldtrip, communication explaining the nature of the trip will be sent home for parent/guardian review (for students below 18). Any required forms must be returned to the school signed for students to participate.

## Student Nutrition

### Cafeteria

O’Gorman High School is equipped with a cafeteria served by Chartwells. It is important to note that during certain periods of the year, the cafeteria is closed to staff and student use. These times, as well as unexpected closures, will be communicated to the school community.

### Student Nutrition Program

Each morning, the Red Cross provides universal nutrition services in the form of breakfast. Details about accessing this service will be shared with students throughout the year.

## School Cash Online

School Cash Online uses a secure online account to process payments to the school, with the option to make a one-time payment for each item as it occurs, or load money to carry a balance to apply to future expenses. Payment can be made through credit card or by EFT directly from your bank account. Families can access this service at <https://northeasterncdsb.schoolcashonline.com/>

## Extra-Curricular Activities

### Student Fee

Every year, students are required to pay a \$60 student fee. These funds are used to support extra-curricular activities, as well as the development of a school yearbook which students are provided with at the beginning of the next school year. This fee is mandatory and a requirement to partake in extra-curricular activities and fieldtrips.

### Clubs, Sports, and Other Activities

O’Gorman High School recognizes the importance of extra-curricular activities to the development of the whole person. As such, we strive to provide a variety of activities targeted at student interests. Students are expected to exhibit positive behaviour and effort toward academic achievement. Failure to do so may lead to students being put on extra-curricular probation or removal from extra-curricular activities.

## Transportation

### Busing

Transportation is provided by the North East Tri-Board Student Transportation consortium. Requests for transportation are generally made by the school at the time of registration and rollover yearly. Special requests for transportation can be made on the consortium’s website: <https://netribus.ca/>. Please contact the school should you have any question in this regard or if your child’s transportation needs change.

Subject to the Student Code of Conduct, transportation is a privilege for students.

### Inclement Weather Days and School Closures

In the event of bus cancellations, schools generally remain open for student learning. If bus cancellations are suspected, please check the North East Tri-Board Student Transportation consortium’s website at <https://netribus.ca/> or tune into local radio coverage. Should your child be able to make it to school, we encourage them to attend. Otherwise, please inform the school of your child’s absence. During inclement weather days, all instruction will occur online, both synchronously (live) and asynchronously (independently), using the Brightspace learning platform. Students that attend school in-person will be supervised in a common location in the school, while school staff will be virtually available to students during their regularly scheduled class times.

In very limited circumstances, schools may close to student learning (i.e., sewer backup). Should this be the case, we will make every effort to contact you as early as possible. Should school be in session, staff will supervise students until such a time that parents/guardians can safely pick up their child.

### School Parking

Students are welcome to park their personal vehicles in the lot on George Ave. The school does not assume responsibility for any losses or damages incurred while using this parking lot. Students are reminded to keep their vehicles locked and adhere to a 15km/hr speed limit while within the parking lot.

## **Partnerships with Other Agencies**

O’Gorman High School partners with many community agencies in providing services to our students. While some of these partnerships occur within regular educational programming, we also recognize that specific services related to health and external referrals require parent/guardian consent. If you have any questions, please do not hesitate to contact the school.

## **School Materials**

### For Class Use

At the discretion of classroom teachers, students may be required to purchase basic materials for classroom use (i.e., pens, pencils, paper, binders, calculators). However, other significant items such as computers, art materials, and shop supplies are provided by the school.

### Lockers

Students will have a locker assigned to them at the beginning of the school year. Students are provided with a lock for their locker and personal locks are not allowed. Students may only occupy the locker assigned to them and lockers cannot be shared. Locker inspections may occur throughout the year at the discretion of the school administration. Students are expected to maintain a clean locker and school-wide cleaning opportunities will be provided each semester; students are also welcome to decorate the inside of their locker with school-appropriate magnets and posters. Those who use markers/paint/stickers or other permanent materials will be charged a cleaning fee of \$50.00.



## **Family and Volunteer Involvement**

We strongly encourage opportunities for parents/guardians to volunteer in the school at various events. The school will reach out in cases where we need assistance throughout the year. However, according to Board policy, a school-specific criminal record check will be required. Please contact the school prior to completing such criminal record checks.

## **Catholic School Parent Council**

Catholic School Parent Councils are an excellent way to build a strong relationship between the parent/guardian community and the school. The council acts as an advisory body to the school, and generally meets four times a year (at minimum). Elections for Catholic School Parent Council occur at the start of the school year, with nomination forms sent home by the school. We encourage all parents/guardian to strongly consider running for Catholic School Parent Council.

## **Fundraising**

While the Catholic education system is publicly-funded, items such as fieldtrips and sports events require fundraising. As such, schools engage in fundraising on a regular basis. Any such fundraising is subject to the approval of the school, Board policy, and the support of Catholic School Parent Council.

## **Parish Life**

O’Gorman High School partners with the Diocese of Timmins in developing a strong faith-based school community. While students practice their Catholic faith daily at the school, and through other opportunities such as the NCDSB Catholic virtues program, students also attend periodic masses and sacramental opportunities. Father John Lemire is the parish priest, while Mr. M. Buhler is a school-based Pastoral Care Worker. We strongly encourage all families to support their children in developing their faith by attending weekly mass and partaking in the sacraments. For information regarding sacraments, please contact the parish rectory at (705) 264-0587 or [frjohnlemire2@gmail.com](mailto:frjohnlemire2@gmail.com).

## School Conduct

### School Code of Conduct

#### **Rationale**

The Northeastern Catholic District School Board believes that all people are created in the image and likeness of God and that every person has the right to be treated with dignity, respect and fairness. We recognize that a positive school climate exists when all members of the school community feel safe, included and accepted and actively promote positive behaviours and interactions.

In establishing a Code of Conduct, the Northeastern Catholic District School Board expects to foster schools that are places that promote responsibility, respect, civility, academic excellence, and well-being in a safe, inclusive and accepting learning and teaching environment.

The Code of Conduct, along with procedures related to Progressive Discipline, Promoting Positive Student Behaviour, and Bullying Prevention and Intervention set out clear standards of behaviour which apply to all individuals involved in our Catholic schools – staff, visitors, volunteers, parents or guardians– whether they are on school property, on school buses or at school-related events or activities, or in other circumstances that could have an impact on the school climate.

#### **Purpose of the Code**

- To ensure that all members of the Catholic school community, especially people in positions of authority, are treated with respect and dignity;
- To promote responsible and faithful citizenship by encouraging appropriate participation in the civic and faith life of the school community;
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- 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, and, except by a medical cannabis user, cannabis;

- To prevent bullying, including cyberbullying, in schools;
- To respect the teachings, traditions, and principles of the Roman Catholic Church.

### **Roles and Responsibilities**

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

- To respect the person and the rights of all members of the school community;
- To comply with all school, board, and Ministry expectations and regulations regarding behaviour;
- To contribute positively to the Catholic environment of the school;
- To use language that is appropriate in a school setting and respectful of others;
- To respect the property of the school at all times: building, grounds, equipment, materials;
- To participate fully in the religious life of the school, including the celebration of liturgy, Religious Education and related activities.

### **Standards of Behaviour**

#### *Respect, Civility, and Responsible Citizenship*

To create, promote, and sustain a safe, inclusive and accepting school climate, all members of the school community must:

- Respect and comply with applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, in their ideas and opinions;
- Treat one another with dignity and respect at all times, especially when there is disagreement;
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, religion, age, marital status, family status, appearance or disability;

- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need, including those who are experiencing bullying;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for educational and other permitted purposes;
- Use appropriate language with all persons and not swear at any person in a position of authority.

### *Safety*

To create, promote, and sustain a safe, inclusive and accepting school climate, all members of the school community are accountable and responsible for their behaviour, and shall not:

- Engage in bullying behaviours, including cyberbullying;
- Commit sexual assault;
- Traffic in weapons, illegal and/or restricted drugs;
- Give alcohol or drugs, including cannabis or cannabis products to a minor;
- Commit robbery;
- Be in possession of any weapon or replica weapon, including a firearm;
- 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, illegal and/or restricted drugs, cannabis or cannabis products;

- 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;
- Oppose authority;
- Commit an act of vandalism to school property, property located on the premises of the school or personal property.

## **Expectations of Conduct**

In addition to demonstrating the Standards of Behaviour, all members of the school community are expected to align and monitor their behaviour in accordance with the following provisions:

### **Academic Honesty**

Members of the school community must not knowingly plagiarize, cheat, or copy the language, thoughts, or ideas of another person and present them as their own work. Staff members must inform themselves of the restrictions of the Copyright Act and adhere to the Fair Dealing Guidelines that address copyright law (CMEC Copyright Consortium).

### **Attendance**

Regular attendance and punctuality by all members of the school community is essential to support student success. Student attendance is compulsory as described in the *Education Act* and it is the parent's/guardian's responsibility to ensure students attend school. In case of a student absence or late arrival, the parent/guardian must inform the school in advance. The school message line is available 24/7 by calling 705-268-4501 and selecting option 1 for attendance or you may email [ohtmsec@ncdsb.on.ca](mailto:ohtmsec@ncdsb.on.ca). Parents/Guardians will be notified daily by an automated messaging system when a student is absent from class. Students that are over 18 may sign themselves out, but may require documentation upon the request of school administration (i.e., medical note).

### **Leaving During the School Day**

Students should only be leaving during the school day for illness, medical appointments, or emergency situations. Those who need to leave during the school day must report to the Main Office to sign out. Students will require a note or phone call from their parent/guardian to sign out or parents/guardians will be contacted to ensure the student is allowed to leave. If students do not provide a note, or parents/guardians cannot be reached, students will not be permitted to sign out.

## **Lateness**

Students who are late must follow one of the following procedures:

If students arrive within the first 10 minutes of class, they are to report directly to class and teachers will mark them late through their attendance reporting OR if students arrive after the first 10 minutes of class, they are to report to the Attendance Secretary. They will receive an admit-to-class slip which must be provided to their classroom teacher. Teachers will address class lateness with a range of consequences including detentions and loss of privileges. Teachers will contact parents/guardians for students who are habitually late. Ongoing issues with lateness will be addressed by the school administration and may result in suspension.

## **Truancy**

Students will be considered Truant in each of the following situations:

- Students are absent for the first period of the day and parents/guardians have not contacted the school to explain the absence.
- Students are absent for any other period of the day and have not signed out at the Main Office.
- Students do not report to class after signing in late with the attendance secretary.
- Students are permitted to leave class but fail to return within a reasonable amount of time.
- Students leave class without permission.

Students who are truant from class will face a range of consequences from both the classroom teacher and school administration. Those who are truant during a course evaluation (i.e., test, exam) will receive a zero for the activity. Continued truancy will result in suspension.

Please note: Students who are absent for 15 consecutive days in any class will be removed from the class. Should this occur, they will be unable to have another course added to their timetable. This will impact graduation timelines as students will have a reduced credit count.

## **Care and Respect for Property and Grounds**

School community members share responsibility for helping to keep school buildings, grounds, and adjacent neighbourhoods clean and safe. Use of garbage cans and recycling bins to dispose of waste is expected at all times. All borrowed materials (i.e., textbooks, laptops, tools, etc.) must be returned in clean and working conditions. Damage to any borrowed

material must be reported immediately. Willful damage or vandalism to any borrowed material, or to any property, building, or grounds, is not permitted and may require restitution by the person inflicting the damage.

### **Dress Code**

Members of the school community are expected to dress in a tidy and modest manner that supports full participation in their required activities. Clothing, jewelry, or other visible items that are deemed by the principal to be offensive in any way, including to race, gender, or Christian teachings, are not permitted. Clothing that promotes alcohol, drugs, vulgar language, tobacco products, violence, or sexualized matter is not permitted. In all cases where staff or student uniform policies have been adopted, staff and students are required to dress according to such policies (O’Gorman High School Uniform Policy, pg. 27). If the dress code is not adhered to, principals will address the individual to seek compliance. Students will be asked to change the clothing and parents will be notified. Students may be sent home for non-compliance.

### **Drugs and Alcohol**

While on school property, at any school-related or school-sponsored event, or on the school bus, the possession, sale, or use of alcohol, illegal or restricted drugs, and cannabis is not permitted.

### **Immunization**

The *Immunization of School Pupil’s Act* states that parents/guardians are required to complete the prescribed program of immunization for each pupil. Failure to do so will result in suspension and/or exclusion from school by the Public Health Unit. All parents/guardians are urged to make sure that all children have the required up-to-date immunization.

### **Medication**

Students requiring any prescription or over-the-counter medication during the school day must comply with all expectations of the NCDSB Provision of Health Support Services in Schools procedure (APE012). Parents/Guardians will be required to advise the principal of the requirement and complete the Administration of Medication Form. For safety reasons, no student should bring any form of medication to school without prior approval from the principal.

### **Photographs, Digital Images, and Audio/Video Recording**

School community members are expected to respect the privacy rights of others and refrain from taking pictures or capturing audio or video recordings of any person on school

property without first obtaining the permission of every person included in the image or recording. Permission must also be obtained to share images or recordings in any format (i.e., printing, digitally sharing via email or social media apps, etc.). Schools will obtain permission from parents/guardians for the purposes of including students in images and recordings within the enrolment registration and update process. Schools will also provide notice in areas where video surveillance is occurring for safety purposes, in accordance with NCDSB Policy I-1: Video Surveillance. It is recommended that students take steps to limit their involvement in taking pictures or recording others on school property, and to ensure permission is obtained if proceeding with this activity.

### **Responsible Use of Information and Communication Technology**

School community members who are granted access to the Internet through the board network must abide by the provisions of the Responsible Use of Information and Community Technology policy (I-2) and procedures (API001). Staff and students are required to acknowledge their review of the acceptable use provisions each year. Online activity is monitored and access to inappropriate or illegal material is prohibited.

### **Search and Seizure**

Desks, lockers and other storage spaces are school property and as such there is to be no expectation of privacy on the part of students. A search of any storage space is permissible by the school administration. In this case, the principal or the vice-principal is acting under the authority of the *Education Act* to maintain proper order and discipline in the school, and not as an agent of the police.

### **Smoking and Vaping**

Smoking and vaping is prohibited in all buildings and on all property owned, leased and operated by the Board, as well as on school buses or other school-sponsored transportation. This applies to parking lots as well, and smoking/vaping cannot occur while in a vehicle parked in a Board-operated parking lot. In accordance with the *Smoke Free Ontario* law, no person may smoke within 20 metres of any school property. Students are not permitted to engage in smoking or vaping during school, at any school-related or school-sponsored event, or while on the school bus.

### **Use of Personal Mobile Devices During Instructional Time**

The use of personal mobile devices, including cell phones, tablets, wearable technology (i.e., SMART watches) and any audio devices (including headphones), during instructional time is only permitted under the following circumstances:



- For educational purposes, as directed by an educator;
- For health and medical purposes;
- To support special education needs.

The use of any personal mobile device must not, in any way, interfere with teaching conducted by the staff or the learning of any student during instructional time. Personal mobile devices need to be stored in a locker, but may be accessed before and after school, as well as at lunch or during field trips and sporting events, at the discretion of an educator. Possession of a personal mobile device by a student is a privilege which may be denied to any student not abiding by the terms of this code. Students shall be personally and solely responsible for the security of personal devices.

First violation of a non-authorized personal mobile device during instructional time or otherwise includes having the student return it to their locker; the incident will be noted by the school. The second violation of a non-authorized device includes leaving the device with the Main Office for the remainder of the day; the student must come and retrieve the device at the end of the day after speaking with an administrator and parent/guardians will be notified. A third infraction includes confiscation and the application of progressive discipline related to non-compliance with the School Code of Conduct; the parent/guardian must come and retrieve the device.

### **Visitors**

Upon arrival, all visitors must immediately report their presence on school board premises and comply fully with all local processes established to support the safety and staff of school community members.

### **Cafeteria, Hallways, and Common Area**

Students are expected to remain in their class during instructional time unless otherwise required (i.e., bathroom). No students should be roaming the hallways. Students on a spare must either be in the Library or Cafeteria. It is expected that everyone moves to their next class within the 5 min. timeframe.

### **Backpacks and Bags**

Students are expected to leave their backpacks and bags in their locker unless they are required for a specific class (i.e., physical education). They may access their lockers between classes for necessary items.

## **Dismissal from Class**

In cases where students are dismissed from class due to disruptive behaviour, they are to go immediately to the Main Office, inform the secretary why they have been dismissed from class, and sit and wait quietly and respectfully to meet with school administration. Students are not to leave the Main Office before meeting with the principal or vice-principal.

## **Response to Code of Conduct Infractions**

Contraventions of the Code of Conduct will be investigated and addressed by appropriate Board or school staff. Contraventions by staff members shall lead to consequences determined by the Board's personnel policies, collective agreements, and professional standards. Contraventions by students shall result in a response or consequence that is appropriate to the age, special needs, and individual circumstances of the student in relation to the nature of the infraction. Where appropriate, consequences shall follow the standards of progressive discipline. A range of responses or consequences may be applied, including:

- Verbal or non-verbal warnings from teacher or adult in authority;
- Re-location within the classroom or learning environment;
- Discussion with student by teacher, vice principal, and/or principal;
- Discussion with parent/guardian;
- Loss of privileges;
- Restitution (i.e., financial, community service);
- Collaboration with or referral to support personnel (i.e., CYW, ISW, MHW, MHAN, Attendance Counsellor);
- Referral to, and involvement of, community agencies;
- Peer mediation;
- Restorative justice;
- Suspension;
- Expulsion.

Student consequences shall be applied in accordance with the NCDSB Safe Schools policies and procedures.

## Uniforms

Students are expected to wear their uniforms during the entire school day, upon arrival to school in the morning until 3:05 pm. The uniform is also to be worn during all school excursions or fieldtrips unless otherwise specified. Students must only wear uniform pieces that are outlined within this document. At no time are students allowed to change their clothing in classrooms or in the hallways. Failure to dress appropriately will result in disciplinary action by both teachers and administration. Students who are not in proper school uniform will not be admitted to class. Parents/Guardians will be responsible for bringing the necessary uniform items to school or bringing the student home for the day. Students who continually fail to comply with the uniform policy may be suspended.

### **Permissible Uniform Items**

#### **Supplies by Top Marks**

<b>Top</b>	<b>Bottom</b>
-Short sleeve polo (green, white)	-Black twill pants (pleats, flat front)
-Long sleeve polo (green, white)	-Khaki twill pants (pleats, flat font)
-Short sleeve blouse (white)	-Black cargo shorts
-Long sleeve blouse (white)	-Khaki cargo shorts
-Long sleeve dress shirt (white)	-Khaki skirt
-Long sleeve V-neck sweater (green)	-Black watch kilt (with kilt pin)
-Long sleeve rugby (green)	-Black skort
-Sweatshirt with half zipper (green)	
-OHS pullover hoodie (green)	
*OHS crest/embroidery must be visible on all uniform tops	

-Uniform items are not to be altered in any way stylistically. Students may have pants hemmed to an appropriate length as needed based on their height, but seams must be finished and no elastics may be added.

-Students may choose to wear plain white or black t-shirts with a modest neckline, under their uniform tops. These undershirts must not be visible through the uniform top so students should select colours appropriately (i.e., white under white). Logos, graphics, or slogans

on these undershirts must not be visible through the uniform top or on any exposed portion of the undershirt. Undershirts must not hang below uniform tops.

**-Between November 1 and May 1, students wearing a skirt, kilt or skort must wear solid black or navy-blue tights with their skirts. No shorts are permitted during this time period.** Skirts, kilts or skorts must be hemmed to no more than two inches above the knee and no bare legs are allowed.

-Jewelry and belts must not detract from the spirit of the uniform. Students are reminded that facial and other piercings may pose a health and safety risk in some courses such as Co-op, Physical Education, and Construction.

-Footwear must be in the spirit of the uniform. For safety reasons, flip-flops and beach footwear are not allowed. No footwear can extend past the knee. It is recommended that dry shoes be worn indoors during the winter months.

**-Coats, jackets, hoodies, hats etc., that are worn to school must be stored in lockers during the school day.** Students are expected to remove hats when entering the building and carry them to their lockers.

-At all times, the school administrators will determine the appropriateness of student clothing. Consequences for inappropriate dress have been outlined in the school's Code of Conduct.

-Every Friday is considered an OHS Spirit Day. On Fridays, students may substitute their uniform top with an OHS team, club, or spirit shirt that has been purchased through the school. Clothing representing tournaments or festivals (i.e., OFSAA or NATS) is not considered spirit wear. Students must wear uniform bottoms on these days.

-On "dress down days" students must wear school appropriate clothing. Ripped jeans, inappropriate logos, or clothing that is too short, tight or revealing is not permissible.

Wearing the O'Gorman High uniform properly and with respect demonstrates "pride and dignity for all". Students attending O'Gorman High 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 cultivates equality and is a sign of belonging to this school community.