



Northeastern Catholic District School Board

O’Gorman High School Code of Conduct 2022/2023

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; and
- 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; and
- 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; and,
- 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 ohmsec@ncdsb.on.ca.** Parents/Guardians will be notified daily by an automated messaging system when a student is absent from class.

Leaving During the School Day

Students should only be leaving during the school day for illness, medical appointments, or emergency situations. Students who need to leave during the school day must report to the 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 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. Students 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 daily 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 or violence are 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. 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.

See "Appendix A" for the O'Gorman High School policy.

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, 1982, 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 and 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 administrator. 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 secure location (locker, pocket, purse, backpack, etc.) and they are not to be visible unless permitted by 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.

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.

APPENDIX A : O’Gorman High School Code of Conduct 2022 -2023

The additional Code of Conduct items identified in Appendix A outline specific expectations and procedures for the following categories:

1. Medical Concerns
2. School Property
3. Transportation
4. Uniforms

Parents/Guardians and students are expected to review the complete Code of Conduct and contact the school administration should they have any questions or concerns.

1) Medical Concerns

All medical conditions or concerns which impact student learning should be brought to the attention of administration to ensure appropriate accommodations are in place. Details regarding medical concerns will be shared with school staff and the school bus driver if applicable.

Students who have been diagnosed the following are required to complete the *Plan of Care, Emergency Procedure & Consent Form (Self-Administer and/or Employee Administer)* forms.

Anaphylaxis

Students may carry their epinephrine auto-injector (EpiPen, etc.) with them as needed; however, additional auto-injectors should be stored at the office.

Asthma

Students may carry their reliever inhalers with them as needed; however, additional reliever inhalers should be stored at the office.

Diabetes – Type 1

Students may carry their blood glucose meter with them.

Epilepsy

2) School Property

Library

Students are encouraged to visit the library and make use of its resources during their free time. Comfortable seating areas are to be used appropriately for students to read, converse quietly with friends, work on laptops, or listen to personal music devices. All library resources are available for students to use within the library and may be signed out for continued use. Students must sign out all resources with school library personnel.

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 welcome to decorate the *inside* of their locker with school-appropriate magnets/posters. Students who use markers/paint/stickers or other permanent materials will be charged a cleaning fee of \$50.00.

3) Transportation

School Bus

Bus transportation is viewed as an extension of the school and any applicable school rules apply to students while they are on any school bus. Bus transportation is a privilege that may be revoked should students not behave appropriately in accordance with established behaviour and safety rules. In addition, student misbehaviour on a school bus may result in suspension, and/or financial retribution for any damages.

School Parking

Students are welcome to park their personal vehicles in the lot on George Street. 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.

4) Uniforms

Students are expected to wear their uniforms during the entire school day, upon arrival to school in the am until 3:05 pm. The uniform is also to be worn during all school excursions or field trips unless otherwise specified. Students must only wear uniform pieces that are outlined within the OHS Uniform Policy. 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 Supplied by Top Marks

Tops	Bottoms
Short-Sleeve Polo (green, white) Long Sleeve Polo (green, white) Short-Sleeve Blouse (white) Long Sleeve Blouse (white) Long Sleeve Dress Shirt (white) Long Sleeve V-Neck Sweater (green) Long Sleeve Rugby (green) Sweatshirt with half-zipper (green) OHS Pullover Hoodie	Black twill pants (pleats, flat front) Khaki twill pants (pleats, flat front) Black cargo shorts Khaki cargo shorts Khaki skirt Black watch kilt (with kilt pin) Black skort
OHS cresting/embroidery must be visible on all uniform tops.	TopMarks tag must be visible on all pants and shorts.

- 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 1st and May 1st, 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 (ie. 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 your O'Gorman High uniform properly and with respect demonstrates "pride and dignity for all". Students attending O'Gorman High Secondary Catholic 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.

PLEASE NOTE THAT THE ZIP-UP FLEECE JACKET, VEST AND BUTTON UP CARDIGAN ARE NO LONGER APPROVED UNIFORM PIECES.



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.

Acknowledgement of Review

Each year, parents/guardians and students must review the Code of Conduct and acknowledge their understanding and acceptance of expectations. Please complete the acknowledgement form and have your child return it to their teacher.

Student Name: _____

Grade: _____

I acknowledge that I have reviewed the Code of Conduct with my child and that we understand and accept the expectations.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Please return the Code of Conduct Acknowledgement Agreement Form signed and dated to your period 1 teacher by Friday, September 9, 2022