

O’Gorman High School Code of Conduct 2019 - 2020

It is the belief of O’Gorman High School that members of our school community are well disciplined, responsible, and self-directed individuals. Our goal is to promote respect, civility, responsibility, and academic excellence throughout our everyday interactions. This code of conduct is intended to:

- ensure that all members of the school community are treated with respect and dignity;
- promote responsible citizenship;
- maintain a peaceful environment where conflict and difference are addressed in accordance with Gospel values;
- promote the safety of all people in the school community.

We expect that all members of our school community will:

- demonstrate honesty and integrity;
- respect the unique differences in people, including their ideas, opinions, and lifestyle choices;
- treat one another with respect at all times;
- show proper care and respect for school property, as well as property of their own and others;
- take appropriate measures to help those in need;
- resolve conflicts peacefully, and seek assistance when necessary to achieve these outcomes;
- assist in creating a Catholic learning environment that promotes academic excellence;
- present themselves appropriately through speech and appearance;
- contribute positively to the school community by sharing individual gifts, talents, and time;
- participate fully in the religious life of the school, including the celebration of liturgies, religious education classes, and other faith-based activities.

The Code of Conduct outlined in the following pages outlines specific expectations and procedures for the following categories:

- 1) Attendance
- 2) Behaviour
- 3) Medical Concerns
- 4) School Property
- 5) Technology Use
- 6) Transportation
- 7) 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) Attendance

Attending class is one of the most important actions required to ensure academic success. Students are expected to arrive on time and participate fully in each of their classes. Parents/guardians and students are expected to ensure regular attendance at school and to report absences appropriately. Classroom teachers will monitor student attendance and contact parents/guardians to share concerns as they arise. Chronic attendance concerns will be addressed by school administration and include the intervention of the attendance counsellor.

Absence Reporting

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. Students who will be absent for the first period, or for the entire day, must have a parent/guardian contact the school to explain the absence **BEFORE** the start of the school day. Parents/guardians will be notified daily by an automated messaging system when a student is absent from class. It is recommended that parents/guardians provide a cell phone number for this purpose to ensure they receive the reports.

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 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 who do not report to class after signing in late with the attendance secretary.

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.

2) Student Behaviour

Bicycles, Scooters, Skateboards

In order to ensure the safety of the school community, students are not to ride bicycles, scooters or skateboards on school property. Racks are available for students to store their bicycles and scooters during the school day, however please note that the school is not responsible for any lost or damaged items.

Emergency Drills

All members of the school community must participate fully in all emergency drills. Students can expect a number of fire evacuation drills and lockdown drills throughout the school year. Failure to participate appropriately during emergency drills will result in a variety of consequences as determined by administration, including potential suspension.

Extra-Curricular Activities

All students are encouraged to participate in a wide variety of school-sponsored activities. Once a commitment is made to a team or club, students are expected to attend all scheduled practices, games, and meetings. Failure to do so may result in removal from the activity. Students are also reminded that their first commitment is to their studies. Students who are struggling to maintain successful progress in their courses will have to limit their involvement in extracurricular activities until progress improves. Students are not eligible to participate in any activity when they are absent from school during that day.

Fighting and Physical Altercations

Students are encouraged to resolve disagreements in a peaceful manner. Students are not permitted to engage in any physical altercations with others. Students who physically harm another person will be suspended and the police may be involved.

Harassment and Bullying

Harassment is defined as any unwelcome comment or conduct that intimidates, demeans or offends an individual. Students must not engage in any behaviour that can be defined as harassment. This includes verbal and physical actions, as well as electronic materials shared on the internet or through email. Students who engage in harassment of others will face a range of consequences, including potential suspension. Harassment that is repeated, persistent, and aggressive is considered bullying. Students who engage in bullying will be suspended.

Illegal Substances and Articles

The possession, sale, or use of drugs or alcohol on school property is illegal. Students who are in possession of, or are under the influence of drugs or alcohol while on school property or during a school-sponsored excursion, will be suspended. The police may be involved as deemed necessary by administration.

Any article or replica designed as, used as, or intended for use as a weapon is not permitted on school property. Students in possession of any of these articles will be suspended and may be expelled. The police may be involved as deemed necessary by administration.

Language

Students are expected to use language that is appropriate for a school environment. Swearing and profane or vulgar language will not be tolerated and will result in a range of consequences, including potential suspension.

Lunch Break

All students share a common lunch period. Students are permitted to eat only in designated areas – primarily the cafeteria. Food and drink in the hallways, common area, library and classrooms is prohibited. Students are expected to maintain a clean and orderly school and must use garbage cans and recycling bins appropriately.

Opening Activities

Each day begins with the national anthem and a morning prayer at **8:55am**. Students are expected to stand still and refrain from speaking during these activities. If students are late to class, they must stop in the hallway until the completion of the prayer before continuing on to their destination.

Photographs and Audio/Video Recording

Students are not permitted to photograph or record (audio or video) any person on school property without the permission of every person included in the image or recording. Students must also obtain permission to share any of these images or recordings in any format (i.e. printing, digitally sharing via email or social media apps, etc.). Students who do not follow these procedures will face a range of consequences, including potential suspension.

School Assemblies and Religious Celebrations

All students are expected to participate fully and respectfully in all scheduled school assemblies, masses, liturgies, and retreats. Students are also encouraged to volunteer their time in support of faith-based activities including the Lord's Kitchen, ThinkFast, Tools Trip and other events that may be scheduled throughout the year.

Smoking/Vaping/

O'Gorman High School is proud to maintain a smoke-free environment. Smoking and Vaping are prohibited on all school property, including parking lots. This includes the use of any form of electronic cigarette. Students are not permitted to smoke/vape in their cars while parked in the school lot. While we encourage all students to live smoke-free, students who choose to smoke/vape must not do so in front of any school entrance or in public areas within 20 meters of school property (in accordance with the Smoke Free Ontario Law) Students violating the smoking/vaping policy may be charged by the local health unit, as well as being suspended.

3) Medical Concerns

Anaphylaxis

Students who have been diagnosed with Anaphylaxis are required to complete the *Plan of Care, Emergency Procedure & Consent Form (Self-Administer and/or Employee Administer)* forms. Students may carry their epinephrine auto-injector (EpiPen, Allerject, etc.) with them as needed; however, additional auto-injectors should be stored at the office. Details regarding the allergy will be shared with school staff and school bus driver if applicable.

Asthma

Students who have been diagnosed with Asthma are required to complete the *Plan of Care, Emergency Procedure & Consent Form (Self-Administer and/or Employee Administer)* forms. Students may carry their reliever inhalers with them as needed; however, additional reliever inhalers should be stored at the office. Details regarding students with Asthma will be shared with school staff and school bus driver if applicable.

Diabetes – Type 1

Students who have been diagnosed with Type 1 Diabetes are required to complete the *Plan of Care, Emergency Procedures & Consent Form (Self-Administer and/or Employee Administer)* forms. Students may carry their blood glucose meter with them. Details regarding students with Type 1 Diabetes will be shared with school staff and school bus driver if applicable.

Epilepsy

Students who have been diagnosed with Epilepsy are required to complete the *Plan of Care, First Aid: Care and Comfort & Consent Form (Self-Administer and/or Employee Administer)* forms. Details regarding students with Epilepsy will be shared with school staff and school bus driver if applicable.

Prescription Medication

If prescription medication is required during the school day, students must complete the *Consent Form (Self-Administer and/or Employee Administer)* This form will accompany clearly labelled medication that includes the name of the student, their parent/guardian and doctor, as well as specific directions for usage. All prescription medication will be stored at the office. Students are not to store any prescription medication in their lockers or on their person. Parents/guardians must contact the school to discuss individual student medical needs.

4) 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.

Student Resources

Students are financially responsible for all resources assigned to them for use in their classes or extracurricular activities. Students who owe replacement fees will not be assigned new resources until the fees are paid in full. Replacement fees will be determined based on the cost of the individual resource damaged/lost. This policy applies to all textbooks, classroom resources, sports equipment, and team uniforms that may be assigned for student use.

5) Technology Use

Cell phones

Students may use their cell phones before school, during lunch, after school, and on a spare period. Students are never allowed to "walk and talk/text". At all times, cell phone ringers must be set to silent so as not to disturb others. Teachers will confiscate cell phones that are heard or seen during class time or during a school event/excursion, unless they have given permission for use. Confiscated cell phones will be brought to the office and may be picked up by the student at the end of the school day. A second instance of confiscation will require a parent/guardian to come to the school to pick up the phone. Continued non-compliance will result in suspension.

Internet Access and Student email account (Acknowledgement Forms will be sent home on the first day. Please read, sign, date and return the forms with your child to their period 1 teacher.)

Students will be able to access the Internet through school devices and each student will be assigned a personal email address. All Internet and email activity is monitored and inappropriate activity will result in a range of consequences that may include loss of computer privileges, suspension, and police involvement. Parents/Guardians and students must read the *Responsible Use of Computer Technology and the Internet Agreement Policy found on the ncdsb.on.ca website, Our Board Policies (Policy I-2) and sign and return the Acknowledgement form to the school* before they will be granted access to the network.

Personal Music Devices

Students may use a personal music device with headphones before school, during lunch, after school, and on a spare period. At all times, the volume of the device must be set so that it cannot be heard by others. Teachers will confiscate devices that are used during class time, or during a school event/excursion, unless they have given permission for use. Confiscated devices will be brought to the office and may be picked up by the student at the end of the school day. A second instance of confiscation will require a parent/guardian to come to the school to pick up the device. Continued non-compliance will result in suspension.

6) 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 vehicle locked and adhere to a 15km/hr speed limit while within the parking lot.

7) Uniforms

Students are expected to wear their uniforms during the entire school day from 8:50 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) V-neck vest (green) OHS Pull over Hoodie Button Front Cardigan – to be worn over a blouse, not tank or tee (These are not longer available)	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)
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. For example, pants, shorts, skirts, and kilts are not to be shortened, rolled, or made narrower by adjusting the seams. Students may have pants hemmed to an appropriate length as needed based on their height.
- Students may choose to wear white, grey, or black t-shirts or tank top 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.
- Students may wear solid, black or navy blue nylons, tights or knee-highs with a skirt. Skirts must be hemmed to no more than two inches above the knee and no bare legs are allowed.
- Jewellery 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.
- Coats, jackets, hoodies, etc., that may be 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, school administration will determine the appropriateness of student clothing. Consequences for inappropriate dress have been outlined in the school 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. Students must wear uniform bottoms. Students are not permitted to wear gym uniform t-shirts on OHS Spirit Days.

O’Gorman High School Code of Conduct – Acknowledgement Agreement 2019 - 2020

Parent/Guardian Acknowledgement and Commitment

Parents/Guardians are the first educators of their children and a necessary support for the efforts of school staff in maintaining a safe, respectful, and productive Catholic learning environment. We encourage all parents/guardians to maintain active involvement in their child’s school life and welcome your ongoing feedback and suggestions.

Your signature on this form indicates that you have read, understood, and will support the O’Gorman High School Code of Conduct as it applies to your child.

Additionally, your signature indicates your acknowledgement of your child’s full participation in the Catholic life of the school which includes: religious education classes, school masses and liturgies, and any other faith-based retreats, assemblies, or activities.

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

Student Acknowledgement and Commitment

We believe O’Gorman Knights are well disciplined, responsible, and self-directed individuals who will conduct themselves appropriately to help maintain a safe, respectful, and productive Catholic learning environment. We encourage all students to maintain active involvement in school life and welcome your ongoing feedback and suggestions.

Your signature on this form indicates that you have read, understood, and will abide by the O’Gorman High School Code of Conduct.

Additionally, your signature indicates your acknowledgement of your full participation in the Catholic life of the school which includes: religious education classes, school masses and liturgies, and any other faith-based retreats, assemblies, or activities.

Student Name: _____

Date: _____

Student Signature: _____

This form will be sent home with your child on the first day of school for your signature.

Please return the Code of Conduct Acknowledgement Agreement Form signed and dated to your period 1 teacher by Friday, September 6, 2019.