

***Code of Conduct – Condensed Version***

***O’Gorman High School***

***September 2014***

**Attendance Policies and Procedures**

Students are expected to attend all classes to ensure academic success. All students are asked to adhere to the following procedures:

**ABSENCE REPORTING** - Message Line is available 24/7 at 705-268-4501.

Students who will be absent for the day are asked to have their parent/guardian call the school BEFORE the beginning of the school day. Alternatively, the parent/guardian may provide a written note to explain the absence. This note must be given to the attendance secretary, who will then issue an admit-to-class slip. Parents will be notified daily by an automated message system when a student is absent from one or more classes.

**LATENESS**

Students who arrive late to class must report to the Attendance secretary for an admit-to-class slip. Teachers will provide consequences for lateness which may include lunch and after-school detentions. In keeping with the school’s progressive discipline policy, chronic tardiness will be reported to Administration. Further consequences will be determined at this point.

**LEAVING SCHOOL DURING THE DAY**

This should occur only because of illness, medical appointment or emergency:

- A. **Medical/Dental appointments** - students must notify the attendance office before 8:45 a.m. and present a note verifying the appointment.
- B. **Illness or emergency** – students must report to the attendance secretary so that a parent/guardian may be contacted. Students who do not report to the attendance office before leaving school will be marked truant.

**TRUANCY**

An absence which was not reported by a parent/guardian and has not been supported by a note from a parent within 3 school days will be recorded as a truancy. The school may require a medical note for extended absences from school for all students under the age of 18.

**STUDENTS OVER 18 YEARS OLD**

In keeping with the Municipal Freedom of Information and Protection of Privacy Act, calls will be made home to the student, to report absences or truanancies for students 18 or over. According to the act, the student is viewed as an adult and, as such, correspondence regarding academic progress, attendance etc. must be directed to the student. Students over 18 who have extended absences are required to provide the school with a doctor’s note to cover absences or risk withdrawal for non-attendance - truancy.

**ABSENCE DURING FINAL EVALUATIONS**

Requests to withdraw students during final evaluation periods for reasons other than illness will be denied. Extenuating circumstances may result in students completing their final evaluations AFTER the scheduled final evaluation time frame. Students who choose not to write a final evaluation may lose the opportunity to repeat the course in the next semester. Students must complete the final evaluation to qualify for summer school. Placement consideration will be given

to those who are registered in the course for the first time and those who completed the course but were unsuccessful. Note: A doctor's note will be required for missed final evaluations.

### **LEAVING SCHOOL GROUNDS**

Students with unassigned time must sign out with the attendance secretary in order for them to leave the school. Students who have signed out must conduct themselves in accordance with the code of conduct.

### **Athletics**

Athletes are charged a team fee for each sport played. This fee helps defray cost of league fees, transportation, officials and uniform depreciation. The initial cost is \$30.00 which includes the Athletic Banquet. Subsequent teams are \$30.00 each to a maximum of \$90.00. Some teams may choose to buy spirit wear, or attend additional tournaments which will increase team fees. Team uniforms are distributed by the coaches. Uniforms must be returned on time, cleaned and in good repair at the end of the sport season. Parents are responsible for the replacement cost of any uniform piece that is not returned. Once a commitment to participate is made, students are expected to attend all scheduled practices, games, and meetings.

### **Computers**

Damages done to laptop either intentionally or unintentionally will result in a fee to address the issue. Once payment is received by the school, a temporary laptop will be issued to the student until his/her laptop is fixed.

### **Lockers**

A locker is assigned to you when you begin your schooling at O'Gorman High and will remain your locker for the school year. A student who occupies a locker not assigned to him/her will have the lock removed and locker contents held at the office. If held items are not claimed by a student within 10 days, they will be disposed of.

Lockers are locked with OHS Locks. **Only OHS supplied locks** may be used (any other lock will be removed). A lock/locker usage fee is part of the activity fee. The lock combination will be provided at the time of initial registration. **Do not share** your combination with anyone. If you experience difficulty with your lock or locker, please report the problem to the Main Office.

Students must carry all materials for the morning or afternoon classes to avoid having to return to lockers between classes. Please keep your locker neat and clean. Do not allow old lunches and junk to pile up. There will be periodic designated times throughout the year for locker clean out.

Graffiti and markings on lockers and/or locker doors are **NOT permitted**. Students will be charged a fee if cleaning or repairing is needed. In addition, locker decorations are to be school appropriate – no drugs, drug paraphernalia, nudity, crude or offensive images or words will be permitted.

**NOTE:** Sizeable amounts of money should be brought to the office for safekeeping. Money should not be left in lockers, dressing rooms or classrooms. Handbags should be left stored in locked lockers.

### **Opening Exercises**

Each day begins with the national anthem and a morning prayer. ***Students are asked to stand and remain quiet during these opening exercises in both the hallways and classrooms.***

Announcements are displayed throughout the day on TV monitors located in the common area and the cafeteria.

**All students are expected to be in first period and be in proper uniform at 8:55am.**

### **Smoking**

The Ministry of Education and the NCDSB have adopted a Smoke-Free Environment policy. Our school community is focused on healthy lifestyle choices and we encourage students not to smoke. Smoking cigarettes and/or chewing tobacco are not allowed anywhere in O’Gorman High or on the surrounding campus, including the parking lot. Students will not be permitted to smoke in cars. Although we do not condone smoking we find it necessary to provide a safe, supervised area for students who choose to smoke; therefore, students are reminded that this activity can only take place in the designated smoking areas at the front of the school (on the side walk, east of the cedar trees or on the side walk, west of the no parking sign).

Students will not be permitted in the smoking area during or between classes.

**Students violating the smoking policy may be suspended.**

### **Music Devices**

MP3, i-pods, touch phones and other devices used to listen to music are NOT permitted in the classroom. If you choose to bring such items, they are to be kept in your locker.

If a student is seen in the classroom with a music device, the student will be sent to the office with the device. The student’s name is recorded and the device will be returned at the end of the day. The second time the student is sent to the office, the Administrator will keep the device until a parent/guardian is able to pick it up. After the third time, a student will receive a detention. Continued non compliance with this expectation may lead to suspension.

### **Telephone, Cell Phones, Messages, Electronic Devices**

Electronic devices are not to be used during the school day. They are only allowed to be used in the cafeteria at lunch or on a spare period. They are disruptive to classes and may constitute an invasion of privacy to other students and staff. They are to be out of sight and turned off. O’Gorman High School cannot assume any liability for lost or stolen electronic devices.

If a students’ cell phone is seen in the classroom, the student will be sent to the office with the cell phone. The students name is recorded and the cell phone is returned at the end of the day. The second time the student is sent to the office, the Administrator will keep the cell phone until a parent/guardian is able to pick it up. After the third time, a student will receive a detention. Continued non compliance with this expectation may lead to suspension.

Pay phones for student use are provided in the main and gym entrances. For emergency situations, messages for students will be accepted at the main office or attendance. Parents/guardians are asked not to telephone or text message students during school hours.

### **Co-Curricular Activities**

All co-curricular activities are intended to enrich the education of the individual student. With the pursuit of excellence in these activities, students also enhance the reputation of the school and, through their effort and dedication, benefit all members of the school community.

**CODE OF CONDUCT** When deciding to participate in these activities, students agree to meet the following standards as representatives of our school:

- a) Students first commitment is to their studies. Eligibility for co-curricular activities is dependent on a student's effort to be successful in all courses.
- b) Students may not participate in a co-curricular activity on a day when they have an unexplained absence from any class. Students who miss more than a half day due to illness may not participate in a co-curricular activity on that day. Chronic absenteeism could result in students being denied the opportunity to participate in co-curricular activities.
- c) Once a commitment to participate is made, students are expected to attend all scheduled practices, games, and meetings. **Failure to do so may result in being denied participation in any club or team for a period of one year from the time of the infraction. Students who quit or are removed from a team have 5 days to appeal the one year athletic suspension.**
- d) Regardless of the outcomes, students who participate in competitive activities are expected to show respect for all officials, coaches, teachers, spectators, or opponents from any school, and for the rules of the game or activity in which they participate. We expect that students who represent O'Gorman High in co-curricular activities will be a source of pride to the school and to themselves. Actions or activities which detract from this premise, such as belittling opponents by word or deed, are expressly prohibited and will be consequenced.
- e) Students who attend games or activities as representatives of a school team or club are expected to travel in their school or team uniform. This applies to events during, before and after school hours. A different procedure will be implemented for longer trips.
- f) Students who visit other schools and travel to and from activities are expected by their conduct and language to model the same behaviours which are expected in our own school.
- g) Students who participate in co-curricular activities are required to have a Student Activity card and are expected to present it when signing up.
- h) No student is allowed to miss class in order to be a spectator of a game. The only exception to this rule will be special spirit days.

### **Uniforms**

All students are expected to be in uniform at all times from 8:45 am until 3:06 pm while in the school building and library. The uniform is to be worn on field trips unless specified otherwise. School Administration reserves the right to send students home whose dress is not in keeping with these guidelines and may result in disciplinary action.

The OHS uniform is supplied by Top Marks and is purchased by calling 1-800-667-7105 or online at [www.topmarks.ca](http://www.topmarks.ca). **Only uniform items sold by Top Marks are permissible.**

**All** Uniform Items are not to be altered in any way stylistically. For example, pants, capris or shorts are not to be shortened, rolled or made narrower by adjusting the seams. All pieces must be in good repair.

**All** non-uniform clothing must remain in your locker. Headwear of any kind, wristbands, excessive jewellery, scarves and accessories are not to be worn.

No underwear or camisoles should be showing at any time. Only uniform blouses or white t-shirts are allowed beneath school uniform sweaters. Uniform pants are to be worn at the waist at all times. Repeated non compliance will result in office detentions or in the student being sent home to change.

### **Physical Education Uniforms**

All physical education students are required to wear a uniform that consists of:

- A grey O’Gorman Athletic Uniform T-Shirt
- A pair of green O’Gorman Athletic shorts
- Athletic socks
- Proper running shoes (non-marking soles or platforms)

Uniforms will be purchased from the Physical Education Teacher within the first 2 weeks of a semester.

Cost T-Shirts \$15 each

Shorts \$20 each

Sweatshirts or loose-fitting jackets and track pants worn over shorts are recommended for cooler days and outside activities. It is recommended that all students bring a towel to shower after class.

Students not having proper uniform will need to borrow a spare uniform from the Phys. Ed. Office. Persistent neglect of duty will result in contact with home and administration in order to assist the student with this matter.

### **Right to Search Students**

The Supreme Court concludes that “A search by school officials of a student under their authority may be undertaken if there are reasonable grounds to believe that a school rule has been violated, and the evidence of the violation will be found in the location or on the person of the student. These grounds may well be provided by information received from just one student that the school authority considers credible”.

**The right to search extends to student lockers and student cars parked on school property.**

# O’Gorman Student Organization

---

## Where Knights Dare ... to Make a Difference

OSO Advisors – Mrs. Ritchie and Mr. Loreto

<b>President</b>	Samantha Hutteri
<b>Vice President</b>	Nikki St. Clair
<b>Treasurer</b>	Ally Ferguson
<b>Social Director</b>	Sean Cole
<b>Assistant Social Director</b>	Colin Ferrigan
<b>Dance Director</b>	Sydney Legasy
<b>Catholic Communication Director</b>	Nicholas Ducharme
<b>Promotions Director</b>	Bridget MacInnis & Emily Gauthier
<b>Grade 12 Reps</b>	Lindsay Clermont & 1 other rep TBD
<b>Grade 11 Reps</b>	Halle MacKenzie & Deanna Vien
<b>Grade 10 Reps</b>	Sarah Duke & Alison Cartan
<b>Grade 9 Reps</b>	To be voted on in September
<b>Student Trustee</b>	Michaela Beach

The Student Council is organized by a constitution for the purpose of sponsoring and financing co-curricular activities. The Student Council consists of an executive and committee representatives.

School is much more than a place where academics are studied between 8:55 a.m. and 3:06 p.m. All students should give consideration to the many activities, clubs, intramurals, committees, and sports which are offered. New activities and clubs are always welcomed; please see any of the O.S.O members for information regarding joining or starting an activity. Be sure to get involved!

### Student Activity Fee and Student Card

The Student Activity Fee for the school year will be \$60.00, which includes a yearbook. The fee is non-refundable two (2) weeks after registration date. Please keep your receipt as proof of payment.

Student cards are issued in late September to students who have paid their fees.

Student cards are required for participation in co-curricular activities with the card being the only acceptable proof of payment. Students who do not pay this fee lose the opportunity to participate in extra-curricular activities e.g. teams, dances, clubs, etc., which are supported by monies from the student activity fees, but extra-curricular in nature. This is an important piece of photo identification which can be used for other community based purposes, and should be kept with you at all times.