

O’Gorman High School Family Handbook 2024 – 2025

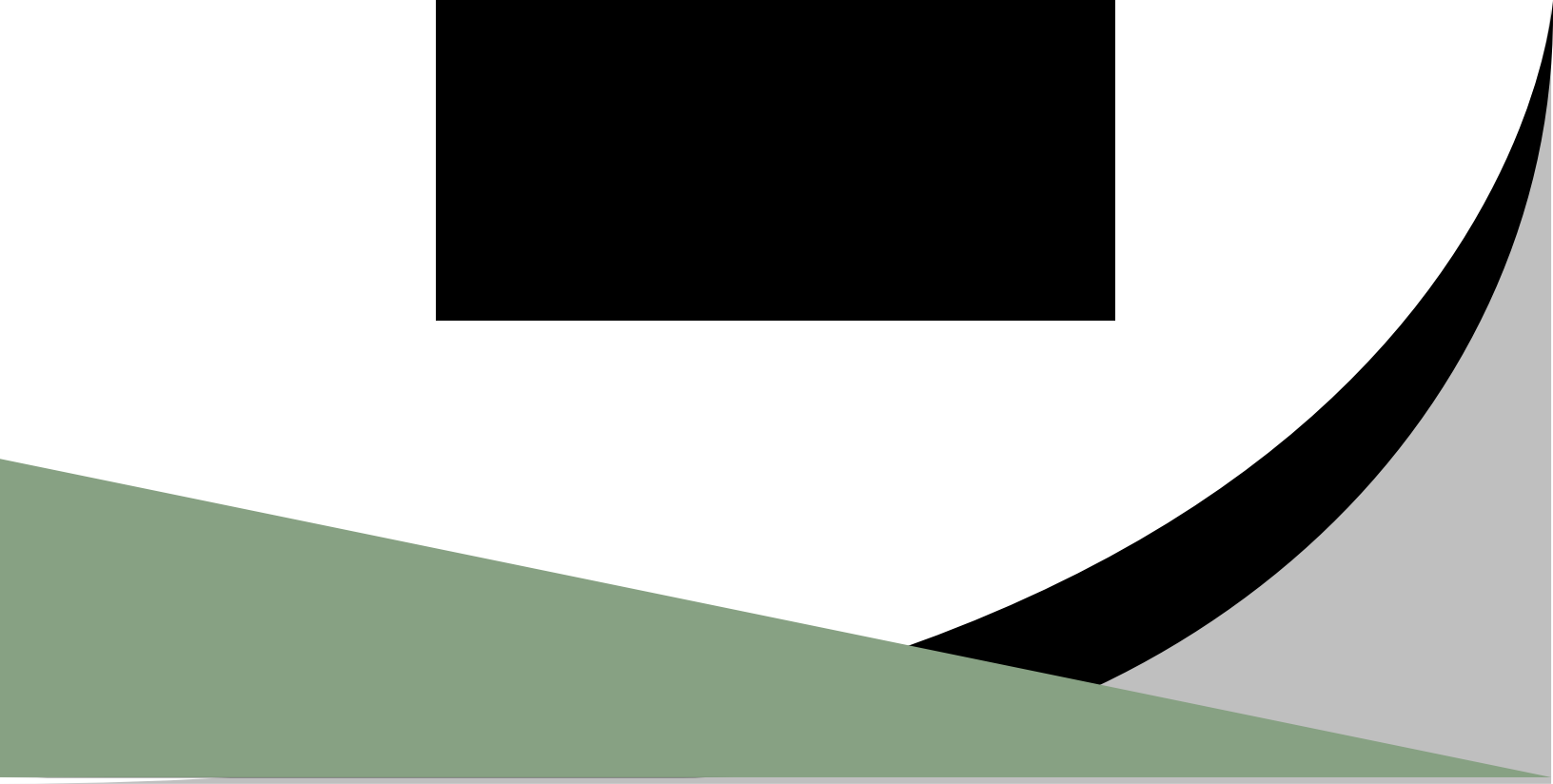


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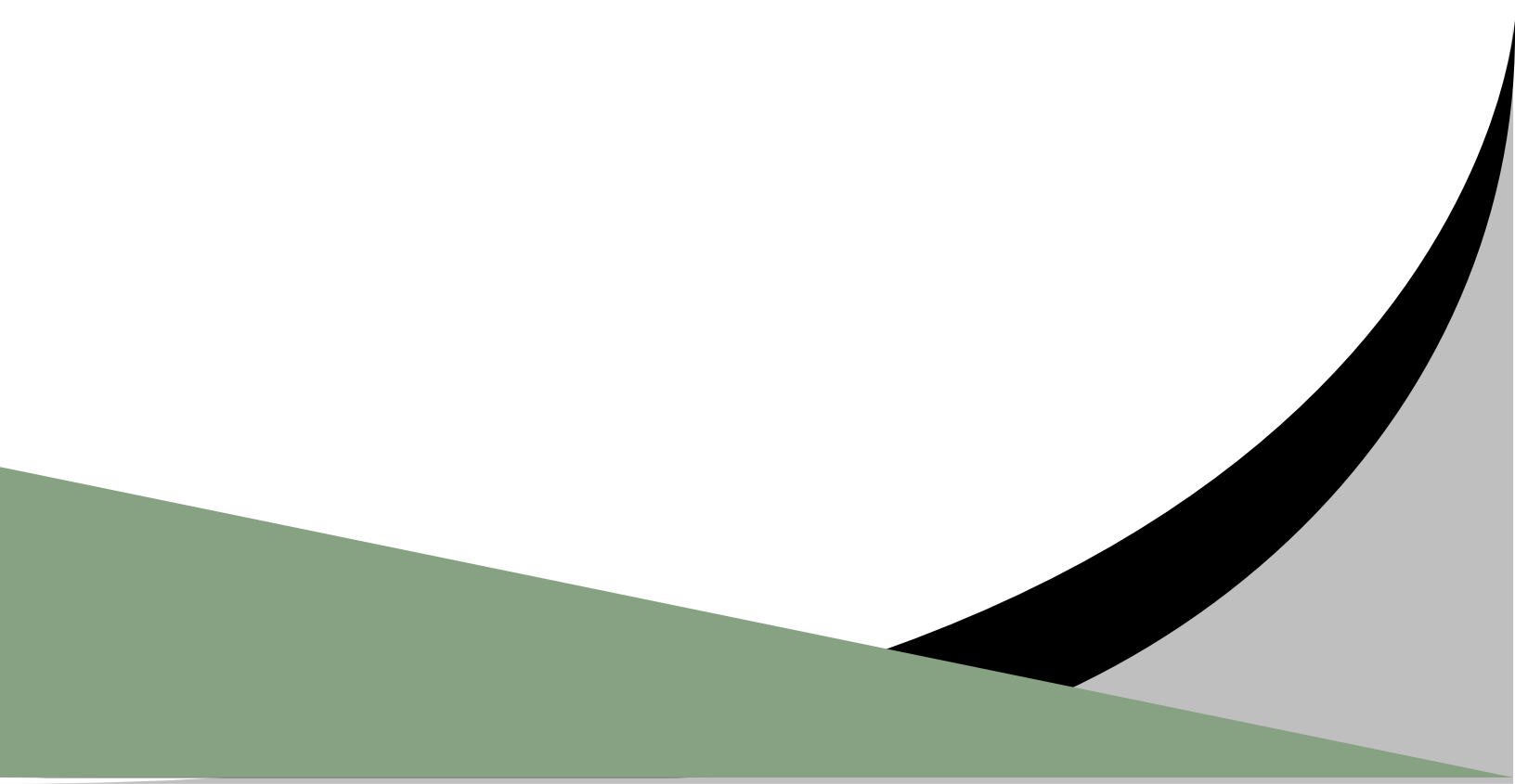
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General Information

NCDSB Mission and Vision

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.

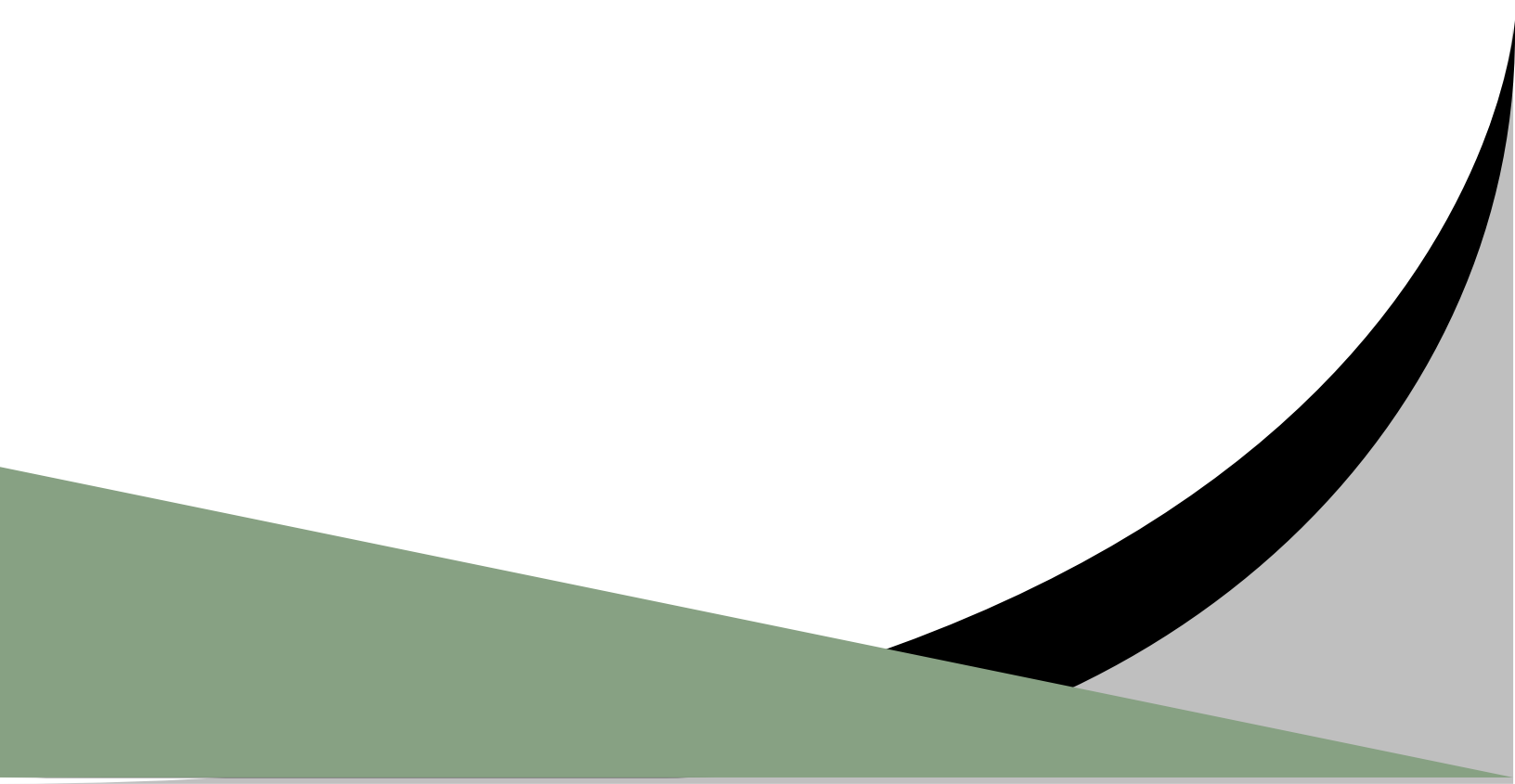
The Board serves communities within the Districts of Cochrane, Timiskaming, Nipissing and Moosonee.

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

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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
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
Mr. A. Black, Teacher/Student Success
Mrs. J. Bois, Mental Health Worker
Mr. M. Buhler, Pastoral Care Worker
Mrs. R. Buhler, Teacher
Mrs. N. Byberg, Teacher/Special Education
Mrs. B. Charlebois, Teacher
Mr. C. Cole, Teacher
Mr. D. Davis, Teacher/Department Head
Mrs. S. Dinel, Teacher
Mr. P. Dobias, Teacher
Mr. B. Fregonese, Teacher
Mrs. J. Gvozdanovic, Educational Assistant
Ms. N. James, Custodian
Ms. S. Johns, Teacher/Guidance Counsellor
Mrs. L. Kelly, Teacher/ACCESS
Mr. C. LaBine, Teacher
Mrs. A. Lacourse, Mental Health Worker
Mr. J. Lavoie, Teacher
Mrs. B. Lepage, Teacher/Special Education
Mrs. J. Leroux, Educational Assistant

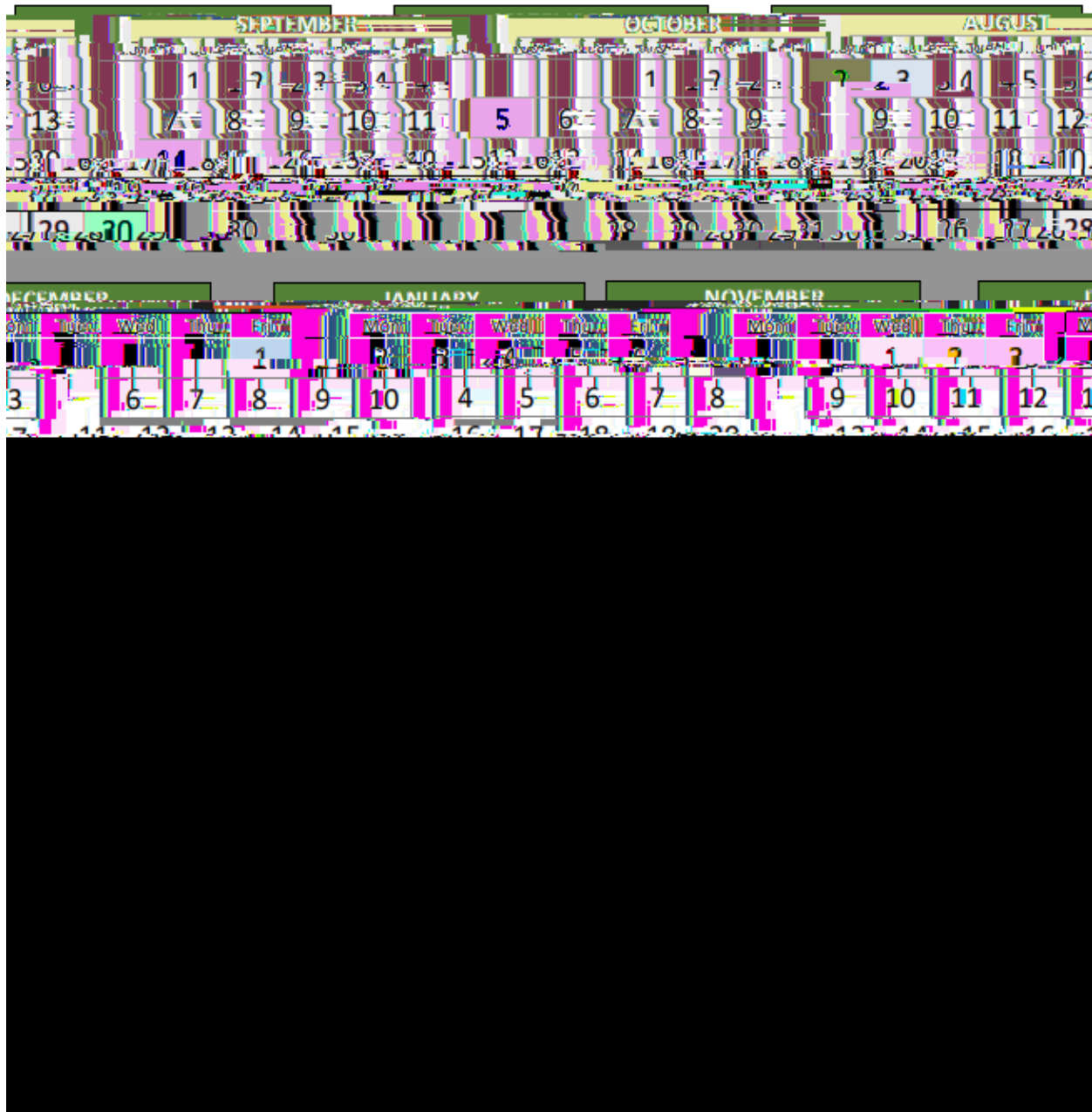
Mrs. A. MacDonnell, Teacher/Co-op
Education
Mr. B. Mann, Maintenance
Mrs. K.A. Marks, Teacher/Guidance
Counsellor
Mrs. A. Maxwell, Teacher/Department Head/
Special Education
Mrs. M. McCarty, Teacher/Department Head
Ms. S. Michell, Teacher/Department Head
Mr. C. Morin, Custodian
Mrs. L. Morrison, Teacher
Mrs. D. Perrier, Education
Head/Special Education
Mr. J. P. S. , Custodian
Mrs. H. Shelle 3 , Teacher
Mr. J.
Mrs. J. S. e o art, Teacher/Special Education
Mrs. P. Vincz k , Teacher
Mr. C. Vu y o vic - eaud, Teacher
Mr. J. ¼uster ince, Custodian

School Schedule*Regular School Day*

Morning Warning Bell	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
Afternoon Warning Bell	12:25 pm
Period Three	12:30 pm – 1:45 pm

Important Dates

School Year Calendar



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

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).

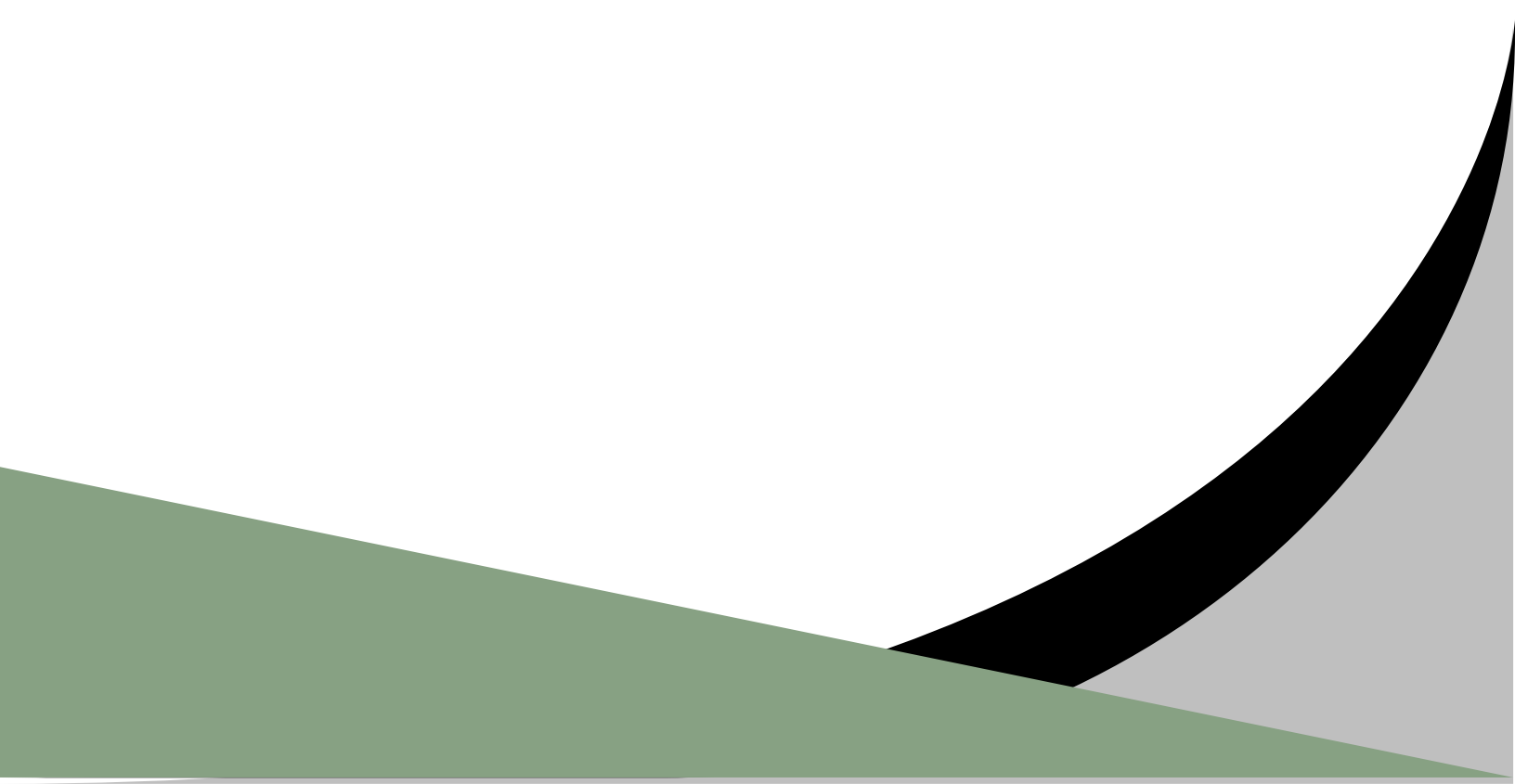
Similar to academic honesty, meeting timelines is an important component of learning. Teachers are expected to clearly communicate timelines with students and provide opportunities for reminders and check-ins. Failure to submit assignments on time may result in:

- 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



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/>

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

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

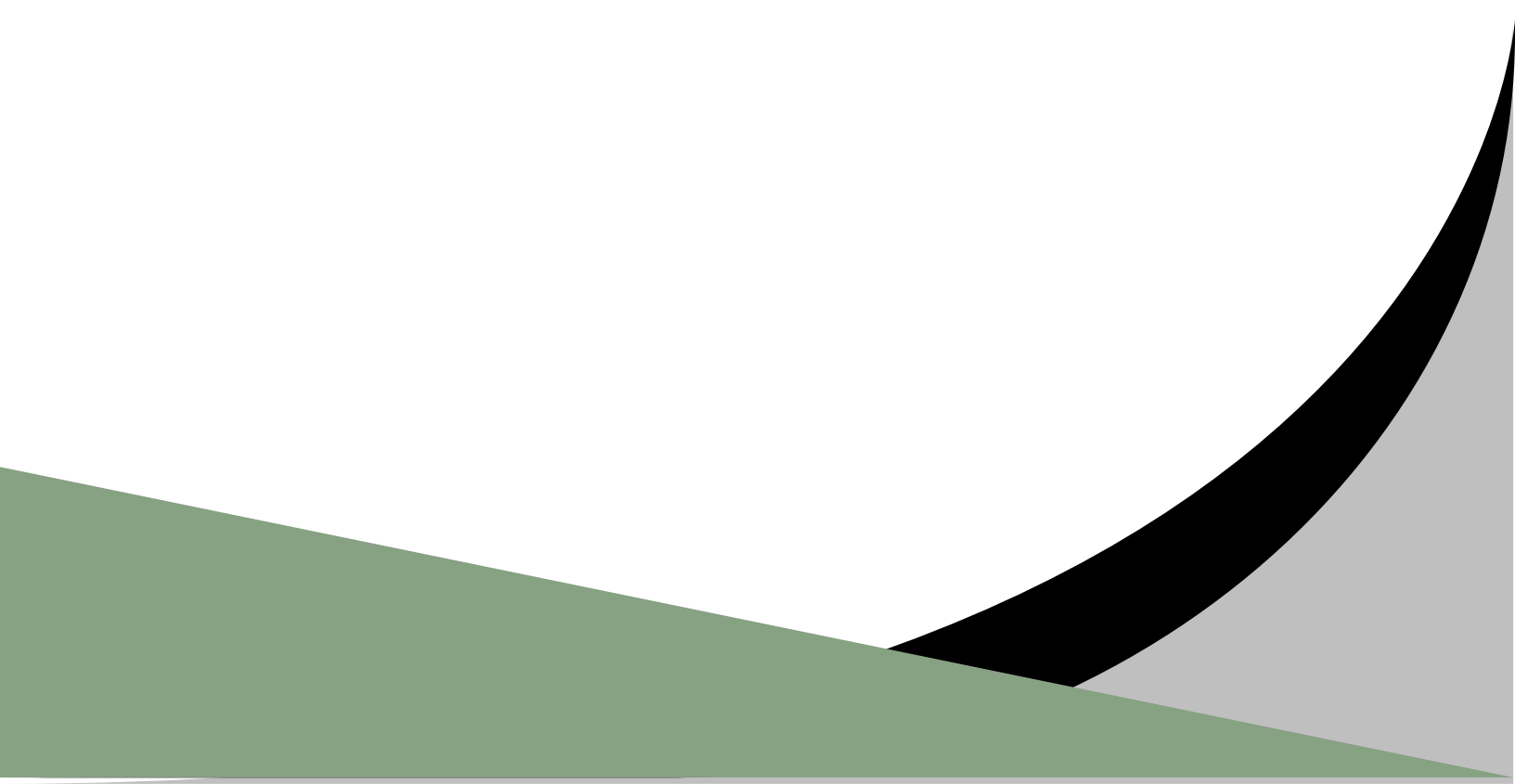
O’Gorman High School partners with the Diocese of Timmins in developing a strong faith-based school community. While students practice their Catholic faith daily at the school, and through other opportunities such as the NCDSB Catholic virtues program, students also attend periodic masses and sacramental 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.

School Conduct

School Code of Conduct

Rationale

The Northeastern Catholic District School Board believes that a



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

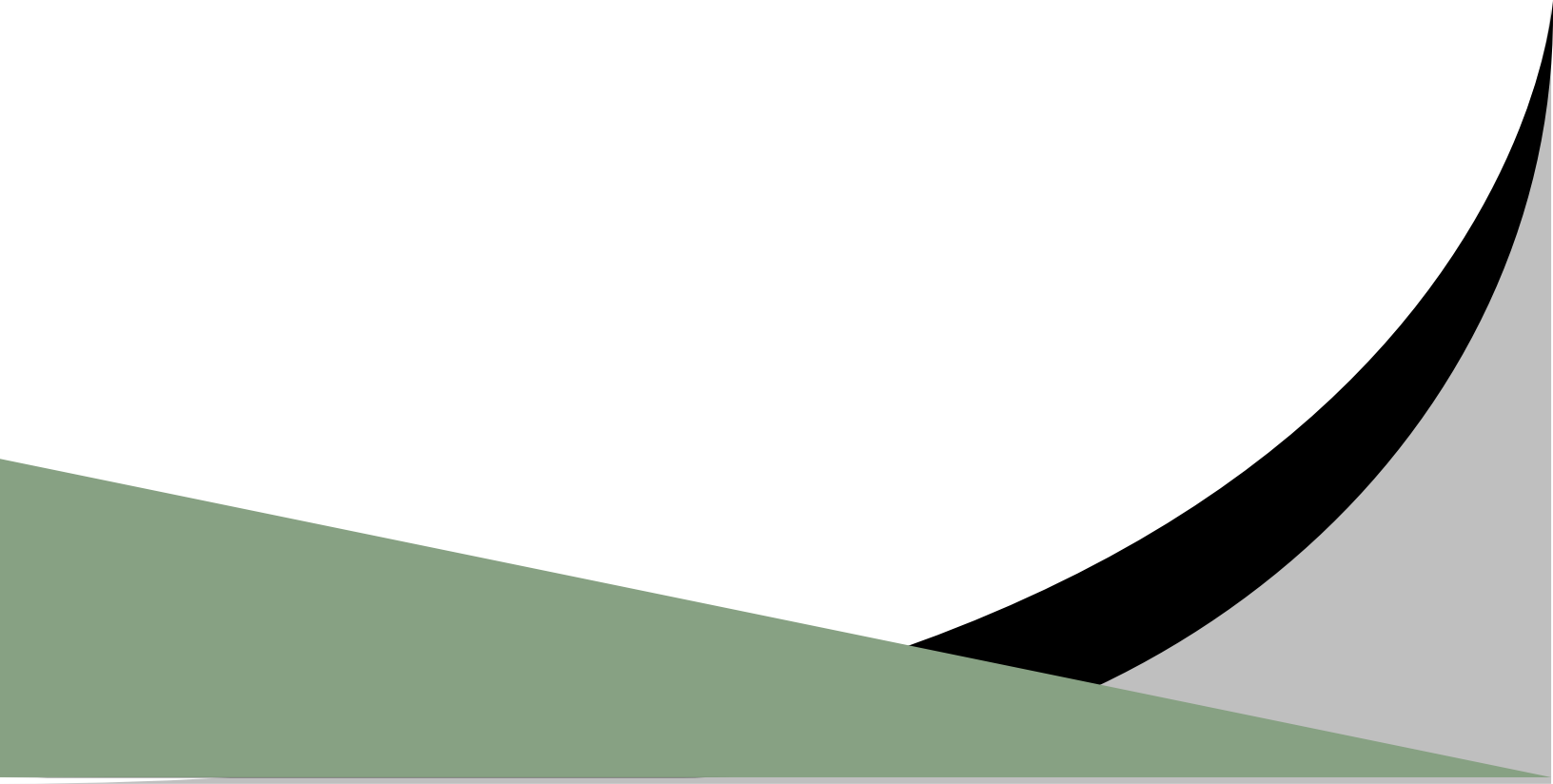
Roles and Responsibilities

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

Respectful and Responsible Citizenship



- 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 de

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 absens/ wim

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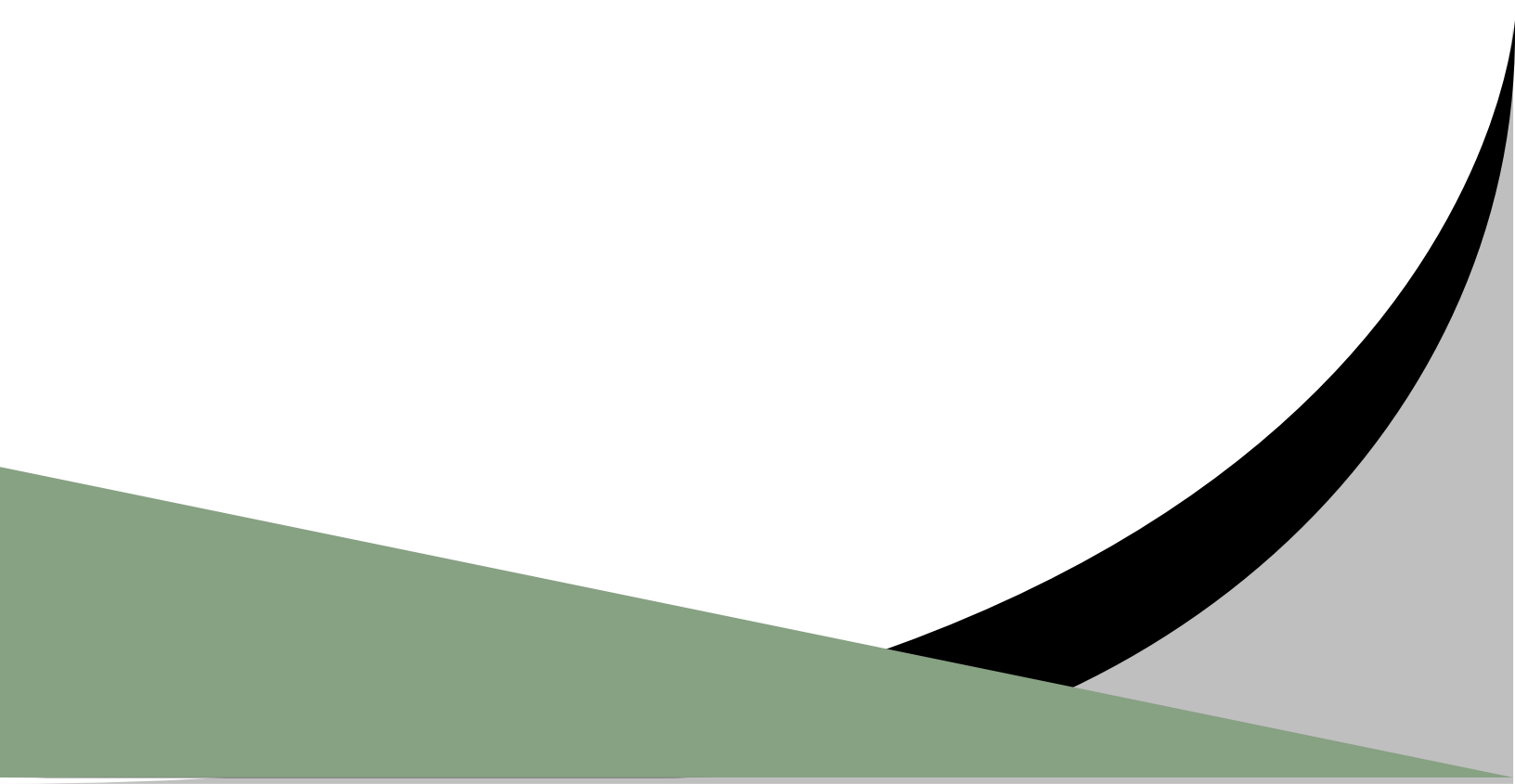
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material must be reported immediately. Willful damage or vandalism to any borrowed material, or to any property, building, or grounds, is not permitted and may require restitution by the person inflicting the damage.

Dress Code

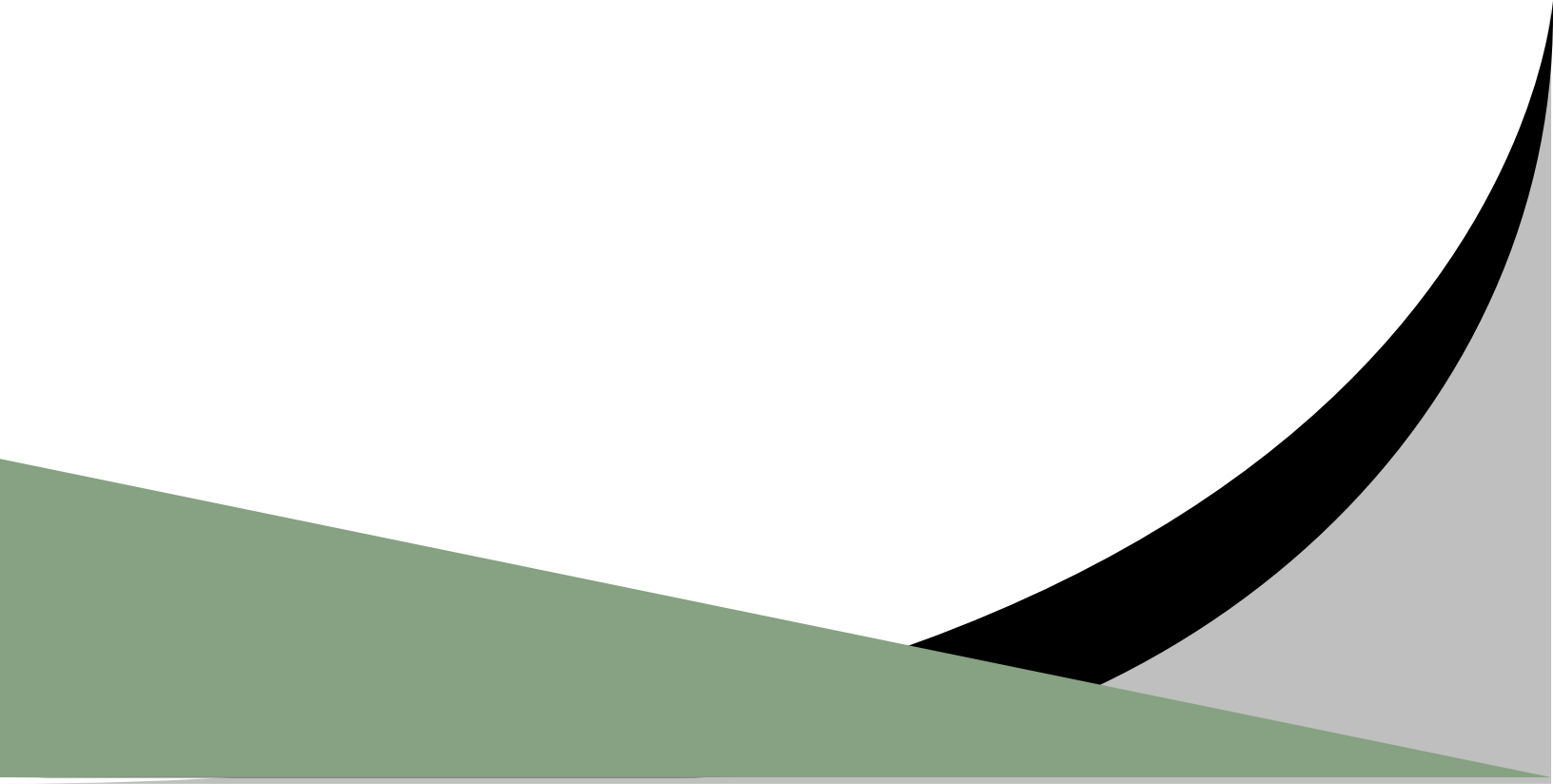
Members of the school community are expected to dress in a tidy and modest manner that supports full participation in their required activities. Clothing, jewelry, or other visible items that are deemed by the principal to be offensive in any way, including to race, gender, or Christian teachings, are 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-spons

Dismissal from Class

In cases where students are dismissed from class due to disruptive behaviour, they are to go



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

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