

# O'NEILL C.V.I. CODE OF CONDUCT

*It is the policy of O'Neill Collegiate to cooperate with the police in maintaining a safe environment for our school.*

## **ACADEMIC DISHONESTY AND PLAGIARISM**

### ***Expectations***

- Students are expected to appropriately acknowledge ideas/words borrowed from others. **Plagiarism is considered a very serious offence.**

### ***Reasons & Consequences***

- Students are expected to follow the accepted protocol.
- Students must conduct themselves in an accepted, ethical manner.
- O'Neill is attempting to be proactive in eliminating plagiarism and maintaining the academic integrity at the school.
- Plagiarized assignments may receive a mark of zero. (See course syllabus.)
- Cheating (including the intent to cheat) on tests, exams, or other assignments is determined by the teacher, in consultation with administration, and will result in a mark of zero.
- This could lead to Parent notification and possible suspension.

## ***PLAGIARISM***

Plagiarism is the taking of someone else's information, ideas, or opinions and presenting them as if they are your own. Remember: Paraphrasing also requires referencing.

**How do I prevent plagiarism?** Follow good research techniques:

1. Take point form notes.
2. Reference all information within your assignment by using parenthetical documentation.
3. Include a separate page of work cited or reference list.

To avoid plagiarism, it is important that you properly reference the information you use. It is recommended that you keep copies of your rough drafts and works in progress. When you are researching, be sure to write down all vital referencing information so that you will be prepared when it is time to submit your assignment. Depending on the course, you will be expected to follow either the MLA or APA referencing guidelines. If you are unsure of the format required, check with your teacher.

### **Plagiarism Protocol**

O'Neill C.V.I. has an established Plagiarism Protocol. Each department, at the beginning of the course, will inform students of the nature of plagiarism, strategies for avoiding it, and consequences. See course syllabus for more information.

**O'Neill C.V.I. teachers may use an electronic plagiarism prevention service to check for originality and proper citation of sources.**

## **ATTENDANCE**

### ***Expectations***

- Students are expected to attend all classes on time.

### ***Reasons & Consequences***

- Good attendance and punctuality are essential for academic success. As well, the development of critical thinking skills, group interaction, and good work habits depend upon regular attendance of all students. Prospective employers are concerned about attendance records.
- Failure to comply will result in the student being considered truant. The same consequences will apply as for classes missed for unacceptable reasons and may be referred to the attendance counsellor.
- Students are responsible for all work and/or assignments missed due to any absence. Students are

responsible for familiarizing themselves with each department's policy regarding the accessing of work missed, absence during tests, and the late submission of assignments.

### **ABSENCES AND LATES**

All absences should be reported through **SCHOOLMESSENGER®**. This offers parents/guardians the ability to report student absences to their child's school via **phone, internet or mobile app** as well as **receive notifications for both attendance and non-attendance related purposes**.

To report your child's absence via telephone, please call: **1-844-350-2646**

**Extended Absences:** If you are planning on being away from school for a lengthy absence, you must complete the EXTENDED ABSENCE form, consult with all teachers and meet with their Vice-Principal 2 weeks prior to leaving.

### **ILLNESS AND EXCUSED ABSENCE FROM SCHOOL**

Notes concerning absences are to be given to the main office. All notes should include the date on the note, the date of the absence, the full name of student, the reasons for the absence and the parent's signature. **A student who has taken ill must report to the office.** Parents/guardians will be contacted for their decision regarding the illness.

### **SCHOOL EVENTS (ATHLETICS, SCHOOL TRIPS, DANCES) & ATTENDANCE**

Students are responsible for informing their teachers (sign-up sheet) of an extended absence due to an extra-curricular activity, or an extended school trip. It is the student's responsibility to ensure that all work is completed.

Students with poor attendance, behaviour and poor academic performance may be denied the privilege of participating in school events, and other school related activities.

***All the expectations for in-school behaviour apply during these events.***

### **LATE POLICY FOR SCHOOL**

Late arrival interrupts the teaching and learning process in the classroom. If students are late they must report directly to class, where their late will be recorded by the classroom teacher. Students must also arrive punctually for their online classes, as attendance will also be taken during these learning blocks. If a student continues to arrive late for class without permission, then there will be a progression of interventions to change this behaviour.

<b>NUMBER OF LATES</b>	<b>CONSEQUENCES</b>
<b>20</b>	<b>VP Meeting &amp; phone call to Parent/Guardian</b>
<b>25</b>	<b>VP Meeting &amp; Letter to Parent/Guardian</b>

### **BICYCLES**

#### ***Expectations***

- Bicycles must be locked and stored in the designated area on the north side of the school (outside of the art rooms).
- All cyclists should wear approved helmets.

### **BUSES**

#### ***Expectations***

- Students are expected to behave in a responsible and mature fashion which exhibits a respect for safe bus riding practices. Students must obey the directions of bus drivers at all times.

#### ***Reasons & Consequences***

- O.C.V.I. students and staff support preventative safety measures.

- Safety of all those on the bus is a prime concern. If a driver's attention is diverted from the road, a serious accident can occur.
- Persistent, unsafe behaviour may result in suspension of bus privileges to and from school. Parents will be notified.

## **COMMITMENT TO SOCIAL HARMONY**

### ***Expectations***

- O'Neill C.V.I. will not tolerate behaviour by students, staff, parents, or community members which insults, degrades, or stereotypes any race, gender sexuality, sexual orientation, physical condition, ethnic group, or religion. Staff and students must report any such behaviour to administration immediately

### ***Reasons & Consequences***

- Everyone has the right to be treated with dignity and respect.
- **A student has the right to make a formal complaint if he/she has been harassed. Speak to your teacher, Administrator and/or Student Services.**

## ***BULLYING PREVENTION AND INTERVENTION***

**Bullying** is a typical form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying Prevention and Intervention is part of Durham District School Board (DDSB) [Safe Schools](#) initiative. Bullying is a serious issue that can affect individuals, families and the community at large. If students who are bullied, who bully others, or who witness bullying receive support, they can learn effective strategies for interacting positively with others.

Students, parents, guardians, friends and witnesses can report incidents. You can report an incident that takes place on or off school property. **Reports can be made to any staff member at O'Neill C.V.I. or anonymously through the Report Bullying Now link located on DDSB and O'Neill C.V.I. websites.**

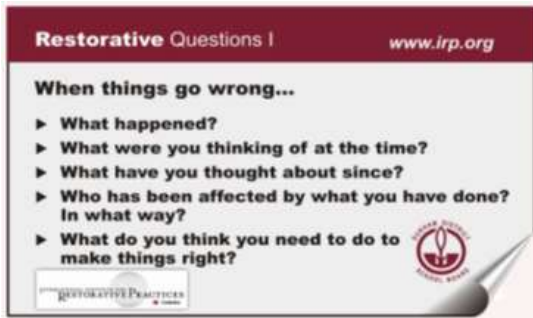


For more information on Bullying Prevention and Intervention please use: <https://www.ddsb.ca/en/family-and-community-support/bullying-prevention-and-intervention.aspx>

## ***CONFLICT RESOLUTION***

Conflicts in a school setting disrupt the school and community. To deal with a situation proactively before conflict occurs:

- Students must contact a teacher, counsellor, or administrator immediately. Students who are experiencing difficulty are expected to bring their concerns to the attention of staff so issues can be resolved *before* they escalate.
- Students encouraging conflict will face school consequences. **Any refusal to clear the area immediately will result in consequences.**
- Students involved in disruptive conflicts (such as verbal abuse, harassment, threats, profanity) will be referred to the office.
- Students who have a disagreement with a teacher are expected to deal with the situation in an appropriate time, place, and manner.
- Students who are asked to leave the classroom by the teacher **must** report to the office immediately.
- Students who are directed to the office by any staff member **must** do so without question.
- Students **must** provide their full name when requested by a staff member.
- Penalties for misconduct range from a warning to detentions to suspensions or expulsion.
- No matter what the provocation, any physical conflict will result in consequences for those involved. Play-fighting is unacceptable at school. Students should expect police involvement for any violent incident in a school.
- O'Neill CVI is a safe and inclusive place to learn. Any type of bullying will not be tolerated and will lead to



serious disciplinary consequences. Cyber bullying, including posting unwanted audio and visual images of students and staff on the internet may lead to suspension and/or expulsion.

## **GOOD NEIGHBOUR POLICY**

### **Expectations**

- Students will not congregate at the Mary St. and Adelaide St. stores, on the sidewalks, or near the stores.
- Students will not gather at or sit on curbs or neighbourhood lawns in the O'Neill area.
- Students who utilize Lakeridge Health for lunch must abide by the school Code of Conduct.

### **Reasons & Consequences**

- The good reputation of the school is the responsibility of all staff and students.
- The staff and students of O.C.V.I. are expected to ensure that our neighbours are treated with consideration and respect.
- Violation of the "good neighbour" policy may result in suspension and police involvement

## **STUDENT CRIME STOPPERS**

A student who wishes to anonymously report information about a crime in the school may call the Durham Regional Crime Stoppers community telephone hotline -- **1-800-222-8477 (TIPS)**. This line is answered 24 hours a day, seven days a week. Crime Stoppers does not use call display. You never have to give your name. You never have to meet police, go to court or be hassled in any way. May be eligible for a cash reward. ***It's your school - It's your call.***



PLEASE NOTE THAT SECURITY CAMERAS ARE IN OPERATION AT O'NEILL C.V.I. FOR THE SAFETY OF ALL STUDENTS, STAFF AND VISITORS.

## **COMPUTERS AND TECHNOLOGY-ACCEPTABLE AND SAFE USE**

### **Expectations**

Students will comply with all school, Durham District and Ontario Code of Conduct rules and practices concerning the use of computers, the Internet and Moodle. Computers must be used appropriately by all students and staff. Inappropriate use includes, but is not limited to:

- disruption of the use of the network by others
- including unauthorized connecting/disconnecting computer equipment
- harassment of others
- destruction or damage of equipment
- exiting to DOS without permission from teacher
- adding or deleting files from the network
- appropriation of data or software

### **Reasons & Consequences**

- Access to the computers and the Internet is a privilege.
- Computer and Internet use is intended for legitimate educational use only.

- Students who use these resources in an inappropriate way may: be denied the privilege of continued use, face suspension/expulsion, and face legal action.

Students are NOT permitted to tamper with the school computer system. Tampering with the school computer system will lead to police involvement and prosecution under the Criminal Code, Section 430, Subsection 1.1 MISCHIEF RELATED TO DATA.

All computer users must be aware of and comply with the Durham District School Board's Acceptable and Safe Use Procedure #3101 available for viewing through the board web site or at <https://www.ddsb.ca/en/family-and-community-support/resources/Documents/ACCEPTABLE-AND-SAFE-USE-PROCEDURE-Secondary.pdf>.

*Acceptable and Safe Use Procedure for Computer Technology and Student Moodle Agreement forms must be signed and on file each school year with O'Neill C.V.I. prior to student computer access and use.*

### Computer Room Rules

1. No food or drink in any computer room.
2. Computer/Internet games are not allowed on any school computer.
3. Internet usage must be in accordance with the school's internet policy.
4. Computer hardware is to be respected. Students will not move computer equipment without a teacher's permission.
5. The installation of personal software or pirated software is prohibited.
6. The installation or connection of personal computers, laptops, PDA's, external hard drives, MP3 players, or any other equipment not issued by the school is prohibited. Zip drives or flash sticks may only be used under direct teacher supervision.
7. Special computer equipment may be available for sign out.
8. All computer problems are to be reported immediately to the teachers.
9. Students are responsible for their personal user space. They may not share login username or password with anyone.

### **LITTER, VANDALISM, THEFT AND LOITERING**

#### ***Expectations***

- Students are expected to respect school property and the neighbourhood (school area, equipment, grounds, school buses, parking area, neighbourhood houses/stores, etc.) and report incidents of littering, vandalism, theft and loitering.
- Students will not be in halls without a Hall Pass during class time.
- Students with spares are not to be in the halls during class time.
- Students who are expected to clean up after themselves.

#### ***Reasons & Consequences***

- It is everyone's duty to share in maintaining a clean, healthy and safe environment.
- Vandalism and theft are criminal offences.
- Vandalism and theft will result in police involvement; suspensions and replacement/repair of damaged items/property

### **PERSONAL ELECTRONIC DEVICE POLICY**

Online activity by staff, students and parents/guardians that is directly or indirectly related to school should comply with the School Code of Conduct, in particular, that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environments.

Respectful use of personal electronic devices is expected when on school property. Electronic devices are to be turned off during class, unless deemed appropriate by the teaching staff and/or school administration for educational purposes and permission is granted. No phone calls are permitted within the school building.

In keeping with the Freedom of Information and Privacy Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at a school related activity is prohibited unless approved by DDSB staff for educational purposes. In particular, the use of cameras for filming and/or recording is strictly prohibited in washrooms and changerooms. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is

prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.

## **SKATEBOARDS AND ROLLER BLADES**

### ***Expectations***

- The use of skateboards and roller blades is not permitted on O'Neill property. Roller blades must be taken on and off at the sidewalk. While on school property, skateboards and roller blades are to be stored in lockers.

### ***Reasons & Consequences***

- Student safety, liability and property damage.
- Skateboards and rollerblades may be confiscated.
- Repeat offences may result in suspension and/or the loss of the privilege to bring rollerblades and skateboards to school.

## **SCHOOL NOTICES AND POSTERS**

### ***Expectations***

- All posters/notices and their location in the school must be approved with a signature of a Vice-Principal or Principal.
- Bulletin boards and the cafeteria may be used for displaying approved names/posters.
- Only school-related/sponsored activities may be advertised.
- Students are responsible for the removal of the approved material they put up.

### ***Reasons & Consequences***

- Safety and Security
- Promote student self-management and organization.
- It is everyone's duty to have a share in maintaining a clean, healthy and safe environment.

## **SMOKING**

The Smoke-Free Ontario Act, 2017 (SFOA, 2017) regulates the sale, supply, display, promotion and smoking of tobacco and cannabis, as well the vaping of any substance.

The Act, along with the School Code of Conduct, prohibits the smoking of tobacco or cannabis (medical and recreational) as well as the vaping of any substance on school property and within 20 metres of school property.

The Smoke-Free Ontario Act also makes it **illegal to sell or supply any of the following to a person under the age of 19 years old:**

1. A tobacco product.
2. A vapour product.
3. A prescribed product or substance.

It is now a requirement for the school to inform Durham Regional Health of anyone who is violating this law. Fines include a \$305 fine for those smoking and a \$490 fine for those providing or sharing tobacco.

This law **applies to everyone** including students, staff, parents and visitors and is in **effect 24 hours a day, 7 days a week and 365 days a year.**

## **TEXTBOOKS AND RESOURCES**

### ***Expectations***

- Students will use school property (e.g. textbooks) with care, and return all items in good condition on designated dates.
- Students are responsible for all materials signed-out from the Resource Centre with the Student I.D. card. Students must not sign out resources for others.
- Due to health and safety concerns related to Covid 19, students must not share resources or belongings.

- **School administrators have a right to seize contraband material. Illegal contraband will be held by an administrator for evidence in disciplinary proceedings, and will be turned over to a police officer.**

#### ***Reasons & Consequences***

- It is expensive to replace lost or damaged books and equipment. Students must take care of the property assigned to them.
- Students who willfully deface or destroy school property will compensate the Board of Education and may face suspension and possible legal action.
- Students are responsible for returning or compensating for damaged textbooks, library books, or school equipment.

### **VEHICLES AND PARKING**

**Students are encouraged to use public transit to help prevent traffic congestion.**

#### ***Expectations***

- Students must apply for a parking permit at the school office in order to park on school property. Permits are not transferable.
- Student permit-holders may park in assigned parking spots only. All other spots are reserved. Students are encouraged to arrive at school early as student parking spaces are limited. Having a student permit does not guarantee a parking space on any given day to time.
- Student permit-holders will operate motor vehicles in a safe and sensible manner.
- Students are expected to lock their vehicles and vacate the parking lot directly.
- Students will not sit in parked cars or stand anywhere close to parked cars. Students are to enter their vehicles and depart promptly from the parking lot in an orderly manner.
- The school is not responsible for the safety/security of student cars or their contents.



#### ***Reasons & Consequences***

- Parking at the school is limited. Staff, visitors and students will have assigned parking areas.
- Emergencies may necessitate fire trucks, ambulances or other vehicle access.
- Students loitering in the parking area present concerns regarding safety and property.
- Student vehicles without parking permits and student vehicles parked in areas other than those authorized, may be ticketed and/or towed at the owner's expense. Students will also receive disciplinary action from school administration.
- Cars may be **TOWED** away at the owner's expense.
- Parking privileges will be removed and other discipline may result.

### **VISITORS**

#### ***Expectations***

Schools are currently closed to visitors. Any persons wishing to meet with school staff will be directed to call the school to make an appointment. Non-essential visitors to the school will be limited. Whenever possible, telephone meetings with parents / guardians, vendors and outside agencies will be held. All persons entering the school must wear a face mask as outlined from Durham Public Health.

#### ***Reasons & Consequences***

- School property is private property and students and staff have the responsibility to keep the school safe.
- Student visitors can be disruptive to classes and are not covered under the liability insurance.
- A person who persists in "visiting" will be charged with trespassing.
- Visitors not following procedures will be asked to leave school property.
- Trespassers are liable for prosecution under the Trespass Act