



# St. Augustine Catholic High School

## ***SCHOOL CODE OF CONDUCT***

A safe, positive environment is a prerequisite for learning. The York Catholic District School Board believes that all members of our community of learners have a right to a safe learning environment and the responsibility to help to create that environment. Respect for self and others, contributing to the common good, accepting accountability for one's own actions, seeking and granting forgiveness, acting morally and legally as a person formed in Catholic traditions and the promotion of self-discipline are cornerstones. As stated in the *Ontario Catholic School Graduate Expectations*, "It is from these foundations that a distinctive vision of the learner within our Catholic schools develops and emerges."

As stated in the resolution by Pope John Paul II, "Community is at the heart of all Catholic education, not simply as a concept to be taught, but as a reality to be lived." It is important that all members of the York Catholic District School Board community share a common understanding of the standards of behaviour, and be responsible in demonstrating those behaviours that exemplify consideration, accountability, respect, and integrity.

The York Catholic District School Board understands that each person is called to live and build community, hence, standards of behaviour apply not only to students, but also to all individuals involved in our school system – parents/guardians, volunteers and all school board employees – whether they are on school property, on school buses or at any school-authorized event or activity.

### ***YCDSB SHARED VISION***

The shared vision of the York Catholic District School Board is as follows:

**"We are a Catholic Learning Community of collaborative partners called to serve one another by being committed to and accountable for quality learning by all, with Jesus as our inspiration."**

### ***CODE OF CONDUCT DEFINED***

The Code of Conduct is a vehicle for communicating with all school and Board community members, the expectations for behaviour and the resulting consequences. It should be a positive element, which builds a Catholic Christian atmosphere by promoting spiritual, social, emotional, psychological and intellectual development of its members.

For detailed information, please refer to the Board pages in this student handbook and to "Policies & Guidelines" at <http://www.ycdsb.ca>, Policy No. 202 and 218.

## ***PROGRESSIVE DISCIPLINE***

A progressive discipline model recognizes forgiveness, learning and redemption in a Catholic Christian environment. It affirms that each member of the school community has a positive influence on the lives of other individuals through dignity and respect. It continues to involve forgiveness and learning and, where necessary, a sequential, developmental continuum of consequences.

## ***COMMON EXPECTATIONS***

- All school community members have the right to be treated with respect, honesty and courtesy regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- All school community members have the right to an education in a friendly school environment free of violence, prejudice, harassment and all forms of abuse. They can expect disagreements to be settled in a fair, open, consistent and respectful manner.
- All school community members are expected to personally display and actively encourage positive behaviour, cooperation and the incorporation of Catholic values into daily school life.
- It is expected that negative behaviours such as the use of profanity, fighting, bullying, theft and vandalism will not be tolerated within our school community.
- It is expected that all communications and interaction between members of our school community will embody the principles of fairness, openness, consistency and respectfulness.
- All school community members are expected to attend school free from alcohol and drugs.
- All school community members are expected to respect the smoke-free designation of school board property.
- All school community members can expect a safe school environment, free of any weapons or prohibited objects.
- All school community members are expected to treat school property and the possessions of all individuals with respect, care and consideration.
- All school community members are expected to know and observe school rules.
- All school community members are expected to support the local school's policies, procedures and expectations including, but not limited to:
  - ✓ Student attendance and punctuality;
  - ✓ Student dress code;
  - ✓ Bus Transportation;
  - ✓ School visitors.

*It is expected that all members of the school community will accept the consequence of their own actions and choices.*

## ***STUDENTS WITH SPECIAL NEEDS***

The York Catholic District School board will not hold a student responsible for a violation of the *Code of Conduct* if the student is incapable of appreciating the nature and quality of the violation; or of knowing that it was wrong; or was unable to control the behaviour; or if the student has a medical or physical condition which manifests behaviour beyond their control. These special needs shall be taken into account when determining consequences.

*Please be aware that our Student Handbook will be updated annually, while policy adoption and revision will take place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.*

*In case of conflict between Board policy and any provisions of the Student Handbook, the provisions of Board policy that were most recently adopted by the York Catholic District School Board are to be followed.*



### **DEFINITIONS OF PLAGIARISM**

Teachers will implement the following policy: **the teacher will not evaluate the work and students may be given a mark of zero if plagiarism is detected in an academic assignment.**

Plagiarism has many shapes and forms in an academic community. Plagiarism, as defined in Reading and Writing for Success (Teacher's Guide), is "the presentation of someone else's work as your own work. Plagiarism is a dishonest activity--a form of cheating-- that is not accepted in the school system or the workplace" (13). For the purposes of clarity, the following types of plagiarism may result in a **mark of zero**.

#### **Plagiarism includes the following:**

1. copying and pasting text from on-line media, such as encyclopedias;
2. copying and pasting text from any web site;
3. transcribing text from any printed material such as books, magazines, encyclopedias, or newspapers;
4. simply modifying text from any of the above sources;
5. replacing a few select words from a source by using a thesaurus;
6. using another student's work and claiming it as your own, even with permission; this is academically unethical and also known as "collusion";
7. acquiring work from commercial sources;
8. using an essay that you wrote for another class or another purpose without getting permission from the teacher/professor of both the current class and the class for which the original work was used; this is also referred to as self-plagiarism.
9. Ideas, resulting from discussions with others, via phone, MSN, e-mail or direct conversation should also be cited.

In conclusion, submit your own work and document all sources that you integrate in your writing by including embedded citations or embedded notes in your assignment and a Works Cited page at the end of the assignment. Complete all research notes carefully to avoid plagiarizing. Plagiarism may result in a mark of zero. Additional consequences may be applied, including suspension.

Any form of plagiarism is a serious academic offence and is contrary to the vision of the learner in our Catholic schools as a self-directed, self-motivated, responsible life-long learner. Every student is expected to be an effective communicator who "reads, understands and uses written materials effectively, [and who] presents information and ideas clearly and honestly and with sensitivity to others" (Ontario Catholic School Graduate Expectations). A student is expected to be a collaborative contributor who "respects the rights, responsibilities and contributions of self

and others” as well as a responsible citizen who “acts morally and legally ... [and] accepts accountability for one’s own actions” (Ontario Catholic School Graduate Expectations).

### **“ACADEMIC CRIMES AND CONSEQUENCES”**

*For more information, see Board pages on “Assessment and Evaluation.”*

1. **Academic Dishonesty**

- a) Plagiarism - may be assigned a mark of zero
  - possibility of suspension
- b) Cheating on a test or exam - may be assigned a mark of zero
  - probability of suspension

2. **Late Assignments** (10% penalty)

**Note:** *Assignments are due on the assigned due date and the late penalty of 10% will be applied thereafter. A **placeholder of zero will be given after the closure date has passed.** If you have concerns about a due date, please see your teacher at least two days in advance of the set due date to make other arrangements.*

3. **Absenteeism** - as per school policy

**Note:** It is the responsibility of the student to obtain from another student any missed notes, assignments, or handouts. Please check your teacher’s web pages, if available, to determine what your homework is for a missed school day.

4. **Missed Unit Tests/Quizzes**

- rewrite for illness only; a parents’ note required and a doctor’s note may be required; parent note indicates parent(s) awareness of missed test and reason for absence;
- student will be required to write the test/quiz *the day they return* to school unless other arrangements have been made with the subject teacher;
- mark of zero given if skipping on the day of test/quiz;
- students over 18 must confer with subject teacher prior to signing out on the day of a test/quiz;
- if a student misses more than one test/quiz, a parent meeting will be required before writing the next test/quiz;

5. **Missed CPT, Seminar, or Group Presentations/Assignments**

- placeholder of zero unless / doctor and/or parent note is provided

6. **Disruptive Behaviour**

- as per school policy
- will result in an unsatisfactory learning skills assessment
- chronic cases will be referred to the Vice Principal

**Note:** **Disruptive behaviour includes being out of uniform, being late to class, skipping, and defiance of the authority of any teacher**