

# CLARKE HIGH SCHOOL 2023-2024

## STUDENT HANDBOOK



### General Information and Code of Conduct

**Principal: V. Ernst**

**3425 Highway 35/115  
Newcastle, Ontario L1B 0R7  
905-987-4771**



# Clarke High School

## **Student Handbook – 2023/2024**

“Dare to know”



3425 Hwy 35 / 115  
Newcastle, ON L1B 0R7  
905 – 987 – 4771  
905 – 987 – 5593 (fax)  
Website: <http://clarke.kprdsb.ca>  
Office Hours: 7:30am – 3:30pm, Monday - Friday

---

### **Welcome**

Welcome to Clarke High School. At Clarke we strive to provide a world-class, well-rounded education that promotes inclusivity, community, and is sensitive to the needs of every student. We provide a high school experience that is rich in academics, including Specialist High Skills Major and Dual Credit programs, and also provides a wide range of co-curricular opportunities through athletics, clubs, teams, and student government. With high expectations in everything we do, Clarke High School graduates will be well prepared for life after high school, including work, apprenticeships, college, and university.

### **Important Dates: 2023/2024**

Please see the Edsby calendar for this year’s important dates.

## School Procedures

### **Student Responsibilities**

The Kawartha Pine Ridge District School Board firmly believes that everyone has the right to take part in a learning / working environment that is inviting, safe and conducive to the provision of a quality education. To achieve this goal, Clarke High School has clarified the following:

#### Students will:

1. Arrive on time for all classes.
2. Use School Messenger/Safe Arrival to notify the school of any previous or upcoming absences.
3. Sign in and out from the attendance office if they arrive to school late or must leave early.
4. Not be wandering in the halls during class time.
5. Arrive to class prepared to learn with all required materials.
6. Complete all assignments on time and to the best of their ability.
7. Show respect to staff, fellow students, and visitors as well as school property.

# Bell Schedule

Period 1	8:10 am – 9:25 am
Break	9:25 am – 9:35 am
Period 2	9:35 am – 10:50 am
Lunch	10:50 am – 11:45 am
Period 3	11:45 am – 1:00 pm
Break	1:00 pm – 1:10 pm
Period 4	1:10 pm – 2:25 pm

## Attendance

Students under the age of 18 are required by law to attend school. Students over the age of 18 years who register to attend school have made a commitment to attend classes and to actively pursue their studies. Regular attendance is a key factor in school success. Everyone must follow the proper attendance procedures (e.g., sign in/sign out through the office with notification through School Messenger/Safe Arrival) and attend all classes.

### Regular attendance encourages success by:

- allowing students to be current with their notes and materials,
- providing an opportunity for continuous evaluation, and
- giving students an opportunity to participate in all aspects of the school's curricular and extracurricular programs.

### When Absent:

- If students are under 18 years of age, verbal notification, or notification through School Messenger/Safe Arrival by the parent/guardian, each time the student is absent.
- Students 18 years of age and older must submit a written and legitimate reason for absence to the Attendance Office. Reasons for signing out or for absence will be monitored and a doctor's note may be requested at the student's expense. A doctor's note must be provided for absence on Examination days.

### Legitimate reasons for absence from school are:

- Illness or other unavoidable cause
- Music instruction not exceeding one-half day in any week
- Suspension or expulsion
- Holy Day for religious denomination to which student belongs

***A student who has signed out must leave the school property.***

***A student may not be signed out from class in order to work in another area of the school.***

**Education Act – School Attendance - <https://www.ontario.ca/laws/statute/90e02#BK23>**

### Lateness

- If a student is late 5 times, parents will be contacted by the classroom teacher. If a student is late for a legitimate reason, parents (or student if over 18) must call the attendance office or record the lateness using School Messenger/Safe Arrival to avoid consequences for the student

### Signing In/Out Procedures:

- Students who arrive late or who are leaving school during the school day must report to the Attendance Office when they arrive or are leaving. Parents will use School Messenger to report absences, including late arrivals or leaving early. Alternatively, parents may call or email the attendance office to excuse a student.
- Before leaving the school, students must report their departure to the Attendance Office
- When returning to school from an appointment, students must go to the Attendance Office to sign in and to receive an admit slip.
- If students do not return to school after lunch, a parent/guardian (or the student if over 18) will need to call to excuse the student. Failure to do this or to sign out of school is treated as an unexplained absence and will result in consequences as set out by administration.

### Consequences for Truancy / Habitual Lateness:

The practice of progressive discipline is in place at Clarke High School. A student who is truant will meet with administration and appropriate consequences will be assigned. Consequences for truancy may include but are not limited to: contact with home, detentions (lunch), referral to student support services and/or an attendance counselor, alternative classroom assignment and/or suspension. Please note that a student may be suspended for habitual neglect of duty and/or opposition to authority once having been truant after intervention.

### **Bus Conduct**

Student Rights – All students on a school bus have the right to:

- safe passage from home to school and from school to home or co-op placements
- timely pick-up and drop-off at a designated stop and at the school
- to be warned verbally and/or in writing when their behaviour is unacceptable to the driver and be given the opportunity to remediate their behaviour before further action is taken by the driver and consequences are put in place by administration

Student Responsibilities – All students have a responsibility to:

- behave in a safe manner at all times while on a bus or while waiting for a bus
- be polite to the bus driver and their fellow riders
- be ready and waiting when the bus stops to pick them up
- ride the bus assigned to them

**Note:** Bus students are not allowed to switch stops or bus routes or buses.

### **Backpacks / Bags / Purses**

For security reasons, bags, purses, and knapsacks will be searched prior to entering a school activity such as a dance and prom, or at any time it is deemed necessary.

### **Computers**

Deliberate and inappropriate use of computers and Chromebooks is prohibited and will result in consequences ranging from withdrawal of computer privileges for a period of time to suspension. See Appendix A for further information, page 10 and 11.

### **Dances**

School dances are restricted to students of Clarke High School and their guests. Any guests who are interested in attending a Clarke High School dance, must complete a “Guest Pass Application Form” which is available in the main office. These must be signed by an administrator at the student’s current school and then brought to the administration at Clarke at least one day prior to the dance. Students are not permitted to leave the dance and then return at a later time. A Clarke HS student may bring one guest from outside the school and the guest must be accompanied by the student who signed him/her in. The guest must have a photo ID. Students are not allowed to go to their lockers during a dance.

## Dress Code

Students are to dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message. Please use the table below for guidance on what is allowable and not allowable in terms of dress and grooming.

Allowable Dress & Grooming	Non-Allowable Dress & Grooming
<ul style="list-style-type: none"><li>• Students must wear clothing, including both a shirt with pants or skirt, or the equivalent, and shoes</li><li>• Shirts and dress must have fabric on the front and on the sides (under the arms)</li><li>• Clothing must cover undergarments, waistbands and bra straps excluded</li><li>• Fabric covering buttocks, breasts and genitals must not be see through</li><li>• Hats, hoodies and other headwear must allow the student face and ears to be visible to staff</li><li>• Clothing must be suitable for scheduled classroom activities – specialized courses may require specialized attire. Students must follow the direction of teachers concerning safe attire.</li></ul>	<ul style="list-style-type: none"><li>• Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances</li><li>• Clothing may not depict pornography, nudity or sexual acts</li><li>• Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups</li><li>• Clothing must not threatened the health and safety of any other student or staff</li><li>• Clothing may not use profanity</li><li>• Clothing includes accessories, buttons, patches, etc. which are displayed on the body or bags of a student.</li></ul>

## Drugs and Alcohol

During the school day or at any school-sponsored activity, a student found to be in possession of or under the influence of illegal drugs or alcohol, or who is observed by a staff member using drugs/alcohol, will be suspended and police will be contacted where appropriate. Parents/guardians will be notified immediately.

## Fire Alarm

When the firm alarm sounds, assume that a fire has broken out and leave the building according to the directions posted at the entry way to each room. Remain outside and at least 20m from the building until instructed by school staff to return to the building.

## Food and Drink

Students are not to bring any food or drinks, including water, into a science classroom or a computer lab. Food/drinks are not allowed in the Learning Commons.

Students are required to pick up all their food items and garbage and put it in the closest garbage receptacle in the cafeteria, hallways, and gym.

## Hallways

Hallways are to be clear when classes are in session. Students assigned to an eLearning course are to work in the Learning Commons. Students are not to eat in the halls or on the floor. Students are to eat their lunch in the cafeteria or outside.

### **Hackie Sacking**

Hackie sacking is not permitted inside the school building.

### **Health Concerns**

If students are ill, they must go to the Attendance Office. They will be admitted to the office and / or sent home if parents can be contacted. Students must report back to the Attendance desk if they need to leave the office area.

### **Inclement Weather**

In the event of inclement weather, students are advised check the STSCO website at [www.stsco.ca](http://www.stsco.ca). Alternatively, please listen to the following local radio stations for bus cancellations: 101.5 FM (Peterborough), KX95.9 FM (Ajax), 980 AM (Peterborough), or 1350 AM (Oshawa). If parent(s)/guardian(s) choose to transport their child to school when a bus is cancelled, the parent(s)/guardian(s) are also responsible for picking their child up from school.

### **Injury**

Any injury that occurs on school property must be referred to the Attendance Office immediately.

### **Language**

Vulgar or profane language is not acceptable at any time.

### **Laser Lights**

Laser lights/pointers are not permitted at school. Use of these devices will result in a suspension.

### **Lockers**

Each student is assigned one locker only. Dudley locks are available in the Attendance Office. Locks must be placed on lockers by Friday of the first week of school. **Students are not to share lockers** and should keep their lock combination private to reduce the opportunity for theft to occur. Students are expected to vacate lockers before the final examination day of the year. (The school will not be responsible for property left in the lockers). Note: It is the policy of Kawartha Pine Ridge District School Board that all school lockers are the property of the Board and may be accessed and searched at any time by the administration if deemed necessary.

### **Office Referral**

Students must report to the office when directed to do so by school staff. Failure to do so will result in a school consequence including detention or suspension. Once a student is referred to the office, students are to put cell phones in their backpacks. No cellphones are to be used in the office areas.

### **Parking**

Students must park in the east (rear) parking lot. Parking in any other area is prohibited. Students are not allowed in vehicles during school hours. The speed limit on school property is 15 km/h. Accepted driving practices are expected. Failure to comply with any of the above can mean withdrawal of privileges and involvement of the police. **Note:** For safety reasons, students must not congregate or loiter in the parking area.

## **Personal Electronic Devices (PEDs)**

The Kawartha Pine Ridge District School Board maintains a safe and caring environment which promotes and supports the educational benefits of technology use, while reducing the negative impact of this same technology. Teaching and modeling the appropriate use of technology are the most effective methods of helping students to understand both the positive and negative impacts of technology. To support this, the following guidelines are in place for PED's:

- Personal Electronic Devices must be powered off and be out of sight during instructional time, including tests, quizzes, evaluations and examinations, regularly scheduled classes, assemblies, and other school-related activities, with the following exceptions:
  - when being used by teaching staff for instructional purposes;
  - when, in consultation with the student and in the professional judgment of the classroom teacher, principal, or designate, it is being used by the student as an educational resource, support, or aid for learning;
  - for translation purposes;
  - for health and medical purposes;
  - when identified as an appropriate accommodation in student individual education plans (IEPs) or in the professional judgment of the classroom teacher, Special Education Resource Teacher (SERT), psychological specialist, speech pathologist, principal or designate;
  - when being used at school-sanctioned events, performances and ceremonies, unless otherwise prohibited, or when being used for school or personal archival purposes such as yearbook photographs, school trips and excursions. Photos taken under these circumstances are not to be posted on the Internet (e.g. YouTube, Facebook etc.), in the public domain or via any other medium accessible to the public, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- PEDs may be used during regularly scheduled breaks;
- PEDs may not be used in areas that violate a person's reasonable expectation of privacy, such as washrooms or change rooms;
- Students must seek the express permission of the principal or designate when extenuating circumstances warrant the limited, time-specific use of a PED.

Note: The Board and its schools are not responsible for lost, stolen or damaged personally-owned PEDs.

Consequences for the inappropriate or prohibited use of PEDs will follow progressive discipline guidelines and, depending on the nature of the infraction, may result in a range of responses, in accordance with School Codes of Conduct, Ontario Safe and Caring Schools legislation and Board Policy No. ES-1.1, Safe and Caring Schools, and as outlined in the administrative regulations supporting this Board policy. It is at the discretion and authority of the principal or designate whether PED usage compromises or interferes with school security, personal safety, individual privacy, or academic integrity.

## **Personal Possessions**

The school is not responsible for articles brought to school (i.e. iPods, PEDs, etc.). Students are expected to leave valuables and large quantities of money at home. Valuables are not to be left in gym change rooms/lockers. The school is not responsible for lost/stolen items from change rooms.

## **Plagiarism and Cheating**

Academic honesty is a cornerstone of student learning. Cheating and plagiarism are academic dishonesty; both are forms of lying and they are a serious academic offense. Cheating is dishonest behaviour or attempted dishonest behaviour during tests, examinations or in the creation of assignments for evaluation. Plagiarism is



using words, numbers, graphics, photos, music, ideas, or any work of another as your own without proper referencing. Students must always acknowledge others' work (writing, ideas, graphics, data, music, etc.) by citing sources, even those from the internet, correctly. Plagiarism will result in an academic consequence ranging from a call to a parent/guardian to a mark of zero.

Please see KPR administrative regulation ES-4.1.2, Assessment, Evaluation and Reporting for more information.

### **Skateboarding and In-line Skating**

Skateboards, in-line skates and scooters present a possible safety hazard and are not permitted on school property.

### **Smoking**

The Smoke Free Ontario Act prohibits vaping, smoking, or holding lighted tobacco anywhere on school property, which includes but is not limited to school parking lots, school driveways, inside the school or inside cars located on school property. This law applies to everyone including students, staff, parents/guardians, and visitors. The Durham Region Health Department has adopted a zero-tolerance policy with respect to smoking or holding lighted tobacco or electronic cigarettes for any person on school property. Smoking, use of tobacco and associated devices, including, but not limited to, e-cigarettes, water pipes, hookahs, etc., are prohibited by any person on school property at any time. Supplying tobacco to someone who is under 19 years of age is prohibited. **Smoking / holding lighted tobacco, or smoking an e-cigarette, on school property carries a minimum fine of \$305. Selling / supplying tobacco to a person who is less than 19 years of age carries a minimum fine of \$490.**

### **Snowballs**

Throwing snowballs presents a safety concern. Students engaging in such activities may be suspended.

### **Textbooks**

Textbooks are issued to students each semester and are on loan from the school. Failure to return the textbook to your teacher at the end of the semester may result in a restitution payment.

### **Vandalism**

Damage to any school property, including textbooks, computers, lockers, instructional equipment, and materials as well as school busses, is unacceptable. There will be consequences which may include calls to parents, recovery costs and/or suspension.

### **Visitors to the School**

All visitors to the school must report to the Attendance Office. Students from other schools or previous students are not permitted on Clarke High School property unless approved by the Principal.

---

## Appendix A: Computer Use

The use of computer equipment and other technology at Clarke High School is exclusively for educational purposes. In accordance with the Safe and Caring Schools Policy, all users must be aware of their responsibilities for appropriate use of technology. The guidelines that follow establish these parameters for acceptable use.

Each student will have their own account on the computer network. This account will be accessed by a Board-generated username and password. It is very important that each student understands that **a computer account is a privilege**. Teachers, Administrators, and technical staff have the ability to monitor any student account and consequences may apply if an account is not being used in an appropriate way. Furthermore, since students are responsible for their own account and the protection of their personal password, inappropriate actions committed by others who have been allowed into a student's account are the responsibility of the account owner. All students are expected to use technological resources in a responsible manner that respects the rights of all users.

### Students will not:

1. log in to another user's account
2. accept access rights to another user's account
3. attempt to find out another user's password
4. work in a teacher's account
5. attempt to secure a higher level of privilege on the network
6. attempt to navigate the server directory
7. make unauthorized use of network utilities
8. "shell out" or "crash out" to the command prompt
9. in any way, access the local hard drive (C:) of a workstation
10. alter the boot sequence of a workstation
11. use boot disks or CDs without permission from a teacher
12. willingly introduce a virus or other disruptive program into the network
13. attempt to use any form of hacking software to gain access to restricted areas or information
14. cause the network to behave in a manner that is disruptive to other users
15. broadcast messages to others
16. copy or use executable files, such as games or utilities, to or from the network
17. damage hardware in any way, including defacing equipment
18. bring food or drink into computer areas
19. waste paper by printing unnecessary or non-educational material

### Safe and Acceptable use of the Internet

Students and their parents must sign the Kawartha Pine Ridge District School Board's "Safe and Acceptable use of the Internet Agreement" in order for a student to have open access to the Internet.

As mentioned previously, students on a network are part of a community. Inappropriate use of the Internet can affect other users. For example, constant downloading of non-curricular streaming video can slow down the entire network for all users.

Students will:

1. use the Internet only to acquire appropriate academic materials.
2. always use the Internet in keeping with all Federal and Provincial statutes and regulations.
3. refrain from downloading illegally reproduced video and music files
4. refrain from using streaming video (or torrent software) other than those approved by a teacher for curricular purposes.
5. appropriately cite any materials downloaded from the Internet for assignment purposes.

***Be safe on the internet!*** Never give out any personal information such as your whole name, your address, or your telephone number, to someone you meet online. Never meet in person with anyone that you have met online, through an email or social media account. If someone online suggests setting up a meeting in person, tell a parent/guardian, a teacher or an administrator.

**Consequences for Unacceptable Use**

Students who abuse either their network or Internet privileges will be disciplined in accordance with the Code of Conduct established by the Ministry of Education and under the terms of the school's own Code of Conduct that meets the requirements of the Board's Safe and Caring Schools Policy. In the case of frequent or severe violations, parents/guardians will be contacted. Consequences as a result of an offence may range from loss of computer privileges to suspension or police involvement.