

Clarke High School

Student Handbook – 2017/ 2018

“Dare to know”



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Website: <http://clarke.kprdsb.ca>

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Office Hours: 7:30am – 3:45pm 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, but 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.

Time Table

Period 1	8:20 – 9:35
<i>Break</i>	<i>9:35 – 9:45</i>
Period 2	9:45 – 11:00
<i>Lunch</i>	<i>11:00 – 11:55</i>
Period 3	11:55 – 1:10
<i>Break</i>	<i>1:10 – 1:20</i>
Period 4	1:20 – 2:35

Note: Periods 3 & 4 will ‘flip’ on alternate weeks. Week 1 is noted above. During Week 2, period 4 will commence immediately following lunch, followed by period 3.

Important Dates: 2017 / 2018

Date	Semester 1	Date	Semester 2
August 31	Grade 9 Welcome BBQ	February 5	First day of Semester 2
September 5	First day of classes	February 19	Family Day
September 12	Picture Day	March 9 – 16	March Break
September 29	PA Day	March 21	Progress Reports Home
October 9	Thanksgiving	March 22	Parents Night (6:00 – 7:30)
October 12	Progress Reports Home	March 30	Good Friday
October 12	Parents Night (6:00 – 7:30)	April 2	Easter Monday
October 27	PA Day	April 10	OSSLT
November 16	Report Cards Home	April 20	PA Day
November 16	Grade 8 Information Night	April 26	Report Cards Home
November 24	PA Day	May 21	Victoria Day
December 11 – 13	Grad Photos	May 25	Prom
December 25 – January 5	Holiday Break	June 21 – 27	Semester 2 Exams
January 25 - 31	Semester 1 Exams	June 28	Commencement

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 which 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. Bring a note to the attendance office 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 in the halls during class time. Students with a study period are expected to be in the library, cafeteria or guidance.
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 respecting the property of the school.

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 a note from a parent) 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.
- giving students an opportunity to participate in all aspects of the school's curricular and extra-curricular programs.

When Absent:

- If students are under 18 years of age, verbal notification or a note written by the parent and/or guardian must be brought to the attendance office each time they are 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 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.

Lateness

- If a student is late and referred to the office, there will be consequences at the discretion of the vice-principal. If a student is late for a legitimate reason, parents (or student if over 18) must call the attendance office or send a note to the office to avoid consequences for the student.

Signing Out Procedures:

- Students who must leave school during the school day must report to the Attendance Office with a note from their parent or guardian before homeroom period, at lunch or during breaks. Alternatively, parents may call or email the attendance office to excuse a student. A call may be made to confirm notes.
- 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.
- Students 18 years of age or older will be required to verify the time and person with whom appointments are being made if they sign-out repeatedly to attend appointments during class time.

Consequences for Truancy / Habitual Lateness:

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

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.

Late Bus

- Two “late” buses run each Monday and Wednesday. They depart the school at 4:30pm. A detailed map of stop locations is available in the attendance office.

Backpacks / Bags / Purses

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

Computers

Deliberate and inappropriate use of computers is prohibited and will result in consequences ranging from withdrawal of computer privileges for a period of time to suspension.

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 vice principal at Clarke. Students are not permitted to leave the dance and then return at a later time.

Dress Code

Students are to dress neatly, in good taste and in a manner which is appropriate for the school, workplace or an out-of-school activity. Any clothing which is deemed as inappropriate or offensive by school staff, or which condones or encourages drugs, alcohol, sex, racism or violence is not allowed. Undergarments should not be visible. Undergarments such as undershirts are not to be worn without a shirt covering. Tops must have shoulder straps which provide covering of undergarments. Shorts and skirts/dresses must be mid-thigh length. Students will be required to cover inappropriate clothing, go home to change or remain in the office. Hats are not to be worn in classroom areas including the Gym, Library, Resource Rooms, Office and Guidance area. Chains, including wallet chains, are potentially dangerous and are not allowed. Hoods are to be removed upon entering the building and remain off until leaving the building. Bandanas have been associated with gang involvement. The wearing or display of bandanas of any colour is prohibited.

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.

Fire Alarm

When the fire 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 permitted to bring food or drinks (other than water) into classrooms, including the Library, Gymnasium and Computer Labs. Students are not to bring any food or drinks, including water, into a Science classroom. Students are required to pick up all their food items and garbage and put it in a garbage receptacle. Failure to do this may result in further consequences.

Hallways

Hallways are to be clear when classes are in session. Students assigned to a Study period or eLearning are to work in the library, guidance area or cafeteria.

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. Alternatively, please to 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 on school property must be referred to the Attendance Office immediately.

Language

Vulgar or profane language is not acceptable at anytime. There will be consequences for use of inappropriate language.

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 on lockers by Friday of the first week of school. Students are not to share lockers. 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 principal or vice principal 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 in the office, students will be required to complete an online office referral form.

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/hr. 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, or principal or designate, it is being used by the student as an educational resource, support or aid for learning;
 - 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 or 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, Caring and Restorative 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.

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 (KPRDSB 8). Plagiarism will result in an academic consequence ranging from a mark of zero to failure of a course. Refer to the Clarke Style Guide on the Clarke Webpage for help with sourcing.

KPRDSB. "Cheating and Plagiarism." Assessment, Evaluation and Reporting. KPRDSB, 2015.

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 smoking or holding lighted tobacco anywhere on school property, which includes but is not limited to school parking lots, school driveways, or inside cars located on school property. This law applies to everyone including, students, staff, parents 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. Students will be responsible for costs associated with such damages.

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 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 user name and password. It is very important that each student understand that ***a computer account is a privilege for a student.*** 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, 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 or through an email. 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 Behaviour that meets the requirements of the Board's "Safe 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.