

# CLARKE ROAD SECONDARY SCHOOL

## CODE OF CONDUCT 2024-2025

This code of conduct represents the behavioural expectations for the students, staff and school visitors at Clarke Road Secondary School. This code has been developed with reference to the *Ontario Schools Code of Conduct* and *The Education Act*. These expectations apply to students, staff and visitors at all school and school-related activities and board sponsored events.

<b>ATTENDANCE AND PUNCTUALITY</b>		
Students are expected to attend classes when scheduled unless prevented by illness or other emergency. Any unexplained absences will be considered as truant.		
<p><b><u>LATE:</u></b></p> <p>Students are expected to be in class and be ready to work by the bell.</p> <p>If you are <b>LATE</b>, go directly to class and your teacher will record that you are late.</p> <p>If you are <b>LATE</b> and the front door is <b>LOCKED</b>, please enter through the rear doors by the basketball courts. Go directly to class.</p> <p>Your teacher will discuss unexplained or unacceptable lates with you and may contact home.</p> <p>Chronic lates will result in a referral to the office.</p>	<p><b><u>ABSENT – FULL DAY:</u></b></p> <p>If you are <b>ABSENT</b> from school/class, a parent/guardian must notify the school by:</p> <ul style="list-style-type: none"> <li>• Telephone at 1-844-305-3756</li> <li>• SchoolMessenger App</li> <li>• Written note on first day back (including date and reason for absence)</li> </ul> <p>SchoolMessenger will contact the number on record if notification is not received from a parent/guardian.</p> <p>The office will file all notes and indicate in Web Attendance for your teacher and parent/guardian (if you are under 18) to verify that the note has been received. A note does not authorize a truancy.</p> <p>If there is no note or phone call, you are considered truant.</p>	<p><b><u>ILLNESS DURING THE SCHOOL DAY:</u></b></p> <p>If you fall ill during the school day, you are to tell your teacher, and you will be sent to the office.</p> <p>Parents/guardians will be notified and may make arrangements for you to return home/be picked up.</p> <p>Parents/guardians are required to follow guidelines set out by the local health unit.</p>
<p><b><u>ABSENT – APPOINTMENT</u></b></p> <p>A note or phone call is required from a parent/guardian to excuse you from school. Bring your note to the main office where you will be issued a sign-out slip to be given to your teacher. Parents/guardians can also notify the school of early leaving by calling 1-844-305-3756.</p>		

***Once a student is excused from class by a parent/guardian, they must leave school property.***

**ATTENDANCE PROCEDURES:**

Credits are earned by successfully completing a course that is 110 hours in length. The school makes every effort to maintain good communication with parents/guardians about student attendance through calls home from teachers or administration, or through the SchoolMessenger system. The following outlines the attendance procedures used at Clarke Road Secondary School:

**ABSENCES**

Up to 5 absences	Teacher conference with student. Teacher calls home.
At 10 absences	Referral to office.
At 15 absences	Referral to Attendance Counsellor and possible removal from course.

EXPECTATIONS	REASONS	CONSEQUENCES FOR NON-COMPLIANCE
<p><b>CELL PHONES and OTHER PERSONAL ELECTRONIC DEVICES</b></p> <ul style="list-style-type: none"> <li>All cell phones must be silent and out of sight during classes/learning environments (Library, Computer Labs), assemblies, and presentations.</li> <li>Cell phones may only be out when a teacher has given permission explicitly for them to be used for a lesson (e.g. KAHOOT activity or survey).</li> <li>No photos, videos or audio recordings will be taken of staff members or students without specific and explicit permission given by the subject.</li> <li>Cell phones should not be charged in classes/learning environments without permission.</li> <li>Cell phones may be used in halls before and after school, during lunch and at travel time between periods.</li> <li>Personal laptops, netbooks, Chromebooks, iPads, iPods, etc. can be used with teacher's permission.</li> </ul>	<ul style="list-style-type: none"> <li>Each student has the right to education without disruption</li> <li>Cell phones may be a significant distraction to the learning environment</li> <li>Every staff member and student has the right to privacy and the right not to be videotaped or to have their picture taken without permission</li> </ul>	<ul style="list-style-type: none"> <li>Teacher intervention (warning, communication with home)</li> <li>Referral to office</li> <li>Cell phone placed in the vault for the remainder of the day</li> </ul>
<p><b>LOCKERS</b></p> <ul style="list-style-type: none"> <li>Back packs, large purses, bags or coats shall not be taken to class and should be locked in lockers.</li> <li>Lockers will be maintained in a clean manner with no graffiti.</li> <li>Lockers should be locked at all times.</li> <li>You are advised to not share your lock combination with others.</li> </ul>	<ul style="list-style-type: none"> <li>Lockers are the property of the TVDSB. Lockers may be entered at any time by administration to ensure the safety of students.</li> </ul>	<ul style="list-style-type: none"> <li>You will be reminded of the protocol</li> <li>You may be reassigned to a different locker at any time by the principal or vice-principal</li> </ul>

EXPECTATIONS	REASONS	CONSEQUENCES FOR NON-COMPLIANCE
<p><b>VAPING, SMOKING, E-CIGS, DRUGS AND ALCOHOL</b></p> <ul style="list-style-type: none"> <li>• Possession, distribution, or being under the influence of alcohol, marijuana or illegal drugs are NOT permitted on school property, on buses, or at any school-related event, regardless of age.</li> <li>• Smoking and vaping is permitted only off school property.</li> <li>• <i>This code of conduct is in effect 24 hours a day, 7 days a week and includes any part of an official school field trip, including athletic team trips and school club excursions.</i></li> </ul>	<ul style="list-style-type: none"> <li>• These actions contravene provincial legislation</li> <li>• An individual's performance and behavior is affected while under the influence of drugs and/or alcohol</li> <li>• Intoxication jeopardizes your well-being and the safety of those around you</li> </ul>	<ul style="list-style-type: none"> <li>• Possession or being under the influence of alcohol, marijuana or illegal drugs will result in a suspension</li> <li>• Trafficking in illegal drugs will result in a referral to police and in a mandatory suspension pending expulsion</li> <li>• Providing minors with alcohol, cigarettes, vapes or marijuana will result in a referral to the Tobacco Enforcement Officer and may result in a hefty fine</li> <li>• Failure to comply with this code of conduct may result in school-level discipline (phone call to parent/guardian, removal from school teams or clubs, withdrawal of privileges, suspension, etc.)</li> </ul>
<p><b>PHYSICAL AGGRESSION AND/OR THE POSSESSION OF WEAPONS</b></p> <ul style="list-style-type: none"> <li>• Physical aggression of any kind and/or the possession of weapons will not be tolerated on school property, on the school bus, or at any school-related events.</li> <li>• Threats or intimidation will be treated as seriously as physical aggression and will not be tolerated on school property, on the school bus, or at any school-related events.</li> <li>• Weapon replicas will be treated in the same manner as real weapons.</li> <li>• Objects used to inflict damage or injury will be treated as weapons.</li> <li>• "Horse-play" in the halls, classroom or other learning environments and/or on school property is not acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Students and staff of the school have the right to teach and learn in a positive and safe school environment.</li> <li>• The school community expects that conflict be resolved in a peaceful manner.</li> </ul>	<ul style="list-style-type: none"> <li>• All fights may result in suspension.</li> <li>• Committing physical assault that causes bodily harm will result in suspension pending expulsion.</li> <li>• Possessing a weapon and/or using a weapon to threaten or cause bodily injury will lead to a suspension pending possible expulsion.</li> <li>• Police will be contacted to investigate all incidents involving weapons or suspected possession of weapons and/or threats of bodily harm or assaults causing bodily harm.</li> </ul>
<p><b>DRESS CODE</b></p> <ul style="list-style-type: none"> <li>• Clarke Road is an educational environment and students are expected to dress in a manner that respects all people in our diverse school community.</li> <li>• TVDSB dress code policy is currently under review.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate appearance and behavior reflect good judgement and respect for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be asked to change into more appropriate clothes.</li> </ul>
<p><b>HALLS</b></p> <ul style="list-style-type: none"> <li>• Please be respectful of the learning environment of everyone in the building</li> <li>• During class time, students should not be in the hallways.</li> </ul>	<ul style="list-style-type: none"> <li>• Students in the hallways during class time are a disruption to classes in progress.</li> </ul>	<p>Non-compliance to requests to vacate the halls will result in referral to the office.</p>
<p><b>LIBRARY</b></p> <ul style="list-style-type: none"> <li>• The library is available for quiet study all day long</li> </ul>	<ul style="list-style-type: none"> <li>- The library is a place for quiet study and for students to work</li> <li>- Food/drink in the library attracts bugs and other animals that</li> </ul>	<p>Students who are not working quietly or following the rules in the library may be asked to leave or be referred to the office.</p>

<ul style="list-style-type: none"> <li>• Please respect this learning environment by keeping conversations quiet and using headphones for devices</li> <li>• No eating or drinking is permitted in the library</li> </ul>	<p>damage the books and library collections</p>	
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<p><b>EXPECTATIONS</b></p>	<p><b>REASONS</b></p>	<p><b>CONSEQUENCES FOR NON-COMPLIANCE</b></p>
<p><b>CAFETERIA</b></p> <ul style="list-style-type: none"> <li>• The cafeteria will be closed during instructional blocks.</li> <li>• The cafeteria is open during lunch for students to eat their lunch.</li> <li>• Garbage/recyclables are to be place in the proper container</li> <li>• Students should be respectful of others who are eating in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• These behaviours will maintain a clean and safe environment for all.</li> </ul>	<ul style="list-style-type: none"> <li>• Warning from staff observing the behaviour</li> <li>• Referral to office</li> <li>• Loss of cafeteria privileges</li> </ul>
<p><b>RESPECT FOR PROPERTY</b></p> <ul style="list-style-type: none"> <li>• You should show proper care and regard for school property.</li> <li>• You should not take any item that does not belong to you.</li> </ul>	<ul style="list-style-type: none"> <li>• Litter and damage to building, property and grounds costs time and money</li> <li>• Theft is a crime</li> <li>• Lockers are school property and must be treated as such</li> </ul>	<ul style="list-style-type: none"> <li>• Conversation with teacher</li> <li>• Referral to Office</li> <li>• Referral to Police</li> </ul>
<p><b>RESPECT FOR OTHERS</b></p> <p>Every person at Clarke Road has an obligation to:</p> <ul style="list-style-type: none"> <li>• respect and treat others fairly, regardless of race ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability</li> <li>• respect the personal property of others</li> <li>• treat others kindly</li> <li>• be positive and encouraging toward others</li> <li>• respect the need of others to work in an environment conducive to learning and teaching</li> </ul>	<ul style="list-style-type: none"> <li>• It is the right of everyone to be treated in a courteous and respectful manner.</li> <li>• Harassment is illegal.</li> </ul>	<ul style="list-style-type: none"> <li>• Conversation with teacher</li> <li>• Referral to Office</li> <li>• Progressive discipline</li> </ul>
<p><b>RESPECT FOR SELF</b></p> <ul style="list-style-type: none"> <li>• You will demonstrate self-discipline and self-regulation.</li> <li>• You will limit physical affection to what is acceptable in a place of education and work.</li> <li>• Demonstrate honesty and integrity.</li> <li>• Use appropriate language when addressing staff and students and guests.</li> </ul>	<ul style="list-style-type: none"> <li>• Such attitudes and behaviours enhance self-esteem and ensure a positive school environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Conversation with teacher</li> <li>• Referral to Office</li> <li>• Progressive discipline</li> </ul>