

Welcome to CIS!



Student Handbook

2024-25

School Contact Information

Clarington CIS
140 High St
Bowmanville, ON
905-623-6505

Northumberland CIS
780 D'Arcy St
Cobourg, ON
905-372-1697

Daily Schedule:

Period 1: 8:30-9:45 am
Period 2: 9:55-11:10 am
Period 3: 11:20am-12:35pm
Period 4: 12:45-2pm

Success starts here!

CIS Student Expectations:

Course Work:

- All course work is to be completed in class. Work completed at home may not be evaluated and supplementary/additional work provided to ensure that you have met the expectations of the original assignment. Regular and constructive feedback from your classroom teacher is essential for your success.
- It is the general expectation that students registered in the day school will strive to complete a course every six to eight weeks (assuming you are in a course all 3 periods). It is your responsibility to discuss unforeseen circumstances that may interfere with meeting this expectation and to set goals to continue to progress towards course completion and ultimately graduation.

Progress Tracking:

- Teachers track your progress. Through discussions with you, your parents/guardians (if you are U18) and other teachers, a variety of strategies will be utilized to help you succeed. Regular and consistent contact will be made with you, and where appropriate, your teachers or administration.

Attendance:

- Students are expected to have at least 3 periods on their timetables. Students who are bussed often pick up a 4th period to fill out their day and expedite reaching their goals. Timetables could be 8:30-12:35 (P123) or 9:35-2pm (P234) depending on student schedules, transportation needs, and graduation plans.
- CIS Students are expected to attend daily. Our flexibility comes from the fact that, if you do miss a couple of days for illness, etc, you won't fall behind the rest of the class and can pick up where you left off before your attendance slipped.
- Please note: The exception to the 5 days a week rule is if students are actively participating in a paid coop. Students are still expected to attend classes on those days that they do not work, though, and for a minimum of 1 day every other week if they are in a full time job and only need coop to graduate.

Absences:

- Absences must be reported to the campus secretary. Please call the school to report your absence for a day (Clarington 905-623-6505 or Northumberland 905-372-1697)
- You are expected to attend the class (and room) in which you are scheduled
- Please note:
 - Consecutive absences of 15 days or greater without a medical note will result in removal from the school register (for students over 18 years of age).
 - Consecutive absences of 15 days or greater without a medical note will result in a referral for attendance support (for students under 18 years of age)
 - Consecutive absences of 15 classes within a course will result in the removal of that course/section. Please note this could affect status as a full time student and/or enrollment at CIS.

Signing Out:

- Students are expected to attend all of their assigned classes. If you leave the school property any time during school day, you must sign out in the main office and unless authorized by administration, students under the age of 18 yrs are required to have parent or guardian permission to sign-out.

Personal Mobile Devices:

- As you may have already heard, new provincial government legislation has resulted in changes to the use of mobile devices in schools. A mobile device is any personal electronic device that can be used to communicate or access the Internet, such as a laptop, cellphone, tablet or smart watch.
- In order to ensure a focused and engaging learning environment, students in **grades 9 to 12** shall store personal mobile devices out of view and powered off or set to silent mode **during instructional time**, except when their use is explicitly permitted by the educator under the circumstances outlined above (for educational purposes, as directed by an educator, for health and medical purposes, or to support special education needs).
- Personal mobile devices may be used during our three scheduled breaks in the school day, but not during the 75 minute instructional periods.
- Students who need to use their phones for health and medical purposes or to support special education needs are asked to speak with an educator so that we can work together to find an appropriate solution.
- While we understand that these changes may be difficult, please know that creating and maintaining a protected space for learning in our classrooms is our goal.

Class Breaks:

- Breaks are not to be taken during class except with teacher permission. There is a 10 minute break between periods to use the washroom and attend to personal issues, as well as to make use of your personal electronic devices and/or smoke/vape.

On Property Issues:

- Smoking and vaping are not permitted on school property. Doing so is subject to fines from the Tobacco Enforcement Officer. Un-lit cigarettes and/or vapes should not be visible in the school building. If you are unsure of where you can go to smoke or vape during breaks, please ask any staff member to clarify.
- There is to be no congregating in the bathroom at any time. Students who do request to be excused from class to access the bathroom will do so one at a time and will be expected to return from the bathroom in a timely manner so others can do so as well.
- Your cooperation is appreciated in moving away from the foyer, hallway, bathroom, and front of the school when you are finished your classes for the day. This assists others in staying focused on their class work.

CIS Dress Code:

- CIS is a public place of learning where all students and staff are respected.
- Students and staff are expected to dress in a manner which is appropriate for school, the workplace or a school trip.
- Any clothing which displays alcohol, illegal substances or demeaning/obscene language or images are unacceptable. Students wearing inappropriate clothing will cover up with another piece of clothing or turn their shirt inside out. Tattoos which display inappropriate language and/or images will need to be covered. What is considered inappropriate is at the discretion of administration.

Communication:

Students are encouraged to download the Edsby App to their personal electronic devices and visit the School Talk group to learn about upcoming events.

Code of Conduct:

- All students are expected to familiarize themselves with the Code of Conduct. It is posted in classrooms and on the school website, in addition to being pinned in Edsby in School Talk.
- Bullying of any kind is unacceptable. If you are being bullied, contact the school, your teacher or administration for support. The Report bullying on-line link is provided below.

Links

CIS website <http://claringtoncis.kprdsb.ca> and <http://northumberlandcis.kprdsb.ca>

Kawartha Pine Ridge District School Board website <http://www.kprdsb.ca>

Report Bullying (Parents or Students): http://kprforms.kprdsb.ca/Report_Bullying/report.asp