

CLARK HIGH SCHOOL 2026-2027 HANDBOOK

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Clark School District Philosophy

We believe in the supreme worth, dignity and uniqueness of each individual. Therefore, the Clark School District 12-2 will strive to provide an educational environment that promotes and enhances learning as a lifelong endeavor.

Each student, according to the individual ability, interest and potential, will benefit intellectually, physically, morally, emotionally, aesthetically and socially through the joint effort of the student, staff, parents, and community.

The ultimate purpose of the educational process of the Clark School District is to prepare each student to accept responsibilities to self, family, community, country and to become a contributing member of our changing world.

This philosophy can be defined more clearly through the following goals:

Goals:

1. To provide each student opportunities to develop proficiency in basic academic skills.
2. To provide opportunities for each student to develop the capacity to recognize and cope with the problems of an unknown future.
3. To assist in the development of meaningful interpersonal relationships among students, staff and community.
4. To encourage staff, students, parents and community participation in the development and evaluation of programs and policies.
5. To utilize material and human resources efficiently.
6. To assist students in developing civic skills to enhance the democratic way of life.
7. To develop programs which will address post-secondary preparation, vocational and life skills competencies.

Mission Statement:

- To engage & educate each student academically & socially in order that he or she may reach their potential as a productive member of society.
 - College/Technical Ready
 - Career Ready
 - Life Ready

Introduction for Parents

Clark Jr.-Sr. High School is dedicated to its students in grades 6-12. We are committed to meeting individual needs. The staff accepts the responsibility of helping guide its students through the most difficult period of growth they will perhaps ever experience.

What parents can do to help the school achieve the best goals for students:

1. Show an active interest in what the school is doing. Attend its functions.
2. Be open-minded toward change, inquiring about policies and practices before accepting rumors or incomplete information. Stories told by students are not always based on fact.
3. Provide the school with information about the student which might affect his/her school progress and adjustment.
4. Recognize that the home, rather than the school, must assume major responsibility for certain aspects of a child's development, moral and spiritual values, health, discipline, sex education, and out-of-school interests and activities.
5. If parents do not agree with or understand school policy, they should refrain from encouraging their children to ignore the policy. There are more appropriate means for effecting change, and until

change is effected, a student is more secure if it is clear to him/her that he/she is expected to abide by the rules.

6. Make sure that assignments are completed when they are brought home.
 - A. See that they have a regular time to do homework, away from distractions such as TV.
 - B. Offer to help your children with their homework.
 - C. Have them read to you to see if they understand what they've read.
7. Get students to school regularly and on time. There cannot be continuity of learning without regular attendance.
 - A. Plan vacations when students are out of school.
 - B. Do not keep them home to babysit or to do chores which can be done outside of school time.
 - C. Try to arrange appointments, shopping trips, etc. on vacation time or after school.
 - D. Please refer to Attendance requirements.
8. Try to be home when they are home.
 - A. Students should have some responsibility around home, but not all responsibilities.
9. Know their friends and what they are doing.
 - A. Know their friends' parents and communicate with them.
 - B. Become knowledgeable of school and community curfew regulations.
 - a. Ordinance on the books, under sixteen years of age - 10:00 PM.
 - b. Over sixteen years of age no ordinance exists.
10. Encourage them to take part in school activities.

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

2026-2027 Clark Senior High School Staff

Administration

Travis Ahrens.....Superintendent, Athletic Director
Jennifer Heggelund.....MS/HS Principal, SPED Director
Mary Nelson..... Business Manager/School Food Service

Office Personnel

Kayla Weber..... Receptionist/Administrative Assistant

High School Staff

Felicia Hofman.....	School Counselor/Testing Coordinator
Beth Helkenn.....	Library Aide
TBD.....	Agriculture Ed/FFA
Dawn Hink.....	Special Ed Aide
Kristin Janisch.....	Art/Yearbook
Wanda Torres.....	Spanish/ELL Case Manager
Andrea Begeman.....	Language Arts
Amy Nelson.....	MS/HS Band & Vocal
Jerome Nesheim.....	HS Social Science, P.E.
Melissa Olson.....	MS/HS Student Council
Lydia Reidburn	Special Ed Aide
Tammie Paulson.....	FACS/FCCLA
Maddie Forest.....	On-Line/Study Hall Aide/Tech Liaison
Susan Schmit.....	HS Special Education
Mikel Seefeldt.....	HS Science
David Severson.....	HS Social Science/CAD/Building Trades
Tammy Sprouse.....	HS Mathematics

Kitchen.....Lonna Deslauriers/Sandy Herrick/Heather Patenode

Custodians.....Don Epps/Eric Conrad

2026-2027 Class Advisors

9 th	Wanda Torres, Tammy Sprouse
10 th	Jerome Nesheim, Andrea Begeman, Kristin Janisch
11 th	Dave Severson, Amy Nelson, Mikel Seefeldt
12 th	Tammie Paulson, Felicia Hofman

Football Coaches

Varsity.....	Dave Severson (HC), Grayson Florey, Wyatt Forbes
Junior High.....	Bill Nothlich, Mikel Seefeldt

Girls Basketball

Varsity.....	Andrea Begeman (HC), Grayson Florey
Junior High.....	Shannon Huber/Chayla Robinson

Boys Basketball

Varsity.....	Jerome Nesheim (HC), Mark Prouty
Junior High.....	Brook Begeman, Wyatt Forbes

Wrestling

Varsity.....	Greg Marx (HC), Jimmy Marx
Junior High.....	(TBD)

Volleyball

Varsity.....	Betty McGraw (HC), Andrea Begeman
Junior High.....	Melissa Terhark, Rikki Anderson

Track

Varsity (Boys & Girls).....	Troy Forbes (HC), Brook Begeman & Wyatt Forbes
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Junior High (Boys & Girls).....	Andrea Begeman, Melissa Terhark
Cross Country	
Varsity.....	Alicia Turnquist (HC), Greg Marx
Golf	
Varsity.....	John Brown
Junior High.....	Harrison Wookey
Fastpitch Softball	
Varsity	Grayson Florey, Reagan Karber
Cheerleader Advisors	
Football.....	Angela Terhark
Girls and Boys Basketball.....	TBD
Activities	
All-School Play.....	Tori Borns
FCCLA.....	Tammie Paulson
FFA.....	TBD
National Honor Society.....	Tammie Paulson
One-Act Play.....	Tori Borns
Oral Interp.....	Tori Borns
SADD.....	Felicia Hofman
Student Council.....	Melissa Olson

2026 - 2027 Clark High School Schedule

Period 1	8:10-8:53 (43 min)
Period 2	8:56-9:39 (43 min)
Period 3	9:42-10:23 (43 min)
Period 4	10:26-11:09 (43 min)
Period 5 (Chorus or Rtl)	11:12-11:40 (28 min)
Lunch	11:40-12:07 (27 min)
Period 6	12:10-12:53 (43 min)
Period 7	12:56-1:39 (43 min)
Period 8	1:42-2:25 (43 min)
Period 9	2:28-3:10 (42 min)

Fire Drill

Fire drills will be held in accordance with state regulations. Special instructions in fire drill procedure will be given to students the first week of school and again in early spring. The first drill will be held shortly after the first instruction in the fall. Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Closing Schools

If the cancellation is before the start of the school day, notice of that cancellation will be issued and relayed to the local radio stations, KWAT, KDLO and KIXX in Watertown. Also cable television stations KELO and Dakota News Now.

Please listen to radio and television stations for announcements concerning school dismissal because of inclement weather. The school will also call each individual home using School Messenger, an automated calling system. Please do not phone the school or school personnel for this information. The announcement will also be posted on the district's Facebook page <https://www.facebook.com/ClarkSchoolDistrict>. There is always the possibility of an unscheduled closing of school. The weather or a breakdown in equipment may cause such a closing. Such cancellation and dismissal time will be announced to the building principals by the Superintendent of Schools. The school buses will run their routes at the time of the early dismissal. Parents that have special instruction regarding their children in case of early dismissal due to inclement weather or other emergencies should so specify on the enrollment forms. Each parent should be sure his or her child knows where to go if such an emergency arises and the parents are absent from the home. It is suggested that each student have a house key or access to a key in case of an emergency.

Guidance & Counseling

School counseling/guidance services provided:

- K-8 classroom guidance
- High school guidance
- Short term and immediate individual counseling for social and/or emotional issues
- Information and resources for parents on a variety of issues
- Referral to other agencies when necessary

All students are encouraged to visit with the school counselor/advisor. Students are assured that conversations are in the strictest confidence. The counselor/advisor is available before, during, and after school and by special appointment. Students are encouraged to schedule their own appointments with the counselor. Appointments will be set up for those students who are referred by peers, parents, or staff members.

The Clark School District offers short-term individual counseling to students. The short-term individual counseling services provide support for all students to be successful with a focus on academic achievement, career development and social emotional development. Parents/guardians or school staff may refer students for counseling, or students may request counseling.

School counseling services are short-term services aimed at the more effective education and socialization of the student within the school community. These services are not intended as a substitute for assessing, diagnosing or treating any mental health disorder. It is the parents/guardians responsibility to determine whether additional or different services are necessary, and whether to seek them for your child.

School counselors are an advocate for students and an excellent resource; however, they do not provide therapy or long-term counseling (standards of the American School Counseling Association). Referrals to outside agencies will be initiated when appropriate.

Parent permission for counseling services:

- The main goal of school counseling services is to assist with healthy development in students in the following areas: academic, school, social and emotional.
- The school counselor will seek parental permission before short-term individual counseling services are provided to the student.
- The school counselor will seek parental permission before students are allowed to participate in any group counseling offered by the counselor.
- However, the school counselor reserves the right to provide any classroom guidance activities, teacher referred counseling or crisis intervention services to students without the permission of parents.

Confidentiality between student and school counselor/student advisor:

- The school counselor has an obligation to the student to keep what is shared in a counseling session confidential unless it falls under one of the following exceptions.
 - * If the student reports neglect, physical or sexual abuse of themselves or others.
 - * If the student threatens to harm his/herself or someone else.
 - * If a parent grants me permission to release my records to another professional.
- By law the situations listed above must be reported to the proper reporting agency or persons.
- In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
- The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.

Student Complaints and Grievances

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his/her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which they consider unjust or unfair.
2. If the incident remains unresolved, the student or his/her parents or guardian or the teacher, may bring the matter to the principal's attention for consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for consideration.
5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested. Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office.

The parent or guardian or unaccompanied youth shall be provided with a written explanation of the Clark School District's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

The Clark School District superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint. The Clark School District superintendent will notify the complainant of the decision in writing.

The complainant will be allowed one week to react to the decision before it becomes final. The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the Clark School District superintendent.

If the issue is not resolved with the Clark School District superintendent, the complaint will be forwarded to the Clark School District's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review (consult SD Department of Education Complaint Procedure).

Class Add/Drop

The Clark School District along with the State of South Dakota Board of Education has set a required curriculum for each student to meet in order to graduate. Classes not required will be available to students as electives. Changes to the student's elective class schedule must be made within the first 3 days of each semester. To add or drop a class during this 3 day period, the student must get approval from the teacher and building principal.

Promotion Policy

At each grade 9-12, a student must successfully complete/accumulate the minimum credits to be promoted to the next grade level.

Freshman: successfully complete/accumulate a minimum of 5 credits

Sophomore: successfully complete/accumulate a minimum of 10 credits

Junior: successfully complete/accumulate a minimum of 15 credits

Senior/Graduate successfully fulfill graduation requirements - 22 credits

Graduation requirements for Clark High School

South Dakota High School Graduation Requirements: Approved by the SD Board of Education Standards in July 2018:

<i>Language Arts</i> <i>Must Include:</i> ● <i>Writing: 1 unit</i> ● <i>Speech or Debate: 0.5 unit</i> ● <i>Literature: 1 unit (must include 0.5 unit of American Literature)</i> ● <i>Language Arts Electives: 1.5 units</i>	<i>Any Combination of the following:</i> ● <i>Approved CTE</i> ● <i>Capstone Experience (CSD requirement)</i> ● <i>World Language</i>
<i>Mathematics</i> <i>Must Include:</i> ● <i>Algebra I: 1 unit</i>	<i>Fine Arts</i> ● <i>1 unit</i>

● <i>Mathematics Electives: 2 units</i>	
<i>Science</i> <i>Must Include:</i> ● <i>Physical Science: 1 unit</i> ● <i>Biology: 1 unit</i> ● <i>Science Electives*: 1 unit</i>	<i>Personal Finance or Economics (0.5 units)</i> <i>Physical Education: (0.5 units)</i> <i>Health or Health Integration: (0.5 units)</i>
<i>Social Studies</i> <i>Must Include:</i> ● <i>World Geography: 0.5 unit</i> ● <i>World History: 0.5 unit</i> ● <i>U.S. History: 1 unit</i> ● <i>U.S. Government: 1 unit</i>	<i>Electives</i> ● <i>5 units</i>

**A state-approved advanced computer science course may be substituted for one unit of a science elective, but may not replace Biology. A list of approved courses is available at <http://doe.sd.gov/gradrequirements>.*

Students are required to meet the above High School Diploma requirements, also known as the base diploma. Students may earn advanced endorsements with their high school diploma. A student's personal learning plan must document a minimum of 22 credits that include the above requirements.

Advanced Endorsements

In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student's personal learning plan. Advanced endorsements outline specific coursework with the base diploma requirements to denote specific emphases. Students may earn one or more of the three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement.

The requirements beyond the base high school diploma requirements are in red text in each advanced endorsement section below.

ADVANCED ENDORSEMENT REQUIREMENTS <i>Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.</i>	
4 UNITS OF LANGUAGE ARTS must include: • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: • Biology: 1 unit • Other Lab Sciences: 2 units	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units	½ UNIT OF HEALTH or HEALTH INTEGRATION
1 UNIT OF ANY COMBINATION of the following: • Approved Career & Technical Education • Capstone Experience • World Language	5 ½ UNITS OF ELECTIVES

ADVANCED CAREER ENDORSEMENT REQUIREMENTS <i>Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.</i>	
4 UNITS OF LANGUAGE ARTS must include: • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Mathematics electives: 2 units	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: • Biology: 1 unit • Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective)	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units	½ UNIT OF HEALTH or HEALTH INTEGRATION
2+ UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education units from the same career cluster OR • Capstone Experience AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher	4 ½ UNITS OF ELECTIVES

ADVANCED HONORS ENDORSEMENT REQUIREMENTS <i>Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-3.1 (High school course requirements for opportunity scholarship eligibility).</i>			
All high school coursework completed with a "C" or higher			
4 UNITS OF LANGUAGE ARTS must include: • Writing: 1.5 units • Speech or Debate: .5 unit • Literature: 1.5 unit (must include .5 unit American Literature) • Language Arts electives: .5 unit	1 UNIT OF FINE ARTS	3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 unit • World History: .5 unit • Geography: .5 unit • Social Studies electives: .5 unit	½ UNIT OF HEALTH or HEALTH INTEGRATION
4 UNITS OF MATHEMATICS must include: • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit • Advanced Mathematics: 1 unit (details at sdos.sdbor.edu/require/require.html)	½ UNIT OF PERSONAL FINANCE or ECONOMICS	2 UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education OR • Modern or Classical Language (including American Sign Language); must be in the same language	2 ½ UNITS OF ELECTIVES
4 UNITS OF SCIENCE must include: • Biology: 1 unit • Any Physical Science: 1 unit • Chemistry or Physics: 1 unit • Science elective: 1 unit	½ UNIT OF PHYSICAL EDUCATION		

“Double-dipping” is not allowed. Courses may not be counted more than once to fulfill high school graduation requirements. For example, Economics cannot meet both the Social Studies elective credit requirement and the Personal Finance or Economics credit requirement. It can only meet one of the requirements. A course may count to meet both the base high school diploma and advanced endorsement(s) requirements. For example, Algebra I can meet both the high school diploma requirement and any or all of the advanced endorsement requirements.

Requirements For Graduation Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may

prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) or who have received a certificate of attendance will be allowed to participate in commencement.

As required by state law, students participating in a commencement ceremony are allowed to adorn their graduation regalia with:

6. an eagle feather,
7. eagle plume,
8. a beaded graduation cap, or
9. a sash, stole, or other military decoration, if the sash, stole, or decoration was issued to the student by the South Dakota National Guard or a branch of the armed forces, for the purposes of being worn at the graduation ceremony.

No other adornments are allowed.

In order to graduate from Clark High School, a student must earn a minimum of twenty-two (22) credits. Meeting attendance requirements and passing the course earns the student a "credit".

For a student to participate in the graduation ceremony they must:

1. Have earned 21.5 credits by the final week of school for Seniors.
2. If they are currently at 21.5 credits, a plan for completing the ½ credit will need to be in place between the student/parent/high school principal.
3. Completed all aspects of their senior project with a grade of 70% or higher. This includes the paper, the product, and the presentation.

Students must actually be present and attending school full time at Clark High School during the entire last semester of their senior year in order to participate in graduation ceremonies.

Seniors who receive a failing grade or an incomplete grade for their final semester, or who did not meet the requirements of their Senior project, will be able to participate in the graduation ceremony provided they have earned the 21.5 credits to participate. They will not, however, receive their diploma until all district and state requirements for graduation have been met by the student. Seniors in this circumstance will have 2 weeks from the last day of Senior attendance to recover their incomplete grade, retake the semester test, or fix their Senior project.

The Clark School District requires seniors participating in the graduation ceremony to wear a traditional cap and gown for the graduation ceremony. The cap and gown will be black in color. The senior class is given the opportunity to choose class colors, class motto, class flower, and may choose a graduation speaker to be approved by the school board. The Valedictorian will also speak at the ceremony.

Even though the traditional cap and gown are worn at the ceremony, what is worn beneath is significant because of its visibility. Dress shoes/boots, pants, and collared shirts for males and dressy outfits for females reinforce the dignity of the event. Not permitted are shorts, flip-flops or extremely informal attire. Students not dressed appropriately will not be allowed to participate in the school's graduation ceremony.

Selection of Guest Speakers for Graduation Ceremony

Seniors have the privilege of selecting guest speakers for Graduation. The procedure for speaker selection is as follows:

1. By no later than March, there will be a class meeting involving all senior class advisors and the high school principal.
2. Students will be invited to nominate people they would like to see as their guest speakers for Graduation. Students should consider the following:
 - a. The nominee has made significant contributions (ie: participation in activities, leadership, meaningful involvement, inspirational, teacher/staff) to the Senior class.
 - b. The nominee is able to represent the class and district in a way that is positive, encouraging, and supportive.
 - c. Preference will go to former or current Clark School District Staff.
3. Any Senior is able to make a nomination and explain why they believe that speaker would be the best fit for their class.
4. All nominations will be reviewed by the administration. Those approved will be added to a ballot or online form.
5. Each Senior will be able to vote. The nominees with the highest number of votes will be sent for final approval by the high school principal and the superintendent.
6. The selected speaker will be contacted by a member of the Senior class, an advisor, or the principal. Should the chosen speaker decline the opportunity, the one with the next highest number of votes and administrative approval will be considered.

Selection of Valedictorian & Salutatorian

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

The valedictorian shall be the graduating senior with the highest cumulative grade point average (GPA) as calculated at the conclusion of the first semester of their senior year. The salutatorian shall be the graduating senior with the second-highest cumulative GPA as calculated at the conclusion of the first semester of their senior year. In determining class rank for valedictorian and salutatorian honors, the administration may also consider the number of credits earned and the rigor and type of coursework completed.

Any student found to have violated district policies regarding academic honesty, including but not limited to cheating, plagiarism, or other forms of academic misconduct, may be disqualified from consideration for valedictorian or salutatorian recognition.

In the event that two or more students have identical cumulative GPAs after the first semester of their senior year, the first tie-breaking criterion shall be the student's highest composite ACT score. If a tie remains after consideration of ACT scores, the administration may review the student's total credits earned, the rigor and type of coursework completed, and other relevant academic factors to determine the final designation.

If a tie still exists after all criteria have been applied, students may be recognized as co-valedictorians or co-salutatorians.

Early Graduation

The Clark School District believes students are best served by completing grades 9–12 over the course of four years. Early graduation is intended only for unique circumstances and is considered on an individual basis.

In accordance with Policy 5066, students who wish to graduate early must apply by the end of their junior year. This application deadline allows the district and Board of Education sufficient time to review the request. If approved, the earliest a student may graduate is upon successful completion of the first semester of the student's senior year and after meeting all district and state graduation requirements.

The application must be submitted to the high school principal and include:

- Verification that all graduation requirements will be completed by the proposed graduation date.
- A current transcript showing no grade lower than a **C** in any required course at the time of application.
- A written statement explaining the reasons for requesting early graduation and outlining the student's post-graduation plans and goals.
- A letter of support from the student's parent or guardian.

Students may submit additional supporting documentation, such as letters of recommendation or proof of admission to a postsecondary institution.

The high school principal will review the application and make a recommendation to the Board of Education. Final approval of all requests for early graduation rests with the Board of Education, which will consider whether early graduation is in the student's best interest.

Students approved for early graduation become graduates of the district when the Board confers that status and are no longer considered members of the student body. As a result, they forfeit the rights and privileges afforded to enrolled students, including eligibility to participate in school-sponsored activities after graduation.

Dual Credit Courses

High school juniors and seniors attending a public high school within South Dakota may be eligible to participate in the dual credit program and receive both high school and college credit at a reduced rate of \$48.33 per credit. Specific details and requirements can be found at <https://sdmylife.com/>

Students must meet ONE of the following requirements:

1. High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements:
 - a. Earn an ACT composite score of 24 reflective of the 70% percentile; or
 - b. Rank in upper one-third of their graduating class; or
 - c. Earn a cumulative GPA of at least 3.5 on a 4.0 scale;
2. High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements:
 - a. Earn an ACT composite score of 21 reflective of the 50% percentile;
 - b. Rank in the upper one-half of their graduating class;
 - c. Earn a cumulative gpa of at least 3.25 on a 4.0 scale

3. High school junior or senior eligible to enroll in a high school in South Dakota who meets all of the following undergraduate admissions requirements:
 - a. ACT score of 18 (or 21 for USD & SDSM&T); and
 - b. Successful completion of coursework Requirements
 - i. Four years of English
 - ii. Three years of advanced mathematics
 - iii. Three years of laboratory science
 - iv. Three years of social studies
 - v. One year of fine arts
4. Take one of the assessments below and meet the required score(s):
 - a. 10th grade ACT Aspire Summative Assessment - (Score 434 or higher)
 - b. Accuplacer (Sentence Skills - Score 86 or higher AND Elementary Algebra - Score 76 or higher)
 - c. Grading
 - i. A full high school credit 1.0 is given for each dual credit course completed.
 - ii. Dual Credit courses are rated on a 5.0 scale:
 1. A = 5.0
 2. B = 4.0
 3. C = 3.0
 4. D = 2.0
 - iii. There is a maximum of 10 credits for Dual Credit per semester (set by SD BoR)
 - iv. Grades from and enrollment in, Dual Credit courses will be factored into eligibility requirements and the calculation of their GPA.
 - v. Grades are permanent and will be recorded on BOTH the student's high school and college transcript.
 - vi. If a student receives a grade of a "D" or lower, they will be placed on Academic Probation, and will not be eligible for dual credit for one year. If a student withdraws from a course and receives a grade of "W", they will not be eligible to take Dual Credit for one year. (SD BoR guidelines) There are possible exemptions to apply for.
 - d. Learning Environment
 - i. Courses are online and all coursework must be completed independently by the student.
 - ii. Students need to direct questions to the Professor/Instructor of their Dual Credit class.
 - iii. Students are responsible for assignments and class requirements even if the high school is not in session or having school on a particular day.
 - iv. District staff are able to help troubleshoot, but students and post-secondary services are ultimately responsible. (You will be considered a college student, so independent learning is required.)
5. Each student considering an application for enrollment in postsecondary courses must complete the dual credit application form available on-line.
6. Clark School District will contribute \$60 per semester for dual credit courses with the maximum number of credits not to exceed 9 credits per fall or spring semester. The student is responsible for the remaining cost of dual credit courses.
7. The student will be responsible for the reimbursement of school contribution if the student does not complete the course, withdraws from course, or does not receive a grade of "C" or higher.

8. If a student receives an "F" in any dual credit course, the student will no longer be eligible to take further dual credit courses.
9. Due to the foundational writing skills found and developed in ELA 11, which are then crucial to state and national tests, and will be relied on heavily by the student in subsequent years of education, students must take the class in district.

Academic credit granted for postsecondary course work successfully completed by a student and approved for high school credit shall qualify as credit toward high school graduation and as credit toward a degree or certificate at the institution of higher education.

South Dakota Virtual School Program

The SD Virtual High School is a clearinghouse of distance/online courses offered by approved providers. All course offerings are approved by the South Dakota Department of Education to ensure they are aligned with SD content standards.

South Dakota Virtual School Offerings provide our students with educational opportunities that we do not offer at our school. Clark School District will pay for 2 courses per semester, per school year; however, the student will be responsible for the cost of each class if the student does not complete the course, withdraws from the course, or does not receive a grade of "C" or higher. The cost for this will range from \$325 - \$350. Virtual school classes are only offered for classes not provided within the district. The Clark School District will not be responsible for any costs incurred for fees, textbooks, or other materials needed to complete coursework. It is also the student's responsibility for any exam fees regardless of course outcome. The Clark School District will not pay for any online learning classes that are offered by our school.

Online course(s) are checked for eligibility purposes, and any failing grades in these courses will make students ineligible for activities, as per school policy. Any materials provided by the school must be returned to the school upon completion of the course. The students/parent is responsible for any damage and/or missing materials checked out, and agree to pay the replacement cost of such items if necessary.

Students applying for permission to take a distance/online course will do the following:

- Meet with the school counselor to assess the student's maturity and ability to function effectively in an online learning environment.
- Current GPA of 3.0 and currently passing all classes.
- Obtain written permission of parent/guardian for student to pursue distance/online coursework, as well as recommendation from school counselor and principal prior to the application.

(The Clark School District has the right to deny a student's application to take a course via the South Dakota Virtual School)

Awarding Credit for Online Coursework

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be recorded on student transcripts. Credit for distance/online coursework that a student completes prior to enrollment in the Clark School District will be transferred, subject to the following condition: Distance or online credit granted by another accredited high school will be approved and added to the student's transcript.

Student Behavior for Online Courses

Good behavior, a cooperative attitude, and a serious dedication to learning are expected of all students wishing to participate in the long distance classes.

- Students will be respectful of fellow students, the attending mentor, and lead teacher.
- Students will treat computers and equipment with care and use them only for the work for which they are intended.
- Students will follow all classroom procedures as explained by the mentor and lead teacher.
- Students will refrain from disruptive behavior that would interfere with teaching and learning in the classroom or online.
- Students will not participate in cheating or plagiarism.
- Students will not leave the classroom without the mentor or teacher's permission.

Clark School District offers online classes in two ways: dual credit courses and virtual school classes.

CTE Offerings

The Clark School District recognizes that not all students are college bound; therefore special elective classes are offered within the traditional schedule. These CTE (Career and Technical Education) classes provide students with vocational experiences during the school day. Combining academics with vocational interventions and/or community partnerships will help prepare our students for the future.

Teach & Train

Purpose: Gives students an opportunity to work with the young children of our community. In turn, they will be given credit for their efforts.

Site: Clark Elementary/Middle School/High School

Credit: ½ credit (36 hours logged) to 1 credit (72 hours logged). The supervising teacher will keep a log of hours and the student will be responsible for keeping a diary of tasks completed for the supervisor. This diary will be handed in at the end of the Teacher Assistant experience.

Tardiness

If a student is not in the classroom they are assigned to when the bell rings, they are considered tardy. A tardy will be given if the student arrives after the bell rings but within the first fifteen minutes of class. If they arrive after fifteen minutes of class, the student will be considered absent for the class period. A student with 6 cumulative tardies in a quarter will earn 1 detention. Additional detentions will be assigned for every 3 detentions earned thereafter at increments of 9 and 12. A parent meeting will be held if a student has 12 cumulative tardies in a quarter with the option to develop a student intervention plan. Tardies will start over at the beginning of each quarter.

Attendance

Students who are enrolled in the Clark Public School are required in accordance with state law and school board regulations to attend school and classes on a regular basis. After a student has been absent from school for ten (10) absences in a class during a semester, he or she will have the opportunity to make up the work and the time missed at the Principal's discretion. If a student is not making progress towards making up the time, he or she will be assigned times to make up the time by the Principal. This can be before school or after school. Make-up time must be completed before the end of the semester. If a student has not made up the time required by the end of the semester, no credit will be given for any class the student is enrolled in for that semester.

If a student has not made up his or her hours by the end of the semester, the following will happen:

1. No credit will be given for the class(es) with 10 or more absences that semester.

2. GPA will not be figured.
3. Will not be on any Honor Roll.

It is the student's responsibility to:

1. Make sure he/she knows where to report each day to work on making up time.
2. Be on time. If the student is not on time, the time will not count.
3. Get approval for time served from the principal or detention supervisor at the end of the make-up period.

Rules concerning make up time:

1. You may make up time before or after school as scheduled.
2. Make-up time will be scheduled with the principal during the school term.
3. You must be working on academic subjects during the make-up time.
4. If you are not on time, or choose not to follow the expectations, you will not receive credit for the makeup time.

Students who have cumulative absences of 10 and thereafter will also have a letter(s) submitted to the parent and the local state's attorney, informing on the student's current attendance status. This is to ensure that mandatory attendance requirements are being met for students under age 18, in accordance with South Dakota Codified Law [13-27-3](#), any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend school, either public, nonpublic, or alternative instruction as set forth in § [13-27-3](#), until the child reaches the age of eighteen years.

Extended absences will be dealt with on an individual basis by the administration. Absences will be grouped under three main categories:

1. Exempt: Clark School District will exempt (will not be counted towards the 10 class periods) for the following reasons:
 - a. Bereavement for immediate family. (Father, Mother, Sibling, Grandparents)
 - b. School Activities
 - c. Students who are hospitalized for a long period of time or if a doctor's note states that a student is not to attend school.
 - d. Documented Excused Absences: medical, physical therapy, orthodontics, dental, and legal appointments that cannot be scheduled after school hours and are necessary to be scheduled during the school day. This will need to be verified in writing on formal letterhead and submitted to the high school office for approval.
 - e. Seniors will be allowed two days of college or technical school visits if they are arranged through the counselor or principal's office. Juniors will be allowed two days to attend a college or technical school visit. Sophomores will be permitted one day of college or technical school visit.
 - f. Discretion of Administration
2. Excused: The Clark School District recognizes that a student may be gone from school. Absences that may be excused, but count towards the 10 class periods are: personal illness, funerals, family vacations, weddings, and special family events.
3. Truant: Absent from school without knowledge of parents or the school for an invalid reason. Such absences might be the outright skipping of a class or classes.

Note: Students entering the semester after the beginning of the semester start date, will have their absences pro-rated.

Additional Attendance Guidelines:

1. A student who becomes ill while in school will report to the principal's office, contact with the parents/guardian will be made before allowing a student to go home.
2. Students who plan to participate in or attend a school activity which takes place after school hours must be in attendance that afternoon beginning at Noon of that day. This includes practice.
3. A student will not leave school during the school day without reporting to the principal's office for permission. Failure to report will be considered truancy or skipping school.
4. There may be reasons for a student to be absent from school for short periods of time that do not mean the missing of class. A note must be sent from home and then a pink pass obtained from the principal's office before the student will be allowed to leave.
5. A student missing school on the day of a previously announced test will be expected to take the tests on the first day they are back to school, unless other arrangements have been made with the teacher and administration.

Lunch Attendance

Only students who have earned Senior privileges are allowed off-campus lunch. All other students are to eat lunch on campus. The only exception to this is a parent/guardian coming to the school to check their child out for lunch.

Internship

An Internship is an opportunity for a student to spend time with one or more employees at a business, non-profit organization, or government agency. The overall goal of an internship is to provide an opportunity to observe and gain hands-on experience in how business and industry work. By being at the work site, students will get a firsthand perspective of the skills and tasks required on the job. The goal of the Internship program is to increase the student's knowledge of workplace skills and receive on-the-job experience. The internship experience is selected based on the student's chosen career cluster/pathway. In addition, it enables the instructor/coordinator to communicate to students what skills and knowledge are necessary to enter certain careers.

Worksite Experience Requirements

1. A training agreement must be signed by the student, parent, school representative and employer and kept on file.
2. A job description is prepared, outlining job duties and student learning competencies and is agreed to by all parties.
4. Students must participate in 72 hours of in-class and "on-the-job" experience to receive one high school credit. A student can earn up to two credit hours for their Internship.
5. Students will work as trainees and adhere to the duties specified in the training agreement and job description.
6. The Youth Internship may be a paid or unpaid experience at the discretion of the school and/or worksite. This is a combination of classroom and worksite experience.
7. A student must hold and maintain a 2.5 GPA.
8. Attendance must be satisfactory. Any student in internship who earns 3 or more unexcused absences will be required to meet with internship coordinator and administration and can be removed from the Internship program.

9. The internship coordinator provides the classroom learning worksite experience and also serves as the teacher of record for the worksite learning experience. The coordinator will complete job checks and verify all requirements are being met.

Senior Privileges

Senior Privileges will run through the start of the 2nd Quarter to the end of the 4th Quarter of the student's senior year. Seniors may also earn the option of receiving their Senior Privileges at mid-term of 1st Quarter of their senior year. This is further defined below. Seniors earning privileges may leave the building during their study hall and lunch period.. Any senior exercising their privileges and leaving the building must first sign out at the high school office. Upon returning to the building, seniors need to sign back in. Failure to sign-in or sign-out will result in an absence, which could lead to suspension of privileges. All seniors are obligated to fulfill the following requirements in order to obtain and sustain senior privileges. Administrative discretion when necessary will be used.

All Eligible Seniors Must:

1. Signed permission slip on file in office.
2. Student has passed all required classes from 9th-11th grade years and is on track for graduating on time (end of 2nd Semester of Senior year).
3. Presently passing all registered classes, including online/dual credit courses. (1-week suspension)
4. Maintain a grade point average of 1.6 or greater in registered classes. (1-week suspension)
5. Only designated study hall periods may be used, no online/dual credit periods may be used for senior privileges.
6. Be in school for eight periods of the eight period day, with exception for sickness, school-related activities, medical, or dental appointments.
7. Be in attendance for all classes, assemblies, and class meetings.
8. Excessive Tardies (6+: privileges suspended for remainder of Quarter)
9. Excessive Absences (6+: suspended for remainder of Quarter)
10. Driving/Traffic Violation during Senior privilege time(s) (suspension for Semester)
11. If a senior is caught drinking, smoking, using tobacco, vaping products, and/or any form of controlled substances during their privileges, privileges will be suspended for two full quarters in addition to any other school and/or legal consequences.
12. Respect all citizens and their property.
13. If a senior is missing work for any class, the principal may suspend the student's privileges until assignment(s) are turned in.

Early Senior Privileges

In addition to meeting all the above requirements for senior privileges, students will have the opportunity to earn their Senior privileges at mid-term of the 1st Quarter of their Senior year if they improve their overall ACT Composite score from the fall of their Junior year to the spring of their Junior year when it is taken during the state testing window.

Food and Drink In Classrooms

Food & Drink will be allowed in the classroom, so long as it meets the following expectations:

1. Teacher has the ultimate authority and discretion. If the teacher does not allow it, then the student will not have food/drink in that teacher's classroom.
2. The food/drink or consumption of the item does not pose a distraction to the classroom environment.
3. Single-serve food and drink items only. Drinks may be up to 20 oz.

4. Food and drink cannot be shared with others. This poses a safety risk.
5. All trash is thrown away by the student who consumes it.
6. All drinks shall have a lid to prevent damage to school property and devices.
7. No pop.

Teachers have the authority to give a consequence to a student who does not follow the above expectations, and/or if the food/drink is used in a manner that creates classroom distraction/disruption.

The principal has the authority to restrict food and drink as a school, in individual classrooms, or with individual students should any of the above become a consistent issue.

Activities/Attendance

Clark School offers a well-rounded activity program. Any student can find some time to participate in an activity and each is encouraged to take part in at least one. Any student who is absent from school on the day of an activity, practice, or contest shall be ineligible to participate or attend that activity, practice and/ or contest unless approved by the administration beforehand. Any student will be allowed to participate or attend an activity or practice if the student is in attendance by **Noon** of the school day. Students should be discouraged from scheduling such things as medical or dental appointments, college visitations, employment interviews, work, etc. on the day of any contest or activity.

Assignment Policy

Students are expected to complete assignments in a timely manner. Any assignment not turned in on the assigned date will be graded according to the individual teachers grading policy.

Doctor and Dental Appointments

Students, when possible, arrange doctor and dental appointments after school hours or on in-service Fridays.

Dispensing of Medication

When appropriate Clark School staff will assist students with self-administration of medication according to the following requirements:

Definitions

1. **Assistance with self-administration of medications:** The term “assistance with self-administration of medications” means helping a student with one or more steps in the process of taking medications but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the student of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. The person should have some informal training to ensure he/she feels comfortable in the role.
2. **Administration of medication:** The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed labeled container including a unit dose container; verifying it with the physician’s order; giving the individual dose to the student for which it is prescribed; and promptly recording the time and dose given.

Administration of Medications

Clark School staff do not participate in the administration of medications unless appropriate training as required by SDCL 13-33A and Board of Nursing administrative rules has been approved.

The school will **not provide over-the-counter medications** such as ibuprofen or acetaminophen. If your child requires prescription medication during the school day, a signed prescription form is required. Students may have over-the-counter medications in their backpack or locker if needed.

Requirements for Self-Administration of Medication (Prescription Medication)

1. Clark School Administration has been informed of a request or student assistance with medication.
2. The letter on the following page is distributed to the parent or guardian of each student.
3. This letter, "Parent/Guardian Authorization for Assistance with Self-Administration of Medications" has been fully completed.
4. The "Medication Observation Daily Log" must be maintained by the Clark staff for each student with each medication.
5. Prescription medications will be supervised by school personnel and are kept in a securely locked area.
6. Parents/guardians may retrieve the medication from the school at any time.
7. No more than a thirty day supply of the medication for a student is to be stored at the school.
8. All unused, discontinued, or outdated prescription medications are to be returned to the parent or guardian and appropriately documented. All medications are to be returned to parents or guardians at the end of the school year.
9. Clark staff will notify parents or guardians of any side effects, variations from the plan, or the student's refusal or failure to take the medication.
10. Medication errors will be documented by Clark staff using the Medication Report Error form.

All procedures included in this policy apply to circumstances involving the administration of medication. In these cases the "Parent/Guardian Authorization for Administration of Medication" form is required in place of item three under self-administration.

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medication at school:

1. Signed consent by the parent or guardian to give medicine.
2. Signed Medication Record.

Medications must be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine is to be delivered to the school. When your child needs medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible.

Thank you for your help.

Sincerely Yours,

(School Personnel)

(Telephone)

Attachments: Parent/Guardian Authorization; Medication Record
(Obtain these forms in the principal's office)

Accidents

If a student witnesses an accident on the school grounds, within the building, or has an accident himself, he or she should report it immediately to the nearest teacher on duty or to the school office. The school does not provide insurance to cover accidental injury.

Cell Phone/Technology Device Usage Policy

Cell phones and technology devices such as smartphones, smartwatches, ~~bluetooth earbuds~~, and anything connected to cell phones are not to be used during class time between the hours of 8:10 A.M. - 3:10 P.M. Cell phones may be useful tools for information acquisition and communication; however, cell phones may also impede learning and distract a student from daily educational tasks and responsibilities. Students in grades 6 through 12 will turn in their device in a designated location prior to school. Devices will be secured in a locked case. When the school day is done, students will retrieve their device in their designated location. Students may acquire their device if leaving early due to school activity, appointments, illness, etc. All students have a laptop or Chromebook for communication purposes so parents may email students at any time. Parents may also call the school to relay messages at any time. The Clark School District is not responsible for the loss, theft, damage, or destruction of any cell phone, MP3 player, iPod, watches, or other electronic devices that are brought to school. Any student who is caught with a device during the school day will have the device confiscated and held in the office for a parent/guardian to pick up and meet with the administrator and student. The student will be required to serve school suspension.

Daily Procedures for a Device-Free School

1. Morning Check-In:

Students must store their smartphones, smartwatches, Bluetooth earbuds, and other connected devices in their designated locked case upon arrival at school. Devices will remain locked from 8:10 AM to 3:10 PM. Students must allow sufficient time to secure their devices and arrive at their first-period class on time. Late arrivals will be marked tardy.

a. CTE and Off-Campus Courses (1st Period)

Students enrolled in CTE or off-campus courses during the first period must check in with the assigned teacher before leaving for their course. They must secure their devices in the designated case before departing for this course.

b. Seniors with Senior Privileges (Arriving 2nd Period or thereafter)

Seniors who arrive at school 2nd period or thereafter, must check in with the administrative assistant in the main office to secure their devices in the designated locked case.

2. Device Security During School Hours:

All devices will be stored in their assigned slots in a locked case in the main office from 8:10 AM to 3:10 PM.

a. Appointments and Activities:

Students leaving for medical appointments, school activities, or any other reason must check out at the main office. They can retrieve their devices from the main office as well.

b. Seniors with Privileges: Seniors leaving for privileges may check out their devices from the main office. If they return for classes later in the day, they must re-secure their devices in the main office. Devices must remain locked if seniors stay on campus during their privilege periods.

3. After School Pick-Up:

At 3:10 PM, students will retrieve their devices from their designated locations.

- a. High School Students (Grades 9-12): Devices will be picked up in a designated location.
- b. Middle School Students (Grades 6-8): Devices will be picked up in a designated classroom location.

Lockers

Lockers are the property of the school district and subsequently subject to inspection by school personnel at any time. IT IS STRONGLY RECOMMENDED THAT YOU DO NOT LEAVE ANYTHING OF VALUE IN THE LOCKER. Students may change assigned lockers if approved by the principal. Students will refrain from displaying pictures, posters, or items promoting alcohol/tobacco, sexual connotation, or pornographic materials. The student is expected to keep the locker and combination lock in the manner the locker was assigned to them.

Daily Bulletin

A daily bulletin will be published. Persons wanting to put authorized notices in the bulletin may turn them in to the office by 8:00 AM. Each teacher will receive a bulletin. The daily lunch menu will be included in this bulletin. This daily bulletin is available to parents/guardians by signing up for the school's ListServ. Parents can subscribe by sending an email to ListManager@k12.sd.us and in the body of the message type: Subscribe ClarkMS-HS. The subject line may be left blank.

Detention

The detention policy will pertain to all students in grades 6-12. Parents of students who have detention may be contacted by the office. Detention will be 25 minutes in duration. Teachers assigning individual detentions will supervise the detention and also determine the date and time (A.M. or P.M.) it will be served. Office detentions may be served before or after school and will be under the supervision of administration or designated school personnel. A student reporting to detention shall bring schoolwork to do during detention. Cell phones or devices connected to a cell phone are not permitted during detention.

Office Intervention

If a student needs to be removed from class for disciplinary reasons they will work through the office intervention process. The goal of this time is to help the student learn from his/her behaviors by taking a restorative, reflective, and instructional approach, while still providing access to the curriculum. Students will work on class assignments during this time with a minimum of one teacher check in throughout the day for each teacher the student will miss whole group classroom instruction for. Students will be responsible for reaching out to teachers during their assigned prep or before school to get the school work they will miss. If necessary instructional support will be provided both academically and behaviorally.

Out-of-School Suspension

Students assigned to an out-of-school suspension will be required to make up all work missed during this time and turn in assignments upon return to school. A plan for support instructionally and behaviorally will be developed with the student, parent, administrator, and teach

CLARK MS & HS DISCIPLINE MATRIX

Because it is impossible to list every inappropriate behavior that occurs and its possible consequence, administration, and staff reserve the right to administer alternative consequences to inappropriate behavior.

*Violation of each behavior infraction follows through its own progression of violation(s). Multiple class one violations do not add up unless they are the same behavior violation.		1st Incident Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	2nd Incident Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	3rd Incident Consequences are listed on a continuum depending on severity of infraction. Any or all may be used.	4th or more Consequences are listed on a continuum depending on severity of infraction. Any or all may be used
LEVEL 1	Academic dishonesty Class disturbance dress code violation electronic device violation inappropriate language failure to keep hands and feet to self skipped class/lunch skipped detention tardy	Office intervention Restriction Detention * Tardy - (1 detention for 6 cumulative tardy, and every 3 thereafter each quarter) * Device Violation -Confiscation of device -Parent will pick up & parent meeting -In school suspension (1) * Cheating - Semester test required for the specific course student cheated in	Office Intervention Counselor referral Restriction Detention Restorative Action In school suspension (1)	Counselor referral Restriction Detention Restorative Action In school suspension (2)	Counselor referral Restriction Behavior Contract Restorative Action In school suspension (3) Out of school suspension (3)
LEVEL 2	Bullying Excessive Absence (5 or more) instigating non-compliance physical aggression truancy (cited at 5, 10, and thereafter)	Office intervention Restriction Detention In school suspension (1)	Office Intervention Counselor referral Restriction Detention Restorative Action In school suspension (2) Law enforcement referral	Counselor referral Restriction Detention Restorative Action In school suspension (3) Out of school suspension (3) Law enforcement referral	Counselor referral Restriction Behavior Contract Restorative Action Risk/Threat Assessment In school suspension (4) Out of school suspension (4) Law enforcement referral
LEVEL 3	Gross insubordination harassment sexual harassment threat/intimidation vandalism	Office intervention Restriction Restitution Detention In school suspension (1) Out of school suspension (1) Long term suspension Law enforcement referral	Counselor referral Restriction Restitution Detention Risk/Threat assessment In school suspension (2) Out of school suspension (2) Long term suspension Law enforcement referral	Counselor referral Risk/Threat Assessment In school suspension (3) Out of school suspension (3) Long term suspension Law enforcement referral	Risk/Threat assessment Out of school suspension (5) Law enforcement referral
LEVEL 4	Disorderly conduct fighting larceny/theft sexual offenses tobacco vape Weapons (other)	Restriction In school suspension (3) Out of school suspension (3) Law enforcement referral	Counselor referral Restriction Risk/Threat assessment In school suspension (4) Out of school suspension (4) Long term suspension Law enforcement referral	Restriction Restorative Action Risk/Threat assessment Out of school suspension (5) Long Term suspension Expulsion Law enforcement referral	Risk/Threat assessment Out of school suspension (5) Long term suspension Expulsion Law enforcement referral

er team.

LEVEL 5	Alcohol Arson/Battery/Aggravated Assault drugs (other than alcohol) robbery sexual battery, terroristic threat weapons (firearms)	Risk/Threat assessment Out of school suspension (3) Long term suspension Expulsion Law enforcement referral	Risk/Threat assessment Chemical Dependency Assessment (Licensed Provider) Out of school suspension (4) Long term suspension Expulsion Law enforcement referral	Risk/Threat assessment Out of school suspension (5) Long term suspension Expulsion Law enforcement referral	Risk/Threat assessment Out of school suspension (8) Long term suspension Expulsion Law enforcement referral
<i>Students are afforded due process rights. This includes the right to be informed of conduct which would result in disciplinary action against the student, notice of the rule violation, explanation of the evidence supporting the charge, and an opportunity to present the student's side of the story. All behavior guidelines set forth in this handbook, are at the administrator's discretion. District administration in any and all cases has the right to use administrative discretion when determining the appropriate discipline. Student discipline will be considered on a case by case basis with the administrator weighing all factors that are involved with the student behavior in question. A strong focus on restorative action and ensuring social-emotional needs of students, limiting out of school suspensions and the need for expulsions will provide for more meaningful long-term changes in the behavior of students.</i> <i>Students with 504 plans or special education services have the right to fair discipline practices that consider their individual needs. Our school is committed to an individualized approach with consideration of the student's disability and needs in all disciplinary actions, ensuring accommodations and support are provided before taking disciplinary action, and conducting manifestation determination to determine if behavior is linked to the disability before changing placements.</i> <i>Parental involvement and use of positive behavior interventions to encourage appropriate behavior for all students is a priority. Our school ensures fair treatment while maintaining a safe and inclusive environment.</i>					

Glossary

- **Cheating:** Students who act in a dishonest or unfair manner when doing school related work would receive a failing grade for that act. In all cases, the teacher will notify parents/guardian immediately. Plagiarism (using another's work as your own) will result in the same action by the teacher.
- **Forgery:** The act of forgery, fabricating, or producing falsely.
- **Stealing:** The taking of another's property. This includes the taking of school property of another person, staff member or student.
- **Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school vehicles (rented, leased, or owned)
- **Insubordination:** Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness.
- **Harassment:** Hounding, pestering, plaguing, or tormenting another. Harassment implies a systematic persecution by besetting with annoyances, threats or demands. Harassment may also constitute sexual harassment, which is a violation of board policy and federal laws. Argumentative behavior that involves threatening, pushing, and shoving will be considered harassment.
- **Gross Disrespect of Teachers:** Directing vulgar or profane language to a school employee. This may include name-calling, defiance, or hostility directed toward a teacher.
- **Vandalism:** The willful or malicious destruction or defacement of school property (owned or rented).
- **Physical Assault:** Physical attack on a school employee / student whether they are injured or not.
- **SIP:** Student Intervention Plan

Student Behavior on Buses

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus.

Therefore, students are expected to cooperate with the following regulations:

1. Pupils are not to hang on the sides of the bus and are not to hang heads, legs, bodies, or hands out the windows of the bus.
2. Pupils are to be seated immediately upon entering the bus and are to remain seated until they arrive at their destination, school in the morning and bus debarkation station in the afternoon.
3. Loud talking and other noises are not permitted on the bus.
4. Pupils are not to harass other pupils while waiting for a school bus, and the same rule applies while riding on the bus.
5. Vulgar language and the use of tobacco/drugs/alcohol are prohibited on the school bus.
6. Students will be held financially responsible for damage to the interior of the bus, including torn seats.
7. Students will board the bus and leave the bus according to the instructions of the driver.
8. Students are to obey all orders of the drivers and to show proper respect to the drivers.
9. Students may not leave the bus on its way to and from the school except to ride with parents. In such cases, parents should inform the school bus drivers.
10. Students are not to throw objects while on the school bus.
11. Students must sit in seats assigned by the driver.
12. Each passenger is expected to help in keeping the bus clean, pick up paper and other objects from the floor. Shoes and boots should be free of mud as conditions allow, before entering the bus.
13. Beverages may be brought into the bus at the bus driver's discretion.

Any bus passenger that cannot abide by accepted rules and regulations of bus transportation will be denied that privilege. With a "First Offense", a telephone call will be made to parents informing them of the discipline problem and the actions that will be taken if the discipline problem continues. A "Second Offense" will deny bus transportation for a period of one week. A required meeting with parents will take place before the student can return to the bus. A "Third Offense" may deny bus transportation for the remainder of that given school year. Serious misconduct may result in immediate suspension.

Student Dress/Appearance

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work. Appropriate dress is expected at all school functions. Any dress that is distracting to learning will not be allowed. All shirts must cover the midriff section when the hand is raised. The midriff section is considered the middle portion of the front of the human body, from just below the breast to the waistline. Students are to refrain from wearing extremely short shorts, or any item of clothing that is intentionally sliced, cut, or torn to expose bare skin. Any item of clothing displaying or promoting alcohol/tobacco, pornographic, or inappropriate materials is not permitted during school time and/or at activities. Chains and/or gang-related attire is prohibited. No caps or hats will be worn in the building during the school day. Upon arrival, students must put their hat in their locker and should not put their hat back on until the end of the school day. Students wearing hoodies are expected to keep the hood of their hoodie down during the school day. Wearing sleeveless shirts exposing bare/skin undergarments is prohibited. It is the intent of the dress code to be flexible enough to allow for individual tastes while maintaining an appropriate atmosphere for learning.

School Lunches

The Clark School District participates in the Federal Hot Lunch Program. Meals are planned and balanced nutritionally. Students may bring a sack lunch from home or food may be purchased in the school cafeteria. No special lunches (fast food/drinks) are allowed in the building during the lunch period. The cost for lunches at the secondary building will be \$2.70 for students and reduced to \$0. The cost for adult lunches, \$4.98. Additional entrees are \$1.60. If extra milk is desired, the cost will be \$.50 per carton. Morning breakfast bags will also be available for \$2.00. Adult breakfast \$2.84. Due to the national school lunch program, competitive food (FROM LOCAL EATING ESTABLISHMENTS) is prohibited. Sack lunch is acceptable, however.

Activity Ticket/Seating

Activity tickets are available at a cost of \$20.00. This ticket is good for all athletic contests (except tourneys or double-header), plays, music programs, and assembly programs. Band students are admitted to the event, provided the band plays. A student involved in one particular sport will not be permitted into other sporting events unless one has an activity ticket or pays admission. Student seating will be located in the northeast corner of the gymnasium.

Grading System

The following grading scale will be followed for grades 6-12. Teachers have the flexibility of using straight letter grades, letter grades with plus/minus and/or grading on percentage. Letter grades will be placed on report cards.

Straight Letter Grade:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

Honor Roll

The honor roll is compiled at the end of each quarter and semester based on the grades for that period. To make the honor roll, a 3.00 grade point must be maintained.

The honor roll is divided as follows:

3.00-3.49	Bronze Roll
3.50-3.99	Silver Roll
4.00	Gold Roll

GPA

The honor point average is determined by using the following values:

	Traditional		Dual Credit
A	4 points		5
B	3 points		4
C	2 points		3
D	1 point		2

High School Student Council

Student Council is a group of elected and volunteer students working together with an adult advisor within the framework of a constitution or bylaws to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student, faculty, and community relations.

The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. They help share student ideas, interests and concerns with the school wide community.

The function of the student council is based upon parliamentary procedures. Ideas are presented, voted upon and confirmed by the student body president. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school are welcome to become involved.

Selection is made once a year in the spring. Each class elects a class president and two representatives to the council. A vice president, secretary, and a treasurer are elected by the Student Council during their organizational meeting.

The Student Council will carry out the tasks of organizing the annual homecoming and Veteran's Day Program.

National Honor Society

The National Honor Society chapter of Clark High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Students in grades 11-12 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.6 or better on a 4.0 scale. Each spring those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service. Prior to the final selection, the following shall occur:

a. Students that meet the scholar criteria can begin applying at the end of their sophomore year. For the scholarship criterion, a student must have a cumulative GPA of 3.6 or better on a 4.0 scale. Each spring those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service. The candidate form requires 2 letters of recommendation, one from a teacher and one from a community member.

b. Each candidate must be in at least 1 student activity organization each year. They should also have 10 hours of documented community service by the time they are applying.

c. To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. This is done by using the national form created by the National NHS.

d. Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Each member of the Clark National Honor Society will be expected to complete 25 hours of community service during each school year that they are a member. They will be required to complete the Service Form documenting their hours. If they fail to complete 1/2 of the 25 hours by the end of the first semester they shall be placed on probation and shall be given the opportunity to complete their Community Service hours. If they fail to complete all 25 hours by May 1st of the school year they will then be removed from the organization which will result in no recognition at graduation.

Only 5 of the 25 hours can come from helping with a sporting event, such as refereeing, line judging, coaching younger children, etc. The 5 hours must be non-paid hours. Also hours cannot come from class projects. Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

Library Resource Center

All students have the privilege to use the library; however, library privileges will be withdrawn from any student who does not follow rules of good conduct. Students are expected to be quiet and courteous. Each student is responsible for replacing any items he or she used while in the library whether it is a chair, book, magazine, or newspaper. Library material may be checked out for three weeks (except encyclopedias which are overnight only). Loss of library privileges may result from not returning library materials promptly.

An overdue list is posted in the library and hall bulletin board. The librarian will help you find information, answer questions or show you how to use any materials in the library. Students and their parents are required to read and complete an internet usage agreement before students will be allowed to access the internet for school purposes.

Classroom Visitation by Parents

All classroom visits by parents/guardians should be scheduled at least one week ahead of time with the teacher and administrator. Prior approval is required before a parent/guardians visit any classroom.

Withdrawal from School

If it becomes necessary for a student to withdraw from school during the school term, a parent or guardian must make this request in person. They must state the reason for the withdrawal and the destination so that records will be completed properly. The student will be given a withdrawal sheet to take to each teacher for proper clearance. It is not necessary for parents to sign a release when records are being passed from public school to public school.

Driver Education

1. Students who desire to take Summer Driver Education at Clark High School must be at least 14 years of age or will have their 14th birthday by September 1.
2. If a student has reached his/her 14th birthday but has not completed the 8th grade, they may, upon permission by the principal, be allowed to complete Driver Education. This would not affect the licensing procedure as established by the State of South Dakota.

3. In district students will be charged \$225 for driver's education.
4. Preference will be given to students enrolled in the Clark School District.

Student Parking

The parking lot on the north side of the school is reserved for student parking. Vehicles must park correctly and in appropriately marked areas only. All fire lanes and driving right-of-ways must remain clear at all times. Any improper parking will be dealt with in the following manner: 1st offense – verbal warning and student must move the vehicle; 2nd offense and all subsequent offenses – vehicle will be towed at the owner's expense. Speeding and reckless driving will be reported to local law enforcement officials.

We must keep a fire lane open along the south edge of this lot (closest to the school). The paved parking lot to the east is limited to visitors, secretaries, faculty and administration. The parking lot to the south is limited to faculty, cooks, custodians and visitors. Motorcycles and motorbikes may be parked in the north three stalls of the parking lot east of the building. Students must not block other vehicles when parking. Parking is not permitted on the west side of the school, in the yellow "no parking" zone, the blue handicap areas, or on the lawn/ditch areas.

Audience Courtesy

During an assembly, concert, play, etc., the following courtesies should be observed:

1. Show the participants the same respect you would want if you were presenting the activity.
2. Applause is appropriate in all cases. In pep rallies and athletic events, cheering and whistling are acceptable.
3. Remain seated during programs. If you have an emergency, wait for a break in the action and then leave/enter quickly and quietly. Students are not allowed to loiter in the commons area while a sporting event or other activity is in progress.
4. Always be courteous to those performing and to others watching a program.

Copyright Compliance

In accordance with Policy 3020, Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Textbooks/Materials/ Uniforms

Students will be responsible for textbooks/material issued to them. If the book/material/uniform/etc. shows unreasonable wear at the end of the term or is missing, the student may be required to pay for the item.

Uniforms and any other school issued clothing shall only be worn on the day of the contest or in direct conjunction with that particular activity.

Purchases

Do not charge supplies of any type without permission of the administration or the advisor in charge of the activity. When there is more than one advisor, it will be the advisor in charge of the treasurer's book. When such permission is granted, the student should make sure he or she signs the order and brings a copy back to the Business Manager. All students and faculty advisors must understand and adhere to this policy.

Awards Program

The Awards Program will be held in honor of students' scholastic and extracurricular achievements. It is generally held late in the school year. Interested parents and guests are invited to attend.

School Activities in the Evening

On occasion, students will be working in the evening on various school activities. Proper supervision must be provided and students are encouraged to be out of the building by 10:00 PM, but exceptions may be made.

School Dances/Prom

The student Council and the school administration must authorize all school dances. The High School Handbook, District Policies, and the following apply to school dances:

1. The dance must be planned by an organization under the direction of an advisor.
2. Permission to hold the dance must be approved by the administration.
3. The sponsoring group must clean up the area after the dance. Should that group not remain at the dance to clean up, the next dance request may be denied.
4. Appropriate formal dress must be worn by attendees.
5. All dances are to be done at 11:30pm.
6. Attendance to the dance will be closed after 30 minutes of the start of the dance unless prior permission with administration has been granted.
7. Students may bring eligible guests to high school dances. Guests may be denied or excused from the facility at the discretion of the building principal.
8. All guests must fill out "Guest Attendance Permission Form" at least three days prior to the scheduled dance.
9. All guests must provide a picture I.D. to verify their identification to the administrator on duty at the function.
10. No alcohol, tobacco, vaping products, or other controlled substances will be tolerated.
11. No dance attendee over the age of 20 years or enrolled in the 8th grade or below will be allowed to attend.
12. Once attendees arrive for the dance they are not to leave the building or premises without the explicit permission of an administrator or Junior Class Advisor. School personnel or chaperones may escort attendees to the parking lot or vehicle if deemed necessary.

School Annual

The yearbook is published annually by the yearbook staff. The publication of the annual is supervised by an advisor.

Out-of-Town Trips

Students leaving town to participate in activities for the school must return with the group unless the parent personally accompanies the student. This applies to the students on buses that go to activities also. Anyone wishing to travel home by another means that is not listed above must have his/her parents complete and return a parental consent form to the athletic director before leaving.

Students are asked to remember that whenever they attend a school connected activity away, they are representing Clark. Student conduct and appearance should be in accordance with policies set forth in the handbook.

Physicals and Eligibility to participate List

All student athletes must have an official SDHSAA physical form, signed by a doctor and their parents, on record in the Athletic Director's office before students will be allowed to play or practice in any way. It shall be the responsibility of the head coaches to make certain that the names of their athletes are on the eligibility list by

checking with the Athletic Director. *Yearly physicals and baseline testing must be completed every year by all athletic participants in grades 7-12.*

Music

The goal of the music department is to create and ensure appreciation of good music while developing high musical standards and encouraging the development of sensitive musicianship through participation in the performing groups at Clark High School. Band students will play the instrument that they played the previous year in concerts, unless asked by the director to play a different instrument in order to benefit the balance of the band. A student may not switch instruments unless he/she has permission from the director. Permission will be granted if the switch will benefit the band's balance of instrumentation.

Activity/Athletic Letters

Requirements for receiving a varsity letter at Clark High School are established by the advisor/coach/coop. These requirements will be distributed to all participants at the beginning of their respective seasons. Varsity letters may be awarded in football, basketball, wrestling, volleyball, cross country, dance, track, golf, cheerleading, band, chorus, and oral interpretation.

1. Activity/athletic awards will consist of the following:
 - a. 4" x 6" varsity chenille letters
 - b. medal pins designating the sport in which the letter was received
 - c. medal bars designating a second (or additional) letter earned in a given sport
2. Only one varsity letter shall be awarded to any student/athlete while attending Clark Junior/Senior High School. If a student/athlete meets the requirements for a second (or additional) letter in a given sport, he/she will receive a medal bar indicating such.
3. Junior high (7th & 8th) students may earn a letter in the various activities/sports provided they meet the same requirements as high school students.
4. Any student/athlete, who, because of illness, injury or unforeseen circumstances cannot finish the season, may receive a letter at the discretion of the advisor/coach in charge.
5. No awards will be given for 9th grade team players, "B" team players, or junior varsity team players; however, such participation may be denoted on a general all-school award card.

Student Records

The Clark School District complies with the Federal Educational Rights & Privacy Act of 1976. Students and parents may obtain a copy of this policy from the office upon request.

Sexual Harassment

Policy – It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated: that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition – Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Responsibility – School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Complaints – Any student who believes that he or she has been a subject of sexual harassment by a district employee or official should report such incidents to the guidance counselor/advisor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If the student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Student Bullying

Definition of Bullying. South Dakota statute defines bullying as:

“A pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking [as defined by state law], physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

10. Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
11. Substantially interferes with a student's educational performance; or
12. Substantially disrupts the orderly operation of a school.

Bullying also includes retaliation against a student for asserting or alleging an act of bullying.”

The Centers for Disease Control and Prevention defines bullying as:

“Any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.”

The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are expected to behave in a civil manner in compliance with the law and all school rules. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Anonymous Reports. Students can use the district’s anonymous platform Safe2Say to make this report. District administration may choose to consider anonymous reports made by other methods.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior. A student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Separated/Divorce Family Policy

- I. School Neutrality/Parent Responsibility* - The Clark School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the district to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by court order. It is the responsibility of the parent wishing to restrict a parental right to notify the district of any court order affecting student contact/student visitation and/or student records by submitting a certified copy of the court order to the Superintendent of Schools and a copy to the child's school building principal.
- II. Student Contact/Student Visitation during School Hours* - Unless a parent gives notification pursuant to paragraph I above, the district will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the court order restricting any right of contact and/or visitation needs to specifically restrict the right and a general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.
- III. Release of Student to Noncustodial Parent* - The district will not authorize a student enrolled in the district to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the district with a copy of the court order granting custody pursuant to paragraph I.
- IV. Release of Student Records* - Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a court order specifically restricting this right of access. Any court order restricting the release of confidential student records to a parent is to be submitted to the district pursuant to paragraph I.
- V. Scheduled Parent/Teacher Conferences* - Scheduled Parent/Teacher Conferences will involve both parents conferencing in one time slot unless court order restricts parents from meeting at the same time.

Student Interview Policy

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to authorities such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of

law enforcement and the Department of Social Services as those entities investigate juvenile delinquency, criminal matters and matters of child abuse and neglect. It is therefore the policy of the district that:

1. Should a law enforcement officer wish to talk with a student under the age of 18 while the student is at school and interview the students for a reason other than investigating suspected child abuse or neglect, the district will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present should the parents grant permission to the law enforcement officer to talk with the student.
2. Should the Department of Social Services or a law enforcement office be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18 while the student is at school, the request to talk with a student shall be in writing and given to the school. The written request shall include the name of the person making the request, date of the request, date of the interview, and the request is made for the reason of investigation suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore the school will not notify parents of a request by the Department of Social Service or law enforcement to talk with a student in such instances.

Upon the student reaching the age 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or Department of Social Services.

Supervision of the Building

All students must be under the direct supervision of a staff member, school district employee, or team coach (must be 21 years old or granted permission by administration) if in the building when school is not in session. Team coaches not meeting this criteria must be approved by the board of education. SCHOOL DISTRICT EMPLOYEES WILL NOT GIVE SCHOOL KEYS TO PARENTS, STUDENTS, OR ANYONE ELSE UNLESS PRESENT TO SUPERVISE.

Fieldhouse & Fitness Area Use

The use of the Fieldhouse before and after school by students and members of the community is intended to help facilitate the habits of a healthy, active lifestyle and personal athletic development for our student-athletes. The use of the facility is a privilege that shall be respected by all who use it.

School Supervised Hours:

Monday – Friday

- 6:00 A.M. – 8:00 A.M.
- 3:00 P.M. – 7:00 P.M.

Saturday

- 8:30 A.M. – 10:30 A.M.

1. Students 17 years of age or younger may only use the Fieldhouse facilities during supervised times provided by district staff, accompanied by a parent or another willing adult with a paid membership.
2. Students that are in the 6th grade or younger are asked to stay out of the fitness area unless under the direct supervision of a parent, coach, or another adult.

3. During inclement weather:
 - a. If the school closes, so does the Fieldhouse.
 - b. If there is a late start; students are encouraged to delay their arrival appropriately based on safe driving decisions.
4. District supervisors may use their discretion under their authority to ask an individual to leave the premises due to inappropriate use of facility or other inappropriate behavior.
5. Elementary aged students must have direct adult supervision. (ie. Coach, parent, etc.)

Alcohol, Tobacco, Vaping, and Other Drug Use by Students

The Board recognizes its share of the responsibility for the health, welfare, and good of the students who attend the district's schools. Alcohol, tobacco, any vaping apparatus, and other drug use is wrong and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community.

Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

The following outlines policy on student use of alcohol, tobacco, vaping, and other drugs in the school district.

This policy is in effect on premises owned, leased, or maintained by the school district, at all school-related activities on and off campus, on vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature.

Substance Policy

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol, tobacco, vaping and/or other drugs which affect the student or educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs.

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time. Students who use prescription drugs as authorized by a licensed physician do not violate this policy if the student conforms to his or her prescription and appropriate school policies regarding administration of medication.

Disciplinary Sanctions and Implementation Procedures - The following procedures will be used in dealing with violation of the policy:

A. First Offense (other than distribution)

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference. If no contact is made, a written report will be provided.
2. The administration may suspend or recommend expulsion of students in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) of the suspension within thirty-six (36) hours, in writing by first class mail to the last known address of the parent(s)/guardian(s).
4. The administration may notify available law enforcement authorities.
5. State and federal regulations regarding special education students will be followed.

The school district strongly urges students with alcohol and other drug abuse problems to seek professional assessment and assistance from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results. The suspension of a student who agrees to be professionally assessed and treated if needed may be commuted. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon authorization by the parent or eighteen (18) year old student, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

B. Second and Subsequent Offenses (other than distribution)

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. The administration will notify appropriate law enforcement authorities.
3. The administration may suspend or recommend expulsion of students in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration may recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency at his or her own expense.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student accepts the needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

C. Supplying/Distributing or Selling Alcohol, Tobacco & Other Drugs or Material Represented to be a Controlled Substance (all occurrences)

1. The administration may suspend or recommend expulsion of students in compliance with student due process procedures.
2. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
3. The administration will refer the case to appropriate law enforcement authorities.
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.
5. State and federal requirements regarding special education students will be followed.

Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator and/or “first-responder” medical personnel, who will determine whether or contact the parent for further instruction, refer to the emergency authorization form, or immediately seek medical treatment. Following the handling of the medical emergency, this policy will be followed.

D. Use of Passive Alcohol Sensor (PAS).

A device known as Passive Alcohol Sensor (PAS) may be used to check or breathe alcohol and can be used with or without a subject's direct participation.

When used without direct participation, it is known as passive breath sampling, as opposed to active testing when the subject blows directly into a mouthpiece or the intake port. There may be times when the PAS can be used passively, i.e., as it can detect alcohol in open containers or in enclosed spaces such as rooms, lockers, etc.

Procedurally, we will not vary from our normal course of action when faced with the question of possible consumption. All due process precautions will continue to be in place. Given reasonable suspicion of use or possession, the following steps will occur:

1. Reasonable suspicion, such as a staff referral or information gathered during an investigation, will initiate administrative contact with said student.
2. The student will be directed to an office area where he or she will be kept in observation and questioned regarding the concern of alcohol consumption.
3. The student may, at that point, confirm or deny the report.
4. After a period of observation and questioning, we will inform the student of our new, less invasive means of detecting breath alcohol and allow the subject to speak/breathe across the intake port of the PAS III.
5. Next, the subject will be informed of the PAS III result. (The sensor either detected the presence of alcohol or it did not.)
6. If it is determined that the subject has consumed alcohol, we will inform the subject and his or her parents of our suspicions and proceed as provided in this policy.
7. The subject may continue to deny consumption and wish to pursue the issue further. At this point, he or she will be informed of an alternative to clear the allegation of consumption. This would involve the opportunity to take a breathalyzer through the local police department or blood test at the hospital. The subject will also be informed that he or she may face legal consequences as a result of failing the breathalyzer or blood test.

E. Training Rules and Regulations

Student athletes of the Clark/Willow Lake School District shall not possess, use, sell, give or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotics, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine, or intoxicants of any kind. The use of any tobacco and vaping product is also prohibited. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed by a doctor.

This policy will be subject to enforcement and/or disciplinary action by the department heads and administration for the school year including any school related events during the summer months. Violations may carry over to the next school year if qualifying events are not satisfactorily carried out and served the previous school year.

Penalties for Basic Rule Violations: Penalty starts at the first qualifying event the student participates, after school becomes aware of violation and notifies the student. It is up to the discretion of the coach or advisor as to whether the individual would continue to practice or attend the qualifying events during the suspension.

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two qualifying events in which the student participates.
2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next four qualifying events in which the student participates.
3. **Third Violation:** After confirmation of the third or subsequent violation the student shall lose eligibility for one (1) calendar year.

Curfew: Training hours from Sunday through Thursday - 10:30 PM, unless there is a school activity. Athletes must be home 1/2 hour after the activity ends. Training hours on Friday and Saturday nights - 1:00 AM. It is strongly encouraged that parents reinforce this policy.

Activity Academic Eligibility Policy (Middle & High School 7-12)

Students must pass all of their classes to be eligible for Co-op and Clark School District activities. Any student with a failing grade (F) in any one or more classes will be academically ineligible for a period of one week. Students must be passing all their classes to compete or participate in their respective activities. The student may continue to practice during this ineligible period, but will not be allowed to dismiss school early for an activity.

Grades will be checked by 12:00 P.M. each Monday (or as soon as possible after this time). Ineligibility period runs from 12:00pm Monday – 12:00 P.M. the following Monday. If there is no school on a Monday where eligibility is checked, then Tuesday 12:00 P.M. will be the day and time of grade check. If the end of the quarter falls within the ineligible period, the ineligibility will expire at the end of the qualifying week. All students will be eligible at the beginning of each grading period unless they are ineligible according to SDHSAA guidelines.

The following examples should clarify the process.

1. For teachers, a student's eligibility will then be based on whatever grades have been recorded at the end of each Friday during the athletic season. If no new grades have been recorded, it will be assumed that the student has regained eligibility, *unless there is missing work remaining.*
2. Before any student moves from 7th grade to *C-team, JV, or Varsity* athletics, the student's grades must be checked to ensure the 3.0 grade in all classes has been achieved and must be maintained.

This policy affects all sports and fine arts activities sponsored by the SDHSAA. Also includes FFA, FCCLA competitions and conventions.

South Dakota Activities Association Eligibility Requirements

Clark High School students shall be eligible to participate in interscholastic activities as representatives of Clark High School if they meet the general requirements as established by the SDHSAA. These requirements are as follows:

- (1) A student must be under 20 years of age.
- (2) A student must not have enrolled later than the 16th day of the current semester.
- (3) A student must have received passing grades in at least four academic subjects during the preceding semester.

Refer to the current All-Sports Bulletin or Constitution of the SDHSAA for additional eligibility requirements.

South Dakota High School Activities Association (SDHSAA) Guidelines for Activity Eligibility

You are not eligible if:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9-12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.

6. You have not enrolled by the 16th school day of the current semester. The date of entry into classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family is accepted.)
8. You do not have on file in the principal's office a signed physical examination and parent's permit form.
9. You have ever participated in an athletic contest under an assumed name.
10. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
11. You have violated your amateur standing.
12. During the high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team.

Dual Participation

1. Parents must arrange a meeting with the activities director at least two weeks prior to the first practice of the involved activities (prior to whichever activity starts first) This meeting will allow parents to request dual participation in two school sponsored activities during the same season.
2. This meeting will include parents, students, activities director, and the coaches/advisors of both activities. The agenda of this meeting includes guidelines, scheduling conflicts, expectations, and workability. In cases of consensus, an agreement form will be completed and causes of termination will be discussed.
3. Parents and students must fully understand that requests for dual participation may not always be workable.

Dual Participation Guidelines:

1. Maintain a grade point average of 2.0 on a 4.0 grading scale and have no F's
2. Be expected to fulfill the practice requirements for both activities determined by the coaches/advisors.
3. Be limited to two dual sporting activities per week determined by departure times for the activity.

Failure to comply with any of the guidelines will result in termination of dual participation. In cases of termination, the student will be allowed to continue with one of the two activities (to be determined at a termination meeting)

Church Night

As a courtesy to church organizations, no student activities (including practices) will be scheduled on Wednesday nights after 6:00 PM. Exceptions can only be made by the Activities Director.

Sunday Practices / Activities

Athletic practices and or contests will not be allowed on Sunday unless a team is preparing for postseason play. Prior approval must be obtained by administration in order to conduct a Sunday practice in preparation of post season play. The practice will not be mandatory and penalty for non-participation will be withheld.

JH Co-op Athletics/Wednesday Night Practice/Activity Participation

Dance, Golf, Wrestling, Cheerleading, Volleyball, Football, Basketball, Track Jr. High participants will not be required to practice on Wednesdays. Penalty for non-participation will be withheld.

Semester Test Policy

All students will take semester tests 1st semester, but will have the opportunity for 2nd semester test exemptions. A student who has missed more than 5 cumulative days throughout the 2nd semester will be required to take the 2nd semester test for all classes. In an 8 period day this would mean, a student has been

absent 41 class periods throughout the semester, equivalent to 5 missed cumulative school days. Students with 5 or less cumulative absences are eligible for exemption from 2nd semester tests.

If a student has met the attendance requirement for second semester test exemptions, but is failing a course(s), they will be required to take the semester test in the course(s), they are failing. The student will make arrangements to take the test with the teacher in the course(s), they are failing at a time that works for both the teacher and the student.

If a student is required to take the semester test, this will be counted toward their semester grade. However, if a student who is not required to take the semester test chooses to take the semester test to improve their overall grade, this will not hurt their overall grade, and can only improve their overall grade.

Absences considered exempt include bereavement for an immediate family member, school activities, hospitalization, documented medical appointments, or college visits. Medical appointments will need a Dr.'s note for verification and will only be accepted up to two weeks from the actual date of the appointment or illness. If it is an extended illness with multiple cumulative days missed, a Dr.'s note will be accepted up to two weeks from the last day of the cumulative days missed.

Absences that may be excused, but do count towards absences include personal illness, family vacations, weddings, and special family events. See “exempt absences” under Attendance (pg. 16).

School Song

Wave the Flag

“Clark/Willow Lake Cyclones,
Fight for victory...
Working as a team together,
Will always see..... (Rah, Rah, Rah)
Cheering loudly for our team,
“Cause they are the best
Clark/Willow Lake Cyclones
Will always pass the test!!

Technology Device Protection Agreement and Student Pledge

Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school. Devices will be distributed each fall during a designated device pick up time. The device will be assigned to a student. The serial number of the unit, etc. will be recorded. A one time signed device agreement form and a \$25 technology insurance fee are required for all 6th grade students and any new students to the MS & HS.

Student Expectations in the Use of the Internet

Acceptable Use

- i. Students may use the Internet to conduct research assigned by teachers.
- ii. Students may use the Internet to conduct research for classroom projects.
- i. Students may use the Internet to gain access to information about current events.
- iii. Students may use the Internet to conduct research for school-related activities.
- iv. Students may use the Internet for appropriate educational purposes.

Unacceptable Use

- v. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- vi. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- vii. Students shall not use e-mail, social media, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
- viii. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
- ix. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- x. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- xi. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- xii. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- xiii. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- xiv. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- xv. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

- xvi. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- xvii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- xviii. Students shall not forge electronic mail messages or web pages.

Enforcement

Methods of Enforcement

- xix. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- xx. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- xxi. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- xxii. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

Consequences for Violation of this Policy

Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- 1. Loss of computer privileges;
- 2. Short-term suspension;
- 3. Long-term suspension or expulsion in accordance with the South Dakota Student Discipline Law; and
- 4. Other discipline as school administration and the school board deem appropriate.

Students who use school computer systems without permission and for non-school purposes may

be guilty of a criminal violation and will be prosecuted.

REPAIRING or REPLACING YOUR DEVICE and ACCESSORIES

The device is covered with a warranty and Accidental Damage Protection Plan. Please report all device problems to IT at our Tech Help Desk in the study hall room. IT personnel will put in a tech ticket with our technicians.

Warranty

This coverage is purchased by the Clark School District as part of the purchase price of the equipment. This warrants the devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or device replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Accidental Damage Protection

The Clark School District has purchased coverage to protect the devices against accidental damage such as power surges and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The company will assess the device damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. All costs for repairs not covered by the ADP will be the sole responsibility of the student. The device will not be returned until all fees are paid in full.

Repair cost includes the following:

Chromebook - Screen (\$70), Charger (\$40), Keyboard (\$140)

Ipad - Screen Repair (\$170), Charger (\$20)

Laptop - Screen Repair (\$170), Charger (\$45), Keyboard (\$180)

Macbook - Screen Repair (\$200), Charger (\$40), Keyboard (\$90)

Children's Online Privacy Protection Act (COPPA)

The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

NOTICE OF NON-DISCRIMINATION

The Clark School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Travis Ahrens, Superintendent
220 North Clinton Street; Clark, SD 57225
(605) 532-3604 EXT 1

For further information on notice of non-discrimination, please contact the Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599
Email: OCR.KansasCity@ed.gov

CHILD FIND

The Clark School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through Travis Ahrens, Superintendent of the Clark School District needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the Clark School District and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the Clark School District, at (605) 532-3605.

PUBLIC INFORMATION

The Clark School District has the following documents available for review by parents of children with disabilities and to the general public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications, evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

Family Educational Rights and Privacy Act (FERPA) - Notice for Directory Information 34 C.F.R. § 99.37(d)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Clark School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Clark School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Clark School District to the contrary in accordance with Clark School District procedures. The primary purpose of directory information is to allow the Clark School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary

Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, e-mail addresses (if available), and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)**

If you do not want the Clark School District to disclose any or all designated directory information from your student's education records without prior written consent, you must submit a written request to the Clark School District by **September 18, 2026**, or within **30 days of enrollment** if your student enrolls after the start of the school year. For students **under 18 years of age**, this request must be submitted by the student's parent or guardian. When a student reaches **18 years of age**, all rights regarding education records and directory information transfer from the parent or guardian to the student, as provided by the Family Educational Rights and Privacy Act (FERPA). Any directory information opt-out request previously submitted by a parent or guardian expires when the student reaches age 18. Students who are at least 18 years of age, or who will reach 18 years of age during the school year, may submit a written request directing the district not to release their routine directory information in response to requests from military recruiters without the student's written consent.

The Clark School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Notification of Rights Under the Protection of Pupil Rights (PPRA)

The Clark School District has adopted Board Policy 5015, **Protection of Pupil Rights**, in accordance with the federal Protection of Pupil Rights Amendment (PPRA).

Parents/guardians and eligible students have the right to:

- Inspect any third-party survey before it is administered to students.
- Inspect surveys that request sensitive information, including information related to political beliefs, mental or psychological issues, sexual behavior or attitudes, illegal or self-incriminating behavior, religious beliefs, family relationships, privileged relationships, or income (except as permitted by law).
- Provide written consent before a student participates in a survey requesting sensitive information when the survey is funded, in whole or in part, by the U.S. Department of Education.
- Refuse participation in certain non-emergency, invasive physical examinations or screenings, as permitted by law.
- Inspect instructional materials used as part of their child's educational curriculum upon written request.
- Be notified before surveys or activities involving the collection of personal information for marketing purposes and exercise any applicable opt-out rights.

Each year, the district will provide parents/guardians with notice of:

- Their rights under Board Policy 5015;
- Procedures for opting a student out of applicable activities;
- Approximate dates of surveys covered by the policy, when known; and

- Procedures for requesting access to surveys and instructional materials.

Parents wishing to inspect surveys or instructional materials should submit a written request to the building principal.

The full text of Board Policy 5015, Protection of Pupil Rights, is available from the district office or on the district website. Questions regarding this policy may be directed to the superintendent's office.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Revised 8-18-2021

Revised 11-1-2021

Revised 08-02-2022

Revised 08-03-2023, Board Adopted 8-14-2023

Revised 08-01-2024, Board Adopted 8-12-2024

Revised 07-24-2025, Board Adopted 8-11-2025

Revised 7-13-2026, Board Adopted