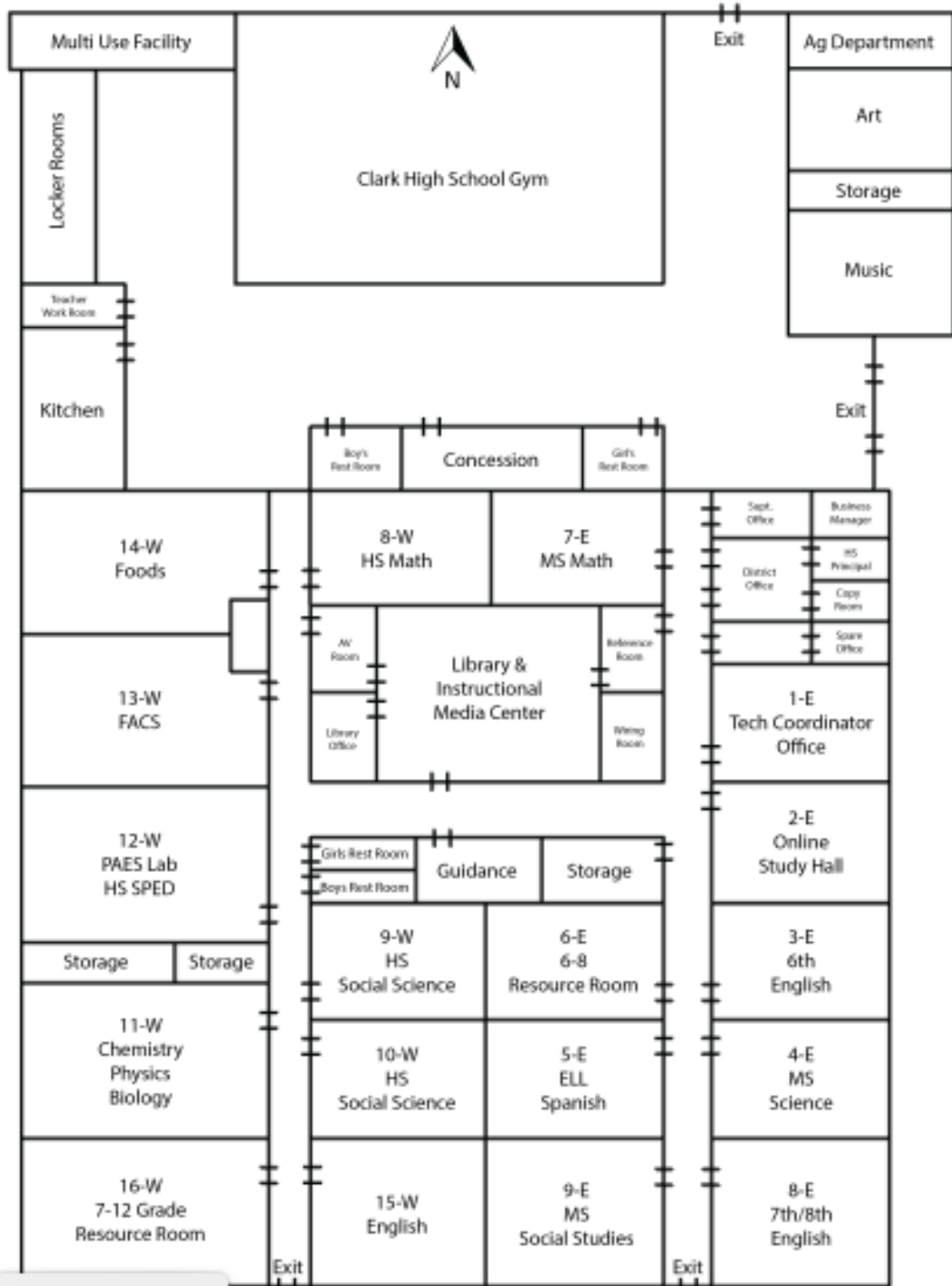


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## Clark Middle School/High School Building Map



Screenshot

# Clark School District

## Educational Philosophy and Goals

### 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, student, 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



**\*\*\*Clark School District Return-to-School Plan can or will supersede different policies or procedures in the handbook as may be necessary.**

## 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.

## 2023-2024 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

Alissa Reidburn..... Receptionist/Administrative Assistant

### High School Staff

Felicia Hofman.....School Counselor/Testing Coordinator  
 Beth Helkenn..... Library Aide  
 Nick Dalton.....Agriculture Ed/FFA  
 Dawn Hink.....Special Ed Aide  
 Kristin Janisch..... Art/Yearbook  
 Wanda Torres.....Spanish/ELL Case Manager  
 Andrea Begeman.....Language Arts  
 Julie McElhone..... Special Ed Aide  
 Amy Nelson.....MS/HS Band & Vocal  
 Jerome Nesheim..... HS Social Science, P.E.  
 Lydia Reidburn..... Special Ed Aide  
 Tammie Paulson..... FACS/FCCLA  
 Shelby Roseneau.....On-Line/Study Hall Aide  
 Susan Schmit..... HS Special Education  
 Mikel Seefeldt..... HS Science  
 David Severson.....HS Social Science/CAD/Building Trades  
 Tammy Sprouse..... HS Mathematics  
 Paul Streff.....Machine Tool Tech/Technical Math (HS)  
 Beth Severson.....MS Special Ed

Kitchen..... Lonna Deslauriers/Nicole Groenwald/Sandy Herrick  
 Custodians..... Mike McPeek/Don Epps

### 2023-2024 Class Advisors

9<sup>th</sup>..... Wanda Torres, Kristin Janisch, Nick Dalton  
 10<sup>th</sup>..... Jerome Nesheim, Andrea Begeman, Tammy Sprouse  
 11<sup>th</sup>.....Dave Severson, Amy Nelson, Mikel Seefeldt  
 12<sup>th</sup>.....Tammie Paulson, Felicia Hofman

### Football Coaches

Varsity..... Dave Severson (HC), Harrison Wookey, Wyatt Forbes  
 Junior High..... Dave Dohman, Mikel Seefeldt

### Girls Basketball

Varsity..... Andrea Begeman (HC), TBD  
 Junior High.....Emily Dohman

**Boys Basketball**

Varsity..... Jerome Nesheim (HC), Mark Prouty  
 Junior High..... TBD

**Wrestling**

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

**Volleyball**

Varsity..... Bobbi Bohnet (HC), Lukas Anderson  
 Junior High..... Shannon Huber, Dan Deunwald

**Track**

Varsity (Boys & Girls)..... Brook Begeman (Boys HC)/Troy Forbes (Girls HC)  
 Junior High (Boys & Girls)..... Andrea Begeman, Emily Dohman

**Cross Country**

Varsity..... Tammie Paulson (HC), Alicia Turnquist

**Golf**

Varsity..... John Brown  
 Junior High..... Bobbi Bohnet

**Cheerleader Advisors**

Football..... Angela Terhark  
 Girls and Boys Basketball..... Amy Nelson

**Activities**

All-School Play..... TBD  
 Dance..... Shelby Rosenau  
 FCCLA..... Tammie Paulson  
 FFA..... Nick Dalton  
 National Honor Society..... Tammie Paulson  
 One-Act Play..... TBD  
 Oral Interp..... TBD  
 SADD..... Felicia Reed  
 Student Council..... Felicia Reed

**Daily Schedule**

HIGH SCHOOL SCHEDULE	
8:10 - 8:55	1ST PERIOD
8:58 - 9:43	2ND PERIOD
9:46 - 10:31	3RD PERIOD
10:34 - 11:25	4TH PERIOD
11:28 -12:20	5TH PERIOD
12:20 - 12:46	LUNCH
12:49 - 1:34	6th PERIOD
1:37 - 2:22	7th PERIOD
2:25 - 3:10	8th PERIOD

## **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 KSFY and KDLT.

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.

**Title IX**

“The Clark schools shall not unlawfully discriminate on the basis of sex, race, creed, color, or national origin in the educational program or activities which it operates and is required by Title IX of the Education Amendment of 1972 and the legally adopted regulations pursuant thereto.” Anyone who has a complaint regarding discrimination should contact the school office at 220 N. Clinton, Clark, SD 57225 or call 532-3605.

**Privacy Privilege**

Federal law does permit students over the age of 18, or the parents of other students, to prevent the publishing of their own name, or the names of their children, or the publishing of their own picture in the media. Students of parents desiring this option should notify the principal in writing within two weeks following registration.



## **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:*

<p style="text-align: center;"><b>Language Arts</b></p> <p><i>Must Include:</i></p> <ul style="list-style-type: none"> <li>● <i>Writing: 1 unit</i></li> <li>● <i>Speech or Debate: 0.5 unit</i></li> <li>● <i>Literature: 1 unit (must include 0.5 unit of American Literature)</i></li> <li>● <i>Language Arts Electives: 1.5 units</i></li> </ul>	<p><i>Any Combination of the following:</i></p> <ul style="list-style-type: none"> <li>● <i>Approved CTE</i></li> <li>● <b><i>Capstone Experience (CSD requirement)</i></b></li> <li>● <i>World Language</i></li> </ul>
<p style="text-align: center;"><b>Mathematics</b></p> <p><i>Must Include:</i></p> <ul style="list-style-type: none"> <li>● <i>Algebra I: 1 unit</i></li> <li>● <i>Mathematics Electives: 2 units</i></li> </ul>	<p style="text-align: center;"><b>Fine Arts</b></p> <ul style="list-style-type: none"> <li>● <i>1 unit</i></li> </ul>
<p style="text-align: center;"><b>Science</b></p> <p><i>Must Include:</i></p> <ul style="list-style-type: none"> <li>● <i>Physical Science: 1 unit</i></li> <li>● <i>Biology: 1 unit</i></li> <li>● <i>Science Electives*: 1 unit</i></li> </ul>	<p><b><i>Personal Finance or Economics (0.5 units)</i></b></p> <p><b><i>Physical Education: (0.5 units)</i></b></p> <p><b><i>Health or Health Integration: (0.5 units)</i></b></p>
<p style="text-align: center;"><b>Social Studies</b></p> <p><i>Must Include:</i></p> <ul style="list-style-type: none"> <li>● <i>World Geography: 0.5 unit</i></li> <li>● <i>World History: 0.5 unit</i></li> <li>● <i>U.S. History: 1 unit</i></li> <li>● <i>U.S. Government: 1 unit</i></li> </ul>	<p style="text-align: center;"><b>Electives</b></p> <ul style="list-style-type: none"> <li>● <i>5 units</i></li> </ul>

*\*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.

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

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

<b>ADVANCED HONORS ENDORSEMENT REQUIREMENTS</b> <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>			
<b>All high school coursework completed with a “C” or higher</b>			
<b>4 UNITS OF LANGUAGE ARTS</b> 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	<b>1 UNIT OF FINE ARTS</b>	<b>3 UNITS OF SOCIAL STUDIES</b> must include: • U.S. History: 1 unit • U.S. Government: .5 unit • <b>World History: .5 unit</b> • <b>Geography: .5 unit</b> • <b>Social Studies electives: .5 unit</b>	<b>½ UNIT OF HEALTH or HEALTH INTEGRATION</b>
<b>4 UNITS OF MATHEMATICS</b> must include: • Algebra I: 1 unit • <b>Geometry: 1 unit</b> • <b>Algebra II: 1 unit</b> • <b>Advanced Mathematics: 1 unit</b> (details at <a href="http://sdos.sdbor.edu/require/require.html">sdos.sdbor.edu/require/require.html</a> )	<b>½ UNIT OF PERSONAL FINANCE or ECONOMICS</b>	<b>2 UNITS OF ANY COMBINATION</b> of the following: • Approved Career & Technical Education OR • <b>Modern or Classical Language</b> (including American Sign Language); must be in the same language	<b>2 ½ UNITS OF ELECTIVES</b>
<b>4 UNITS OF SCIENCE</b> must include: • Biology: 1 unit • <b>Any Physical Science: 1 unit</b> • <b>Chemistry or Physics: 1 unit</b> • <b>Science elective: 1 unit</b>	<b>½ UNIT OF PHYSICAL EDUCATION</b>		

*“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**

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”. Classes that are a year-long course are worth 1 full credit and a semester-long course is worth one-half credit, with the exception of students taking an 8th period block class. Students in a block class will earn one credit per semester. For the current school year this includes Agricultural Metal Fabrication and Building Trades.

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 Class President 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 valedictorian designation shall be the student who has the highest rolling cumulative grade point average after 1st semester of their Senior year. The salutatorian shall be the student with the second highest rolling cumulative grade point average after 1st semester of their Senior year. Any disciplinary issues dealing with academic honesty will disqualify a student. In the instance of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian.

### **Early Graduation**

Graduation in less than four full academic years will be discouraged. However, students who will meet the graduation requirements by the end of their first semester senior year or final semester of the junior year, must submit a formal letter of application which includes a practical reason for the request, and a detailed plan of action, to the principal not later than the beginning of the junior year. This letter must be signed by the student's parents and have the approval of the guidance counselor, at least one classroom teacher and the principal. The student may graduate early at the discretion of the Board.

### **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 \$150 for each class if the student does not complete the course, withdraws from the course, or does not receive a grade of "C" or higher. 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 effective in an online learning environment.
- Current GPA of 2.6 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**

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.

### **Attendance/Tardiness**

A student is considered tardy at the beginning of the day once the doors are locked. Attendance and tardiness are important parts of each student's permanent record. College as well as future employers are very much concerned about high school attendance and tardiness. A large number of companies who employ high school graduates require that a specific explanation accompany transcripts which indicate why a student has been absent or tardy from high school or high school classes. All reasons for absenteeism and tardiness for the four years will be recorded and held in the student's personal folder.

**Attendance / tardiness will be taken on an individual period basis.** 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. Students who are constantly absent or tardy cannot expect to earn passing grades.



A student cannot be absent or tardy more than 10 of the scheduled class sessions in a given semester in grades 9-12. Written notification of a student's absences/tardiness will be forwarded home at intervals of an accumulative five, and seven absences/tardies.

Written notification of a student's absences/tardiness will be forwarded home and earn a detention at intervals of an accumulative six, and every third tardy thereafter. If the student is absent and/or tardy for more than ten 10 class periods for any reason other than a school related activity he or she will receive a grade reduction of 2% for each absence over 10. 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 2<sup>nd</sup> Quarter to the end of the 4<sup>th</sup> 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 9<sup>th</sup>-11<sup>th</sup> grade years and is on track for graduating on time (end of 2<sup>nd</sup> 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*

Students will have the opportunity to earn their Senior privileges at mid-term of the 1st Quarter their Senior year if they meet all of the above criteria and in addition, meet the parameters defined below.

1. The student receives a state testing score in ELA, Math, and Science that demonstrates proficiency or shows growth from the student's 8th grade assessment.
- AND
2. The student demonstrates growth in their NWEA MAPS testing from the Fall of their junior year when compared to the spring of their Senior year. Growth in all tested areas required to meet this prong.

### **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.

#### **Requirements for Self-Administration of 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. All medications to be supervised by school personnel 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 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.
- 11. This policy and outlined procedures all apply concerning over-the-counter medications.

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 (including over-the-counter such as Tylenol) 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.

**Telephones/Electronic Telecommunication Devices**

The office telephone is a business phone and may be used by students for emergencies only. Parents are encouraged to call the school and leave a message for the student. Office personnel will deliver the message in writing to the student.

The office will not interrupt class for the student to come to the phone except in cases of emergencies. Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during *each instructional period* unless requested by a teacher for classroom use.

For the purpose of this policy, the instructional day will be defined to be the time the students arrive on campus in the morning until the time they are officially dismissed in the afternoon. Instructional period is

defined as the instructional minutes of each class period. Student cell-phone use is currently permitted during each 4-minute passing period, before/after school, lunch time. On field trips, telecommunication devices may be possessed/used at the discretion of the supervisor in charge. No cell phones in lockers and restrooms.

Used/turned on/visible possession shall result in:

**First Offense**

- Confiscation of the cell phone, for the remainder of the school day.

**Second Offense**

- Confiscation of the cell phone, for the remainder of the school day.
- 30 minute office detention

**Third Offense:**

- Confiscation of the cell phone, for the remainder of the school day. Parents must pick them up from the office.
- \* Meeting with student, parent, and administration

**Fourth Offense**

- Confiscation of cell phone, student must drop off cell phone at the office as part of their 1<sup>st</sup> period attendance for the entire instructional day for the remainder of the Quarter.
- \* Meeting with student, parent, and administration

**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.

**DISCIPLINARY ACTIONS**

\*Any violation of school rules not addressed on the discipline chart will be handled at the administrations discretion

\*The administration reserves the right to assign alternative consequences.

**Detention**

The detention policy will pertain to all students in grades 9-12. Parents of students who have detention may be contacted by the office.

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.

A student reporting to detention shall bring schoolwork to do 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 teacher team.

**Policy for Student Removal from Class/Each Semester**

First Time:

1. A meeting with the student.
2. A meeting with the instructor.
3. Send a written report to the parents.
4. One detention.

Second Time:

1. A meeting with the student.
2. A meeting with the instructor.
3. A meeting with the parents.
4. Send a written report to the parents.
5. One day of Office Intervention
6. At administrator’s discretion, a Student Intervention Plan Meeting with parent, student, administrator, and teacher team

Third Time:

1. Removal from class for the remainder of semester
2. Student Intervention Plan Meeting (update plan)
3. One day of Office Intervention or OSS (administrator discretion)

## Student Behavior Guidelines

<b>Clark High School Discipline Chart</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b><i>General Classroom or Hallway Misconduct</i></b>  <b>&amp;</b> <b><i>General Use Profanity (Begin with 5<sup>th</sup> Offense</i></b>	Warning or Staff Detention	Warning or staff assignment detention and student conference	Student removed from class & Office Intervention put in place for the remainder of class Detention Staff/Parent Conference (via phone)

	<b>Fourth Offense</b>	<b>Fifth Offense</b>	<b>Sixth Offense</b>
	Student removed from class & Office Intervention put in place for the remainder of class Admin/Parent/Teacher conference	Student may receive 1 day of Office Intervention Parents notified SIP Meeting with Parents	Possible Office Intervention/OSS SIP Review with Parents
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<i>Skipping class without leaving the building</i>	Student may serve 1 day of Office Intervention	Student may serve 2 days of Office Intervention	Office Intervention Parent, Student, & Admin Meeting Possible SIP Meeting
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<i>Cell Phones/Pagers/I-Pods or comparable Devices used for non-educational purposes</i>	Confiscation of device by teacher for the remainder of the period	Confiscation of device. Parent/Guardian must pick up device in office Detention with teacher	Meeting with student and parent Drop off cell phone in office 1st period & pick up after school and/or leave phone at home (remainder of quarter or duration determined by administrator)
	<b>Fourth Offense</b>	Student Intervention Plan Meeting	
<i>Cheating</i>	Mandatory semester tests/2 detentions	Student may serve 1 day of Office Intervention	Administrative discretion
<i>Forgery Stealing Fighting Insubordination Harassment</i>	Student may receive 1 day of Office Intervention	Student may receive 2 days of Office Intervention  SIP Meeting with Parents	Office Intervention or OSS  SIP Meeting Review

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<i>Gross Disrespect</i>			



<p><i>Of Teachers</i></p> <p><b><i>Threatening a Teacher, Staff Member or Student</i></b></p> <p><b><i>Vandalism (total financial responsibility &amp; referral to law enforcement)</i></b></p>	<p>Student may receive 1 day of Office Intervention</p>	<p>Student may receive 2 days of Office Intervention</p> <p>SIP Meeting with Parents</p>	<p>Possible Office Intervention or OSS</p> <p>SIP Meeting Review</p>
<p><b><i>Physical Assault on school employee/student</i></b></p>	<p>Expulsion and report to law enforcement</p>		

*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.*

**Glossary**

- **Cell Phones / Pagers / I-pods or comparable devices:** For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon. On field trips, these devices may be possessed / used at the discretion of the supervisor.
- **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. Girls will be permitted to wear clothing that does not completely cover the shoulder, however spaghetti straps 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 at \$.40. The cost for adult lunches, \$4.71. 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 \$2.73. 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 \$15.00. 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:

	<b>Traditional</b>		<b>Dual Credit</b>
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 treasure 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 8<sup>th</sup> 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.

### **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 8<sup>th</sup> 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 IMPACT 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 interp.

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.
- 6.

### **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 Discipline-Bully Prevention**

Persistent bullying can severely inhibit a student’s ability to learn effectively or a member of the staff’s ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

#### **The forms of bullying:**

- **Physical**-involves harmful actions against another person’s body
- **Verbal**-involves speaking to a person or about a person in an unkind or hurtful way
- **Emotional**-involves behaviors that upset, exclude, or embarrass a person
- **Sexual**-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances
- **Racial**-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

Disciplinary action may include, but is not limited to, detention, suspension, or expulsion for verified perpetrators of bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with students and staff. The school district will incorporate information regarding this policy in each school handbook.

### **Cyber Bullying**

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else. Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. **A copy of the material should be brought to the attention of a principal or teacher.**

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials. (SDCL 22-19A-4; SDCL 22-19A-1; SDCL 13-32-6)

### **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 core 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' 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

- 6:00am – 8:00am
- 3:00pm – 7:00pm

Saturday

- 8:30 – 10:30am

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 6<sup>th</sup> 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. 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 policy 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 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 have a D- or above to compete in any activity. The student will continue to practice during the ineligible week, but will not be allowed to dismiss school early for activity.

Grades will be checked by 12:00pm each Monday (or as soon as possible after this time). Ineligibility period runs from 12:00pm Monday – 12:00pm the following Monday. If there is no school on a Monday where eligibility is checked, then Tuesday 12:00pm will be the time that grades will be checked. A failing grade will carry into the next nine weeks except at the beginning of each semester. All students will be eligible at the beginning of the year or semester unless ineligible according to the South Dakota High School Activities Association guidelines. (See below)

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 20<sup>th</sup> 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 16<sup>th</sup> school day of the current semester. 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.**

### **Dangerous Weapons**

State and federal law forbid bringing dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parent. Confiscation of weapons will be reported to law enforcement. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, air-gun, knife, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

Any student bringing a dangerous weapon to school, except as provided by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

### **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 2nd semester test exemptions.

Absences considered exempt include bereavement for an immediate family member, school activities, hospitalization, documented medical appointments, or college visits. Absences that may be excused, but DO count towards absences include: personal illness, family vacations, weddings, and special family events.

### **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**

All 1st -12th grade students will be issued a Tablet or Device (1-1 device) for use as part of their educational curriculum. It is the Clark School District's belief that the tablets and device computers

will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- \* Critical and creative thinking
- \* Problem solving skills
- \* Information and computer skills
- \* Interpersonal and self-direction skills
- \* Technology literacy

Devices will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students. Devices will be distributed each fall during a mandatory “Device Orientation.” The device will be assigned to a student. The serial number of the unit, etc. will be recorded. Parents & students must review Device Protection Agreement and Student Pledge documents before the device can be issued to their child.

The Device Protection Agreement outlines three options for families to protect the device investment for the school district.

Devices will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original device each year while enrolled at CMS and CHS. Only school issued devices will be allowed in our one-to-one program.

With the issuance of the device comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use district-owned technology. Additional policies may be required of the teachers and administration beyond those included in this handbook.

### **Terms of the Tablet or Device Loan**

**Terms:** Parents and students must review Device Protection Agreement and Student Pledge before taking possession of the device. This pledge is also available via the district’s website for review at any time.

**Acceptable Use:** You will comply at all times with the Clark School District Acceptable Use Policy, and the Student Pledge form which you and your parents have signed. Any failure to comply will be dealt with on a case by case basis.

**Liability:** If the property is not returned, is damaged, lost or stolen, you are responsible for the reasonable cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed.

**Inspection:** Students may be selected at random to provide their device for inspection to verify condition and compliance with district policy.

**Repossession:** Access to the Clark School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy and Student Pledge. If you do not fully comply with all terms of these agreements, the District has the right to repossess the property at any time.

## **General Device Guidelines**

### **Precautions**

- No food or drink is allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Do not hold your device by the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

### **Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic or suggestive materials, inappropriate language, alcohol, drugs, and gang-related symbols will result in disciplinary action.
- Passwords on screensavers are not to be used.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the instructor and is for instructional purposes.

### **Deleting Files**

- Do not delete any files that you did not create. Deletion of certain files can affect your device's performance.

### **Music, Games, or Programs**

- Music, programs, and games are not allowed on the device during class time without permission from the instructor/supervisor.
- All software must be district provided.

## **Device Rules and Regulations**

### **Student Responsibilities (Please review with your child or children)**

Students are responsible at all times for their devices, whether at home or school. Do NOT leave it lying around!

1. Students must be responsible to bring their device to every class unless instructed not to by the teacher. At the beginning of class, have your device ready to use. The class will not be expected to wait for you.
2. Never leave your computer unsecured or unsupervised in a car, etc.

3. Students may only log in under their assigned username. Students may not share their password with other students.
4. Devices should be carried in approved bags or backpacks at all times.
5. Students may **not** load or **download any software** on the device without prior approval.
6. Students are responsible for charging and maintaining battery units in their device daily.
7. All students have access to their Google Drive on which to store data. This will be available at home or school. This can be set up to back up files on your device. **It is the responsibility of the student to make sure critical files are backed up regularly to Google Drive or Other Backup Methods.** Computer malfunctions are not an acceptable excuse for not submitting work.
8. All use of the Internet must comply with district guidelines. Log files are maintained on each device with a detailed history of all sites accessed.
9. These files will be reviewed periodically.
10. **Do not** leave the power cord plugged into the device while in the device bag. This will cause damage to the device.

### **Parental Responsibility**

1. Parents will be responsible for reviewing the Acceptable Use Policy and Student Pledge for Device Use with their child.
2. Parents are asked to monitor their student's activities on the Internet on a regular basis.
3. Parents are responsible for overseeing their child's use of the Internet while at home.
4. Parents concerned with their child's internet activity should contact the administration.

### **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 the Technology Help Desk.

#### **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: liquid spills, accidental drops, 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.

**FREQUENT or REPEATED DAMAGE REPAIRS will result in suspended or limited computer privileges.**

### **Loan of Computers and Devices**

Clark School District is committed to the importance of a student being able to continue with his/her work when a device is experiencing problems.

To assist with this:

#### **Loaner Devices**

If a device is in need of warranty repair, a loaner device may be issued when available.

#### **Device Security**

Each of the devices has a security program installed on it. We have tried to strike a balance between usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the Clark School District system. Three primary forms of security exist:

**Device Security** - Security is in place on the devices to prevent certain activities. These include downloading or installing software in the devices, removing software, changing system settings, etc.

**Filtering Software** – Clark School District maintains an Internet filtering software package on and off site. This program automatically filters all student access to the Internet. In addition, this filter will run when the students are home, and will insure safe access to the Internet. Files that show when and where students have accessed Internet sites are available within this filter package.

**Virus Protection**- The device has anti-virus protection software. This software will scan the hard drive and external drives for known viruses. The virus software will be upgraded from the network. The school's storage server and e-mail server are also installed with virus protection software and hardware.

#### **District Acceptable Use Guidelines**

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-Rom's, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

#### **Expectations**

1. All users are expected to follow existing copyright laws.
2. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, or threatening.
3. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
4. Student records will be maintained confidential through password protection. Students feeling that their records are at risk may contact network administrators for interventions.

## E-Mail

1. Students will be issued a school affiliated e-mail account which may be used for educational or administrative purposes.
2. Students should maintain high integrity with regard to email content.
3. Always use appropriate language.
4. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
5. Do not send mass e-mails, chain letters or spam.
6. No private chatting or instant messaging during class.
7. E-mail transmissions, stored data, transmitted data, or any other use of the on-line services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
8. All e-mail and all contents are property of the District.
9. Your e-mail account can be viewed/disabled at any time by administration.

### **Unacceptable conduct includes, but is not limited to the following:**

1. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
2. Using the network for financial or commercial gain, advertising, or political lobbying.
3. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
4. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
5. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
6. Intentionally wasting finite resources, i.e., printing, storage.
7. Gaining unauthorized access anywhere on the network.
8. Revealing the home address or phone number of one's self or another person.
9. Using another user's account, password, or allowing another user to access your account or password.
10. Coaching, helping, observing or joining any unauthorized activity on the network.
11. Forwarding/distributing E-mail messages without permission from the author.
12. Posting anonymous messages or unlawful information on the system.
13. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
14. Falsifying permission, authorization or identification documents.
15. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
16. Using a VPN or other service to attempt to bypass the district's web filtering applications.
17. Knowingly placing a computer virus on a computer or network.

## **Acceptable Use Policy**

### ***Purpose***

The Clark School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Clark School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Clark School District.

### ***Definition – Technology Resources***

The Clark School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

### ***Regulations***

The use of the Clark School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the CLARK SCHOOL DISTRICT is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Clark School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Clark School District's Uniform Code of Behavior shall be applied to student infractions.

### **User Terms and Conditions**

The use of Clark School District's technology resources is subject to the following terms and conditions:

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Clark School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

Prohibited technology activities include, but are not limited to, the following:



**Computer Violations:**

Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

Downloading or transmitting multi-player game, music, or video files using the school network.

Vandalizing, damaging, or disabling property of the school or another individual or organization.

Accessing another individual's materials, information, or files without permission.

Using the network or Internet for commercial, political campaign, or financial gain purposes.

Sharing personal information:

A) Releasing another individual's files, home address, personal phone numbers, passwords, or other vital accessing information to others.

B) Releasing personal files, home address, personal phone numbers, passwords, or other vital accessing information to others.

Promoting or soliciting for illegal activities.

Attempting to repair, remove or install hardware components reserved for an authorized service technician.

Violating copyright or other protected material laws.

Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.

Intentionally wasting school resources.

Participating in any type of cyberbullying.

Using proxy servers or other software to gain access to sites that are blocked through filtering software.

**Computer Network Violations:**

Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.

Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.

Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.

Creating, uploading, or transmitting computer viruses.

Attempting to defeat computer or network security (including circumventing firewall, filter, or other software intended to limit student access to websites or software).

**Consequences: Suspension of computer privileges, referral to law enforcement authorities, and possible long term suspension or recommended expulsion.**

Clark School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.



Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

Device batteries must be charged and ready for school each day.

Only labels or stickers approved by the Clark School District may be applied to the computer.

Laptops and Tablets must be transported in an approved bag or backpack.

Devices that malfunction or are damaged must first be reported to the Technology Coordinator. The school district will be responsible for repairing devices that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

**Accidental Device Damage: Students who have recorded 3 or more instances of accidental device damage may be subject to sanctions such as daily check in and out of their devices.**

Computers that are stolen must be reported immediately to the Principal's Office and the police department.

Individual school device computers and accessories must be returned to the Clark Technology Coordinator at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Clark School District for any other reason must return their individual school device computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CHS, that student will be subject to criminal prosecution and/or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in referral to the Clark County Law Enforcement.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Device Computer Protection plan and must return the computer and accessories to the CHS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

**STUDENT PLEDGE for Laptop and iPad Use (Please review this with your child or children)**

1. I will take good care of my Laptop or iPad ("device").
2. If my device becomes damaged, I will notify the Technology Coordinator in a timely manner.
3. I will not leave the device unsecured. I will know where my device is at all times.
4. I will not loan out my device or accessories to other individuals.
5. I will begin each school day with a fully charged battery.

6. I will keep food and beverages away from my device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will use only the case required or another approved carrying case while transporting my device outside of the classroom.
9. I will use my device in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the device unless issued by the school district.
11. I understand that my device is subject to inspection at any time without notice and remains the property of the Clark School District.
12. I will follow the policies outlined in the *Student Laptop Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance as directed by Clark School District administration.
14. I will be responsible for all damage and/or loss caused by neglect or abuse.
15. I agree to pay for the replacement of power cords, battery, or device accessories in the event any of these items are lost or stolen.
16. I agree to return the Clark School District device and all accessories in good working condition.
17. I understand that network administrators and school administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect anything stored on school computers and networks will be private.
18. I agree to follow all rules and guidelines outlined in the Student Laptop Handbook.

#### **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](mailto: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) 532-3604.

### **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.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Clark School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school superintendent, Travis Ahrens, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Clark School District to amend their child's or their education record should write the school superintendent, Travis Ahrens, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Clark School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that 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, Clark School District, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Clark School District, to include this type of 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* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Clark School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Clark School District, in writing by **September 15, 2023**. 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 that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

- 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 AMENDMENT (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Clark School District policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Clark School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Clark School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Clark School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

### **PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Clark School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Clark School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

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