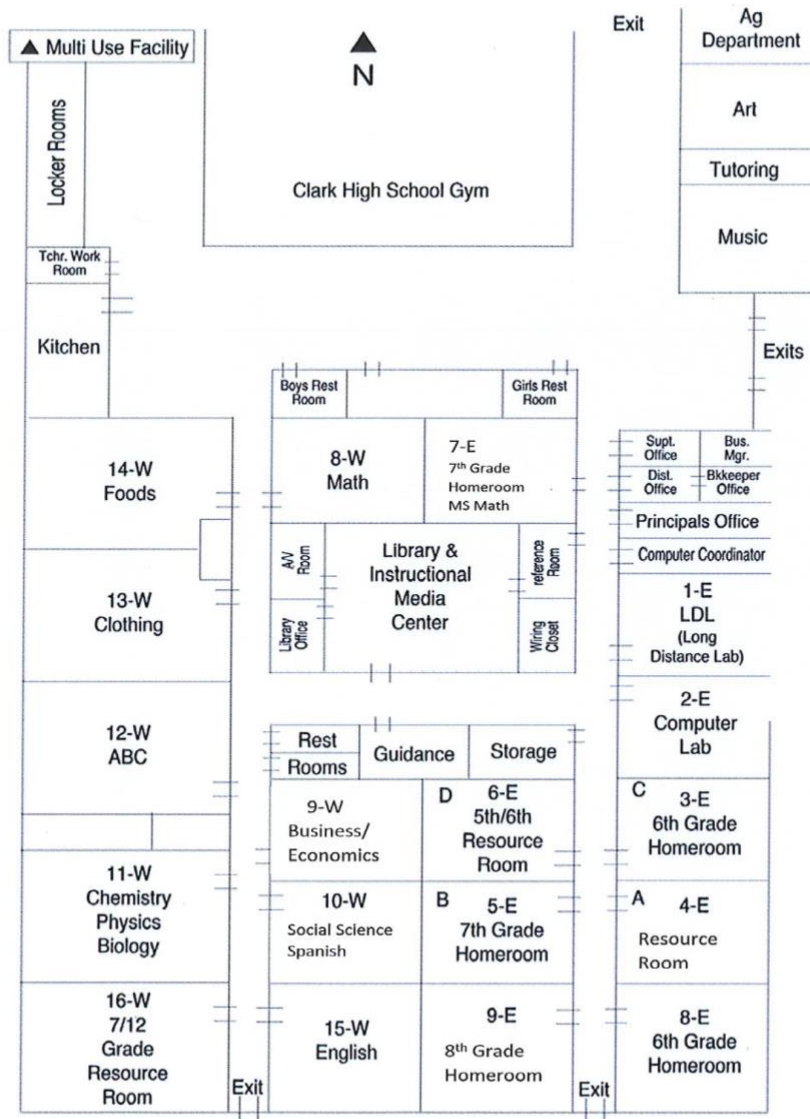


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Clark Middle School/High School Building Map



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.

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 5-12. 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 in existence.
10. Encourage them to take part in school activities.

*See section on attendance, 90% attendance is required for passing courses.

2020-2021 Clark Senior High School Staff

Administration

Luanne Warren..... Superintendent
 Travis Ahrens.....MS/HS Principal, Athletic Director
 Mary Nelson..... Business Manager/School Food Service

Office Personnel

Renaë Mudgett..... Receptionist/Administrative Assistant

High School Staff

Nan Bell..... Guidance Counselor
 Annette Boehnke..... Library Aide
 Matti Boomgaarden..... Agriculture Ed/FFA
 Dawn Clayton..... Special Ed Aide
 Landon Hammer.....Physical Education
 Dawn Hink..... Special Ed Aide
 Kristin Janisch..... Art/Yearbook
 Mariah Jennings.....Spanish/Spanish Case Manager
 Corrine Kallemeyn..... Language Arts
 Julie McElhone..... Special Ed Aide
 Amy Nelson..... Vocal Music
 Jerome Nesheim..... Economics, Sociology, Psychology
 Jessica Nordhus Special Ed Aide
 Tammie Paulson..... FACS/FCCLA

Jill Rathe..... On-Line Coordinator
 Tabitha Schmidt..... Band
 Susan Schmit..... Special Education Coordinator
 Mikel Seefeldt..... Science
 Tammy Sprouse..... Mathematics
 Paul Streff..... Geometry
 Sam Williams..... Computer Coordinator

Kitchen..... Lonna Deslauriers/Angie Benson/Julie Reff
 Custodians..... Mike McPeek/Don Epps

2020-2021 Class Advisors

9th..... Tabitha Schmidt, Mikel Seefeldt, Matti Boomgaarden
 10th..... Jerome Nesheim, Corrine Kallemeyn, Mariah Jennings
 11th..... Amy Nelson, Sam Williams, Kristin Janisch
 12th..... Tammy Sprouse, Tammie Paulson, Nan Bell

Football Coaches

Varsity..... Joel Huber, Jerome Nesheim, Dan Whalen
 Junior High..... Landon Hammer, Mikel Seefeldt

Girls Basketball

Varsity..... Sam Williams, Landon Hammer
 Junior High..... JJ Burke, Regan Garry

Boys Basketball

Varsity..... Jerome Nesheim, Mark Prouty
 Junior High..... Butch Brenden

Wrestling

Varsity..... Greg, Marx, Ryan Larsen
 Junior High..... Jimmy Marx

Volleyball

Varsity..... Betty McGraw, Christina Kannegieter
 Junior High..... Raegan Florey, Regan Garry

Track

Varsity (Boys & Girls)..... Dan Whalen/Troy Forbes
 Junior High (Boys & Girls)..... Landon Hammer

Cross Country

Varsity..... Tammie Paulson, Ryan Larsen

Golf

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

Cheerleader Advisors

Football..... Mary Nelson
 Girls and Boys Basketball..... Amy Nelson

Activities

Dance..... Tabitha Schmidt
 All-School Play..... TBD
 One-Act Play..... Corrine Kallemeyn
 Oral Interp..... Corrine Kallemeyn, Claire Mohr
 FFA..... Matti Boomgaarden
 FCCLA..... Tammie Paulson

National Honor Society..... Tammie Paulson
Student Council..... Nan Bell, Luanne Warren

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.

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

All students are encouraged to visit with the school counselor/advisor. Students' academic, personal, social, and career concerns need to be addressed to facilitate personal well-being and success. Students are assured that conversations are in the strictest confidence. The counselor/advisor is available before, during, and after school and by special appointment.

It is the goal of the counselor to meet with each student at least once during the school year with more visits as necessary. 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.

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).

Guidance & Counseling

School counseling/guidance services provided:

- K-8 classroom guidance pertaining to Character Counts, Bullying, and Conscious Discipline
- High school guidance pertaining to Career Cruising
- Short term and immediate individual counseling for social and/or emotional issues
- Information and resources for parents on a variety of issues
- Career/academic planning and preparation
- Referral to other agencies when necessary

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.

Senior Visitation to College, Technical School, and Armed Services

The school encourages students to visit colleges, technical schools, armed services, and universities. If at all possible the visitations should be arranged on weekends. At the discretion of the Principal, seniors will be permitted up to two visitations per year and juniors may be permitted one day without penalty to the attendance record.

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 5 days of each semester. To add or drop a class during this 5 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

Please refer to South Dakota Department of Education website:

<http://doe.sd.gov/octe/gradrequirements.aspx> or contact school guidance counselor/advisor.

Algebra - Eighth Grade

Eighth grade students who desire to take Algebra I must meet the following requirements:

- Maintain a 4.0 grade point average in each quarter of 7th grade math or be recommended by the middle school math teacher.

Dual Credit Courses

The Clark School Board recognizes that, in some circumstances, it is appropriate and desirable for a student(s) to be concurrently enrolled in high school and postsecondary classes. To provide such challenges, students, parents, counselors, teachers, and administrators need to have the opportunity to explore a number of different options. One of the options is the opportunity to enroll in postsecondary courses while still attending high school. In appropriate circumstances, course credit toward the fulfillment of high school graduation requirements shall be awarded for successful completion of approved courses offered by institutions of higher education.

Students in the eleventh or twelfth grades who are under the age of 21 are eligible to apply for these classes. Each student considering an application for enrollment in postsecondary courses must complete the dual credit application form available on-line.

Clark School District will contribute \$60 per school class 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. The student will be responsible for the reimbursement of school contribution if the student does not complete course, withdraws from course, or does not receive a grade of "C" or higher. If a student receives an "F" in any dual credit course, the student will no longer be eligible to take further dual credit courses.

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.

Virtual School Offerings

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 \$15 for each class if the student does not complete the course, withdraws for 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.

ABC Program (Achievement by Credit Recovery)

Purpose: Our on ABC Program is designed to meet the needs of highly at risk/credit recovery student who are not succeeding in the traditional setting. Our focus will be on helping academically at-risk students become successful. In alternative programs, students are provided with a variety of options that can lead to graduation. Credit recovery students will not progress forward in the core subject areas until credit recovery has been completed using an alternative program/class. **THE PARENTS/GUARDIANS WILL BE RESPONSIBLE FOR THE COST OF ALL CREDIT RECOVERY CLASSES.**

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.

Distance/Online Courses

All course offerings must be approved by the South Dakota Department of Education to ensure they are aligned with South Dakota content standards. 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.

Online/distance courses are offered to meet the needs of all students. If a differentiated/accelerated program is needed, the decision will be made at the administrative level with input from the counselor. 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 distance/online learning classes that are offered by our school.

Student Application for Online High School Courses

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

- Meet with the school counselor to assess the student's maturity and ability to function effectively in an online learning environment.
- Current GPA of 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.

Awarding Credit for Distance/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 three ways: dual credit courses, virtual school classes, and credit recovery 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.

TAP Program (Teacher's Assistant Program)

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.

Grading: Grading will be Pass/Fail

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 (5), and seven (7) absences/ tardies.

If the student is absent and/or tardy for more than ten (10) class sessions 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.

Also, these students and parents will need to report before the school board (at the discretion of the administrator) and explain to the board why he or she should be able to continue in the class and receive credit.

Work Release

A work permit allows juniors or seniors to leave the building to attend work rather than attend a study hall. The following restrictions apply:

- a. Student must hold and maintain a 2.5 GPA.
- b. Attendance must be satisfactory.
- c. The student must be able to provide a work schedule designed by the employer with the employee name and telephone number.
- d. Employment must coincide with the student class schedule without altering that schedule.
- e. A conference will be held prior to issuing the work permit between student/parent/employer/principal to assess the need for this work schedule during the school day and determine if the employment is essential for the student and employer.
- f. Work at home must be arranged through the superintendent or principal based on statutory allowances.
- g. Work permits must be arranged for during the first two weeks of a semester only.

Beverages

Students are not permitted to bring beverages into the school building before or during school time. This includes extracurricular functions. Purchasing beverages from the school vending machine or concession stand is permitted. Beverage consumption is not permitted in the classroom without consent of the teacher.

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 or contest shall be ineligible to participate or attend that activity and/ or contest unless approved by the administration. Any student will be allowed to participate or attend an activity if the student is in attendance the second half 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 assignment in a timely manner. Any assignment not turned in on 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 does 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 a 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 the instructional day 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. 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

Second Offense

- One day ISS
- Confiscation of the cell phone

Third Offense:

- Two days ISS
- Confiscation of the cell phone

Fourth Offense

- OSS and Confiscation of cell phone

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 will 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.

A student reporting to detention shall bring schoolwork to do during detention. If the student fails to bring work or reading material for the entire detention period he/she will serve one more detention period.

Students have two days to serve an individual detention. Failure to do so will result in one day of ISS.

In-School Suspension

A student will have 24 hours to make-up all written assignments and tests as a result of in-school suspension. If the written work and test are not made-up before the 24-hour time frame zero credit will be awarded.

Out-of-School Suspension

The student receiving out-of-school suspension may take zero credit for all work missed during the suspension period.

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 ISS

Third Time:

1. Removal from class for the remainder of semester, (with an F)
2. Written report sent to parents.
3. One day of OSS

Student Behavior Guidelines

Clark High School Discipline Chart			
	First Offense	Second Offense	Third Offense
<i>General Classroom or Hallway Misconduct</i> & <i>General Use Profanity (Begin with 5th Offense)</i>	Warning or Staff Detention	Warning or staff assignment detention and student conference	Detention – removal from class (1 day) Staff/Parent Conference (via phone)
	Fourth Offense	Fifth Offense	Sixth Offense
	Student removed from class – referred to ABC classroom. Admin/Parent conference	Student may receive 1 day of ISS Parents notified	Administrative discretion – possible ISS – OSS Alternative Placement expulsion
	First Offense	Second Offense	Third Offense
<i>Skipping class with our without leaving the building</i>	Student may serve 1 day of ISS	Student may serve 3 days of ISS	Administrative discretion – possible ISS-OSS
	First Offense	Second Offense	Third Offense
<i>Cell Phones/Pagers/ I-Pods or comparable Devices used for non- educational purposes</i>	Confiscation of device	Student may serve 1 day of ISS. Confiscation of device. Turned over directly to parent or guardian.	Student may serve 2 days of ISS. Confiscation of device. Turned over directly to parent or guardian.
	Fourth Offense	Student may serve OSS and may be subject to expulsion. Confiscation of device. Turned over directly to parent or guardian.	
	First Offense	Second Offense	Third Offense
<i>Cheating</i>	Mandatory semester tests/2 detentions	Student may serve 1 day of ISS	Administrative discretion
<i>Forgery Stealing Fighting</i>	Student may serve 1 day of ISS	Student may serve 3 days of ISS	Administrative discretion – possible ISS-OSS. Alternative placement- expulsion
<i>Insubordination Harassment</i>	Student may receive 3 days of detention	Student may receive 1 day of ISS	Administrative discretion – possible ISS-OSS. Alternative placement- expulsion

Clark High School Discipline Chart (Continued)			
	First Offense	Second Offense	Third Offense
<p><i>Gross Disrespect Of Teachers</i></p> <p><i>Threatening a Teacher, Staff Member or Student</i></p> <p><i>Vandalism (total financial responsibility & referral to law enforcement)</i></p>	Student may receive 3 days of ISS	Student may receive 5 days of ISS	Administrative discretion – possible OSS. Alternative placement-expulsion
<p><i>Physical Assault on school employee/student</i></p>	Expulsion and report to law enforcement		

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.

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 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 "Third Offense" will 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. 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. 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 \$2.60 for students and reduced at \$.40. The cost for adult lunches \$3.80. Additional entrees are \$.75. If extra milk is desired, the cost will be \$.30 per carton. Morning breakfast bags will also be available for \$2.00. Adult breakfast \$2.14.

Due to national school lunch program, competitive food (FROM LOCAL EATING ESTABLISHMENTS) is prohibited. Sack lunch is acceptable, however.

Activity Ticket

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.

Activity Ticket/Seating

Student seating will be located in the northeast corner of the gymnasium.

Grading System

The following grading scale will be followed for grades 5-12. 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:

100-94	A (Excellent)
93-86	B (Good)
85-78	C (Average)
77-70	D (Poor)
DE	(Pass with effort)
69-0	F (Failing)

Grading Scale - Minus/Plus:

100, 99, 98, 97	A	
96-95-94	A-	
93-92	B+	
91, 90, 89	B	
88, 87, 86	B-	The grade of DE may be given
85 84	C+	based on hard work, effort and
83, 82 81	C	positive attitude.
80, 79, 78	C-	
77, 76	D+	
75, 74, 73	D	
72, 71, 70	D-	

Honor Roll

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

The honor roll is divided as follows:

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

GPA

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

	Traditional	Honors	AP/Dual Credit
A	4 points	4.5	5
B	3 points	3.5	4
C	2 points	2.5	3
D	1 point	1.5	2

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.

High School Student Council

The student council has an active role in high school. Its purpose is not to govern the students, but serve as a meeting place between the student body and the administration where the students can assume some of the responsibility for organizing their high school life. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

The student council's principle purposes are as follows:

1. To promote the general activities of the school and encourage student participation.
2. To provide aid in the internal administration of the school.
3. To teach the student the value of working in a democracy.

Other specific activities carried out by the Student Council are:

1. Organize and sponsor the Annual Homecoming.
2. Organize and sponsor the annual Awards Night.

The president of the Student Council is elected in school wide balloting. A vice president, secretary, and a treasurer are elected by the Student Council during their organizational meeting.

Each class elects three representatives to the Council during class meetings held early in the fall. All students must be willing members who are elected by their respective classes.

National Honor Society

National Honor Society promotes and recognizes students for academic achievement and accomplishments in the areas of scholarship, character, service and leadership. The method of selection for the school's top honor is that all sophomores, juniors, and seniors who have a 3.6 or better grade point average are automatically on the eligibility list. GPA will be checked at the end of the 1st semester for 10-12th graders. However, grade point average is only one criterion for final acceptance into the National Honor Society.

Ballots containing the names of eligible students are then presented to all high school faculty members, and students are judged on leadership, service and character on a scale of 0 to 4.00. To ensure integrity in the voting process, faculty members voting record and comments will only be shared with parents and students if the faculty member clears it with the Principal to release them.

Following the balloting, the average score for those three areas is added to the grade point of the student and this total is divided by two. If the final number is 3.6 or above, the student attains membership.

All members and candidates for membership into National Honor Society shall be held liable to the rules of National Honor Society.

Selection is made once a year in the spring followed by a special induction ceremony during the Awards Night program.

Class Officers

Class officers (ex: president, vice president, secretary and treasurer) for the succeeding year are elected during the last nine weeks of the preceding school term. These officers are to preside when items of business are to be discussed by the class.

Study Centers

Students are automatically assigned to a study center when not in regularly scheduled class. The following rules govern all study centers/homerooms:

1. All students will be in their assigned seat with a seating chart established for all study centers.
2. Students may be excused to another faculty member with a pre-signed pass.
3. Students signing out to the library must sign out on the library sheet and/or library pass.
4. Students must return to the study center within the last five (5) minutes of class time.
5. If students fail to return to the study center, an absence will be recorded for that period.

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

1. Please do not visit the classroom during the first two weeks of school.
2. Please do not visit the classroom during a testing period.
3. Please do not visit the classroom during the last week of a school semester.
4. Please schedule with the teacher(s) and office before you visit any classroom.
5. Always check in at the school office before going to a classroom.

Withdrawal from School

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

Driver Education

1. Students who desire to take Summer Driver Education at Clark High School must be at least 14 years of age or will have their 14th birthday by September 1.
2. If a student has reached his/her 14th birthday but has not completed the 8th grade, they may, upon permission by the principal, be allowed to complete Driver Education; however, they will not receive high school credit for the course. This would not affect the licensing procedure as established by the State of South Dakota.
3. Because the course is offered as part of the high school curriculum, all students who register for Driver Education must have completed the 8th grade.
4. In district students will be charged \$200.00 for driver's education.
5. 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 motor bikes 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.

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

Awards Program will be held in honor of students’ scholastic and extra-curricular 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 Socials/Dances

School socials, dances and activities of a social nature, are scheduled by students/advisors with the approval of the activities director and administration and placed on the activities calendar. On nights followed by a school day, socials will end at 10:00 PM. On nights not followed by a school day, social functions should end and the building cleared by 12:00 AM. Only Clark Junior High/High School students will be allowed to attend their respective socials unless otherwise indicated. Doors will close approximately 45 minutes after the social/dance begins. Once a student leaves, he/she will not be allowed to return, except in an emergency. Supervision will be provided by school personnel for all socials/dances and governed by school policies and regulations.

School Annual

The yearbook, THE COMET, is published annually by the annual 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 principal (not to the Director or Supervisor) 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 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 student 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.

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.

Student Visitation

Classroom visitation by outside students is strongly discouraged. Permission must be obtained through the office.

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 student and staff. The school district will incorporate information regarding this policy in each school handbook.

Cyber Bullying

Cyber bullying is all form 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 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.**

Tobacco Use by Students

It is unlawful for a minor to purchase, possess, receive, or consume tobacco products.

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.

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 (PSA) 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 precaution will continue to be in place. Given reasonable suspicion of use or possession, the following steps will occur:

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

E. Training Rules and Regulations

Student athletes of the Clark/Willow Lake School District shall not possess, use, sell, give or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotics, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine, or intoxicants of any kind. The use of any

tobacco and vaping product is also prohibited. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed by a doctor.

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

Penalties for Basic Rule Violations: Penalty starts at first qualifying event the student participates, after school becomes aware of violation and notifies 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 Eligibility Policy

The following guidelines will be used when determining eligibility for activities. 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 academic suspension.

A student must maintain at least a 1.60 on a 4.00 point scale and have no F to participate. Grades will be turned in a 4 1/2 week intervals. If a student is deemed ineligible (seven days – Monday to the next Monday), grades will be checked on weekly intervals (each Friday) until student becomes eligible. Ineligibility grade point average is not cumulative beyond each nine-week grading period.

Clark Activity Eligibility

The following guidelines will be used when determining eligibility for activities. It is up to the discretion of the coach or activity advisor as to whether the individual would continue to practice or attend the qualifying events during academic suspensions.

A student must maintain at least a 1.5 on the 4.0 scale and have no F's to participate. Grades will be weekly monitored, and a student can become eligible or ineligible on a weekly basis. Students who are ineligible as of Friday afternoon will be notified by the administration, coach, or AD. If a student is deemed ineligible, the no participation rule will be enforced from Monday to Monday of the next week. Grades will then be checked the following Friday to see if the student becomes eligible or not for the following week. Ineligibility grade point average is not cumulative beyond each nine-week grading period.

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.

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 post season 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

Two days of semester tests will be scheduled at the end of each semester. Students will be exempt from 2nd semester tests if they meet one of the two following criteria:

1. The student has not been counted absent more than four (4) periods of that particular class for any reason and maintained a 90% or above in that class.
2. The student has not been counted absent more than ten (10) periods of that particular class for any reason and maintained a 97% or higher in that class.

Students may choose to take the semester test to help their grade; it cannot hurt their grade. All attendance rules apply and special circumstances will need to be approved by the principal.

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!!”

FERPA Annual Notice 2020-2021

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:

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

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

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

CHILD FIND

The Clark School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

Luanne Warren, 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.

SPED COMPREHENSIVE PLAN

The school district will make available to parents of children with disabilities and to the general public all documents relating to the district's eligibility under Part B of the Individuals with Disabilities Education Act.

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 Luanne Warren 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, Luanne Warren, 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 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 in writing by September 17, 2020. 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.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

What is the Protection of Pupil Rights Amendment (PPRA)?

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

What policies must a local education agency (LEA) develop under the Protection of Pupil Rights Amendment (PPRA)?

The Protection of Pupil Rights Amendment (PPRA) requires that local education agencies (LEAs), in consultation with parents, develop the following local policies concerning student privacy, parents' access to information, and administration of certain physical examinations to minors:

- The right of a parent of a student to inspect, upon the request of the parent, a survey created by a third party before the survey is administered or distributed by a school to a student, and any applicable procedures for granting a request by a parent for reasonable access to the survey within a reasonable period of time after the request is received;
- Arrangements to protect student privacy that are provided by the LEA in the event of the administration or distribution of a survey to a student containing one or more of the eight protected areas of information;
- The right of a parent or student to inspect, upon the request of the parent, any instructional material used as part of the educational curriculum for the student, and any applicable procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received;
- The administration of physical examinations or screenings that the school or LEA may administer to a student;
- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the LEA in the event of such collection, disclosure, or use;
- The right of a parent of a student to inspect, upon request, any instrument used in the collection of personal information (a student or parent's first and last name, a home or other physical address, a telephone number, or a Social Security identification number) before the instrument is administered

or distributed to a student, and any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

What types of notification do local educational agencies (LEAs), i.e., school districts, have to make to parents about the Protection of Pupil Rights Amendment (PPRA)?

There are three types of notification an LEA must provide parents and students. The first one is a general notification of their rights under PPRA.

The second notice is a notification of *specific* events. The following activities require notification:

- Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes or for selling that information, or otherwise providing it to others for that purpose;
- The administration of any survey containing one or more of the eight protected areas listed above: and
- Any nonemergency, invasive physical examination or screening that is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The third notice is a notification of the policies LEAs are required to develop, in consultation with parents, under PPRA. The LEA shall provide the notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in the policies.

**MODEL 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 will develop and adopt 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 Model 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.)