CLARK
ADVANCED LEARNING
CENTER

STUDENT HANDBOOK/
CODE OF CONDUCT
2024-2025

CLARK ADVANCED LEARNING CENTER

2400 S. E. SALERNO ROAD

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www.clarkadvancedlearningcenter.org

TABLE OF CONTENTS

Mission....3
Employee Contact Information....4
School Calendar....5
Communication and Academic Information....7
School Attendance....9
Community Service Hours....12
Student ID Card....12
Textbooks....12
E-Mail Communication....13
Student Medication....13
Dress Code....13
Cell Phones and Other Electronic Devices....14
Common Areas....14
Extracurricular Activities....15
In-School Communications and Solicitations....15
Photographing/Videotaping....15
Food Services....16
Open College Campus....17
Transportation and Parking....18
The College Environment....19
Information Systems & Supporting Technology....21
Release of Student Information....24
School Roles and Responsibilities....25
Student Code of Conduct....28
Student Safety and Security Policies....45
Laptop Computer Use Agreement....47
Guest Approval Form....51

EQUIP AND EMPOWER STUDENTS FOR SUCCESS!

In 2004, Clark Advanced Learning Center (Clark) was established as a charter high school in partnership with Martin County School District and Indian River State College to provide "middle majority" 11th and 12th grade students with enhanced education and career training opportunities through access to a rigorous technology-enriched curriculum in a "small school" environment. In 2007, the school began accepting 10th grade students. Employing proven "best practices" in education, Clark leads students to high school graduation and preparation for college and/or high-tech career opportunities. Technology–related "majors" combined with an interdisciplinary project-based curriculum, extensive exposure to career–based and contextual learning opportunities, job shadowing, internships, dual enrollment, and articulated credit engages students in academically challenging courses in preparation for lifelong learning and career success.

The vision of Clark involves the creation and implementation of a supportive enriched learning environment that produces students who are academically and technologically prepared to continue their education at the college-level and enter the competitive workplace. This vision is achieved through the following objectives:

- Provide academically challenging, articulated programs that include an integrated curriculum, sequenced work-based learning, and dual enrollment opportunities for high school students.
- Provide a rigorous academic environment that meets the needs of students and the expectations of parents, business partners, and employers.
- Increase student achievement through the implementation of innovative teaching strategies.
- Ensure all populations have equal access and support to participate as fully as possible in Clark programs.
- Enhance the abilities of teachers, counselors, mentors, business partners, and parents to implement quality contextual programs that add relevance to academic learning.
- Develop a systematic assessment and evaluation system to measure and track accomplishments of identified outcomes.
- Disseminate project results and lessons learned through regional, state, and national conferences and workshops.

Clark helps students prepare for the challenges of the future in a small-school environment with access to all of the advantages and resources of a college campus. Clark maximizes dual enrollment opportunities, enabling students to earn college credits, at no charge, with the possibility of earning a full associate degree while still in high school. Clark graduates will be well prepared to advance to Indian River State College, pursue two and four-year degree programs and/or move directly into the workforce with high-tech skills. Clark engages high school sophomores, juniors, and seniors in highly personalized activities using cutting-edge technology to gain important skills for the future.

This Student Handbook/ Code of Conduct is used in conjunction with the IRSC Student Handbook, the Clark Advanced Learning Center (Clark) Student Progression Plan, IRSC and MCSD Crisis/ Safety and Security Plan, and IRSC Student Code of Conduct. Clark reserves the right to change any provision or requirement when necessary. Official notices and announcements of significant changes will be posted on the Clark website and/or provided to students through several means of communication.

EMPLOYEE CONTACT INFORMATION

Administration

Leslie Judd, Ph.D.
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Instructors

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CLARK MAIN OFFICE PHONE: (772) 419-5750
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www.clarkadvancedlearningcenter.org

SCHOOL CALENDAR		
Fall Semester		
Monday	August 12	Clark Fall Semester begins (including Clark taught DE classes)– No IRSC classes – No Bus Service
Wednesday	August 21	IRSC Fall ’24 Semester classes begin
Monday	September 2	Labor Day Holiday- NO Clark/IRSC classes
Tuesday	September 10	Parent- Teacher conferences (3:00-4:30 & 5:30-7:00 pm)
Thursday	October 3	Clark and IRSC classes meet- NO BUS
Friday	October 11	Fall ’24 Mid-Semester
Friday	November 1	Clark and IRSC classes meet- NO BUS
Monday	November 11	Veteran’s Day Holiday- NO Clark/IRSC classes
Monday-Friday	November 25-29	Thanksgiving Holiday- NO Clark/IRSC classes
Friday	**December 20**	**End of Fall ’24 Semester**
	Dec. 21 – Jan 1	Winter Break- Clark/IRSC Closed
Spring Semester		
Thursday, Friday	January 2, 3	Clark Teachers & Staff Planning- NO Clark/IRSC classes
Monday	January 6	Clark & IRSC Spring ’25 Semester begins
Monday	January 20	Martin Luther King, Jr. Holiday- NO Clark/IRSC classes
Wednesday	February 5	Parent- Teacher conferences (3:00-4:30 & 5:30-7:00 pm)
Monday	February 10	PD Day for Faculty/Staff – NO Clark classes-
Monday	February 17	Clark and IRSC classes meet – NO BUS
Friday	March 14	Spring ’25 Mid-Semester
Monday-Friday	March 17-21	Spring Break- NO Clark/IRSC classes
Friday	April 18	No Clark Classes/ IRSC classes WILL meet
Monday	April 21	Planning Day for Faculty/Staff- NO Clark classes-
Weekly	Late April- May	School-Wide Seminar Sessions - ALL STUDENTS
Friday	May16	Graduation Practice
Saturday	May 17	**Graduation for Clark Class of 2025 @ JBHS**
Friday	May 23	Last day of School for Students End of ’24 Spring Semester

November 11, January 3, April 18, February 10, & May 23, - Emergency Make up days (if needed)

Parent Conference Dates	
FALL Tuesday, September 10 *(3:00-4:30 pm & 5:30-7:00 pm)*	**SPRING** Wednesday, February 5 *(3:00-4:30 pm & 5:30-7:00 pm)*

Parents may arrange a conference with a teacher any time during the school year by calling or emailing the teacher directly. However, daily access to grades and attendance is available by accessing Focus.

EARLY RELEASE DATES

Students released at 12:30 p.m. Bus transportation is provided at 12:30 p.m. only.
IRSC classes will meet according to college schedule.

Fall	Spring
October 2 & 31, 2024	May23, 2025

OTHER CALENDAR DATES

IRSC classes will meet according to college schedule.

NO bus transportation provided as indicated below.

<u>NO MORNING OR AFTERNOON</u> bus transportation. Clark students must arrange their own transportation to and from school on October 3, November 1, February 17 and April 21 due to the variance in schedules for Clark and for MCSD.

CLARK SCHEDULE

Students must always follow the Clark calendar, which will differ from the Martin County School District calendar for some holidays, teacher workdays, and conference days. Please refer to the Clark school calendar before planning trips or appointments. Attendance on all Clark school days is considered crucial for student success. The Clark school calendar is based upon the IRSC school year with modifications to meet Florida Statutes related to high-school curriculum and attendance requirements.

COMMUNICATION AND ACADEMIC INFORMATION

<table>
<tr><th>FSA Retake/FAST ELA Progress Monitoring Assessments
Testing Window Dates*</th><th colspan="2">End of Course (EOC) & FAST ELA Retake
Testing Window Dates*</th></tr>
<tr><td>Retake - FSA English Language Arts Grade 10 and EOC
September 9 – October 4, 2024
December 2-20, 2024
May 1-30, 2025</td><td>U.S. History,
Biology,
Algebra 1,
Geometry,
FCLE</td><td>September 9-October 4, 2024
December 2-20, 2024
May 1–30, 2025
July 14-25, 2025</td></tr>
<tr><td>FAST English Language Arts – Writing
March 31 – April 11, 2025</td><td rowspan="2">PSAT

SAT (grade 11)

Classic Learning Test</td><td rowspan="2">October 2024

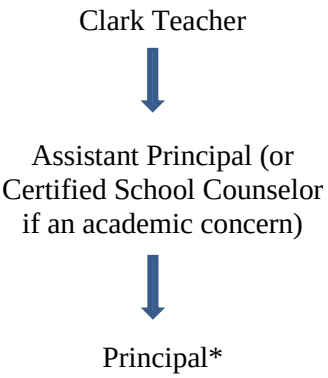
Spring 2025

November 2024 and April 2025</td></tr>
<tr><td>FAST English Language Arts – Reading Progress Monitoring
PM1: August 12–September27, 2024
PM2: December 2, 2024–January 24, 2025
PM3: May 1–May 30, 2025</td></tr>
<tr><td colspan="3">*Assessment schedules subject to change. All current testing schedules are available at www.clarkadvancedlearningcenter.org</td></tr>
</table>

As a small school, we encourage direct communication with parents/guardians to discuss their student's academic progress or general welfare on a regular basis. Regular communication between home and school is important for a student's academic success.

COMMUNICATION PROTOCOL

It is recommended that all communication begin with the student's Clark teacher. The chart below details the procedures for communicating with the school.



* In accordance with Rule 6A-6.0791, Florida Administrative Code (F.A.C.), Special Magistrate for Unresolved Student Welfare Complaints at Charter Schools, after a written concern is submitted to the Principal or designee, the Principal or designee has 7 calendar days to resolve the concern. If that complaint cannot be resolved by the charter school, then the charter must fully cooperate in its local school district's resolution procedures and comply with the district's decision for resolution of the complaint. If a parental complaint involving certain types of disputes is not resolved at the local level by a charter school principal within seven days, or subsequently, a school district within 30 days, a parent may submit a form to the Florida Department of Education requesting the appointment of a Special Magistrate. If the request is granted, a Special Magistrate would hold a hearing and provide a recommended decision to the State Board of Education on the dispute between a parent and the school district based upon the provisions set forth in section (s.) 1001.42(8)(c)1.-6., Florida Statutes.

CAMPUS VISITORS

For the safety and security of our students and employees, ALL parents and visitors are required to present their driver's license before being admitted to the building, sign in at the front desk, obtain a visitor's pass and wear it while on campus. All visitors must enter through the front doors only. Only Clark students using their ID cards are to enter through the west or patio doors.

Block	**Time**
First Block	8:00-9:25
Second Block	9:30 – 10:55
Third Block	11:00 – 12:25
Lunch	12:25 – 1:00

Fourth Block	1:05 – 2:30

SCHOOL HOURS

- The Clark school day is 8:00 a.m. to 2:30 p.m.
  Monday through Friday.
- Clark follows the scheduled Martin County School District Early Release Days for Clark classes (see schedule on previous page). IRSC classes meet as scheduled.
- Clark student schedules are individualized, and the Clark calendar differs from the Martin County School District for some holidays, teacher workdays, and conference days. Clark students must always follow the Clark calendar. Students must provide their own transportation to school at 8:00 a.m. and home at 2:30 p.m. on these dates (see schedule on previous page).
- The school office is open from 7:00 a.m. to 3:30 p.m. Monday through Friday during the fall and spring semesters; summer office hours are 7:00 a.m. to 5:30 p.m. Monday through Thursday.

ADVISORY/VOLUNTEER COMMITTEES

At our Partnering Around Student Success (PASS) meetings, we look forward to Clark parents/guardians providing valuable input on school issues and events. We promote feedback through formal surveys and informally with the school administration, instructors, and staff. Many opportunities are available for parents/guardians to serve as volunteers and assist with school activities and events.

SCHOOL INFORMATION

Comprehensive, up-to-date school information is available on our website at www.clarkadvancedlearningcenter.org. Clark provides school-to-home recorded phone and text messaging and reports student absences. Clark faculty/staff utilizes parent email distribution lists and individual instructors may provide additional information through their own Newsletters, Websites, Google Classroom, and/or *Blackboard/Canvas*. Parents and students receive comprehensive weekly e-mail updates from administration.

PARENT CONTACT INFORMATION

Parents/guardians must notify Clark Student Services immediately with any parent contact revisions such as address, phone, email, or emergency information. Proper documentation must be provided.

PROGRESS REPORTS

High School Classes: To help parents/guardians monitor their child's progress and attendance, High School Progress Reports are made available on FOCUS for parents/guardians during the fifth week of each nine-week grading period. These reports reflect grades for *high school classes only*.

Weekly progress reports are also available for students who are having difficulties in school. Parents may request progress reports through the certified School Counselor.

College Classes: *College-level class grades* are available at the end of the course. Fall Semester courses end in December and Spring Semester courses end in April/May. Dual enrollment courses taught by Clark Instructors will have an **interim** progress grade posted in FOCUS for 1 week at the end of each 9- week quarter. College courses taught by IRSC instructors only report final grades. Students have access to their college courses through the Blackboard/Canvas Learning Management System.

FORMAL GRADE REPORTS

Clark is providing printed copies of report cards only by request for those who cannot access the digital version in FOCUS.

Fall Semester (August – December)	Spring Semester (January – May)
Mid Semester – Clark Full-Time Faculty Classes: grades posted to FOCUS. **End of Fall Semester** – All High School / Dual Enrollment Classes: report cards available in January.	**Mid Semester –** Clark Full-Time Faculty Classes: grades posted to FOCUS. **End of Spring Semester** – All High School / Dual Enrollment Classes: report cards available in June.

FOCUS PARENT PORTAL

The link for FOCUS Parent Portal registration is:

https://martin.focusschoolsoftware.com/focus/auth/

FOCUS allows parents to directly log in to the school district's site to view the information for their enrolled student(s). If a parent has multiple children enrolled in the Martin County School District, they can add each student individually. The district has set up the information requirements to create a parent account, and additional verification may be needed before student information can be accessed.

To access a student's high school grades and attendance, parents/guardians may click on the FOCUS link on our website at http://www.clarkadvancedlearningcenter.org. The initial registration for access to FOCUS will require parent's name and email address as well as the last 4 digits of the student's SSN, student's school ID number and birthday as defined in our student information system. These numbers are available by calling Clark Student Services at (772) 419-5754.

SCHOOL ATTENDANCE

ATTENDANCE PROCEDURES

Minimum Required Attendance of a Student

A student is required to attend ninety (90) percent of instructional time in each course.

If, at any time, a student exceeds the established 10% absentee rate, s/he will become ineligible to participate in extracurricular school activities, including meetings, field trips, dances, and other social events sponsored by the school. Absences with a doctor's note and/or for school sponsored

activities are exempt from this consequence. Clark administration reserves the right to exercise judgment regarding the Attendance Procedures based on individual student needs and situations.

Students must attend all scheduled courses the entire day to participate in after-school and/or weekend activities.

An automated phone system contacts parents/guardians if their child has an unexcused absence from one or more Clark classes during the school day.

From Statute: FS1003.26 (b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing.

PLEASE NOTE: Students taking Dual Enrollment courses through IRSC and Clark are subject to the attendance policies indicated on each course syllabus.

Tardiness

Tardiness is defined as an arrival to class after the designated start time.
Students arriving late to a Clark class for any reason must report to the front desk for a late pass. Tardies will be identified as excused/unexcused in FOCUS according to the same guidelines as absences. Students who accumulate 2 or more tardies in a 5 day per week class, 1 tardy in a 2 or 3 day per week class or 2 consecutive tardies to class for a once a week class will be issued a consequence.

Excused Absences

Students are required to attend each scheduled class on time, every day, unless the absence is excused. To have an absence excused, a parent/guardian must email, call, or send a written note into Student Services within two school days explaining the reason for absence and the specific dates and/or times to be excused. If an email/phone call/note is **not** received within two school days, the absence is unexcused and may affect the student's grades or result in further intervention. Notes are subject to verification by Student Services.

The following are considered excused absences/tardiness:

- Illness of student or other medical emergency (a doctor's statement may be required)
- An accident resulting in bodily injury to the student
- A death in the immediate family of the student
- Observance of a religious holiday or religious instruction as requested in writing by the parent/guardian
- A subpoena by a law enforcement agency or for deposition or court appearance
- Participation in academic, vocational, or non-instructional activities that have be pre-approved by Clark administration
- Other significant circumstances as determined by Clark administration in accordance with State laws.

Advanced Notice for Excused Absence

Requests for excused absences for high-school courses for family travel or vacation must be submitted in writing a minimum of two weeks in advance for Principal/Executive Director's approval. Failure to obtain prior approval may result in unexcused absence(s).
Medical and dental appointments should be planned so as not to conflict with a student's class schedule. If conflict is unavoidable, a written note must be sent in advance to excuse the absence.

Un-Excused Absences

Students are required to attend each scheduled class unless they have a documented reason as stated above. Students may have a consequence assigned for an unexcused absence that is not addressed within two school days of their return by

- A parent and/or doctor note (1-3 days) explaining a reason above
- A doctor note (3+ days) reporting as sick
- Absences pre-approved (by the Principal or designee)

Driver's License Law

The Florida Legislature enacted requirements (Section 322.091, F.S.) that specifies students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges. The school is required to report such students to the State for report to the Department of Motor Vehicles.

Early Dismissal from a Scheduled Class

If the student must leave campus before the end of his/her scheduled school day, the following steps must be taken:

1. See Student Services in Room 218.
2. Student Services contacts parent/guardian to obtain permission to leave early.
3. Upon receiving permission, student and parent must sign out in the log book located at the front desk. Before a student can be released to anyone, authorization must be verified through Student Services.

Students scheduled to be in a class in the Clark building are NEVER to leave the building without the knowledge of a Clark employee.

School Activities

Students attending academic or other school-sponsored activities directly related to the instructional outcome of one or more courses will be counted excused from class, but will be required to make up missed work. Students missing class while participating in a school-sponsored activity must have instructor permission on the appropriate field trip/activity form.
PLEASE NOTE: Students are not to make appointments with IRSC/Clark Advisors/Counselors, tutors, testing center, etc. during class time. These are NOT considered excused absences.

Blood drives

Students donating blood should plan to spend at least one hour on their off blocks. If no off blocks are available, students MUST have written permission from their teacher PRIOR TO blood donation date to miss part of a class (maximum 30 minutes unless special teacher permission)

Make-up Assignments from Clark Instructors

Full-time Clark instructors (listed on page 4) teach both high school and college courses in the Clark building. Most instructors will accommodate excused absences/tardiness, but there may be non-acceptance or penalties for late work from unexcused absences/tardiness. Students must follow Clark teachers' syllabi in arranging for classwork or test make-up upon their return to school. Previously assigned work is due on the day the student returns to school.

Make-up Assignments from IRSC Instructors
Students enrolled in IRSC College classes located at Clark, Chastain, and other campuses should refer to their instructors' syllabi for policies established by the college instructor.

Exam Exemption Eligibility

The Florida Department of Education policy prohibits examination exemptions based on attendance. Only students with an A average, who complete at least 95% of the course work including class work, homework, quizzes, major assessments, etc. (only 5% zeros or Zs) throughout the semester and satisfactorily complete all exam review material may be exempt from taking the final exam.

It should be noted that teachers are not required to offer exemptions and that students may not be exempt from standardized examinations such as the FSA/FAST or End of Course examinations.

COMMUNITY SERVICE HOURS

All Clark students are encouraged to contribute to their school and community during high school. These hours can be applied towards Bright Futures and other scholarships but must be entered by the student into the FOCUS portal for verification. These hours can be completed at a non-profit agency, a religious organization, the school, and/or paid employment. Opportunities to earn service hours are posted throughout the school, the Clark website, and in the weekly e-newsletter.

STUDENT ID CARD

Students are issued a Clark ID Card upon enrollment at Clark. **The student ID card should be carried and available at all times**. Students are required to use proper identification for Martin County school lunches and IRSC tutoring/testing. Lost cards must be reported to the front desk immediately in order to deactivate the door access. Students will incur a $10 charge to replace a lost card.

TEXTBOOKS

Textbooks, including dual enrollment books, are owned by Clark, on loan to students. Students are responsible for maintaining textbooks issued to them. Students are never to highlight or otherwise write in any books without teacher permission. Reasonable wear and tear is expected, but students must pay for textbooks that have been damaged or lost. A new textbook may not be issued until the damaged or lost book is paid for. Payment is made to the Main Office. If a lost book is subsequently found, a student may obtain a refund.

Students must adhere to the posted textbook distribution windows in order to be guaranteed required course materials will be available for the start of each term.

E-MAIL COMMUNICATION

All Clark students are assigned an IRSC RiverMail and Clark email account upon enrollment. These accounts become the main form of communication for students and IRSC/Clark employees and should be checked daily. Employees will communicate with students through school issued email addresses. Students should activate their RiverMail accounts at the time of application to IRSC.
To activate your email accounts, refer to the email activation instructions on our Clark webpage.
Clark email: http://www.clarkadvancedlearningcenter.org/p/92/clark-email
IRSC RiverMail: http://www.clarkadvancedlearningcenter.org/p/93/irsc-rivermail

STUDENT MEDICATION

Students are not allowed to self-administer any prescription medication. Before any prescription medication can be taken or administered at school, the parent and physician must complete and have on file the appropriate medical forms in the Student Services office (Room 218). These forms must be resubmitted each year.

Students may possess and use medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. (FS 1002.2)

DRESS CODE

School dress code is related to students' health, safety, and welfare. Students are expected to dress in clean and neat attire that is appropriate to the educational setting. School dress code applies to all classes including Outdoor Education, school sponsored activities, field trips, and events, and *any time a student is in the Clark building for any length of time.* If a student is inappropriately dressed, s/he may be required to change attire before returning to class or remaining on campus.

NOT ALLOWED

- Any clothing that exposes cleavage, genitalia, and/or undergarments (bras and/or underwear) from armpits to mid-thigh when standing or sitting.
- Tears, rips, holes, or shreds in clothing that expose the torso, cleavage, and/or undergarments.
- Tube tops, bare back or midriff clothing, see-through clothing, bathing suits.
- Bare feet, only socks, bedroom-type slippers, shoes with built-in containers/wheels/cleats/unsecured laces.
- Any head coverings such as hats with brims, ballcaps or hoods are prohibited while in the building. Exceptions for head coverings should be discussed with administration.
- Clothes or accessories with metal studs, ornaments, chains, or other objects which can scratch furniture, damage property, or cause harm to oneself or others.
- Inappropriate clothing/accessories, costumes, or offensive messages on clothing/accessories including pictures, symbols, or words that are harmful to the health, safety or welfare of others.
- Sunglasses in the building.

Pursuant to FS 1006.07(2)(d)2,
"Any student who violates the school dress code is subject to the following disciplinary actions:
1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent or guardian.
3. *For a third or subsequent offense, a student shall receive an in-school suspension pursuant to s.1003.01(5) for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities*."

CELL PHONES AND OTHER ELECTRONIC DEVICES

While a student may possess cell phones, smart watches, and/or other wireless communication devices on school property, their use on campus during instructional/class time is strictly regulated. These devices may cause distractions to students and staff. During school hours and/or on school-sponsored transportation:

- By statute, the use of cell phones, smart watches, and/or other electronic devices is prohibited during class, unless the instructor is using them for educational purposes, otherwise all cell phones/devices must be turned off and in the designated holder (Florida HB 379 to amend 1003.32 1 (a)).
    - Any student who uses a cell phone, smart watch, and/or other wireless communication device to make or answer a call or send and read text messages or emails during class time will be subject to disciplinary action. No student has the right to disturb the teaching and learning process. Students may not take their device with them when leaving the classroom to go to the bathroom.
- Students needing access to a phone for emergency or other safety reasons may use the Clark phone located in the Front Office or front desk.
- Inappropriate use of a wireless communication device may result in the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.
- The volume on laptops and other audio electronic devices must be turned off or accessed through headphones/ear buds. These must be used properly at low volume to avoid disruptions to the school learning environment.
- Students are to only use their own personal electronic devices, including, but not limited to cell phones, iPads, iPods, personal and/or Clark issued laptops, e-readers, etc.
- Headphones, ear buds, air pods, and/or similar devices should not be worn or used in classes without teacher permission.

COMMON AREAS

Locations other than classrooms are considered Clark and IRSC common areas (Career Café, Knowledge Room, Patio, Restrooms, Main Office, Bookstore, Morgade Library Café, hallways, etc.). Students using these common areas are expected to maintain an academic atmosphere as defined by a low volume level for all conversations and/or noise.

- Headphones/ear buds must be used by any student playing audio within the common areas. For safety reasons, only 1 earbud may be used.

- Musical instruments or other sound-producing items are not allowed while classes are in session.
- All cards and games, including video games, must be school appropriate. Games played in common areas must not be a distraction to others.
- During testing, common area use is limited. Students may be asked to remain in a designated area and/or room in order to provide a quiet environment for students testing.

The Study Room can be used for small group studying and practice sessions and other academic related activities. Food and drinks other than water are not allowed in the study room.

EXTRACURRICULAR ACTIVITIES

To be eligible to participate in field trips and/or extracurricular student activities, students must maintain a cumulative unweighted grade point average of 2.0 or above on a 4.0 scale, have attendance of 90% or more, and maintain satisfactory conduct. Discipline referral(s) or an excessive number of detentions within the previous 45 day period will require students to secure administrative approval in order to attend the event.

Clark after school activities, including dances, trivia/game nights, and other social events are open to guests of Clark students. The following limitations apply:

- Only 1 guest per Clark student (may not be older than 20 or younger than 14).
- The "Guest Approval Form" must be completed and submitted to Clark administration at least 48 hours prior to the event, to include a copy of the guest's ID. These are also available in the Main Office.
- Student dress code is required for all club and student activities unless an exception is specifically approved by the sponsor (e.g., beach clean-ups, dances).

Clark students may participate in Florida High School Athletic Association (FHSAA) sports at their zoned school. Clark and IRSC sponsor extracurricular activities for Clark students. Students are encouraged to also participate in community sponsored activities.

IN-SCHOOL COMMUNICATIONS AND SOLICITATIONS

Clark administration is responsible for reviewing and approving the distribution or posting of surveys, petitions, publications, or other materials on school property, as well as the production of school-related publications (print and electronic). Written administrative approval is required to solicit funds or sell advertising, goods or services on school property. Prohibited items include those which may disrupt or interfere with the orderly operation of the school, cause harm or embarrassment to individuals, the school or community; or are of a commercial, political, and/or obscene nature. All printed materials must be hung in designated locations only. Those placed without approval or in unauthorized locations will be removed. Students in activities that include elections/campaigning must adhere to the individual organization's guidelines for campaigns.

PHOTOGRAPHING/VIDEOTAPING

Parents may provide Clark Advanced Learning Center/Indian River State College permission for their child to be photographed, filmed, or videotaped for school-related media. This permission releases and waives any and all claims, demands, or objections against IRSC and/or Clark in connection with or arising out of the photographing/videotaping. Audio, video, and live streaming of school functions (including classes, lectures or other activities) by persons other than Clark/IRSC staff is permitted only when approved by the

Principal/Executive Director or designee and with the prior written consent of parent(s) and/or staff. In all cases, audio, video, and live streaming of presentations must conform to applicable state and federal laws. Parents must authorize permission via the Clark Parent and Student Acknowledgements form each year.

FOOD SERVICES

Clark offers students lunch daily through cooperation with the Martin County School District (MCSD) Food and Nutrition Services (FNS) Department. Prices for student meals, a-la-carte items, faculty and staff meals, snack foods, and beverages are consistent with the district-wide price schedules established by the MCSD. The menus have been created by a registered dietitian to encourage healthy selections and to meet the nutritional needs of growing students. School lunches meet meal pattern and nutrition standards based on the Dietary Guidelines for Americans and are designed to provide children with approximately one-third of the nutrients required according to the Recommended Dietary Allowances (RDA). The current meal pattern increases the availability of fruits, vegetables and whole-grains while reducing sodium. Additional information pertaining to the National School Breakfast and/or Lunch Program can be located at www.fns.usda.gov.

- Students who bring lunch are encouraged to pack a healthy and nutritious meal to promote learning.
- A microwave is available for student use. Students should wipe up any spills.
- Students must not distribute food to others unless approved by administration and commercially prepared. Only commercially prepared foods will be served or sold to students at any time.

Menus

Students and their families can now view menus, nutrition data and allergen information for meals served in all schools through the Martin County School District website: https://www.martinschools.org/page/food-nutrition-services

Food Allergies & Menu Modifications-At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District and Food & Nutrition Services Department. Substitutions to regular school meals provided by the District will be made for students who are unable to eat regular meals due to a qualifying dietary need when that need is certified in writing by the student's physician.

Meal Charging

School lunches must be ordered before 8:00 am each day by using this link.
It is the parent and student's responsibility to keep meal account balances positive.
Meal Payment: We encourage parents to periodically check their student's account to make certain their child is current. Parents are able to make online payments at myschoolbucks.com. Money previous entered through k12paymentcenter will be transferred to student's account.

Free and Reduced Meal Family Applications

Martin County School District Food and Nutrition Services information, including free/reduced meal application, meal accounts/charging, and other resources, is accessible at https://www.martinschools.org/page/food-nutrition-services. Only one free/reduced lunch form for the entire

family, listing all students, may be submitted. Once an application is submitted, the Food and Nutritional Services Department will process it within 10 working days. Make sure during the application process that the child brings a lunch from home or money for meals. **Students participating in these programs must submit an application for the new school year.** Participants enrolled during the previous school year will continue receiving benefits through mid-September. Parents/guardians resubmitting applications in a timely manner will receive status information prior to the September deadline.

Student ID Required

To purchase lunch offered daily in the Career Café through Martin County School District Food and Nutrition Services Department, students must show their school-issued ID each day. Only students with proper ID will be served any items from the cafeteria.

Career Café

To assure the proper maintenance of the facilities and help maintain order, the following list of rules must be observed by all students. Violators are subject to disciplinary action.

1. Students may purchase lunch and eat in the Career Café or patio area.
2. Students are not allowed to order food to have delivered to Clark.
3. Only four students are allowed at a table. Tables may not be placed together.
4. All tables must be left clean and chairs properly placed.
5. Trays must be removed as soon as students finish eating. Everyone at the table is responsible for the cleanliness of the table. The last person at the table is responsible for all items left on the table.
6. If leaving campus for lunch, students must return on time for their class.



REMEMBER: ONLY WATER IS ALLOWED IN THE CLASSROOMS OR KNOWLEDGE ROOM!!!

OPEN COLLEGE CAMPUS

Clark students are expected to act in a responsible manner to support and enhance the educational process. Clark has a tradition of student excellence and the degree of responsibility exhibited by students is a reflection of the educational atmosphere.

Campus is defined as the Chastain campus, which is composed of buildings A, B, C, D, and the Morgade Library. Clark (building D) is located on an open college campus. Students' individualized schedules may have:

- Off blocks during the school day.
- Classes scheduled in the morning, afternoon and/or evening.
- Classes located at the Chastain and/or other campuses.

Students are subject to the Clark Student Code of Conduct as well as the Indian River State College policies and procedures. Students leaving campus agree to abide by the appropriate rules and procedures associated with this privilege including returning to campus in a safe and timely manner when required by class

schedule. All Clark students are required to have on file "Student Enrollment Form (MCSD 76)" and "Clark Parent and Student Acknowledgements" forms.

Once a student enters the classroom, s/he should remain in the classroom the entire block. Any student leaving the classroom must create a Minga pass and obtain teacher approval.

TRANSPORTATION AND PARKING

BUS TRANSPORTATION

Clark works in cooperation with Martin County School District (MCSD) and Martin County public transportation (Marty) to provide bus transportation services and all MCSD bus policies are in effect. When changing buses at another Martin County school, students must remain in the bus loop at each school and may not visit others on campus. Bus transportation services are provided on regularly scheduled Martin County school days and 12:30 p.m. early release dates. The Clark calendar differs from MCSD. Bus service might not be available for some holidays, teacher workdays, and conference days (see calendar and schedule on pages 5 and 6). Only students with proper ID will be allowed to board the bus.

Bus evacuation safety drills will be conducted each semester. All students using MCSD transportation must adhere to all directions given during these drills.

STUDENT/PARENT TRANSPORTATION

Clark students/parents may provide their own transportation to and/or from school. For Clark students, there is no parking fee; however, a Clark decal must be properly displayed on campus at all times. Student parking is on a first-come, first-serve basis. The only reserved space for individual students are for the Clark Character Counts! Student of the Month. When the Clark student parking lot is full, parking is available in the Chastain parking area. Students are prohibited from parking in the following areas for **any** length of time:

- Faculty yellow line designated parking,
- Marked spaces for handicapped,
- Marked spaces for visitors, Veterans, and IRSC employees,
- Grass areas, and/or
- Along the sides of the parking lot or building.

Driving on campus is a privilege, not a right. Safety and courtesy are of paramount concern at all times. In addition to observing all IRSC regulations, students must also adhere to all applicable state and local laws related to vehicles, driving on campus, and the use of parking lots.

- Vehicles with graffiti and/or writing on windows or body of the vehicle will not be allowed in any Chastain parking lot.
- Pedestrians always have the right-of-way.
- Students are not allowed to loiter in the parking lot or remain in vehicles.
- Students are to obtain permission from the Main Office to retrieve items from their vehicle during class time.
- The speed limit while on campus is 20 mph.

Violation of any vehicle or driving-related laws or policies may result in disciplinary action, including the temporary or permanent revocation of campus driving privileges. Procedures for parking, pick-up, and drop-off are posted on the Clark website under both Student and Parent Login.

THE COLLEGE ENVIRONMENT

Dual Enrollment students simultaneously earn high school credit toward a high school diploma along with college credit toward an Associate degree. Dual Enrollment is a privilege, not a right. Students must understand they may be attending classes with non-high school aged students and may encounter students of a variety of backgrounds.

A high standard of academic rigor applies to college classes. These standards include the following:

- Academic policies in accordance with the IRSC College Catalog, Clark Student Progression Plan and Clark Student Handbook.
- Students must adhere to the instructor's course syllabus as to the nature of the course, attendance policies, course goals and requirements, methods of evaluation and required text.
- Students are responsible for monitoring their progress and grades throughout the class.
- Students who take classes through the Dual Enrollment program are in actual college classes. They are not easier for Dual Enrollment students because the student is still in high school. The State of Florida and the College's accreditation agency require all students to be held to the same requirements. Dual Enrollment requires students to be self-motivated. College is a very different environment than high school. Students must:
    - Be on time for class, stay the entire class, and attend all sessions. College instructors have attendance policies and missing class may negatively impact student's grade (regardless of the reason for the absence or tardiness).
    - Read the course syllabus and follow the instructions. This is the document that contains information about what is expected in the class. Keep a copy of it in a binder or on a laptop and refer back to it when needed.
    - Realize that College instructors do not necessarily allow make-up work for assignments or tests missed. Missed work may mean a "0" for that assignment. Instructors may not provide opportunities for make-up work and if they do, it may come with a penalty (i.e. ½ credit for the assignment or test).
    - Make sure to schedule enough time to study. National statistics show that successful students study 2-3 hours per week for every one credit hour of the course. That means 4-6 hours of homework/reading/study time per week in addition to class time. Some classes may take more time and some may take less time.
    - Complete homework and turn it in ON TIME. Most college instructors do not accept late assignments. Dual enrollment students will be treated like every other student in class.
    - Keep an open dialogue with instructors rather than depending on parents or school officials to do so.

<u>How to Succeed in All Classes</u>

- Read the material assigned by the instructor.
- Pay attention! Do not talk with friends, text, surf the internet, etc. during class.
- Maintain regular communication with instructors.
- Ask for help! Students can meet with instructors during office hours or before/after class.

COURSE COUNSELING

The Clark certified School Counselor will provide students with in-person, individual academic advising each term. Parents/guardians may attend the advising sessions or make separate conference appointments to

discuss their student's progress. *Parents/guardians must approve in writing any schedule changes requested by the student*. Every effort will be made to encourage college coursework; however, priority will be placed upon meeting high-school graduation requirements. Prior to registering for certain academic college classes, a student must score above specific levels on Florida's Postsecondary Education Readiness Test (PERT), SAT and/or ACT, Classical Learning Test (CLT) or approved alternate measures (https://irsc.edu/admissions/pert-test.html). Decisions whether to place a student in college courses will be determined based upon the academic history (GPA and previous grades) of the student, as well as teacher input. First-time dual enrollment students cannot participate in more than four (4) college classes during their first semester. One of the classes must be SLS1101 (Student Success). Students will not be allowed to earn more credits than those required for an AA/AS degree through Dual Enrollment. Any exceptions require Clark and IRSC administrative approval.

Students who fail or withdraw from a course cannot take additional dual enrollment classes until they have retaken and completed the course, or an alternative course jointly agreed upon by the student, the Clark certified School Counselor, and IRSC advisor at their own expense or during the summer. Students not maintaining satisfactory academic progress may be prohibited from taking future dual enrollment courses. In some cases, a student academic contract may be required before continuing in college courses.

All Dual Enrollment students are assigned to an IRSC advisor during their first term of enrollment. Students must meet with their advisor during the fall or spring semester of their first year in order to create and customize a Guided Pathway/Academic Plan based upon their academic and career goals. Students must also meet with their IRSC advisor annually to ensure they are making appropriate progress towards an Associate degree. The Clark certified School Counselor can provide guidance as to the appropriate courses needed to meet specific Associate degree requirements, but it is ultimately the student's responsibility to meet with his/her IRSC advisor to ensure that all requirements for the degree are being/have been met.

WITHDRAWING FROM A HIGH SCHOOL OR COURSE

Withdrawal from courses could negatively impact students both academically and financially. Students who accrue excess hours in earning a degree may be subject to paying additional fees at any Florida public university. Students are required to discuss any intent to withdraw from a course with their instructor in order to avoid negative repercussions and to explore how the course might be completed through various possible options. Any unauthorized withdrawal from a dual enrollment course will result in a retake of the same course at the student's expense for tuition as well as educational resources.

Students are not permitted to withdraw from a high school course with an End of Course Assessment once s/he has completed 80% of the course.

Students may withdraw from any class and have a "W" recorded in their cumulative record provided certain conditions are met:

1. Student has discussed their desire to withdraw with their faculty member through a live meeting, online, or by phone.
2. For Full Term and Express schedule classes, individual class withdrawals must occur before the deadline noted in the Academic Calendar.

3. Withdrawals from Special Registration classes must be completed prior to the final class meeting. A Special Registration class has beginning and ending dates that do not coincide with the beginning and ending dates of Full Term classes.
4. A total withdrawal from all classes must occur before the deadline date noted in the Academic Calendar. Official withdrawal forms are available in the Clark certified School Counselor's office and must be signed and approved by the student, a parent/guardian, as well as an IRSC advisor.
5. Withdrawals are not permitted for a student's third attempt in any college credit course. See the Withdrawal and Grade Forgiveness Policy.
6. Individual class withdrawals may be completed in person with the certified School Counselor. The official withdrawal date is the date the withdrawal form is approved by the Clark certified School Counselor and parent/guardian.
7. Students who do not attend class and who do not officially withdraw may receive a failing or unsatisfactory grade.

A grade of "W" will appear on the student's transcript. This does not calculate in the student's GPA and does not count for credit in the course. If the student re-enrolls for the course during a future term, the most recent attempt will be counted in the GPA. Please note that an excessive number of withdrawals may affect future financial aid eligibility and admission decisions at other colleges and universities. Two withdrawals from the same course may result in higher tuition costs for the course in the future.

INFORMATION SYSTEMS AND SUPPORTING TECHNOLOGY

LAPTOPS

In the interest of furthering the educational goals of Clark and its students, Clark will make available for use by the student one (1) laptop computer for use while the student is registered at Clark. The laptop is intended for educational purposes only and will be issued upon the student's and parent/guardian's signed acceptance of the terms of the Laptop Computer Use Agreement, the terms of the school's Computer/Network Resources Acceptable Use Policy and the school's Code of Conduct. The Laptop Computer Use Agreement must be signed and returned before laptops are issued to parents (See Appendix A). Laptop access may be terminated if used inappropriately. **All students at Clark are subject to the network and Internet usage terms of this agreement.**

Use of laptops in the classroom is at the discretion of each instructor. When an instructor permits laptop use, they are only to be used for educational purposes. Using the laptop for non-academic purposes during class time can result in disciplinary action.

BRING YOUR OWN TECHNOLOGY (B.Y.O.T.)

The use of technology, whether owned by the Clark Advanced Learning Center or devices supplied by the Users, entails personal responsibility. Students and parents/guardians participating in "Bring Your Own Technology (B.Y.O.T.) agree to comply with the terms and conditions set by the acceptable use policy.

NETWORK PROTOCOLS

Clark uses IRSC's network services, which provide extensive access to worldwide communication between individuals for dissemination of information and ideas. IRSC/Clark supports and encourages open access to

electronic communication and information, such as communication with instructors, educators, and other students in connection with coursework and other college/Clark school-sponsored activities. Failure to adhere to IRSC/Clark's Network Protocols or the Code of Conduct may cause students to lose school network access.

USER GUIDELINES

IRSC/Clark provides a wide variety of computing and network resources for students, faculty, and staff. Those resources are intended for the legitimate business of the College and Clark and are a privilege, not a right. All students are responsible for their actions and activities involving computers and/or network services, and for their computer files, passwords and accounts.

Appropriate use of information resources includes instruction, research, and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the college. Members of the college community shall use information resources responsibly and considerately.
The following guidelines apply to use of all network connected devices at IRSC and Clark:

Acceptable Uses

1. IRSC and Clark computers including B.Y.O.T. network services are provided for educational purposes consistent with the Clark Advanced Learning Center's educational mission and instructional goals.
2. Students must comply with all Clark Advanced Learning Center policies and Code of Conduct when using Clark computers, B.Y.O.T. devices and network services whether on or off school property. Use of these technological resources, which include the IRSC / Clark network systems, is restricted to approved purposes only.

Prohibited Uses

1. Accessing or Communicating Inappropriate Materials - Students may not access or post abusive, obscene, vulgar, sexually explicit, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
2. Illegal Activities – Students may not use IRSC and Clark computers including B.Y.O.T. network services for any illegal activity.
3. Students may not violate Copyrights or Software Licenses.
4. "Hacking"- Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or network services.
5. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to computers and/or network services, including but not limited to hacking activities and creation/uploading of computer viruses.
6. Unauthorized Applications / Programs - Students using Clark computers may only install officially approved applications on their issued devices.
7. In accordance with Florida HB 379 Students are prohibited from accessing social media platforms through the use of Internet access provided by Clark Advanced Learning Center, except when expressly directed by a teacher solely for educational purposes.

STUDENT ACCOUNTABILITY

Violations of computer and network policy as outlined in this document are considered violations of the Clark Student Code of Conduct and are subject to the actions and procedures described in this code. It is ultimately the responsibility of computer users to obtain secure backup copies of essential files for disaster recovery.

This policy applies to the use of each student's laptop computer as well as to the use of computers and network resources on campus including B.Y.O.T. The rules in the separate Laptop Computer Use Agreement apply whether students are using their laptop at home or on campus. Violations of this acceptable use policy may result in immediate loss of the laptop and network access privileges.

Responsibilities

1. It is the responsibility of the student and parents/guardians to exercise reasonable care of the school issued device and charger at all times.
2. Students are expected to bring the device and charger with them to school every day, ready to use and fully charged.
3. If a student leaves Clark, the student must return the school issued device and charger.

Equipment Issued

In 2024-2025, Clark will issue each student a **new** MacBook Air 13.6-inch with M2 chip ("the laptop") to the student under the terms of this Agreement. The student is also issued a corresponding charger for the laptop. Students are responsible for maintaining the condition of both the laptop and charger.

Clark strongly encourages the purchase of Apple Care Protection for the laptop at a cost of $70.00 (per year). This protection plan significantly reduces potential costs related to repair or replacement due to accidental damage. If the Apple Care Protection is not purchased, the student and parent/guardian will be responsible for all repair costs. In the event of irreparable damage or loss of the laptop, the replacement cost will be up to $999.00.

Each student is issued one charger for their laptop, for which they are solely responsible. Students must not lend their charger to others. If a charger is lost, damaged, or stolen, the student is responsible for the replacement cost, which is $60.00.

PRIVACY AND ACCESS

IRSC/Clark supports everyone's right to private communication and will take reasonable steps to ensure the security of the network. However, messages on IRSC/Clark computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Hence, IRSC/Clark cannot guarantee absolute privacy of electronic communication. IRSC/Clark supports everyone's right to privacy of personal files. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, files may be examined by system personnel to determine if a user is acting in violation of the policies set forth in this document.

IRSC/Clark cannot guarantee that, in all instances, copies of critical data will be retained on college systems. It is ultimately the responsibility of computer users to obtain secure backup copies of essential files for disaster recovery.

IRSC/Clark computing network, software, services and network access are to be used only for legitimate educational purposes; however, parents/guardians are advised that it is impossible for IRSC/Clark to restrict access to all controversial materials available through network/internet access.

At the Clark Advanced Learning Center, we use Google Workspace for Education. Students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. The notice found at: http://www.clarkadvancedlearningcenter.org/p/223/aup-agreement provides answers to common questions about what Google can and can't do with your child's personal information.

RELEASE OF STUDENT INFORMATION

Both the college and the high school are committed to the protection of confidential student information. Procedures related to the review and release of student information conforms to Public Law 93-380, the *Family Rights and Privacy Act of 1974* (FERPA). Directory information may be released without specific notification to, or approval of, the parent/guardian of the student involved. Directory information includes student name, grade level, participation in officially recognized activities/sports, dates of attendance, diploma/degrees and awards received, and the most recent previous educational agency or institution attended by the student.

In addition to directory information, the school routinely releases certain information to the United States Armed Forces and to college/university recruiters upon request. This information may include name, address and telephone number. Parents/guardians have several rights related to the release or withholding of information and of photographs.

- Parents/guardians may request that the school not release any directory information to the public; doing so requires the parent/guardian to submit a signed form to that effect. This form will not prohibit release to the US Armed Forces or college/university recruiters and may result in the student's name being omitted from various announcements and releases of academic honors, graduation and awards.
- Parents/guardians may request that student information not be released to the US Armed Forces and college/university recruiters; doing so requires the parent/guardian to submit a signed form to that effect and is different from requesting that all directory information be withheld from the public.
- As part of the enrollment process at the start of each school year, parents/guardians are also requested to indicate in writing if the student's photograph is not permitted to be released.

Falsification of information on any admission document or other materials submitted to Clark or IRSC may result in denial of admission or immediate dismissal from the school.

SCHOOL ROLES AND RESPONSIBILITIES

Each member of the Clark Advanced Learning Center community is expected to participate seriously and purposefully in the educational process. Students, parents/guardians, and the school staff members must assume responsibility in maintaining a positive learning environment, free from disruption and distraction according to the Clark Student Code of Conduct.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

The Clark Advanced Learning Center resembles society as a whole. Students are treated as individuals responsible for their own actions. Rules are followed for the benefit of all, and each person has a right to expect courtesy, integrity and good citizenship in dealing with others. All students assume the responsibility for compliance and cooperation with Clark policies and rules, just as each student is responsible to the larger community, state, and nation in which we live.

ROLES AND RESPONSIBILITIES OF THE STUDENT

- Know, uphold, and abide by all Clark and IRSC rules, policies, and regulations.
- Be honest with all written assignments using your own ideas and words. Plagiarism refers to academic dishonesty that can be intentional or unintentional.
- Refrain from profane or inflammatory statements. Report promptly and in good faith to the school counselor and/or administration any act of stalking, cyber-stalking, bullying, cyber-bullying, harassment, or cyber-harassment incidents.
- Know, uphold, and abide by all IRSC and Clark instructors' college course syllabi and grading policies.
- Attend all classes daily and on time.
- Provide prompt notification and explanation from parent or guardian for any absence or tardy in accordance with Clark attendance policies.
- Request make-up assignments from instructors in advance or upon return to school.
- Adhere to rules regarding school-sponsored transportation.
- Respect each student's right to learn in all educational environments, including maintaining a quiet atmosphere in all common areas.
- Come to class prepared for learning. This includes, but is not limited to, recording assignments in a planner, asking for clarification from the teacher on any assignments, completing all homework and assignments in a timely manner, and requesting make up work for any excused absences.
- Meet the requirements for every course you are enrolled in.
- Respect other students, school personnel, and guests of the school community, as well as property of the school and others.
- Behave in a safe and responsible manner.
- Respect patriotic observances and others' religious beliefs and cultural differences.
- Actively participate in the school's educational experiences.
- Be clean and wear appropriate attire (functional, non-distractive, and safe clothes).
- Refrain from conducting non-school related money-raising drives among students or staff.
- Do not possess, store or distribute any materials prohibited by law, such as drugs, drug paraphernalia, alcohol, weapons, pornographic material, etc.
- Refrain from bringing pets or animals to school for reasons other than those that support the educational mission of the school according to the Florida Department of Health Guidelines and State

Requirements for Educational Facilities (SREF). Exceptions to this policy include service animals for persons with disabilities.

Students have a right to expect:

- Fair and respectful treatment by school personnel and other students.
- Information defining rules for absences, tardiness, withdrawal, and make-up assignments.
- The Clark Handbook, IRSC College Catalog and other relevant policies and procedures.
- A copy of classroom policies and procedures located on each instructor's syllabus.
- Enforcement of rules without discrimination.
- A safe, drug-free learning environment.
- To meet in accordance with school rules and scheduled use of facilities.
- To participate in school programs and activities in accordance with school policies.
- The ability to express their opinions in a respectful manner and hear all sides of issues.
- Protection and privacy of personal property and possessions as set forth in Florida rule/law.
- Privacy of their school records as set forth in Federal, State, and Local rules.
- Due process in disciplinary issues.

ROLES AND RESPONSIBILITIES OF THE PARENT/GUARDIAN

- Maintain regular communication with the school personnel concerning the student's progress, attendance, and conduct. Make appointments with staff and faculty as needed.
- Ensure the student attends school daily and promptly report and explain any absence or tardiness. Please keep students out of school when they are ill or have a contagious disease.
- Log onto FOCUS to access student's high school grades and attendance.
- Use the Clark Website at www.clarkadvancedlearningcenter.org to access information on college opportunities, scholarships, testing, and curriculum.
- Provide the student with resources needed to complete class work and monitor assigned homework for completion.
- Assist the student in being healthy, clean, well-groomed, and in compliance with the dress code before coming to school.
- Inform the school immediately of anything that may affect a student's ability to learn or attend school regularly.
- Work with school personnel to support the Student Code of Conduct.
- Discuss progress reports and assignments with the student.
- Report immediately any changes to telephone contacts for work, home, and emergency numbers and addresses to Student Services.
- When entering the school building, sign in at the front desk and provide proper identification before proceeding to any other locations in the building.

ROLES AND RESPONSIBILITIES OF THE SCHOOL

- Maintain an atmosphere conducive to learning and good behavior.
- Demonstrate an attitude of respect for students and parents/guardians.
- Plan a flexible curriculum to meet the needs of all students.
- Teachers will assign meaningful, purposeful and relevant work that reinforces classroom learning, give clear and understandable instructions, provide feedback on assignment(s) in a timely fashion and

set a clear homework policy, including any conditions regarding acceptance of late work in the course syllabus.

- Maintain open lines of communication among students, parents/guardians, and school personnel.
- Maintain a safe, drug-free learning environment.
- Model positive behaviors expected from students.
- Support students in the attainment of their educational goals.
- The Executive Director, or his or her designee, will notify a student's parent or guardian if the student is removed from school, school transportation or school-sponsored activity for an involuntary examination under the Baker Act.

STUDENT CODE OF CONDUCT

Students shall be committed to the common good of the school and shall comply with Local, State, and Federal laws, as well as school policies and regulations during the time the student is under the control and jurisdiction of the Clark Advanced Learning Center and IRSC. The student is deemed to be under the jurisdiction of the school when in route to and from school on school-sponsored transportation, attending school, present at any school-sponsored activity and/or present at any school or Indian River State College facility.

Any act or behavior by a student that interferes with or otherwise disrupts the orderly conduct, process, functions, and/or interests of the school is prohibited and subject to disciplinary action. Unless otherwise mandated by State or Federal statute, the school reserves the right to determine the appropriate disciplinary action as warranted by individual circumstances.

RESTORATIVE PRACTICES

Restorative practices in schools are based on principles focused on promoting positive behavior and school culture. The first step is to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward through a positive discussion. They provide specific pathways to repair harm by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer schools, and contribute to social and emotional learning. http://www.iirp.edu/pdf/Defining-Restorative.pdf

PROGRESSIVE DISCIPLINE

The goal of progressive discipline is to promote positive school climates and opportunities for students to develop relationships, resulting in better decisions and choices.

Progressive disciplinary actions will be administered based on policies and procedures clearly communicated to staff, students, parents, and guardians via the Clark and IRSC Code of Student Conduct. When deciding upon levels of interventions and consequences, administrators will consider developmental factors, student exceptionalities, and cultural sensitivities. Other considerations include:

- Previous conduct.
- Probability of a recurring violation.
- Intent and severity of the offense.
- Patterns of established behavior.

Criminal and violent threats/offenses could result in increased interventions and consequences. Accountability measures are intended to keep students safe and engaged in the educational process.

THREAT ASSESSMENT TEAM (s. 1006.07(7), F.S.)

Students are prohibited from making a verbal, written, or symbolic threat of violence, directly or indirectly, against anyone. Any threat of violence must be reported immediately to a teacher or school administrator. All threats of violence will be reported to the threat assessment team. School site threat assessment teams include persons with expertise in counseling, instruction, school administration, and law enforcement. A

student found to have made a threat of violence that adversely impacts the school environment is subject to appropriate disciplinary consequences, up to and including: suspension, expulsion, arrest, and prosecution. In addition, law enforcement may be requested to conduct a home visit to assess the risk associated with the threat. In addition to threats of violence, if a student's presence at the school poses a present and continuing danger to persons or property or a disruption of the teaching environment, whether in a classroom or elsewhere on the school premises, then the IRSC Chief of Security or designee may remove the student, either temporarily or permanently, from the school premises or from extra-curricular activities.

BEHAVIORAL EXPECTATIONS

Students are expected to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with regard for the rights and welfare of other students and school staff, educational purpose underlying all school activities, and care of school facilities and equipment.

Bullying and Harassment Reporting

Conduct that constitutes bullying and harassment, is prohibited. Clark encourages students to report bullying and harassment acts to school officials verbally or in writing. Report anonymously by mailing an unsigned letter to Clark administration:

Principal/Executive Director
2400 SE Salerno Road
Stuart, Florida 34997

Or report through the anonymous Student online suggestion box on the homepage of the Clark website.

Indian River State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities.

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free environment. Discrimination and harassment of any nature based on one's race, color, national origin, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information is strictly prohibited.

Title IX Rights

Title IX addresses sexual harassment, sexual violence, or any gender-based discrimination that may deny a person access to educational benefits and opportunities.

Under Title IX, schools must ensure that all students and employees have equal access to education and educational facilities, regardless of gender, sexual orientation, or gender identity. Sexual harassment and sexual violence are forms of gender discrimination that are prohibited by Title IX, including when the incident(s) occur off-campus or involve people who are not students.

When a student or employee has experienced a hostile environment such sexual assault or severe, pervasive, and objectively offensive sexual harassment, schools must stop the discrimination, prevent its recurrence, and address its effects. This includes retaliation from other students, school administrators, or faculty.

Schools must proactively prevent and respond to claims of sexual harassment, sexual violence, and other forms of gender-based violence, retaliation, discrimination, and must have an impartial and prompt process for investigating and adjudicating reported cases.

Clark and Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC-sponsored events.

The following person has been designated to handle inquiries regarding non-discrimination and Title IX complaints:

Adriene B. Jefferson
Equity Officer/Title IX Coordinator
Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981-5596
ajeffers@irsc.edu
772- 462-7156

Additional Information, Complaint Forms, and Title IX Compliance Documents are located at https://www.irsc.edu/about/equity-and-diversity.html

REQUIRED NOTICE

Nothing in this Code of Discipline shall infringe upon due process rights guaranteed to individuals by the United States Constitution or State or Federal law.

DISCIPLINE GUIDELINES AND CONSEQUENCES

This Code links specific disciplinary actions to specific prohibited behaviors. In determining consequences to use for unacceptable behaviors, it is not necessary to use each one or even use them in the order listed. Typically, suspension shall occur only after other corrective measures have been used without success, unless the situation is of a serious nature and warrants immediate suspension. Please note: Under certain circumstances, specific disciplinary actions are mandated by law.

Corporal punishment may not be used under any circumstances. Reasonable force by school personnel may be used to protect the student from harm and/or injury to self, school personnel and others. Reasonable force shall be defined as “appropriate professional conduct including physical force as necessary to maintain a safe and orderly learning environment.” (Section 1006.11, Florida Statutes).

The following consequences for misbehavior are equally applicable for all Clark students:

1. Verbal reprimand/warning
2. Time out.
3. Teacher/student conference including record review.
4. Disciplinary action initiated by teacher as specified in the instructor syllabus.
5. Detention* and/or special work assignment.
6. Completion of online educational modules or assignments.

7. Referral to school counselor/administration/other mental health professional.
8. School/parent or guardian contact.
9. School/parent guardian conference.
10. Behavior plan/contract.
11. Confiscation of item (with or without return to parent).
12. Schedule change (if possible and appropriate).
13. Restorative meeting or action
14. Immediate parent/guardian notification.
15. Mediation.
16. Administrative/School Counselor referral to the attendance/truancy officer.
17. Suspension from bus; student must attend school and parent must provide transportation.
18. Internal suspension from classes and all school activities in accordance with Clark procedures.
19. Administrative referral to student services and/or outside agencies for evaluation which may result in placement in special programs such as: alcohol/substance abuse, anger management, smoking cessation, truancy intervention, loss of state driving permit or alternative school assignment.
20. Withdrawal of privileges which may include, but not be limited to, computer access, participation in extracurricular activities, bus riding privileges, and/or parking privileges, etc.
21. External suspension from classes and all school activities in accordance with Clark procedures.
22. Referral to IRSC Dean School of Education and/or IRSC Security.
23. Restitution and/or compensation by parent(s)/guardians(s) for damage done by student in accordance with Florida Statutes.
24. Students and parent(s)/guardian(s) may be held liable for medical expenses.
25. For IRSC-related matters, referral to IRSC's Vice President of Student Affairs.
26. Referral to appropriate law enforcement agency.
27. Dismissal from Clark in accordance with Clark Disciplinary Actions and Procedures.
28. Recommended expulsion.
29. Other school-based consequences as deemed appropriate by administration.

* When using detention as a disciplinary measure or to complete work, the teacher and the administration will consider the distance between the student's home and school and whether transportation is an issue. If it is necessary to detain a student after school, parents/guardians shall be notified at least one (1) day prior to the detention, unless special arrangements have been made by the parent or guardian.

NOTE: Some offenses may result in criminal prosecution. For Purposes of this Code, possession is defined as "In or on your person or property or in a place over which you have control, or in which you have hidden or concealed the object."

Academic dishonesty online: Florida Law (1002.321) makes it a crime for any person who knowingly and willfully takes an online course or examination on behalf of another person for compensation. This is a misdemeanor punishable by jail and fines.	Ref# 1-15, 19-23, 26-30.
Ammunition Possession: Possession of any projectiles together with their fuses, propelling charges, and primers that are fired from guns.	Ref# 1-15, 18-30.
Assault on Employee and/or Student (non-SESIR): An intentional threat on an employee and/or student by word or act to do violence to another person, or doing some act that creates a well-founded fear in another person that such violence is imminent without subjecting them to physical attack.	Ref# 1-16, 18-30.
Buying/Selling Unauthorized Items: Buying and selling of items and/or materials that have not been previously approved by the principal and/or designee.	Ref# 1-15, 18, 21, 23-26, 30.
Cheating/Plagiarism: Willful or deliberate unauthorized use of the work of another person or the use of artificial intelligence for academic purposes, or inappropriate use of notes or other material (including on-line/electronic resources) in the completion of an academic assignment or test. The penalty for plagiarism, broadly construed as submitting as your own, the work of others, in whole or in part, without appropriate credit to the true author, is a failing grade for the assignment and/or course. Subsequent violations will result in additional disciplinary sanctions, up to, and including suspension and/or dismissal from Clark. Students who assist others in the act of cheating by providing information or assistance may also face disciplinary action.	Ref# 1-15, 19-23, 26, 28, 30.
Defiance/Insubordination: Refusal or failure to comply with a direction or an order from a staff member. Failure to comply with state law, school board policy, local school rule, behavior contracts, or classroom rules. Repeated behavior which ignores correction.	Ref# 1-15, 18-23, 26, 28, 30.
Dishonesty: Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member.	Ref# 1-16, 19-23, 26, 28, 30.
Disruption: Conduct or behavior which interferes with or disrupts the teaching and learning process, the orderly process of the school environment, a school function, or extracurricular or co-curricular activities. (Includes, but is not limited to, loud talk, sustained out of seat behavior, etc.)	Ref# 1-15, 18-23, 26, 28, 30.
Disrespect: Conduct or behavior which demeans, shames, irritates, humiliates, or embarrasses a person or group of persons.	Ref# 1-16, 18-23, 26, 28, 30.
Disrespect for Others' Property: Minor infractions involving property.	Ref# 1-15, 18-24, 26, 28, 30.
Dress Code Violation: Non-conformity to school dress code.	Ref# 1-15, 18-23, 26, 28, 30.
Elopement: Intentional leaving or running away from assigned area and/or staff supervision and not returning.	Ref# 1-15, 19-23, 26, 28, 30.

Extortion: Willful or malicious threats of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.	Ref# 1-16, 18-24, 26, 28, 30.
Failure to Report: A student who fails to adhere to/report for a consequence for an infraction.	Ref# 1-15
False and/or Misleading Accusations: The making of false accusations that jeopardizes the professional reputation of a member of the school staff.	Ref# 1-16, 18-30.
False and/or Misleading Information(including but not limited to forgery): Making of a false or misleading communication, whether orally, in writing, or by other medium, to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member, but without intending or causing any person to be deprived of property or possessions. (e.g., forging parent's name). Intentionally providing non-valid or misleading information or the withholding of valid information to a school system staff member. **Note: Some offenses may result in criminal prosecution**.	Ref# 1-16, 18-30.
Fighting (non-SESIR): Two or more individuals participating in physical conflict with both parties engaged. Applies when there is no injury AND engaged party stops on verbal command.	Ref# 1-16, 18-30.
ID Violation Failure to carry your current school issued ID on your person when on campus(defacing/altering ID prohibited).	Ref# 1-16, 18-30.
Illegal Organizations: Establishing, joining or participating in the initiation to any group that is not approved by school administration (including a "criminal street gang" as defined by section 874.03 FS) on school system property, at a school function or extracurricular activity.	Ref# 1-16, 18-30.
Inappropriate behavior: Any inappropriate behavior not elsewhere defined in the Code of Student conduct (to include horseplay).	Ref# 1-16, 18-30.
Inappropriate Location: Presence of the student in an unapproved location and/or during an unapproved time.	Ref# 1-15, 19-23, 26-30.
Inappropriate Touching /Public Display of Affection (PDA): Engaging in clearly inappropriate contact not suitable in a school setting.	Ref# 1-15, 18-23, 26, 30.
Inciting, Leading or Participating in a Student Disorder: The willful act of inciting, leading or participating in any disruption or disturbance which interferes with the educational process, or which can result in damage or destruction to public or private property, or cause personal injury to participants and others.	Ref# 1-17, 19-30.
Indecent Exposure: To be naked or otherwise exhibit or exposure of sexual organs, buttocks or breasts.	Ref# 1-17, 19-30.
Leaving Class or Designated Area Without Permission: Leaving a classroom or educational experience without staff permission, but remaining on the campus.	Ref# 1-15, 19-23, 26, 28, 30.

Leaving School Without School and Parent Approval: Leaving campus without school and parent approval.	Ref# 1-15, 17, 19-23, 26, 28, 30.
Malicious Harassment/Hate Crimes: Intentionally intimidating or harassing another person.	Ref# 1-17, 19-30.
Misconduct on School Bus or Other School Approved Transportation: Conduct or behavior which interferes with the orderly, safe and expeditious transportation of students or other authorized riders.	Ref# 1-16, 18-30.
Non-Prescription (OTC) Drug Possession/Use/Distribution: Possession/Use/Distribution of any medication, other than prescription medication. If being used for chemical intoxication (See p. 36). Examples might include cold medications, pain medication, dietary supplements, etc.	Ref# 1-15, 18-23, 26-30.
Off-Campus Felony: Any charging affidavit listing a felony crime for a student will be reviewed to determine if the student's presence may have an adverse effect on the school environment. (Florida Statute 1006.09) This includes written threats of violence as per Florida Statute 836.10.	
Other Serious Misconduct: Any serious conduct which is not described in any other incident code and which did or had the potential to disrupt school operations or pose a threat to the health, safety and property of the student or others. This may include, but is not limited to, significantly obstructing staff members from performing their duties.	Ref# 1-16, 18-30.
Physical Contact: A non-mutual physical contact, but without injury or a minor injury to the victim.	Ref# 1-16, 18-30.
Pantsing: Pulling down someone's pants/shorts/trousers, revealing underwear/undergarments or body part	Ref# 1-16, 18-30.
Pornographic Materials: Possession of pornographic materials.	Ref# 1-16, 18-30.
Possession of a Stolen Item: Possession of an item stolen by someone else.	Ref# 1-16, 18-30.
Possession of Contraband Material: Possession, use and/or distribution of materials or items which are forbidden at school, school-sponsored events, or on school transportation includes but are not limited to matches, lighters, ammunition, fireworks, e-cigarettes, vape products, other forms of tobacco/nicotine, and lasers. Contraband shall be confiscated and may not be returned to student, including cigarettes or other forms of tobacco/nicotine. Possession of a common pocketknife or other item that is not designed or constructed for use as an offensive weapon may be considered under this heading even if: 1) there has been no threatening or intimidating display of the item; (2) the item does not constitute a "concealed weapon" as defined in Section 790.001(3), Florida Statutes; (3) the item is not a gun or firearm of any type, and (4) no criminal charge is filed against the student as a result of the incident being reported to and investigated by law enforcement, as required by this Code.	Ref# 1-16, 18-30.

Profane, Obscene, Abusive Language/Materials: The use of either oral or written language, including racial slurs, gang-related/cult-related gestures or signs, objects or pictures which are disrespectful or socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular/co-curricular activity.	Ref# 1-16, 18-30.
Profanity to Clark/IRSC Employees: Any use of profanity and/or obscene gesture directed at any Clark/IRSC staff member.	Ref# 1-16, 18-30.
Skipping: Unauthorized absences from class and/or school.	Ref# 1-15, 17, 19-22, 28, 30.
Tardiness: Late arrival to school or class.	Ref# 1-15, 17, 21, 30.
Technology Infraction: Unauthorized use of wireless communication device (to include cell phones, smart watches, etc.) or technology (i.e. games, unauthorized websites). (HB379 / PO5136). Misuse of a computer/technology, to include cell phone, with malicious intent. Examples may include "system hacking" or making unauthorized changes to operating systems, breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying software, taking/sending malicious texts, videos, recordings, or photos (including on social media), etc.	Ref# 1-15, 19-30.
Theft (Up to $749): Stealing of an item or possession of an item stolen by someone else.	Ref# 1-16, 18-30.
Threats: The verbal or physical threat to do harm or violence to another student or the property of another person.	Ref# 1-16, 18-30.
Unsafe Act: Endangering the safety of oneself or others.	Ref# 1-16, 18-30.
Unauthorized Assembly, Publications, etc.: Unauthorized demonstrations and/or petitions by students, or possession and/or distribution of un-authorized publications which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	Ref# 1-15, 18-24, 26-30.
Vandalism (Up to $1000): Malicious destruction of property with a repair or replacement value of up to $1000.00.	Ref# 1-15, 18-24, 26-30.
Vehicle/Parking Violation: Any misconduct or repeated misconduct that involves misuse of a vehicle. May lead to law enforcement penalties. Examples might include (but are not limited to) speeding on campus or unauthorized parking.	Ref# 1-15, 19-30.
Victimization: To harass, bother, intimidate or communicate with a student or the siblings of a student who has been previously identified as a victim of the student.	Ref# 1-16, 18-30.

The following infractions must be coded into data using SESIR (School Environmental Safety Incident Reporting (http://www.fldoe.org/schools/safe-healthy-schools/safe-schools/) codes for data collection by the Florida Department of Education. The definitions of these events are provided directly by the FLDOE.

Alcohol Offenses (ALC): (FS562.111): Possession, sale, purchase, distribution, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Alcohol incidents cannot be Drug-related.	Ref# 6-11, 14-15, 18-30.
Aggravated Battery (BAT) (FS 784.081): A battery where the attacker intentionally or knowingly causes more serious injury as defined in Rule 6A-1.0017(8)(g), such as: great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.	Ref# 6-11, 14-15, 18-30.
Arson (ARS) (FS 806.01): To Intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported to SESIR.	Ref# 6-11, 14-15, 18-30.
Bullying (BUL) (FS1006.147): (FS1006.147; SB Policy 5517.01 & 7540): Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying includes instances of cyberbullying, as defined in Section 1006.147(3)(b), F.S. Bullying may include, but is not limited to, repetitive instances of teasing, social exclusion, threats, intimidation, stalking, physical violence, theft, harassment, public or private humiliation, or destruction of property. If the physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.	Ref# 6-11, 14-16, 18-30.
Burglary (BRK) (FS 810.02): Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.	Ref# 6-11, 14-15, 18-30.
Disruption on Campus-Major (DOC) (FS790.162 and 790.163): Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm. (Do not use this code for students defying authority, disobeying or showing disrespect to others, using inappropriate language or gestures, or classroom disruption.)	Ref# 6-11, 14-15, 18-30.

Drug Sale or Distribution (DRD) (excluding alcohol) (FS 577.111 and 893.147): The manufacture, cultivation, purchase, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. (This offense includes the recipient.)	Ref# 6-11, 14-15, 18-30.
Drug Use/Possession (DRU) (excluding alcohol) (FS 499.03): (illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication (including OTC substances). Use means the person is caught in the act of using, admits using or is discovered to have used in the course of an investigation.	Ref# 6-11, 14-15, 18-30.
Fighting (FIT) When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.	Ref# 6-11, 14-16, 18-30.
Grand Theft ($750 threshold) (Level III): The unauthorized taking of the property of another person or organization, including motor vehicles, valued at $750 or more, without threat, violence, or bodily harm. Incidents that fall below the $750 threshold are not reportable to SESIR, but instead should be reported as locally defined incidents according to district policies. Thefts of property of any value that involve a use of force, violence, assault, or putting the victim in fear must be reported as Robbery.	Ref# 6-11, 14-16, 18-30.
Harassment (HAR) (FS 1006.147): Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property: has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose. Instances of Harassment that are chronic or repeated in nature should be evaluated for Bullying or Bullying-related.	Ref# 6-11, 14-15, 18-30.
Hazing (HAZ) (FS 1006.135): Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.	Ref# 6-11, 14-15, 18-30.

Other Major Incidents (OMC) Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. This includes any drug or weapon found unattended and not linked to any individual; such incidents must be coded with the appropriate Related element (such as Drug-related or Weapon-related) and incident involvement must be reported as unknown.	Ref# 6-11, 14-15, 18-30.
Robbery (ROB) (FS 812.13(1)): The taking or attempted taking of money or other property from the person or custody of another with the intent to permanently or temporarily deprive the person or owner of the money or other property under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. A key difference in Grand Theft and Robbery is that Robbery involves violence, a threat of violence or assault, and putting the victim in fear.	Ref# 6-11, 14-15, 18-30.
Sexual Harassment (SXH) (Title IX of The Education Amendments of 1972): Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct can include verbal or nonverbal actions, including graphic and written statements, and may include statements made through computers, cellphones, and other devices connected to the Internet. The conduct can be carried out by school employees, other students, and non-employee third parties.	Ref# 6-11, 14-15, 18-30.
Sexual Offenses (Other) (SXO) (FS 800): Other sexual contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner. (Law enforcement must be notified to investigate.)	Ref# 6-11, 14-15, 18-30.
Threat/Intimidation (TRE) (FS 836.05): An incident where there was no physical contact between the offender and victim, but the victim reasonably believed that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.	Ref# 6-11, 14-15, 18-30.
Tobacco (TBC) (FS386.212): The possession, sale, purchase, distribution, or use of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. Tobacco incidents cannot be Drug-related. The definition of tobacco products includes cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, clove cigarettes, blunts, hookah and any other matter or substances that contain tobacco and the possession of papers used to roll cigarettes. Electronic cigarette (e-cigarette) means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation which stimulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, juul, hookah pens, or under any other product name or descriptor.	Ref# 6-11, 14-15, 18-30.

Trespassing (TRS) (FS 810.08): To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry. . Only incidents involving a student currently under suspension or expulsion, or incidents where any offender (student or non-student) was previously issued an official trespass warning by school officials, or where any offender was arrested for trespass are required to be reported in SESIR. Trespass incidents that did not have a prior official warning, did not result in arrest, or did not involve students under suspension or expulsion should be reported as locally defined incidents according to district policies.	Ref# 6-11, 14-15, 18-30.

Zero Tolerance

In accordance with the requirements of F.S. 1006.13 and State Board of Education Rule 6A-l .0404, Clark has adopted a policy of zero tolerance with regard to school violence, including possession or use of weapons and other crime(s) as part of a comprehensive approach to reducing school violence and crime.

Florida law requires that students found to have committed one of the following offenses:

- bringing a firearm or weapon, as defined in F.S. Chapter 790, to school, to any school function, or onto any school-sponsored transportation, or possessing a firearm at school; or
- making a threat or false report, as defined by F.S. 790.162 and 790.163, involving school or school personnel's property, school transportation, or a school-sponsored activity;

shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and shall be referred to mental health services identified by the school and to the criminal justice or juvenile justice system.

In accordance with that policy, recommendations for expulsion is mandatory for the following offenses committed at any time this code applies:

- Possession of firearms or other weapons,
- Placing, discharging, or throwing an explosive item or noxious substance or making threats to do so,
- Arson,
- Felony assault (including, but not limited to, homicide, sexual battery, armed robbery, aggravated battery, battery or aggravated battery on teacher or other school personnel, kidnapping), and
- Threats of unsafe and potentially harmful, dangerous, violent, or criminal activities

The Executive Director or their designee shall notify local law enforcement when any of the offenses listed above are committed on school property, on school-sponsored transportation or at school sponsored activities.

Armed Robbery (ROB): (FS 812.13(2a, b)) Using force to take something from another. The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear. If in the course of committing the robbery the offender carried a firearm or other weapon.	Ref# 6-11, 14-15, 18-30.

Arson (ARS) (FS 806.031): Intentionally setting fire on school property when bodily injury is involved. To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, when there is bodily injury. Note: Arson is a "Violent Incident if it Results in Bodily Injury" and must be reported in the related element "Injury-Related". All fires are reported to authorities so they can be investigated for intent. Report only intentionally set fires to SESIR.	Ref# 6-11, 14-15, 18-30.
Battery or aggravated battery on a teacher or other school personnel (BAT) (FS 784.081).	Ref# 6-11, 14-15, 18-30.
False report concerning planting a bomb, an explosive, or a weapon of mass destruction, or concerning the use of firearms in a violent manner (FS 790.163). It is unlawful for any person to make a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, other deadly explosive, or weapon of mass destruction as defined in FS 790.166, or concerning the use of firearms in a violent manner against a person or persons. A person who violates this subsection commits a felony of the second degree (FS 790.162 and 790.163).	Ref# 6-10, 14-15, 18-30.
Homicide (HOM) (FS 782.04 and 782.07): Murder, manslaughter. The unjustified killing of one human being by another.	Ref# 6-10, 14-15, 18-30.
Kidnapping (KID) (FS 776.08): Abduction of an individual. Forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against his or her will and without lawful authority.	Ref# 6-10, 14-15, 18-30.
Sexual Assault (SXA) (FS 776.08): An incident that includes fondling, indecent liberties, child molestation, or threatened rape. Both males and females can be victims of sexual assault.	Ref# 6-10, 14-15, 18-30.
Sexual Battery (SXB) (FS 794.011): Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.	Ref# 6-11, 14-15, 18-30.

Threat to throw, project, place, or discharge any destructive device, felony; penalty. — It is unlawful for any person to threaten to throw, project, place, or discharge any destructive device with intent to do bodily harm to any person or with intent to do damage to any property of any person, and any person convicted thereof commits a felony of the second degree (FS 790.162).	Ref# 6-11, 14-15, 18-30.
Weapons Possession (WPO) 790.001 (6) and (13)Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm. (Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement FS 1006.07(2); however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)	Ref# 6-11, 14-15, 18-30.

CONDUCT ON SCHOOL-SPONSORED TRANSPORTATION

To ensure safe and efficient transportation, students participating in school-sponsored transportation must abide by the Clark Code of Conduct, IRSC regulations, and the Martin County School District Student Conduct and Discipline Code, which include the following rules:

- To be at the bus stop with time to spare
- To comply with all rules of student conduct at the bus stop
- To board bus single file, courteously
- To keep the aisle and doorway clear of all obstacles; no hazardous or unauthorized items are permitted; band instruments must be kept in assigned areas
- To refrain from eating or drinking while riding the bus
- To observe classroom conduct, quiet talking allowed
- To cross highway in front of the bus (Cross highways after thoroughly checking 10 feet in front of the bus. On a four-lane highway that has a median strip, only traffic behind the bus is required to stop. Students should cross the median with extreme care)
- To report all hazardous conditions to the bus driver or administration
- To not use cellular telephones, pagers and other wireless communication devices while on school district owned or contracted vehicles

DISCIPLINARY ACTIONS AND PROCEDURES

Student Due Process Rights

In all disciplinary situations, a student has the right to:

a) Be advised of the charges against him/her
b) Be provided an opportunity to give an explanation in his/her own defense
c) Be advised of the possible disciplinary action(s) to be implemented

A major consideration in matters of misconduct and discipline is that the action taken by school personnel should be consistent with the disciplinary problem involved. The extent of the student's due process and appeal rights are a function of the type of discipline to be imposed. Suspension and dismissal are considered formal disciplinary actions and will be logged into the school records and the student's disciplinary file. All other disciplinary actions are considered informal and may be logged into the school records at the discretion of the Principal/Executive Director or their designee. Disciplinary actions taken under this Code of Conduct

are not subject to IRSC grievance procedures unless specifically stated otherwise. All disciplinary action and procedures will conform to Florida law.

Informal Disciplinary Action

Disciplinary action not resulting in the suspension or dismissal of the student is considered informal disciplinary action. Informal discipline which results in a student schedule adjustment, probation, service project(s), referral to support services or counseling, referral to appropriate outside agencies, conferences with parents/guardians, teachers and students, or other similar actions may be implemented at the discretion of the administration, and all such decisions are final.

Informal discipline which results in financial restitution or in loss or restriction of privileges (e.g., suspension of campus driving privileges, loss of participation in Clark or IRSC activities, etc.) may be appealed to the IRSC designee from the appropriate department within two school days of the date of the disciplinary action. The appeal must be made in writing and must set forth the complaint and a desired resolution. The appropriate IRSC employee will review the matter with the parties involved and render a decision within three school days following receipt of the appeal.

Formal Disciplinary Action

Temporary Removal from Class

If a teacher determines a student's behavior to be so unruly, disruptive, or abusive that it seriously interferes with the instructional process, the instructor may temporarily dismiss the student from the classroom by directing him/her to Clark Administrative Office or other location designated by the Principal/Executive Director. After consultation with the administration, the student may return to the next class meeting. In accordance with F.S. 1003.32, if the teacher deems that the student's conduct poses physical danger to himself/herself or others and so indicates in the referral to the administration or if the teacher refuses to readmit the student, the student shall not be permitted to return to the classroom until and unless the Clark Placement Review Committee so directs. The instructor and Placement Review Committee shall render decisions within five days of the student's removal from the classroom.

In-School Suspension

Upon recommendation of the Principal/Executive Director, a student found to have violated the Clark Code of Conduct may be assigned an in-school suspension for a period of time not to exceed three school days.

An in-school suspension is defined as the temporary reassignment of a student from normal school activities (including classes, tutorial sessions, extra-curricular activities, and/or all other school-sponsored activities) to an alternate supervised location on campus. Per the Principal/Executive Director's recommendation, the suspension may be served in full day blocks or in segments over a longer period of time. Whether or not the student serving an in-school suspension will be allowed to make-up or submit class assignments/tests missed during the suspension period will be determined by the appropriate instructor in consultation with the Principal/Executive Director.

Prior to implementing an in-school suspension, the following procedures shall be observed:

1. The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident.

3. If, based on this informal hearing, the Principal/Executive Director or designee believes the student is guilty of the misconduct charged and that in-school suspension is the appropriate action, the Principal/Executive Director or designee will notify the student in writing of the terms of the in-school suspension.

An in-school suspension may be appealed to IRSC Administration within two school days of the date of the action. The appeal must be made in writing and must set forth the complaint and a desired resolution. The IRSC Administration member will review the matter with the parties involved and render a decision within three school days following receipt of the appeal.

Suspension (Out-of-School Suspension)

Suspension of a student is defined as the temporary removal of a student from the regular school program for a specified period of time. The Clark Principal/Executive Director or designee may suspend a student from school for a period deemed appropriate to the circumstances. Prior to suspension, the Principal/Executive Director or designee shall consider an in-school suspension or an informal disciplinary action unless the offense represents a serious breach of conduct.

Prior to implementing the suspension, the following procedures shall be observed:

1. The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident.
3. If, on the basis of this informal hearing, the Principal/Executive Director or designee believes the student is guilty of the misconduct charged and that suspension is the appropriate action, the Principal/Executive Director or designee may initiate a suspension for a period of time in accordance with the Code of Conduct.
4. When a determination has been made to impose suspension, the school shall provide written notification to the student and the student's parent or guardian within twenty-four (24) hours by first class mail or hand delivery. The notification shall include:
    a) The nature of the offense
    b) The date of the offense
    c) The beginning date of the suspension
    d) The date on which the student many return to school
    e) Any conditions surrounding the suspension, such as possible reduction of the suspension following a conference and assurance from the student of a change in attitude and/or behavior.

If the Principal/Executive Director or designee determines through the state-approved Threat Assessment Team process that the student's presence poses a danger to persons or property, the student may be asked to remain off campus pending the Team's decision.

The determination by the Principal/ Executive Director to suspend a student is final.

Dismissal

Dismissal is defined as the removal of the student's ability to attend the Clark Advanced Learning Center. The Martin County School District will be notified when a student is dismissed from Clark for disciplinary

reasons, along with the grounds for the dismissal, to determine eligibility for the student to enroll in another Martin County public school.

Prior to implementing the dismissal, the following procedures shall be observed:

1. The student shall be given timely oral or written notice of the charges against him/her, including the basis of the charges.
2. The student shall be given an explanation of the evidence against him/her and an opportunity to present his/her side of the incident, including a list of other individuals who may have witnessed the incident.
3. The Principal/Executive Director and appropriate school staff shall review the incident and interview the student and other participants or witnesses, assess the severity of the misconduct and the efficacy of dismissal, then submit a written report summarizing the findings and recommending disciplinary action to IRSC Administration.
4. IRSC Administration shall review the findings and, if in agreement with the recommendation, authorize the Principal/Executive Director to issue a written notice dismissing the student from Clark.
5. When a determination has been made to authorize dismissal, the school shall provide written notification to the student and the student's parent or guardian within twenty-four (24) hours by first class mail or hand delivery. The notification shall include:
    a. The date and nature of the offense
    b. The beginning date of the dismissal
    c. Any conditions surrounding the dismissal

STUDENT DETENTION, SEARCH, AND SEIZURE

Students are subject to a search of their person, possessions, and/or vehicle if school personnel have reasonable suspicion that they are in possession of illegal materials or other forms of contraband. The use of electronic surveillance equipment may be employed. Clark administrative staff may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law or of school policy. If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed a firearm, weapon, or stolen or illegal materials or other forms of contraband on his/her person or within his/her automobile or other storage space, Clark and IRSC personnel will implement IRSC Security Procedures.

RELATED CONSIDERATIONS

a. For purposes of this Code of Conduct, school policies include all policies, procedures, regulations and guidelines of the Clark Advanced Learning Center and Indian River State College as approved by the governing board and/or appropriate administrative entity.
b. For purposes of this Code of Conduct, the term "school" encompasses both Clark and IRSC. Students must adhere to Code of Conduct expectations identified in both Clark and IRSC policy manuals.
c. If there is any conflict between this document and State or Federal law, the State or Federal law will prevail.
d. Disciplinary actions are subject to the due process procedures set forth in this Code of Conduct. IRSC grievance procedures are not applicable to Clark unless specifically stated otherwise.

e. Copies of this document will be distributed to all students and parents/guardians upon initial enrollment in Clark and annually thereafter. Additions or changes will be prominently displayed in the Clark Office and/or distributed to parents/guardians and students as appropriate.
f. Certain instances of misconduct and disciplinary action may require the involvement of law enforcement agencies.
g. Disciplinary actions and procedures for Exceptional Student Education (ESE) students will parallel those detailed in the preceding sections except where additional or different processes are required by State or Federal law. Specifically, all disciplinary actions and procedures for ESE students, including appropriate participation by the Individual Education Plan Team, shall comply with Chapter 6A-6 of Florida State Board of Education Rules, The Florida School Code, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Act (IDEA).
h. In accordance with Florida Statute, violent or disruptive students may be assigned to an alternative education program, in which case the Executive Director will coordinate with Martin County School District regarding the eligibility of the student for such assignment.
i. In accordance with Florida Statute, Clark will honor orders of expulsion issued by another School Board.

STUDENT SAFETY AND SECURITY POLICIES

It is the intent of the Clark Advanced Learning Center to provide an environment that is safe, drug free, and conducive to learning. Clark follows the IRSC Emergency Procedures, as well as the MCSD Crisis Plan, to include state mandated reporting and emergency drills. In addition, the following Safety and Security policies and procedures have been established:

Accidents

In case of accidents or other incidents involving serious injury or illness, emergency services will be contacted immediately and the parent/guardian will be notified as soon as possible. In non-emergency cases, parents/guardians will be contacted to determine an appropriate course of action.

Emergency Procedures

In a severe weather alert or other emergency requiring the school and/or college mid-day closing between 8:00 a.m. and 3:30 p.m., the following procedures will apply:

1. Students who are in the Clark building at the time of the emergency will remain in this facility unless directed by a college/school official to do otherwise.
2. The Principal/Executive Director or designee will use the daily attendance records to account for each student in the Clark building at the time of the emergency.
3. Students who drive to school will be allowed to call parents/guardians to verify permission with Student Services to leave campus. If unable to reach a parent/guardian directly, students who drive their own vehicles will be allowed to leave campus after signing out if the nature of the emergency does not place students in immediate danger.
4. Students who do not drive to school will remain at Clark or other designated place of safety until parents/guardians are contacted and transportation is arranged.
5. The Principal/Executive Director/designee will use the emergency contact phone process (OneCall) to notify parents/guardians to pick up students or to make other arrangements for their child. **Note: To ensure smooth communication in emergencies, parents/guardians**

should notify the Clark office of any change in home, work, and/or emergency contact telephone numbers as soon as possible.

6. Clark staff will remain on duty until arrangements are made for all students or until dismissed by the Principal/Executive Director.

The Clark staff will disseminate the most current information on closure, as well as other related instructions for students through the following outlets as available: OneCall, student and parent e-mail, television and radio broadcasts, IRSC website www.IRSC.edu, WQCS 88.9 FM, and the Clark website www.ClarkALC.net

Tropical Storm/Hurricane Closure Guidelines

In case of a weather-related emergency, Clark and IRSC will closely coordinate actions, based on information available from local, regional, state, and national emergency management resources. Clark will observe the following guidelines regarding closure during such circumstances:

- Clark will close when warranted by "Hurricane Warning" status by the National Hurricane Center as confirmed by the Local Emergency Management Centers.
- Clark will remain closed as needed throughout the hurricane/tropical storm event.
- If Clark or college suffers damage, the closure period will be extended daily as required to make necessary repairs and will re-open as soon as possible. If an extended period of time is necessary for repairs, arrangements will be made for alternate instructional sites.
- When Clark is closed, all school-related events are cancelled.
- Clark will work with IRSC to coordinate closure information and status reports with the local radio and television stations.
- In the event of a mid-day closure, every attempt will be made to adjust bus transportation schedules accordingly. Parents/guardians should be prepared to assist in transporting their child in emergency situations. No students will be allowed to remain at Clark or IRSC during a period of closure.
- Any days missed due to closing for severe weather may be required to be made up according to the approved calendar Emergency Make Up dates (see page 5 for specific dates).

LAPTOP COMPUTER USE AGREEMENT / ACCEPTABLE USE POLICY

All students regardless of internet / intranet connectivity methods are subject to the network and internet usage terms of this agreement. The use of technology whether owned by the Clark Advanced Learning Center or devices supplied by students entails personal responsibility and are to be used for educational purposes only. Students and parents/guardians agree to comply with the terms and conditions set by this acceptable use policy.

Parties

This Agreement is made between the Clark Advanced Learning Center ("Clark") and the following parties:

- Student and Parent/Guardian

Term of Agreement

This Agreement is effective upon the signing date when the equipment is received, as evidenced by the signed receipt form by both the student and parent/guardian. This Agreement terminates on the first day of the 2025-2026 school year, unless terminated earlier or extended by a written amendment.

Equipment Issued

In 2024-2025, Clark will issue a new MacBook Air 13.6-inch with M2 chip ("the laptop") to the student under the terms of this Agreement. The student is also issued a corresponding charger for the laptop. Students are responsible for maintaining the condition of both the laptop and charger.

Care of Equipment

The student will exercise all due and reasonable care in handling and use of said equipment and agrees to return the equipment in good condition if the student is no longer registered at Clark. The student and parent/guardian will be responsible for damages when:

a) The student's negligent use or misuse causes damage to the laptop.
b) The damage to the laptop is intentional, accidental, or cosmetic.
c) The damage, depreciation, or wear and tear is outside the terms of this Agreement.
d) The laptop and/or peripheral equipment is lost or stolen.
e) Students and parents/guardians agree to pay for any reasonable cost of repair or replacement of the equipment caused by the user's lack of care, negligence (resulting in damage or theft) or misuse.

Clark strongly encourages the purchase of Apple Care Protection for the laptop at a cost of $70.00 (per year). This protection plan significantly reduces potential costs related to repair or replacement due to accidental damage. If the Apple Care Protection is not purchased, the student and parent/guardian will be responsible for all repair costs. In the event of irreparable damage or loss of the laptop, the replacement cost will be up to $999.00.

Each student is issued one charger for their laptop, for which they are solely responsible. Students must not lend their charger to others. If a charger is lost, damaged, or stolen, the student is responsible for the replacement cost, which is $60.00.

Loss Limit

Unless otherwise specified in this agreement, the maximum loss incurred by the student for a lost, stolen, or damaged laptop is $999.00.

Lost or Stolen Laptop
The student is responsible for safeguarding his or her assigned laptop. If the laptop is lost or stolen, a report must be filed with the Clark Principal/Executive Director or designee within 48 hours of the time the laptop is lost or stolen, so that appropriate law enforcement authorities can be notified. If the loss cannot be recovered, the student and parents/guardians are liable to the school for the value of the missing laptop up to $999.00. Clark reserves the right not to re-issue a laptop to a student whose assigned laptop is lost, stolen, or damaged beyond normal wear and tear.

Program Acceptance
Students agree to accept responsibility to ensure that all data is saved to the school issued Google Drive or OneDrive.

Rules of Use
Use of computer and network resources is a privilege, not a right. Treat this privilege with care. Furthermore, the Acceptable Use Policy ensures compliance with the Children's Internet Protection Act (CIPA). Because of the need to protect Clark's network and computing resources, administration reserves the right to access and/or examine any information stored on any network device. Students can expect privately owned equipment accessing the school's network and Clark laptops to be periodically inspected and monitored for appropriate usage. Clark reserves the right to inspect any and all files stored on school-owned hardware and / or any personal media brought on Clark premises by Clark students. Web browsing may be monitored, and web activity records may be retained indefinitely.

The student shall abide by the Clark's Acceptable Use Policies as outlined in the Student Code of Conduct. Unacceptable uses include, but are not limited to, the following:

a) Using profanity, obscenity or other language that may be offensive or abusive to another person.
b) Copying personal communications to others without the original author's permission.
c) Copying software or other copyright protected material in violation of copyright law.
d) Harassing another individual.
e) Use of any computer or program in a manner other than that which was intended.
f) Unauthorized installation of software including downloads (i.e.untrasurf, proxybypass, torrent installation, games, etc.) or modification of the laptop.
g) Using network access to alter or destroy information belonging to others.
h) Spreading computer viruses deliberately or by importing files from unknown sources.
i) Using the network to attempt to disrupt Clark/IRSC/MCSD business or educational activities.
j) Engaging in any network and/ or Internet activity that violates any local, state or federal law.
k) Computer "hacking" activities are expressly prohibited. Individuals must not attempt to undermine the security or the integrity of computing systems or networks and must not attempt to gain unauthorized access.
l) Users may not use any computer program or device to intercept or decode passwords or similar access control information.
m) All network users must comply with CIPA regulations.
n) Any attempt to circumvent internet filtering.
o) "Cyberbullying" – conduct that threatens, insults, or dehumanizes students or employee.
p) Effecting security breaches or disruptions of network communication.
q) Unsolicited email messages to staff and students including bulk email addressing.
r) Student agrees not to alter or adjust the laptop by the addition or deletion of any hardware.
s) Student agrees to not leave the laptop unattended and unsecured at any time.

Students and parents/guardians participating in bring your own technology (BYOT):

- Take full responsibility for his or her laptop/personal devices. The school is not responsible for the security of the laptop/personal devices.
- Realize that printing from personal laptops/devices will not be possible at school.
- Acknowledge that the school's network filters will be applied to all devices connected to the internet and the student will not attempt to bypass them.
- Understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Realize that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- Clark and IRSC have the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- All device's media access control address must be registered with the technology coordinator in order to access network services.

Inappropriate use as outlined above will result in an informal or formal disciplinary action, depending on the severity of the infraction. Disciplinary measures may include, but are not limited to, loss of laptop and/or system access privileges.

License Agreements
Clark is the sole owner of the software included with the laptop. Any copying, modification, merging, or distribution of the software by the student, including the written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this agreement and the student may be subject to disciplinary action.

Proprietary Information
The Use of software that violates the rights of any person or company protected by copyright, trade, patent or other intellectual property is prohibited. The installation or distribution of software products that are not appropriately licensed for use by Clark is not permitted. Unauthorized copying of copyrighted material including, but not limited to digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the end user does not have an active license is strictly prohibited.

Email
The Clark Advanced Learning Center provides students with email accounts for the purpose of school related communication. Availability and use is restricted based on school policies. Notice is hereby given that email usage may be monitored and archived.

Collaborative Content
Recognizing the benefits collaboration brings to education, the Clark Advanced Learning Center provides students with access to web sites or tools that allow communication, collaboration, sharing, and messaging

among users. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored.

Netiquette
Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and cannot be removed. Posting is permanent! Students agree to follow the core rules of netiquette:

1. Adhere to the same standard of behavior online that you follow in person
2. Make yourself look good online
3. Respect others

Termination of Agreement
Termination of this agreement shall occur automatically under any or all of the following circumstances:

a) When the student is not registered in Clark
b) Breach of the terms of this agreement or other Clark policies
c) Upon notice of termination to the student from Clark, with or without cause
d) At the conclusion of the school year

Upon such termination, the student shall return the laptop and all associated equipment and software to the Clark Office within 48 hours from the student's last class period.

Notice of School Rights
The Student has no ownership, interest in, and no right to title in the laptop. Clark is the equitable owner of the laptop and as such will enforce its rights vigorously through all means civil and criminal. Clark reserves the right to reclaim possession of the laptop at any time without requirement to state cause. Students who are in material breach of the agreement and/or who deny any of Clark's ownership rights to the laptop may be subject to disciplinary action, including referral for possible civil action or prosecution for theft under Florida's Statutes. Notice of these civil and criminal remedies will be sent to any student in violation of the agreement prior to action being taken, but the failure to give such notice shall not impair or limit Clark's rights.

Indemnification
Student and parent/guardian agree to reimburse and hold Clark harmless from and against any and all liabilities, costs, collection costs, and damages (including attorney fees), which arise out of or relate in any way to the use of, misuse of, or failure to return the laptop equipment or software by the student or others.

Modifications, Upgrades & Repairs
The Student shall not modify, upgrade, or attempt repairs to the laptop or its installed software without the express written permission of Clark. Any modifications, upgrades, or repairs made shall become the property of Clark. Any damage to the laptop, or other requirement for modification, upgrading, or repair shall be promptly brought to the attention of Clark. The student and parent/guardian is responsible for the cost of any modifications, upgrades or repairs to the laptop or its installed software where it is required as a result of the student's misuse, negligence or intentional conduct, or other acts or omissions in violation of the agreement. Any required software will be installed by authorized Clark personnel.

CLARK GUEST APPROVAL FORM
(full form available when registration for the event opens)

_____ _____
Event Name Event Date

- All guests must present a school or state-issued photo ID to enter. Attach a copy to this form.
- All guests must agree to obey all Clark and IRSC rules. Any student who violates Clark/IRSC rules may face disciplinary action.
- Students MUST accompany their guest to the event. Guests are not allowed to remain at the function without their approved Clark student.
- Any non-student who has been suspended or expelled from any school in the past or attends an alternative school for disciplinary action may not be eligible to attend a Clark function.
- Students must enter the event no later than 2 hours before the end of the event.
- Students or guests who leave during the event will not be readmitted.
- No reimbursement or refund will be given when a student/guest is asked to leave the event for not following Clark or IRSC rules.
- Middle School students are not permitted to attend Clark dances.
- The established dress code will be enforced.

Clark Student and Parent will complete this section:
As a Clark student, I understand that ALL Clark/IRSC rules apply at school functions. I accept responsibility to inform my guest of these rules and to ensure full compliance by my guest. My guest must always have a photo ID in his/her possession.

_____ _____ _____
Signature of Clark student Printed name of Clark student Date

As the parent of the above-named Clark student, I find his/her guest to be a responsible person, and I approve of him/her as a guest for this social event. I understand that my child may invite only one guest and that the guest may not be younger than 14 or older than 20 years of age.

_____ _____ _____
Signature of Clark parent Home or Cell Phone Number Date

Guest Student and Parent will complete this section:
As a guest, I am willing to follow the policies and procedures of Clark/IRSC. Attached is a copy of my photo ID with birthdate. I agree to abide by all Clark/IRSC rules. I understand that failure to do so could result in my removal from the event.

_____ _____ _____
Name of Guest Home or Cell Phone Number Date of Birth

_____ _____ _____
Signature of Guest Signature of Guest Parent Date

☐ **Copy of guest ID attached**
School Administrator at Guest's school will complete this section: