

Clark Advanced Learning Center

Handbook & Code of Conduct 2026-27

Clark Advanced Learning Center

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Our Mission: To 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, and in 2024, the inaugural 9th-grade class began. 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 engage students in academically challenging courses in preparation for lifelong learning and career success.

Clark's vision is to create and implement 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 workforce. 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 relevant to academic learning.
- Develop a systematic assessment and evaluation system to measure and track the accomplishments of identified outcomes.
- Disseminate project results and lessons learned through regional, state, and national conferences and workshops.

Clark helps students prepare for future challenges in a small-school environment with access to all the advantages and resources of a college campus. Clark maximizes dual enrollment opportunities, enabling students to earn college credits at no cost and potentially earn 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 that use cutting-edge technology to develop 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 via several communication channels.

Employee Contact Information

Administration

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School Calendar

NOTE: 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 on the IRSC school year, with modifications to comply with Florida Statutes regarding high school curriculum and attendance requirements.

2026-2027 CLARK ADVANCED LEARNING CENTER CALENDAR (Student) Rev.2/25/26

August 10- Students' 1st day of school.
August 19- IRSC Fall classes begin.

AUGUST 2026						
S	M	T	W	Th	F	S
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
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21	22	23	24	25	26	27
28						

February 15- Presidents Day (Clark and IRSC closed)
February 16- Parent Teacher Conferences 3:00-7:00 pm
February 22- Clark and IRSC classes in session. No bus.

September 7- Labor Day Holiday (Clark and IRSC closed).
September 16- Early Release at 12:30. IRSC classes in session.
September 16- Parent Teacher Conferences 3:00-7:00 pm
September 21- No Clark classes- Teacher work day IRSC classes in session.

SEPTEMBER 2026						
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27	28	29	30			

MARCH 2027						
S	M	T	W	Th	F	S
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28	29	30	31			

March 19- End of Quarter 3.
March 22-26 Clark and IRSC Closed for Spring Break.
March 29-Clark and IRSC classes in session. No bus.

October 9- End of Quarter 1/1st 9 weeks.
October 14- Early Release at 12:30. IRSC classes in session.

OCTOBER 2026						
S	M	T	W	Th	F	S
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APRIL 2027						
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April 21- Early Release at 12:30. IRSC classes in session.

November 11- Veterans Day Holiday (Clark and IRSC closed).
November 23-27 Clark and IRSC closed for Fall Break.

NOVEMBER 2026						
S	M	T	W	Th	F	S
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29	30					

MAY 2027						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 3- Last Day of IRSC classes.
May 4*- No Clark or IRSC classes. Teacher work day.
May 18-Final Clark classes for Seniors.
May 19- Mandatory Check Out Day for Seniors.
May 21- Mandatory Rehearsal 4:00 pm for Seniors.
May 22- Class of 2027 Commencement.
May 25- Last Day of Quarter 4/Semester 2 for grades 9-11.
May 26 & May 27- Emergency Make Up Days

December 9- Last day of IRSC classes
December 18- End of Quarter 2/Semester 1. IRSC closed.
December 21- January 1 Clark and IRSC closed for Winter Break.

DECEMBER 2026						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 4-No Clark/IRSC classes- Teacher work day
January 5- Clark classes resume/ 1st Day of Quarter 3/Semester 2
January 11- IRSC Spring classes begin
January 18- Clark and IRSC closed for Martin Luther King, Jr. Day

JANUARY 2027						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 2027						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Blue shading = Students attend; Pink shading- No Clark classes/IRSC classes do meet *Emergency Make Up Days

Other Important Dates

EARLY RELEASE DATES

Students are released at 12:30 p.m. Bus transportation is provided at 12:30 p.m. only.

IRSC classes will meet according to the college schedule

OTHER CALENDAR DATES

IRSC classes will meet according to the college schedule.

NO bus transportation is provided as indicated below.

NO MORNING OR AFTERNOON bus transportation. Clark students must arrange their own transportation to and from school on days when Clark is in session, and the Martin County School District is not.

State of Florida Assessments FSA Retake/FAST ELA Progress Monitoring Assessments

- Retake - FSA English Language Arts Grade 10 and EOC September 2026
- FAST English Language Arts – Writing April 2027
- FAST English Language Arts – Reading Progress Monitoring
 - PM1: August 2026
 - PM2: December 2026/January 2027
 - PM3: May 2027

State of Florida End of Course (EOC) U.S. History, Biology, Algebra 1, Geometry, FL Civics Literacy

- First Semester Courses or Retakes: December 2026
- End of Year May 2027
- FCLE November-December 2026; April -May 2027

Other Assessments

- PSAT October 2026
- ACT (Grade 11) March 2027

Assessment schedules are subject to change. All current testing schedules are available at www.clarkadvancedlearningcenter.org

School Hours

The Clark school day is from 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). Indian River State College classes meet as scheduled.

Clark student schedules are individualized, and the Clark calendar differs from the Martin County School District calendar 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 the 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.

Block Schedule:

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 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 school staff members must assume responsibility for maintaining a positive learning environment, free from disruption and distraction, in accordance with the Clark Student Code of Conduct.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

The Clark Advanced Learning Center resembles society. 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 from 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 the parent or guardian for any absence or tardiness 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 the teacher for clarification 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 the 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 people 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 is 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 the 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 reports and explains any absence or tardiness. Please keep students out of school when they are ill or have a contagious disease.
- Log onto FOCUS to access students' 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 assignments 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 are expected from students.
- Support students in the attainment of their educational goals.
- The Principal/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.

Communication and Campus Structure

As a small school, we encourage direct communication with parents/guardians to regularly discuss their students' academic progress or general welfare. 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.

1. Clark Teacher
2. Assistant Principal (or school counselor if it is an academic concern)
3. Principal*

* 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 their designee has 7 calendar days to resolve the concern. If that complaint cannot be resolved by the charter school, the charter school must fully cooperate with its local school district's resolution procedures and comply with the district's decision on the complaint. If a parental complaint involving certain types of disputes is not resolved at the local level by a charter school principal within 7 days, or subsequently by 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.

IN-SCHOOL COMMUNICATIONS AND SOLICITATIONS

The 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 producing 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 may disrupt or interfere with the orderly operation of the school, cause harm or embarrassment to individuals, the school, or the community, or be 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 campaign guidelines.

E-MAIL COMMUNICATION

All Clark students are assigned to an IRSC RiverMail and Clark email account upon enrollment. These accounts serve as the primary means 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 when they apply 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>

PARENT CONTACT INFORMATION

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

RELEASE OF STUDENT INFORMATION

Both the college and high school are committed to protecting student information in a confidential manner. Procedures for the review and release of student information comply with Public Law 93-380, the Family Educational *Rights and Privacy Act of 1974* (FERPA). Directory information may be released without specific notification to or approval of the student's parent/guardian. 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 regarding the release or withholding of information and 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 INFORMATION

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

STUDENT ID CARDS

Students are issued a Clark ID Card upon enrollment. **The student ID card should always be available and carried.** 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 to deactivate the door access. Students will incur a \$10 charge to replace a lost card.

CAMPUS VISITORS

For our students' and employees' safety and security, ALL parents and visitors must 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 can enter through the west or patio doors using their ID cards.

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 for all conversations and noise.

- Headphones/earbuds 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 during classes.
- All cards and games, including video games, must be school-appropriate. Games played in common areas must not distract others.
- During testing, common area use is limited. Students may be asked to remain in a designated area and/or room to provide a quiet environment for student testing.

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

OPEN COLLEGE CAMPUS

Clark students must act responsibly to support and enhance the educational process. Clark has a tradition of student excellence, and the degree of responsibility students exhibit reflects the educational atmosphere.

Campus is defined as the Chastain campus, which comprises 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 are located at the Chastain and/or other campuses.

Students are subject to the Clark Student Code of Conduct and 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 safely and on time when required by class schedule. All Clark students are required to have on file the “Student Enrollment Form (MCSD 76)” and the “Clark Parent and Student Acknowledgments” forms.

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

THE COLLEGE ENVIRONMENT

Dual Enrollment students simultaneously earn high school credit toward a high school diploma along with college credit toward an Associate's 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 various backgrounds.

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

- Academic policies by 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 easy for dual enrollment students because they are still in high school. The State of Florida and the College's accreditation agency require all students to meet the same requirements. Dual Enrollment requires students to be self-motivated. College is a very different environment from high school. Students must:
 - Be on time, stay the entire class, and attend all sessions. College instructors have attendance policies, and missing class may negatively impact a student's grade (regardless of the absence or tardiness).
 - Read the course syllabus and follow the instructions. This document contains information about what is expected in the class. Keep a copy in a binder or 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; if they do, it may carry a penalty (e.g., 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 course credit. 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.

How to Succeed in All Classes

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

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 an attendance of 90% or more, and maintain satisfactory conduct. Discipline referral(s) or excessive detentions within the previous 45-day period will require students to secure administrative approval to attend the event.

Clark's after-school activities, including dances, trivia/game nights, and other social events, are open to Clark students' guests. 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 the Clark administration at least 48 hours before 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 the sponsor specifically approves an exception (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 also encouraged to participate in community-sponsored activities.

ADVISORY/VOLUNTEER COMMITTEES

At our Partnering Around Student Success (PASS) meetings, we look forward to Clark's 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 and guardians to volunteer and assist with school activities and events.

COMMUNITY SERVICE HOURS

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

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 submit the appropriate medical forms to 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)

Academic Information

PROGRESS REPORTS

High School Classes: To help parents/guardians monitor their child's progress and attendance, High School Progress Reports are 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 difficulty 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 can access their college courses through the 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)

- 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.

Spring Semester (January – May)

- 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 log in directly to the school district's site to view 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 established the information requirements for creating a parent account, and additional verification may be required 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 parents' names and email addresses, as well as the last 4 digits of the student's SSN, the student's school ID number, and the student's birthday as defined in our student information system. These numbers are available by calling Clark Student Services at (772) 419-5754.

TEXTBOOKS

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

Students must adhere to the posted textbook distribution windows to ensure the required course materials are available at the start of each term.

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 students' 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 given to 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 about whether to place a student in college courses will be based on the student's academic history (GPA and previous grades) and teacher input. First-time dual enrollment students cannot participate in more than four (4) college classes during their first semester. Students will not be allowed to earn more credits than those required for an AA/AS degree through Dual Enrollment. Any exceptions require the approval of Clark and IRSC administration.

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 the IRSC advisor. Repeated course attempts may be at the student's own expense. Students who do not maintain satisfactory academic progress may be prohibited from taking future dual enrollment courses. In some cases, a Student Academic Agreement may be required before continuing 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 to create and customize a Guided Pathway/Academic Plan based on their academic and career goals. Students must also meet with their IRSC advisor annually to ensure they are making appropriate progress towards an Associate's degree. Clark's certified school counselor can provide guidance on the 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 degree requirements are met.

WITHDRAWING FROM A HIGH SCHOOL CLASS OR COLLEGE 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 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 have 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. Students have 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 the 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 is not calculated 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.

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 the 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 parents' and students' responsibility to keep the meal account balances positive.

Meal Payment: We encourage parents to periodically check their student's account to make certain their child is current. Parents can make online payments at myschoolbucks.com. Money entered previously through K12PaymentCenter will be transferred to the 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 lunch from home or money for meals. **Students participating in these programs must apply 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 a proper ID will be served any items from the cafeteria.

Career Café

To ensure 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.

A REMINDER: ONLY WATER IN A SPILLPROOF BOTTLE/CUP IS ALLOWED IN CLASSROOMS. NO OTHER DRINK OR ANY FOOD IS ALLOWED IN CLASSROOMS.

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 at 12:30 p.m. on early release dates. The Clark calendar differs from MCSD. The 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 a 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 tag must always be properly displayed from the vehicle's rearview mirror while parked on campus. Student parking is on a first-come, first-served basis. The only reserved space for individual students is 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 the 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 always of paramount concern. 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 the 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 the Student and Parent sections.

Information Systems and 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.**

The use of laptops in the classroom is at each instructor's discretion. When an instructor permits laptop use, it is to be used only 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 the 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 result in students losing 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 College's and Clark's legitimate business and are a privilege, not a right. All students are responsible for their actions and activities involving computers and/or network services, as well as 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 the 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, including 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 laptops 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 always exercise reasonable care of the school-issued device and charger.
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 withdraws from Clark, the student must return the school-issued device and charger.
4. Students are expected to follow all directions given by their teachers about the use of technology in the classroom, including the use of Apple Classroom for monitoring.

Artificial Intelligence Use in The Classroom

- Students may use AI tools for academic purposes only when **explicitly permitted by their instructor(s)**.
- The use of AI must be properly disclosed and cited in accordance with course-specific or institutional guidelines
- If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their instructor(s).
- Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined

For the full policy see [IRSC Artificial Intelligence Policy 8822](#)

Equipment Issued

Clark issues each student with a MacBook Air 13.6-inch with M2 chip ("the laptop") 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 the 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 network security. However, messages on IRSC/Clark computing resources may be accessible to others through normal system administration activities and to the public under public records laws. Hence, IRSC/Clark cannot guarantee absolute privacy of electronic communication. IRSC/Clark supports everyone's right to the privacy of personal files. However, in the normal course of system administration, the administrator may need to examine user files to gather information for diagnosing and correcting problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, system personnel may examine files to determine whether a user is 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.

PHOTOGRAPHING AND 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 arising out of or in connection with the photographing/videotaping. Audio, video, and live streaming of school functions (including classes, lectures, or other activities) by people 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 Acknowledgments form each year.

CELL PHONES AND 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 the school day is strictly regulated. These devices may distract 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; all cell phones must be turned off and in the designated holder (Florida HB 379 to amend 1003.321 (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 devices with them when leaving the classroom to go to the bathroom.
- Students needing access to a phone for emergencies or other safety reasons may use the Clark phone located in the Main 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/earbuds. 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, AirPods, and/or similar devices should not be worn or used in classes without teacher permission.

School Attendance

MINIMUM REQUIRED ATTENDANCE OF A STUDENT

A student is required to attend ninety percent (90%) of the 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. The Clark administration reserves the right to exercise judgment regarding the Attendance Procedures based on individual student needs and situations.

Students who miss any class period during the school day will not be permitted to participate in extracurricular activities, practices, or events on that same day, unless for an approved appointment. Attendance in all scheduled classes is required to remain eligible to participate.

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 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 in each course syllabus.

TARDINESS

Tardiness is defined as an arrival to class after the designated start time.

Students arriving late to a Clark class must report to the front desk for a late pass. According to the same guidelines as absences, tardiness will be identified as excused/unexcused in FOCUS. 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 call, send a written note to Student Services, or send an email to student_attendance@clarkalc.net within two school days explaining the reason for the absence and the specific dates and/or times. Even with a parent/guardian note, an absence may not be excused unless it falls into the categories below. 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 emergencies (a doctor's statement will be required if greater than three days or if the absence total is more than nine days in a semester).
- An accident resulting in a 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 (requires notification a week in advance)
- A subpoena by a law enforcement agency for deposition or court appearance (requires notification a week in advance)
- Participation in academic or vocational activities that have been pre-approved by the Clark administration (requires notification at least two weeks in advance) *
- Other significant circumstances as determined by the Clark administration in accordance with State laws. (requires a minimum of 2 weeks in advance) *

***ADVANCED NOTICE FOR EXCUSED ABSENCE**

Requests for excused absences from high-school courses must be submitted in writing at least two weeks in advance for the Principal/Executive Director's approval. Failure to obtain prior approval may result in unexcused absence(s). Submitting this request does not guarantee an excused absence.

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.

UNEXCUSED ABSENCES

Students must attend each scheduled class unless they have a documented reason. 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 to student_attendance@clarkalc.net
- A doctor's 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 specify that students who attain the age of 14 and accumulate 15 unexcused absences within a 90-calendar-day period are ineligible to receive or maintain driving privileges. The school is required to report such students to the State for reporting 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. The parent/guardian must email student_attendance@clarkalc.net in advance.
 - a. If the student feels ill at school, they must report to Student Services (Rm 218) to be seen by staff, even if the parent has been called by the student.

2. The student reports to Room 218 to receive an early dismissal pass.
3. Student Services confirms with the parent/guardian permission to leave early. Upon the early dismissal time, the student and parent must sign out in the logbook located at the front desk. Before a student can be released to anyone, authorization must be verified through Student Services.
 - a. If the student drives and has parental permission to drive home (as reported to school staff by the parent/guardian), the student must still sign out at the front desk, swiping their ID and presenting the early dismissal pass

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 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 must not make appointments with IRSC/Clark Advisors/Counselors, tutors, the testing center, etc., during class time. These are NOT considered excused absences.

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 the 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 the Clark teachers' syllabi in arranging 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 ON THE BASIS OF ATTENDANCE

The Florida Department of Education policy prohibits examination exemptions based on attendance. Only students with an A who complete at least 95% of the coursework, 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.

Dress Code

The school dress code is related to students' health, safety, and welfare. Students are expected to dress in clean, neat attire that is appropriate for the educational setting. The 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*, unless otherwise stated due to the nature of the event. 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.
- Upper garments: Tank tops/"muscle" shirts (if shoulder straps are less than two inches wide), tube tops, crop tops, halter tops, sports bras worn as shirts, pajamas, beachwear, off-shoulder tops, barebacked clothing, midriff exposing clothing, see-through clothing, and bathing suits.
 - Even if worn under overalls, jackets, or sweaters
- Lower garments: pajamas, "short-shorts"*, sheer bottoms of any kind, and mini-skirts*.
 - *All lower garments must reach the fingertips of the wearer when arms are straight by their side.
- Bare feet, only socks, 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 to head-covering requirements should be discussed with the administration.
- Clothes or accessories with metal studs, ornaments, chains, or other objects that 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."*

Code of Student 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, while 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 that promote positive behavior and school culture. The first step is to build classroom communities supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward through positive discussion. They provide specific pathways to repair harm by bringing together those affected by misbehavior in a dialogue to address concerns, achieve understanding, and reach agreement on how to set things right. In addition to advancing fairness and justice, restorative approaches make schools safer and support 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, leading to better decision-making and choices.

Progressive disciplinary actions will be administered in accordance with policies and procedures clearly communicated to staff, students, parents, and guardians through 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 experts in counseling, instruction, school administration, and law enforcement. A student who makes a threat of violence that adversely affects 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 in ways appropriate to their levels of development, maturity, and demonstrated capabilities, regarding the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the 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 the 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 as 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, and discrimination, and must have an impartial and prompt process for investigating and adjudicating reported cases.

Clark and Indian River State College prohibit the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students, 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
ajeffer@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. When determining consequences for unacceptable behaviors, it is not necessary to use each one, or even to use them in the order listed. Typically, suspension shall occur only after other corrective measures have been used without success, unless the situation is serious 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 themselves, 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).

Corrective interventions are designed to promote student learning and modify off-task behavior. When deciding upon levels of interventions, teachers and administrators will consider developmental factors, student exceptionalities, and environmental sensitivities. Other considerations include patterns of established behavior and the intent and severity of the offense. School teams will adhere to policies and procedures communicated in the state Statutes.

LEVEL	Consequences
1	Teacher Intervention(s) and Principal/Designee when applicable (e.g., school counselors)
	Disciplinary Action (possible)
2	Administrative Intervention(s)
	Disciplinary Action
3	Administrative Intervention(s)
	Disciplinary Action
	Law Enforcement Notification
4	Administrative Intervention(s)
	Disciplinary Action
	Law Enforcement Notification

LEVEL 1

Level 1 **minor** infractions are acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation and include repeated acts of misconduct and acts directed against people or property that do not seriously endanger the health or safety of others.

INFRACTIONS

1. **Disrespect:** Engaging in actions that are not deemed respectful, such as eye rolling, sucking teeth, looking away, mumbling under one's breath, etc.
2. **Disrespect for Others' Property:** Minor infractions involving property.
3. **Dress Code:** Failure to adhere to Dress Code Policy 5511 and/or the approved school-based dress code.
4. **ID Violation:** Failure to visibly wear a current school-issued ID on the front upper torso. Defacing or altering an ID is prohibited.
5. **Inappropriate Location:** Presence of a student in an unapproved location and/or during an unapproved time.
6. **Inappropriate Touching/Public Display of Affection (PDA):** Engaging in clearly inappropriate contact not suitable in a school setting.
7. **Leaving Class or Designated Area Without Permission:** Leaving a classroom or educational experience without staff permission while remaining on campus.
8. **Skippping Class:** Unauthorized absence from an assigned class.
9. **Tardy:** Reporting late to class or a school function.

CORRECTIVE INTERVENTIONS & CONSEQUENCES

- Bus Suspension
- Confiscation of the item (with or without return to the parent). If the item is illegal or being held by law enforcement as evidence, the item may not be released to the parent)
- Conflict Resolution/ with or without a spoken or written apology
- Detention (before or after school or during lunch)
- Dress code consequences - see page 25
- Extended Friday or Saturday detention (if available)
- Paired with a mentor
- Parent/guardian contact
- Parent/guardian conference
- Preferential seating/proximity control
- Referral to School Counselor and/or other mental health professionals.
- Referral to MTSS team: multiple referrals will result in a referral to the MTSS (Multi-Tiered System of Support) Team for a review of student success to make recommendations for interventions and supports, with parental approval
- Re-teach rules and behavior expectations
- Return of property, payment for the same (parent responsibility if a minor), or restitution for damages
- Schedule change (if possible and appropriate).
- Time out
- Verbal reprimand/warning
- 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.

LEVEL 2

Level 2 infractions are major acts of misconduct. They include repeated misconduct acts from Level 1, serious disruptions of school order, unethical acts, and threats to the health, safety, and property of others. A student who commits a Level 2 infraction may also face criminal proceedings.

INFRACTIONS

- 1 **Ammunition Possession:** Possession of any projectiles together with their fuses, propelling charges, and primers that are fired from guns.
- 2 **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.
- 3 **Buying/Selling Unauthorized Items:** Buying and selling items and/or materials that have not been previously approved by the principal and/or designee. (SB Policy 5830)
- 4 **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 in the completion of an academic assignment or test. Artificial Intelligence (AI) can be defined as systems that produce work using generative pre-trained transformer (GPT) technology or similar large language models that mimic a person's decision-making capability. Students who assist others in cheating by providing information or assistance may also face disciplinary action. In addition to corrective measures, the assignment, quiz, or test may be scored as a zero (0).
- 5 **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 rules, behavior contracts, or classroom rules. Repeated behavior that ignores correction, such as, but not limited to, refusal to depart a restroom or changing facility designated for the opposite sex. (SB Policy 7421)
- 6 **Disruption:** Conduct or behavior that 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. This includes, but is not limited to, loud talking, sustained out-of-seat behavior, and other behaviors.
- 7 **Elopement:** Intentionally leaving or running away from an assigned area and/or staff supervision and not returning.
- 8 **Failure to Report:** Failure to report to an office or area as designated by staff.
- 9 **False Accusation Against Staff:** Making any claim that is unfounded and may jeopardize a person's professional reputation.
- 10 **False/Misleading Information or Dishonesty (Including, but Not Limited to, Forgery):** Making a false or misleading communication, whether orally, in writing, or by another medium, to a school staff member with the intent to deceive the staff member, or under circumstances reasonably calculated to deceive the staff member, but without intending or causing any person to be deprived of property or possessions. Examples may include forging a parent's name. This also includes intentionally providing invalid or misleading information, or withholding valid information, to a school system staff member.
- 11 **Fighting (non-SESIR):** Two or more individuals participating in physical conflict with both parties engaged. Applies when there is no injury, *and* the engaged parties stop on verbal command.

- 12 **Illegal/Secret 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, Florida Statutes) on school system property, at a school function, or extracurricular activity.
- 13 **Inciting Others:** The willful act of inciting, leading, or participating in any disruption or disturbance that interferes with the educational process, or which can result in damage or destruction to public or private property, which may include fighting or cause personal injury to participants and others.
- 14 **Indecent Exposure:** To be naked or otherwise exhibit or expose sexual organs, buttocks, or breasts.
- 15 **Inappropriate Behavior (Other):** Any inappropriate behavior not elsewhere defined in the Code of Student Conduct (to include horseplay).
- 16 **Leaving School Without School and Parent/Guardian Approval:** Leaving campus without school and parent/guardian approval.
- 17 **Malicious Acts/Disrespect:** Any intentional or malicious act(s) with no provocation by a student or a group of students directed against another person or group of persons with the intent to ridicule, humiliate, intimidate, shame, embarrass, and/or demean.
- 18 **Inappropriate Physical Contact/Scuffling:** A non-serious or inappropriate physical contact, such as pushing. Non-mutual physical contact, but without injury or with only a minor injury to the victim.
- 19 **Non-Prescription (OTC) Drug Possession/Use/Distribution:** Possession, use, or distribution of any medication other than prescription medication. If being used for chemical intoxication, see Level 3 DRU. Examples might include cold medications, dietary supplements, etc. Per HB 1537, a student 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.
- 20 **Pantsing:** Pulling down someone's pants, shorts, or trousers, revealing underwear, undergarments, or body parts.
- 21 **Possession of a Stolen Item:** Possession of an item stolen by someone else.
- 22 **Possession of Contraband Materials:** Possession, use, and/or distribution of materials or items that are forbidden at school, school-sponsored events, or on school transportation. This includes, but is not limited to, matches, lighters, ammunition, fireworks, and lasers. Contraband shall be confiscated and may not be returned to students. 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: There has been no threatening or intimidating display of the item; The item does not constitute a “concealed weapon” as defined in Section 790.001(3), Florida Statutes; The item is not a gun or firearm of any type; and 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.
- 23 **Profane, Obscene, Abusive Language or Materials:** The use of oral or written language, the drawing of pictures, or the use of photographs, videos, or recordings that include weapons, racial slurs, gang-related or cult-related gestures, signs, objects, or images which are disrespectful or socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular/curricular activity.
- 24 **Profanity to School District Employees:** Any use of profanity and/or obscene gestures directed at any Martin County School District staff member.
- 25 **Theft (Up to \$749):** Stealing an item or possession of an item stolen by someone else.

- 26 **Threat to Harm (Non-Criminal):** Making a verbal or written statement or violent gesture that does not meet criminal criteria. The threat is vague and indirect; the information it contains is implausible or unlikely to be carried out.
- 27 **Threat to Property of Staff:** Threatening to harm the property of a staff member. Examples might include written or verbal threats made directly to the staff member or shared with other students or staff. This could include threats to “key” a staff member’s car or to break into a home.
- 28 **Unsafe Act:** Endangering the safety of oneself or others.
- 29 **Vandalism (Up to \$1000):** Malicious destruction of property with a repair or replacement value of up to \$1,000.00.
- 30 **Vehicle/Parking Violation:** Any misconduct or repeated misconduct involving misuse of a vehicle. May lead to law enforcement penalties. Examples might include, but are not limited to, speeding on campus or unauthorized parking

CORRECTIVE INTERVENTIONS & CONSEQUENCES

- *Any corrective action or consequence from Level 1 in addition to the below
- Alternative Placement
- Class change
- Functional Behavior Assessment (FBA) and Behavior Intervention Plan, if needed, based on FBA
- In-school suspension (if available). Not to be used for attendance or tardiness
- Out-of-school suspension for 5 days or less
- Paired with a mentor
- Refer to MTSS for Tier 3 Intervention (initiation or modification)
- Referral to the REACH Program if age eligible
- Referred for counseling
- Suspension from bus ten (10) days or less

LEVEL 3

Level 3 acts of misconduct are serious and may result in a recommendation for expulsion. All infractions must be reported to the Student Services Department. A student who commits a Level 3 SESIR (School Environmental Safety Incident) infraction will be reported to law enforcement and may face criminal proceedings. Appropriate Level 3 infractions must be coded into data using SESIR codes for data collection by the Florida Department of Education. The definitions of these events are provided directly by the FLDOE. *SESIR infractions must include SESIR-approved corrective interventions.

1. **Alcohol (ALC – Level IV) (FS 562.111):** 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.
2. **Arson (ARS – Level I) (FS 806.01):** Intentionally damaging or causing damage, by fire or explosion, to any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are accidental, not intentional, or do not cause damage are not required to be reported to SESIR.
3. **Burglary (BRK – Level II) (FS 810.02):** Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
4. **Bullying (BUL – Level IV) (FS 1006.147; 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), Florida Statutes. Bullying may include, but is not limited to:
 - Repetitive teasing
 - Social exclusion
 - Threats
 - Intimidation
 - Stalking
 - Physical violence
 - Theft
 - Harassment
 - Public or private humiliation
 - Destruction of property

If physical harm or psychological distress is not the result of systematic or chronic behavior, evaluate for Harassment.

5. **Criminal Mischief (Felony Vandalism – \$1,000 Threshold) (VAN – Level III):** Willfully and maliciously injuring or damaging, by any means, any real or personal property belonging to another, including but not limited to graffiti or other acts of vandalism. Incidents below the \$1,000 threshold are not reportable in SESIR and should instead be reported as locally defined incidents according to district policies.
6. **Disruption on Campus – Major (DOC – Level III) (FS 790.162 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
 - Initiating a false fire alarm

- Do not use this code for: Defiance of authority, Disobedience, Disrespect, Inappropriate language or gestures, Classroom disruption

7. **Drug Sale or Distribution (Excluding Alcohol) (DRD – Level II) (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.
8. **Drug Use/Possession (Excluding Alcohol) (DRU – Level III) (FS 499.03):** Illegal drug possession or use, including the use or possession of any drug, narcotic, controlled substance, or any substance used for chemical intoxication, including over-the-counter substances. “Use” means the person is caught in the act of using, admits to use, or is discovered to have used during an investigation.
9. **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 value.
10. **Fighting (FIT – Level III):** When two or more persons mutually participate in the use of force or physical violence that requires 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.
11. **Grand Theft (\$750 Threshold) (STL – Level III):** The unauthorized taking of property belonging to another person or organization, including motor vehicles, valued at \$750 or more, without threat, violence, or bodily harm. Incidents below the \$750 threshold are not reportable to SESIR and should instead be reported as locally defined incidents according to district policies. Thefts involving force, violence, assault, or placing the victim in fear must be reported as Robbery.
12. **Harassment (HAR – Level IV) (FS 1006.147 and SB Policy 5517):** Any threatening, insulting, or dehumanizing gesture; use of data or computer software; or written, verbal, or physical conduct that:
 13. Places a student or school employee in reasonable fear of harm or property damage;
 14. Substantially interferes with a student’s educational performance, opportunities, or benefits; or Substantially disrupts the orderly operation of a school.
 15. This includes conduct directed at a specific person that causes substantial emotional distress and serves no legitimate purpose. Repeated or chronic harassment should be evaluated for Bullying or Bullying-related behavior.
16. **Hazing (HAZ – Level III) (FS 1006.135):** Any action or situation that endangers the mental or physical health or safety of a student in grades 6–12 for purposes of initiation, admission into, or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to:
 - Pressuring, coercing, or forcing participation in illegal or dangerous behavior
 - Physical brutality such as whipping, beating, branding, or exposure to the elements
17. **Off-Campus Felony:** Any charging affidavit listing a felony crime for a student will be reviewed to determine whether the student’s presence may adversely affect the school environment (Florida Statute 1006.09). This includes written threats of violence as outlined in Florida Statute 836.10.
18. **Other Major Incidents (OMC – Level III):** 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.

19. **Paraphernalia:** Possession of any equipment, product, device, material, or item that can be linked to the use of drugs, alcohol, tobacco, or mood-altering substances. This includes, but is not limited to:

- Vape pens
- Cartridges
- Related equipment or devices

20. **Pornographic Materials:** Explicit depictions of sexual materials such as photos, images, videos, or written material.

21. **Robbery (ROB – Level II) (FS 812.13(1)):** The taking or attempted taking of money or property from another person with the intent to permanently or temporarily deprive the owner under confrontational circumstances involving force, threats of force or violence, and/or placing the victim in fear. A key difference between Grand Theft and Robbery is that Robbery involves violence, threats, assault, or fear.

22. **Sexual Harassment (SXH – Level III) (Title IX of the Education Amendments of 1972):** Unwelcome conduct of a sexual nature, including:

- Sexual advances
- Requests for sexual favors
- Verbal, nonverbal, or physical conduct of a sexual nature
- Harassing conduct may include graphic or written statements and may occur through computers, cell phones, or internet-connected devices.
- The conduct may be carried out by:
 - School employees
 - Students
 - Non-employee third parties

23. **Sexual Offenses (Other) (SXO – Level III) (FS 800):** Other sexual contact, including intercourse, without force or threat of force. Includes:

- Lewd sexual gestures
- Sexual activity
- Exposing private body parts in a lewd manner
- Law enforcement must be notified to investigate.

24. **Simple Battery (PHA – Level II):** Actual and intentional touching or striking of another person against their will or intentionally causing bodily harm.

25. **Technology Infraction (Major):** Misuse of a computer or technology, including personal wireless communication devices, with malicious intent. Examples include:

- System hacking
- Unauthorized changes to operating systems
- Breaking into restricted accounts or networks
- Modifying or destroying files without permission
- Illegal software copying
- Sending malicious texts, videos, recordings, or photos, including through social media
- (See also #26 Wireless Device/Cell Phone Infraction.)

26. **Threat/Intimidation (TRE – Level III) (FS 836.05):** An incident in which there is no physical contact between offender and victim, but the victim reasonably believes physical harm could occur based on verbal or nonverbal communication. This includes:

27. Brandishing a weapon

28. Verbal threats made in person, electronically, or by other means

29. **Tobacco (TBC – Level IV) (FS 386.212):** 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.

30. **Trespassing (TRS – Level III) (FS 810.08):** Entering or remaining on school grounds, school transportation, or at a school-sponsored event without authorization or lawful purpose. Only incidents involving the following must be reported in SESIR. Students currently suspended or expelled, individuals previously issued an official trespass warning, or offenders arrested for trespassing. Other trespass incidents should be reported as locally defined incidents in accordance with district policies.

31. **Wireless Device/Cell Phone Infraction:** Unauthorized use of wireless communication devices, including:

Cell phones

Smart watches

Earbuds

A wireless device visible or in use on campus during school hours may be confiscated and returned only to the parent/guardian at a time designated by school administration.

CORRECTIVE INTERVENTIONS & CONSEQUENCES

- *Any corrective action or consequence from Level 1 and 2 in addition to the below
- Alternative Placement
- Device Confiscation (for wireless device violations only)
- Expelled, with Continuing Educational Services
- Expelled, without Continuing Educational Services
- In-school suspension (if available). Not to be used for attendance or tardiness
- Out-of-School suspension 10 days or less
- Referral to the REACH Program, if age eligible
- Suspension Extended, Pending Hearing

NOTE: Parent/guardian notification is required for all Level 3 infractions and interventions.

Administrators must lead investigations, make referrals to individual problem-solving teams and for mental health services (as appropriate and in accordance with s. 1012.584(4), F.S.), and ensure coordination and fidelity of interventions.

All contacts and corrective interventions must be documented in the student information system (FOCUS). SESIR Incidents (Florida Dept of Education three-letter SESIR Codes) are reported directly to the State. School administrators must adhere to policies regarding law enforcement reports and consultation.

LEVEL 4

In accordance with the requirements of Florida Statute FS 1006.13, the school has adopted a policy of zero tolerance regarding school violence, possession or use of weapons, and other crime(s) as part of a comprehensive approach to reducing school violence and crime. The recommendation of expulsion is mandatory for the following offenses committed at any time this code applies:

1. **Aggravated Battery (BAT-Level I) (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 should have known the victim was pregnant.
2. **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.
3. **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.
4. **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 SB 7026):** 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).
5. **Homicide (HOM) (FS 782.04 and 782.07):** Murder, manslaughter. The unjustified killing of one human being by another.
6. **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.
7. **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.
8. **Sexual Battery (Rape)(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.
9. **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).
10. **Weapons Possession (WPO) (SB Policies 5772 & 7217; FS 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 the 31-state zero-tolerance expulsion requirement, FS 1006.07(2); however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation.)

CORRECTIVE INTERVENTIONS & CONSEQUENCES

- *Any corrective action or consequence from Level 1-3 in addition to the below
- The school must refer the student to mental health services if a student brings a firearm or weapon and/or makes a substantive threat or false report.
- Parent/guardian consultation is required for all Level 4 infractions and interventions.
- Administrators must lead investigations, make referrals to individual problem-solving teams and for mental health services (as appropriate and in accordance with s. 1012.584(4), F.S.), and ensure coordination and fidelity of interventions.
- All contacts and corrective interventions must be documented in the student information system (FOCUS). SESIR Incidents (Florida Dept of Education three-letter SESIR Codes reported directly to the State).
- School administrators must adhere to all policies regarding law enforcement reports and consultation.

Notice:

The goal is to keep students in their scheduled education environment. However, at times, it is necessary to remove a student from their schedule for disciplinary reasons. Procedures for those situations are outlined in this handbook. In the case of students with disabilities, suspensions and disciplinary alternative education placements shall be conducted in accordance with Federal and State laws.

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, 10 minutes prior to the scheduled arrival time
- To comply with all the rules of student conduct at the bus stop
- To board the 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 is allowed
- To cross the 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 issue at hand. 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 actions and procedures will comply with Florida law.

Informal Disciplinary Action

Disciplinary action that does not result 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 the 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 make decisions within five days of the student's removal from the classroom.

In-School Suspension

Upon the recommendation of the Principal/Executive Director, a student who is found to have violated the Clark Code of Conduct may be assigned an in-school suspension for a period 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, extracurricular activities, and/or 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. 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 members 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. 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 informed of the evidence against him/her and given 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 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 may 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. Electronic surveillance equipment may be used. Clark administrative staff may temporarily detain and question a student under circumstances that reasonably indicate that the student has committed, is committing, or is about to commit a violation of law or 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 the Code of Conduct expectations identified in both the 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 a safe, drug-free, and conducive learning environment. Clark follows the IRSC Emergency Procedures and the MCSD Crisis Plan, including 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 from Student Services to leave campus. If they are unable to reach a parent/guardian directly, students who drive their own vehicles will be allowed to leave campus after signing out if the emergency does not place students in immediate danger.
4. Students who do not drive to school will remain at Clark or another 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 the college suffers damage, the closure period will be extended daily as required to make necessary repairs and will reopen as soon as possible. If an extended period is necessary for repairs, arrangements will be made for alternate instructional sites.
- When Clark is closed, all school-related events are canceled.
- Clark will work with IRSC to coordinate closure information and status reports with the local radio and television stations.
- In the event of a midday 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).

Appendices

Appendix A: GUEST APPROVAL FORM

Event _____

Date _____

- **I understand that Clark students may invite only one guest and that the guest may not be older than 20 years of age.**
- 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 the Clark Code of Conduct and the school site rules.
- Students may be required to present a school ID at the event. Failure to do so may result in entry being denied for both the student and the guest.
- Clark students **MUST** always accompany their guests to the event and at the event. When the Clark student leaves the event, so must their guest.
- Special emphasis on any drug/tobacco/alcohol use or possession will be enforced.
- All attending must sign the drug/tobacco/alcohol no use agreement.
- Any student who violates school rules may face disciplinary action.
- Students or guests who leave during the event will not be readmitted.
- No reimbursement or refund will be given when the student/guest is asked to leave the event for not following district and school rules.
- Students must enter no later than 2 hours before the event. **NO EXCEPTIONS.**
- The established school event dress code will be enforced. Students may be denied entry if they fail to meet the event dress code requirements. The final decision as to proper/improper dress will be made by a supervising administrator.
- Students attending alternative schools for disciplinary reasons are not permitted to attend Clark student-only school functions. Any non-student who has been suspended or expelled from any school in the past will not be eligible to attend a Clark function.

As a Clark student, I understand that ALL Clark rules apply at school functions. I accept responsibility for informing my guest of these rules and for ensuring my guest's full compliance. My guest must always have a photo ID on them.

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.

Signature of Clark student's parent

Printed name of Clark student's parent

Date

As a guest, I am willing to follow the policies and procedures of Clark. Enclosed is a copy of my photo ID with birthdate. I agree to abide by all Clark rules. I understand that failure to do so could result in my removal from the event.

Signature of Guest

Printed name of Guest

Date

Grade/Age of guest ID attached Signature of Guest's parent

Printed name of Guest

The school Administrator at the guest's school will complete this section:



Clark Advanced Learning Center
Tobacco, Alcohol, and Drug Free Agreement
School-Sponsored Activities on and off campus

One must be turned in for the Clark student and a separate one for their guest.

Clark Advanced Learning Center (CALC) has a firm tobacco, alcohol, and drug-free rule. Any form of tobacco, alcoholic beverages, or drugs is not permitted on property owned or controlled by Clark or at any school-sponsored activity, including activities conducted outside of Martin County. Such activities include, but are not limited to, dances, fundraisers, community service projects, community-sponsored events, academic/athletic contests, field trips, overnight trips, prom, grad bash, and graduation commencements. Students and guests attending such activities and events shall be subject to a breath test upon reasonable suspicion.

All school rules will be enforced at all school-sponsored events.

Please be advised that failure to uphold these rules will result in immediate disciplinary action in accordance with the Code of Conduct.

Please sign below to acknowledge receipt and return this form to Clark administration prior to obtaining tickets for the event.

Print Name of Student

Date

Signature of Student

Date

Signature of Parent/Guardian

Date

Appendix B: Laptop Computer Use Agreement / Acceptable Use Policy

CLARK ADVANCED LEARNING CENTER

LAPTOP COMPUTER USE AGREEMENT & ACCEPTABLE USE POLICY (AUP)

Academic Year: 2026-2027

1. Parties

This Agreement is made between the **Clark Advanced Learning Center ("Clark")** and the following signed parties: **Student** and **Parent/Guardian**.

2. Term of Agreement

This Agreement is effective upon the date of signing and formal receipt of equipment. This Agreement remains active throughout the student's enrollment at Clark and formally terminates upon the student's graduation from the 12th grade. This Agreement will terminate immediately if the student leaves the school prior to graduation, or if computer privileges are revoked due to policy violations.

3. Equipment Issued

Clark issues a new **MacBook Air 13.6-inch with M2 chip ("the laptop")**, a corresponding apple charger, and a protective hard-back cover. Students are responsible for maintaining the physical and operational condition of all issued items.

4. AppleCare Protection & Repair Policy

CRITICAL REQUIREMENT: 24-HOUR REPORTING RULE

All school-issued student devices are fully protected by AppleCare. In the case of a lost, stolen, or damaged device, the incident **MUST** be reported to the school within 24 hours of occurrence. All repairs take place off-site and can take up to 10 days, depending on parts availability. Clark cannot guarantee a temporary replacement or loaner laptop during the repair window.

Under this policy, repairs resulting from hardware or software malfunctions are fully covered. However, students and parents/guardians remain responsible for complying with school policy regarding the care, security, and prompt reporting of any physical damage, loss, or theft of the equipment.

5. Component & Accessory Responsibility

Accessories issued with the laptop are not covered under the standard AppleCare damage repair agreement and remain the sole responsibility of the student:

- **Charger Replacement:** Students are solely responsible for keeping their issued power adapter in good condition. Lost, stolen, or damaged chargers must be replaced at the student's/parent's expense.
- **Protective Case Replacement:** The protective hard-back case must remain installed on the device at all times. Cracked, heavily damaged, lost, or stolen cases must be replaced at the student's/parent's expense.

6. Acceptable Use Policy

The school-issued laptop is intended strictly for educational purposes. Students are prohibited from installing applications that are not pre-approved by Clark. Personal files, photos, or heavy media should not be stored locally on the device's hard drive.

To prevent data loss, students are required to regularly back up all important documents, assignments, and projects. All students have access to **unlimited cloud storage via Google Drive**, which is automatically connected through their student Clark account. For questions or support regarding storage and backups, please contact **Mr. Watson (cwatson1@irsc.edu)**.

Clark conducts regular administrative audits to ensure compliance with this policy. Any violation of these terms will result in an initial warning and an opportunity for the student to correct the issue. Repeated or severe violations may result in the immediate revocation of laptop privileges.

7. G Suite for Education

By signing below, the parent/guardian permits Clark to create and maintain a G Suite for Education account for their child. Google will collect, use, and disclose information about the student solely for the purposes described in the detailed notice provided at Clark's AUP Agreement Notice. Without this consent, a G Suite account cannot be provisioned, which may affect the student's academic workflow.

8. Delivery and Acceptance

Upon receiving the laptop and charger, the undersigned acknowledge that all items are in good condition and full working order. Serial numbers and school barcode labels have been verified as correct. Acceptance of this laptop confirms the user's and parent's/guardian's full responsibility for the equipment, subject to the AppleCare coverage terms, accessory replacement rules, and the mandatory 24-hour reporting rule.

By signing below, you acknowledge that you have read, understood, and agreed to all terms of this Laptop Use and Acceptable Use Policy.