

# clark advanced learning center

*located at*

Indian River State College Chastain Campus

2400 S.E. Salerno Road • Stuart, FL 34997 • Phone 772-419-5750

## **Enrollment Requirements**

### Requirements for **ALL** students enrolling in Clark Advanced Learning Center

- Legal resident of Martin County. Court awarded legal custody: Students who are living with someone other than his/her parent(s) must have court awarded legal custody of the student (exceptions can be made if both parents live in Martin County).
- Birth Certificate (original).
- Submit copies of the student's social security card (optional).
- Current Florida Power and Light Bill (FPL)

### Requirements for students applying to Clark Advanced Learning Center from Martin County private schools/out of district Florida schools/or out of state schools.

- Parents/legal guardians of new registrants must furnish proof of residency within established boundaries of Martin County. Only original documentation will be considered and the documentation must state the parent/guardian name and address. The required documents of proof are:
  - Current Florida Power and Light Bill (FPL)
  - Property tax bill for the current year
  - Contract (lease/rental of real estate) accompanied with a copy of your driver's license showing a Martin County residential address.
  - A Declaration of Domicile filed with the Clerk of the Court or a MCSD Certificate of Legal Residence (Form 90D)
- Proof of immunization. (Blue Form 680) Students must submit an original FLORIDA CERTIFICATE OF IMMUNIZATION, HRS 680 card. Parents must take the immunization records to the Health Department or a private physician and have the Form 680 completed.
- Physical Examination – out-of-state students must present evidence of a physical examination performed within the twelve (12) months prior to initial enrollment. The physician performing the physical must complete Florida Health Department Form DH3040.
- Official transcripts showing ALL high school credits earned.



## CLARK ADVANCED LEARNING CENTER DRESS CODE 2012-13

School dress code is related to students' health, safety, and welfare. Students are expected to dress in clean and neat attire which is non-distractive, non-disruptive, appropriate to the educational setting, and does not offend or distracts others. School dress code applies to all classes including Outdoor Education and school sponsored activities, field trips, and events. When choosing school apparel, parents and students should keep in mind the following Clark dress code:

- Undergarments must not be exposed. Pants must be worn above the hip bone with undergarments concealed.
- Shoes must be worn on campus at all times.
- Shorts/skirts/dresses should be longer than finger-tip length. When leggings or tights are worn, they must be worn underneath an appropriate length dress code garment.
- Tears, rips, holes, or shreds in clothing are not allowed to be located above finger-tip length.
- *Finger-tip length: Length measured at the end of the student's finger tips while standing upright with arms relaxed at the sides.*

### Clothing considered OUT OF DRESS CODE:

- 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 (including, but not limited to, drugs, smoking, alcohol, sex, gangs, profanity, weapons, or violence). Clothing/accessories include, but are not limited to fashion articles and decorations such as belts, scarves, gloves, jewelry, tattoos, etc.
- Any head coverings such as hats, headgear, knit caps, kerchiefs, or hoods
- Any clothing that exposes the torso and/or displays or exposes cleavage. The following examples include, but is not limited to what is considered unacceptable: Tube tops, tank tops, spaghetti straps, halters, bare back, cut-out, off-the-shoulder, muscle shirts, midriff/skin-tight/see-through clothing or tops
- Bathing suits
- Pajamas, clothing resembling pajamas, and/or full-size blankets or Snuggie-type coverings
- Skin-tight or see-through clothing
- Sunglasses
- Exposed undergarments
- Metal studs, chains or objects that can scratch or damage school property
- Bare feet, only socks, bedroom-type slippers, shoes with built-in containers/wheels/cleats/unsecured laces or straps

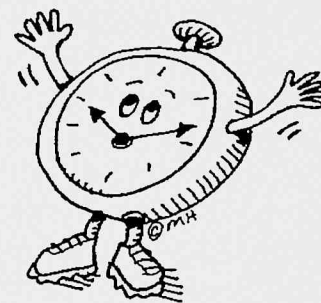
### PROFESSIONAL DRESS

Students should dress in a "business casual" manner when representing Clark during the senior internship class, career shadowing, career day, field trips, and other school activities. Long pants, knee-length skirts, collared shirts, and closed toe shoes are appropriate attire.



# Clark Advanced Learning Center Attendance

Research strongly supports that regular school attendance is a critical part of a student's academic success. Students must attend each scheduled class on time every day and follow the Clark Attendance Policy.



Most instructors will accommodate excused absences/tardiness, but there may be non-acceptance or penalties for late work from unexcused absences/tardiness. Unexcused absences/tardiness may negatively impact grades, lead to disciplinary action, result in withdrawal from courses, and/or restrict field trips or extra-curricular activities.

## **Attendance Policy:**

- **After an absence:** *Within three days* upon returning to school from an absence, students must submit a note to the front desk or fax to 772-419-5760. The note must be dated, explain the reason for absence, and be signed by parent/guardian. See list of excused absences in the Clark Student Handbook.
- **Leaving during the school day WITH advanced notice:** To be released during class or prior to the end of a scheduled school day, students must submit a parent/guardian note in advance to the front desk. The note must be dated, explain the reason for absence, and be signed by parent/guardian. An "Early Dismissal Pass" signed by Clark personnel will be provided to the student to notify his/her teacher.
- **Leaving during school day with WITH NO advanced notice:** For unexpected illness during their scheduled school day or other absences with no advanced notice, students must report to the front office. Clark personnel will contact the parent/guardian to secure permission for release. Upon parent/guardian confirmation, students and/or parents must sign out at the front desk.
- **Family travel:** Requests for excuse absences for high-school for family travel or vacation must be submitted a minimum of two weeks in advance for Principal approval. Failure to obtain prior approval may result in unexcused absence(s).
- **School Activities:** School approved activities will be counted as excused absences. Students will be required to make up all missed work.
- **Hall Pass:** Use the Hall Pass during class with teacher permission for the approved purpose only and return immediately to class.

**Unexcused Absences/Tardiness: Repeated unexcused absences/tardiness will result in disciplinary action and may adversely impact both academics and extra-curricular activities.**

## **Parents/Guardians:**

*Your support is vital to ensure your child follows attendance procedures.* Clark PhoneMaster automatically contacts parents/guardians if their child has an unexcused absence from one or more Clark classes during the school day. We recommend that you access Clark faculty grades and attendance *on a regular basis*:

1. Go to: [www.Clarkadvancedlearningcenter.org](http://www.Clarkadvancedlearningcenter.org)
2. Click on Pinnacle/Online Grades at the lower right
3. User name is your child's 10-digit school ID number beginning with 4300 \*
4. Password is the last 2 digits of birth year, first initial of first name, first initial of last name and the last 4 digits of your child's SSN defined in our student information system \*

*\*Available from the Clark front desk*

**Fall 2012**  
**Drop/Add Deadline**  
**Wednesday**  
**August 29**

All Clark and IRSC student  
schedule changes must be  
completed with the  
school counselor before the  
Drop/Add Deadline

Parent Signature is Required

**NO** schedule changes can be  
made after this date

## Clark Advanced Learning Center 2012-2013 School Calendar

| First Semester   |                |   |
|------------------|----------------|---|
| Monday           | August 13      | Fall Semester begins - Clark Classes held - No IRSC classes |
| Thursday         | August 23      | IRSC Fall Semester classes begin                            |
| Monday           | September 3    | Labor Day Holiday – NO CLARK/IRSC classes                   |
| Monday           | September 17   | Clark and IRSC classes will meet                            |
| Wednesday        | September 26   | Clark and IRSC classes will meet                            |
| Friday           | October 12     | Mid Fall Semester   |
| Monday           | October 15     | Clark and IRSC classes will meet                            |
| Friday           | November 2     | Clark and IRSC classes will meet                            |
| Monday           | November 12    | Veteran's Day Holiday - NO CLARK/IRSC classes               |
| Thursday         | November 15    | Parent/Teacher Conference after school 2:30 – 3:30 p.m.     |
| Wednesday-Friday | November 21-23 | Thanksgiving Holiday - NO CLARK/IRSC classes                |
| Tuesday          | December 18    | End of Fall Semester  |
| Wed.-Monday      | Dec. 19-Jan. 2 | Winter Break  |
| Second Semester  |                |   |
| Thursday         | January 3      | Clark Teachers & Staff Return                               |
| Monday           | January 7      | Spring Semester begins – Clark and IRSC classes begin       |
| Monday           | January 21     | Martin Luther King Holiday– NO Clark/IRSC classes           |
| Monday           | February 18    | Clark and IRSC classes will meet                            |
| Friday           | February 22    | Professional Enhancement Day –NO Clark/IRSC classes         |
| Friday           | March 8        | Mid Spring Semester - Clark and IRSC classes meet           |
| Friday           | March 22       | Clark and IRSC classes will meet                            |
| Monday-Friday    | March 25-29    | Spring Break – NO Clark/IRSC classes                        |
| Monday           | April 1        | Clark and IRSC classes will meet                            |
| Thursday         | April 4        | Parent/Teacher Conference after school 2:30 – 3:30 p.m.     |
| Friday           | May 24         | Students Last day of School                                 |
| Saturday         | May 25         | <b>Graduation</b>   |
| Monday           | May 27         | Memorial Day Holiday  |

January 3 and January 4, 2013 - Emergency Make up days (if needed)

| Parent Conference Dates                            |  |
|--|--|
| FALL: Thursday, November 15, 2012 (2:30-3:30 p.m.) | SPRING: Thursday, April 4, 2013 (2:30-3:30 p.m.) |

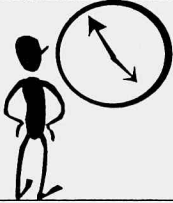
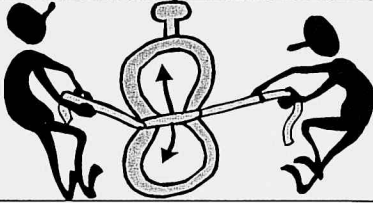

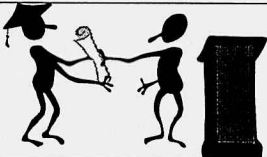
| FCAT<br>Testing Window Dates             | End of Course (EOC)<br>Testing Window Dates |
|--|---|
| 10th Grade Writing: February 26-28, 2013 | U.S. History: April 22 – May 10             |
| 10th Grade Reading: April 15-25, 2013    | Geometry: April 29 – May 17                 |
|  | Biology 1: April 29 – May 17                |

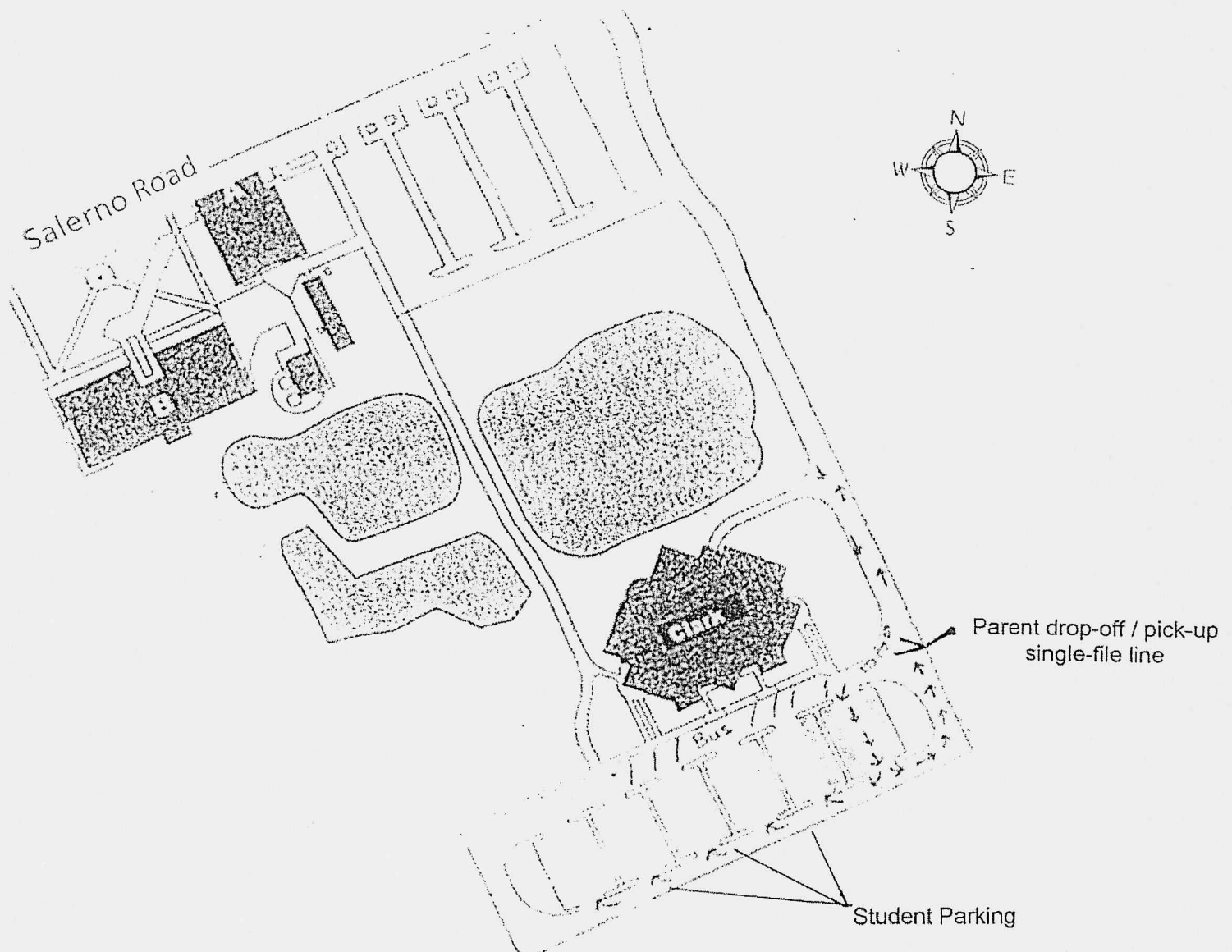
**EARLY RELEASE DATES:** Students released at 12:15 p.m. Regular bus transportation is provided in the morning and at 12:15 p.m. in the afternoon on August 29, 2012, October 3, 2012, January 30, 2013, March 6, 2013, May 1, 2013. IRSC classes will meet according to college schedule. Students must attend and make their own transportation arrangements for IRSC classes held after 12:15 p.m.

**OTHER CALENDAR DATES:** NO MORNING OR AFTERNOON bus transportation. Clark students must arrange their own transportation to and from school on the following dates: September 17, 2012, September 26, 2012, October 15, 2012, November 2, 2012, February 18, 2013, March 8, 2013, March 22, 2013, April 1, 2013. IRSC classes will meet according to the college schedule.



## *High School vs. College Classes*

| High School  | College   |
|--|---|
|               |    |
| Parents and teachers often remind you of responsibilities and guide you in setting priorities. | Professors expect you to read and consult the course syllabus for expectations, due dates, and grading. <i>You</i> must set priorities.                                   |
| You spend 6 hours each day in class.   | Class times vary with hours between classes   |
| You are expected to read assignments that are discussed in class.                              | You are assigned substantial amounts of reading and writing which may not be addressed in class.  |
| Teachers provide you information you missed when absent.                                       | Professors expect you to get notes from classmates for classes you missed.  |
| Teachers present material to help you understand the high-school textbook.                     | Professors may supplement the textbook with illustrations, background information, or research.   |
| Testing is frequent and covers small amounts of material.                                      | Testing may be cumulative, covering large amounts of material. A course may have only 2 or 3 tests.   |
| Teachers frequently rearrange test dates to avoid conflict with school events.                 | Professors usually schedule tests without regard to the demands of other courses or outside activities.   |
| You may receive high-school credit with a grade of D or higher.                                | Some college courses require a grade of 2.0 or C to receive college credit. All grades are calculated in your high-school and college GPA and appear on both transcripts. |
| Extra credit projects may provide a way to raise your grade.                                   | Monitor your first tests, since these indicate what is expected and may account for a major part of your grade. Don't count on extra credit.                              |
| Teachers often approach you if they think you need additional assistance.                      | Professors are open to discussing grades, but may expect you to initiate the conversation.  |
|             |    |



### Drop-Off / Pick-Up Procedure Clark Advanced Learning Center

- The line for drop-off / pick-up is a **SINGLE-FILE LINE** extending from the school sidewalk entrance along the right side of the Clark driveway.
- Parents picking up students at lunch or after school should remain in the pick-up line. Visitor spaces are reserved for persons entering the Clark building.
- Your child should exit or enter a vehicle on the passenger side and may cross the grass area.
- To eliminate wait time, you may **SLOWLY** pull out of line and proceed along the arrowed route to return to Salerno Road (please use caution when pulling out to avoid cars or busses passing on the left.)
- Vehicles **MAY NOT** travel through the bus zone located directly in front of the school. Students board busses and cross through this area to their vehicles.
- **DO NOT make a U-turn** in the driveway. The driveway is too narrow and can be dangerous with returning vehicles and bus traffic.
- Students entering the parking lot will follow the arrows to the back of the parking lot and turn right.
- Please note: You may be asked to stop temporarily for bus traffic.

Thank you for your cooperation to keep our students safe. Please contact Susan Roark, Assistant Director or IRSC security if you have any concerns.