

# STUDENT HANDBOOK

## 2011-2012



# GEORGE ROGERS CLARK HIGH SCHOOL

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STUDENT NAME

GRADE

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WHITING, IN 46394  
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# **CLARK HIGH SCHOOL STUDENT HANDBOOK**

**2011-2012**

1921 Davis Avenue  
Whiting, Indiana 46394  
(219) 659-3522

Mr. Robert Wilson, Principal  
Ms. Lidia Gil, Assistant Principal  
Mr. Johnny Goodlow, Dean of Students  
Mr. David Perez, Dean of Students

## **CLARK STUDENTS GROW RESPECT AND CHALLENGE LEARNING AND LIFE**

### **GEORGE ROGERS CLARK VISION STATEMENT**

Graduates of George Rogers Clark succeed in a global society by being respectful, productive citizens who embrace learning as a lifelong process.

### **GEORGE ROGERS CLARK MISSION STATEMENT**

To provide all students a quality education by creating a culture of high expectations through effective communication and a shared commitment toward learning that is supported by the school, family, and community.

### **THE GEORGE ROGERS CLARK MOTTO**

Clark Pioneers accept challenge, reach potential, and create success.

### **GEORGE ROGERS CLARK PIONEER'S SCHOOL SONG**

Go, you Pioneers, we will back you with all our might. Rah! Rah! Rah!  
Go, you Pioneers, win this game for Blue and White. With nothing less than  
victory our mark,  
Let the spirit of George Rogers Clark inspire you. Go, you pioneers, let's see  
you fight! Fight! Fight!

### **WELCOME TO CLARK HIGH SCHOOL**

High school will be one of the most memorable times of your life. Make the most of it. Come to school prepared to learn all that you can, every day. Get involved in extra-curricular activities. Students that participate in team efforts, be they academic or athletic, develop positive self-esteem and are more likely to succeed in school. If you choose not to participate in an event, you should attend extra-curricular activities.

**This is YOUR school. Its' success depends on YOU.**

Share this handbook with your parents. If there are any questions or concerns, please contact us.

Here's to an exciting, productive, fun-filled year. Good Luck to you all.

The CHS Administration, Faculty, and Staff

## **RATING**

Clark High School is fully accredited by the North Central Association of Colleges and Secondary Schools. Because Clark High School is a member, its graduates may enter any college or university that is a member of the North Central Association without a formal entrance examination. However, many higher institutions admit only students whose high school average is in the upper one half of the class.

## **CLASS SCHEDULE**

1st. hour 7:50 - 9:03

2nd. hour 9:08 - 10:20

3rd. hour 10:25 - 12:09

**B - Lunch 10:25 - 10:50 Class 10:55 – 12:09**

**D Class 10:55 – 11:39 Lunch - 11:44-12:09**

4th. hour 12:14 - 1:27

5th. hour 1:32 - 2:50

## **SCHOOL WEAR GUIDELINES**

The objective of these dress guidelines is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. All students are expected to comply with these school wear guidelines each day. There is appropriate and in appropriate attire for all of life's activities. Parents and children are equally responsible for the appearance of the child. Keeping these ideas in mind, please help your student adhere to these guidelines.

### **SCHOOL POLICY ON ATTIRE:**

#### **General Guidelines:**

- All clothing must be of appropriate size and fit neatly
- Tops must be tucked in and stay tucked when arms are raised
- No hats, caps, scarves, gloves, sweatbands, or sunglasses
- No chains (non-jewelry) or chain wallets or belts, studded bracelets or collars
- Clothing that is distressed or has holes or rips is not to be worn
- Articles of apparel, clothing or accessories that present a hazard to the individual, other people or property will not be permitted
- Due to safety concerns, clothing that is too long, flip-flop sandals, or high platform shoes will NOT be permitted

- No carving of hair and no notching of eyebrows

### **Shirts and Tops**

- Must be solid white or an approved shade of blue collared polo or dress style only
- Shirts must have sleeves, no holes, rips, or tears
- No writing or logos are permitted, except approved SCH spiritwear
- All tops should be of an appropriate size and fit; no form-fitting or long, baggy shirts will be permitted
- Tops open lower than the collar bone are not permitted
- Any material that is sheer or lightweight enough to be seen through will not be permitted
- Layered garments must conform to uniformity of color guidelines (navy blue, royal blue, or white)

### **Sweaters/Sweatshirts**

- Solid cardigan (button or zip) and crew neck sweaters, pullovers, and sweatshirts are permitted in the white, navy or royal blue; no writing or logos except approved spiritwear—NO HOODIES

### **Pants/Slacks/Shorts/Capris/Skort**

- Must be solid color of navy or khaki—no denim
- Garments designed with belt loops must be belted at the waist
- Shorts, skirts, and skorts must be no shorter than 3” above the knee
- Bottoms made of stretch knits, spandex, flannel, denim, jeggings or fleece (such as sweatpants, jogging pants, or any type of athletic clothing) are not permitted
- Baggy, saggy, long, or form-fitting pants are not permitted

### **Skirts/Dresses/Jumpers**

- Must be a solid color of navy or khaki and meet all other school wear guidelines
- All dresses must also meet the requirements listed above under tops

### **Shoes**

- Shoes designed to be worn outside the home
- Shoes must be tied and shoes with velcro closures must be secured at all times as designed
- Flip flops, slippers, ballet slippers, house shoes, high platform, or any type of open toe shoes are not allowed

## **STUDENT ID CARDS**

The safety of all students and staff is the number one priority of Clark High School. All students must have their ID picture taken and on file. **Students must have their ID card on their lanyard, around their neck and visible to enter the building, classrooms, and pass through the halls.** This ID card is also used to check out library materials, to access student cafeteria accounts, and for identification purposes. Failure to have your ID card when requested by any staff or security member will result in disciplinary action. Any ID which has been altered, obscured, or defaced is not valid and the student will be responsible for the cost of a replacement ID. The initial cost of \$3.00 must be paid at the beginning of each school year. There will be a charge of \$5.00 to replace an I.D. card.

# SCHOOL ATTENDANCE POLICY FOR HIGH SCHOOLS

## PHILOSOPHY OF ATTENDANCE

One of the most critical factors affecting high levels of student achievement and preparing students for life's work is the understanding that daily attendance and punctuality are key essentials of success. This is well established through compulsory attendance policies. **Students are required to be in attendance and arrive on time to school.**

The importance of good attendance has recently been linked to the school accreditation process. The federal mandate of No Child Left Behind, in addition to the state requirement of Public Law 221, requires a minimum of a 95% attendance rate for both schools and students. To achieve this goal, monitoring student absence is vital.

Frequent absences from regular classroom learning experiences disrupt the continuity of instruction. These experiences are lost and cannot be entirely regained. Many students who are frequently absent experience difficulty in achieving the maximum benefits of instruction. They are often able to acquire only mediocre success in their academic achievement. This is true even when additional after school instruction occurs.

The entire process of education requires continuity of instruction and classroom participation in well-planned instructional activities.

## ATTENDANCE PROCEDURES

- A. Students may earn credit as long as they:
  - 1) Do the required work.
  - 2) Meet the attendance requirements.
- B. When a student will be absent, parents are to notify the school attendance office.

NOTE: If a student is absent and the parent does not notify the attendance office, the student will be counted as truant.
- C. Students who arrive at school after 7:50 a.m. shall sign in at the attendance office.
- D. In order for a student to be dismissed prior to the end of the school day, parent notification must be received in advance. If the dismissal request is not received in advance, the parent must come in and sign the student out.
- E. When returning to school after an absence, students should report directly to their classes; **however**, if presenting a medical excuse or doctor's note, students should report to the attendance office.
- F. It is the student's responsibility to make all arrangements with their **TEACHERS TO COMPLETE MAKE-UP WORK**. Students will have two days to make up work for each day's absence, upon their return to school. (Students who miss only part of a school day are required to obtain that day's assignment for the class(es) missed.)

## THREE ABSENCE LIMIT

There is a maximum of three countable absences per grading period. Any student passing a class, but exceeding the three absence limit in the **first** six-week grading

period of a trimester, will receive an Incomplete (I). Students will still have an opportunity to earn a passing grade if within the first two weeks of the second grading period of that trimester, they make up all of the time and work previously missed. If not, the “I” will become an “F”.

If the three absence limit is exceeded during the **second** six-week grading period of a trimester, all time and work must be made up by the end of that trimester. If the time and work are not made up within that time frame, the student will receive an “F”.

### **EXCUSED/NONCOUNTABLE ABSENCES**

1. Illness or injury requiring physician’s care and verified in writing by the physician. Verification of a physician’s care must be presented within two days of the student’s return to school. (In case of serious or catastrophic illness, arrangements can be made for school work to continue).
2. Medical and dental appointments should be made outside of school hours. However, medical and dental appointments which must be scheduled during the school day must be verified by a note from the doctor’s office. Appointment cards only are NOT acceptable.
3. Absence due to an emergency illness or injury in the family (EX: Mother hospitalized). When an emergency requires a student to be absent, the absence will be excused provided a parent or close relative notifies the school on the day of the absence.
4. Illness in cases where the student is sent home by the school nurse or an administrator will be excused ONLY for the day the student was sent home.
5. Deaths and funerals of immediate family members (immediate defined as father, mother, guardian, grandparents, brother and sister).
6. Approved family trips with parent(s) or guardian is limited to five (5) days per school year. Each day after the limit will be counted as an unexcused/countable absence. Approval must be obtained by submitting the proper form to an administrator prior to the absence.
7. School sponsored events/field trips.
8. Serving as a page for a government agency. (Letter required from agency)
9. Serving on the precinct election board or as a helper to a political candidate or political party on the date of each general city or town, special and primary election. (Letter required from election board)
10. Military service (National Guard) for not more than 5 school days per year. (Letter from National Guard)
11. Court ordered appointments. (Letter required from the court or legal agency)
12. Religious observations which are not available outside school hours. (Letter required from the church)
13. College visitations will be limited to three (3) per year. Seniors who are applying for college admission must make arrangements in advance for approval. No college visits will be allowed after May 1<sup>st</sup>.
14. Out of School Suspensions/In School Suspensions

### **UNEXCUSED/COUNTABLE ABSENCES**

Any absence that does not meet prescribed attendance guidelines will be considered an UNEXCUSED ABSENCE/COUNTABLE absence. Unexcused/countable absences include but are not limited to: Personal illness not verified by a medical note, truanancies, and special circumstance unexcused.

### **ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES**

Students must be in attendance at least 3 class periods on the day of an extra-curricular activity to be eligible to participate in or attend that activity.

### **DEFINITION OF TRUANT**

A student may be considered truant when they are not in their assigned area at any time during the school day. Truanancies accumulate per 6 weeks toward failure for the trimester.

1. A student is considered tardy if he/she is not in their assigned seat when the bell rings.
2. A student tardy to class more than ten (10) minutes will be marked absent and considered truant.
3. A student who is habitually truant involving the use of his/her vehicle will lose parking privileges for 30 days on the 1<sup>st</sup> offense, and on the 2<sup>nd</sup> offense a student will lose parking privileges for one term of a trimester.
4. Students who leave class before the dismissal bell will be considered truant.
5. Students located in the hallways without a pass will be considered truant.

### **DEFINITION OF HABITUAL TRUANCY**

**According to IC 20-33-2-11, a student is habitually truant when the student is chronically absent, by having \*unexcused absences from school for more than ten (10) days of school in one (1) school year.**

\*An unexcused absence is considered a Countable Absence according to School City of Hammond guidelines.

### **COMPULSORY ATTENDANCE PROGRAM**

Students are required to attend school and follow all school policies and rules. Students who are truant will be referred to the city and county courts through the Juvenile Court and the Prosecuting Attorney's Office. (This applies to all students enrolled in Grades K-12.) These agencies may be called to meet with parents in order to eliminate truanancies and excessive absenteeism when the school's efforts are not successful.

### **TARDINESS**

- A. Tardiness occurs when the student arrives after the official start of the school day.
- B. Any student tardy to school (first period of the day) must sign in through the attendance office and OBTAIN AN ADMITTANCE PASS.
- C. All other students who are tardy during the day are to report directly to class.
- D. A student is considered tardy for any class period if not in their assigned seat when the bell rings.
- E. Once students have been informed of the classroom rules, discipline for unexcused tardiness (up to 10 minutes) will be handled by the individual teacher.

Excessive tardiness will initially be addressed by the classroom teacher, to be referred to the administration when necessary. The policy is as follows:

#1	warning	#6	one day OSS
#2	teacher detention	#7	two days OSS
#3	MATS class	#8	three days OSS
#4	one day ICBM	#9	five days OSS
#5	two days ICBM	#10	Expulsion may be initiated

### “STI” HOME

Parents may view the attendance of their student by accessing the STI Home program located on the School City of Hammond ([www.hammond.k12.in.us](http://www.hammond.k12.in.us)) website. In order to protect the privacy of our student records, a parent or guardian must attend an informational meeting at the student’s school and sign for the protected password to access their student’s records.

### ATTENDANCE REQUIREMENTS FOR GRADUATING QUALIFYING EXAMINATION (GQE) WAIVER

Students (Class of 2011) who do not pass both sections of the Graduation Qualifying Examination (GQE) will be eligible for a waiver during the third term of their senior year if they have met the state requirements for the waiver. The state recognizes that regular attendance in school is essential to mastery of the standards tested on the GQE. Therefore, one of the state requirements for the GQE waiver is 95% average attendance (a maximum of 9 days absence from school per year). Students not meeting this attendance requirement will not be granted a waiver even if all the other requirements are met.

## GENERAL INFORMATION

### AREA CAREER CENTER STUDENTS

When Clark students attending the Area Career Center during the AM come to Clark High School, they are to report immediately to the cafeteria. Students are not permitted to go to their individual lockers until the passing period. When the afternoon students leave Clark High School to report to the Area Career Center they are reminded to take all books and materials they will need with them because they are not to report back to the building after school.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

**The possession of cell phones in the school setting is strongly discouraged. Students possessing cell phones must keep them turned “OFF” and out of sight.**

If a cell phone is seen or heard, it will be bagged and tagged, then sent to the office. A discipline referral will follow.

Students found to be using a cell phone, either making or receiving calls, will be disciplined in the following manner: 1<sup>st</sup> offense—one day OSS; 2<sup>nd</sup> offense—five days OSS; 3<sup>rd</sup> offense—expulsion initiated. In all cases, the cell phone will be confiscated and placed in the school vault. The parent/guardian of the student found to be in possession of

the phone must pick it up. **Clark School is NOT responsible for stolen or misplaced cell phones.**

The use of camera phones is strictly PROHIBITED.

All other electronic devices must be turned off and out of sight. iPods, MP3 players, cameras, etc. may not be used by students at any time during the school day.

1<sup>st</sup> Time: Warning- you will be asked to put it away.

2<sup>nd</sup> Time: The electronic device will be bagged and tagged and sent to the office. You will then have to have your parent/guardian pick the item up from the Main Office.

Note: refusal to surrender a cell phone or other electronic device to the adult addressing the issue will result in a discipline referral to the Main Office. Discipline will be termed as “Gross Insubordination”.

### **CHANGE OF ADDRESS**

Students must report each change of address and/or phone number to Registrar

### **COATS AND OUTERWEAR**

Students will not be permitted to wear coats, jackets, or outerwear inside the building during the normal course of the day.

### **EARLY ARRIVALS/LOITERING**

On a normal school day, the doors will be opened for student entrance at 7:40 AM. Those students who are participating in the schools breakfast program or serving detention must enter through the Davis Avenue doors (Door D) and proceed to the cafeteria; the Davis Avenue doors will be opened at 7:15 AM. All students must have a valid pass to meet with a teacher or administrator prior to the general 7:40 AM opening. It is the student’s responsibility to obtain and present that pass.

Students are dismissed at 2:50 PM and must be out of the building by 3:00 PM unless they are under the direct supervision of a Clark High School staff member. Students must also leave the school grounds promptly at the conclusion of extra-curricular activities and athletic events.

### **GYMNASIUM USE**

The gymnasium is for classroom instruction and athletic team use only! Students found to be in the gym without express permission will be disciplined.

### **HALL REGULATIONS**

Students are to arrive at all classes prepared to learn. Students are to remain in class throughout each class period. In the event a student is permitted to go to his/her locker once class has begun, his/her Student Handbook Hall Pass must be signed by the teacher and the student must take the handbook to the destination. Corridor passes will be issued by the Main Office, the Guidance Office, Library, or Nurse.

The problem of moving students through at passing time can cause considerable difficulties. Please abide by the following rules for the free flow of traffic:

1. Do not congregate on the stairwells or in the hallways. Keep to the right when moving through the halls.
2. There is to be no running in the halls at any time.
3. You are to show ID cards to any employee of the school when you are requested to do so. (Employees include security people, custodians, teacher aides, secretaries, cafeteria workers and teachers/substitutes).
4. No food is to be carried through the halls without a special authorization. No food is to be eaten in any area other than the cafeteria. No food or drinks are allowed in classrooms.

### **INTERNET USE (SCHedNet Appropriate Use)**

Use of SCHedNet is a privilege. You are responsible for what you say and do on the network. In the event that the guidelines for the use of SCHedNet are violated, a user's Internet privileges may be terminated. Additional disciplinary action may be taken, consistent with the Student Conduct section of the Guide for Students and Parents.

Students may use the Internet to gather information related to their class work, unless their parents have chosen to waive Internet access.

All student use of the Internet must have an educational focus.

Users who find themselves at an Internet site which may be considered inappropriate must leave the site immediately.

Students may not use SCHedNet resources to establish Internet e-mail accounts.

Students may not send or receive electronic mail unless they are working under the direct supervision of a staff member and are working on a class project involving electronic mail.

Staff may not let others use his/her e-mail account and assigned password.

Anonymous postings and the use of pseudonyms or "handles" are not considered appropriate behavior.

The network may not be used for illegal purposes or in support of illegal activities.

The network may not be used to transmit threatening, abusive, harassing, profane or sexually offensive material.

Users must comply with School City of Hammond policy and federal laws regarding copyright. Copyrighted materials obtained online may not be used without the written permission of the copyright holder.

Since security is a high priority on any computer system with many users, any individual who is identified as a security risk may be denied access to SCHedNet.

Any attempt to harm or destroy data or equipment on the network will result in disciplinary action.

Above information is from: SCHedNet Information Guide, Version 3.0, December 1998.

### **CYBER-BULLYING**

Cyber bullying is the misuse of any technological tool in the form of inappropriate or derogatory e-mail messages, text messages, digital pictures (sexting) or images, or website postings that may be considered as harassing, teasing, intimidating, threatening, or terrorizing another student or staff member.

All forms of bullying are unacceptable. If such actions are deemed to be disruptive to the educational process of Clark School, offenders may be subject to appropriate interventions and possible disciplinary action. When found to be necessary, referrals will be made to the Hammond Police Department. The School City of Hammond Board of Education is currently drafting a board policy which will address specific inappropriate conduct(s) and the actions to be taken if such conduct does occur.

## **LIBRARY MEDIA CENTER**

In order for students to use the library the following procedures must be observed:

Students must present a valid student ID

Students must present a pass from a teacher (if not accompanied by teacher)

Students must sign in for attendance

Students must both sign in and out for use of computers

## **LOCKS AND LOCKERS**

Lockers are made available for student use on the school premises (including those in the hallways, physical education and athletic dressing rooms, industrial and art classes) and are the property of the school corporation. These lockers are for students to store school supplies and personal items necessary for use at school. It is the student's responsibility to maintain a clean locker and to clear out his/her locker prior to the last full day of school.

As legal owners of the lockers, the school corporation retains the rights to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purposes and to eliminate fire or other hazards, to maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. The school corporation will retain access to student lockers by keeping a master key. Students **may not** use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed. Lockers may be checked at any time by the administration or a designee without prior notice.

An additional Clark High School lock may be rented for \$5.00 that will be refunded upon return of the lock. **It is strongly recommended that students rent a lock for their gym locker.**

**STUDENTS ARE NOT TO SHARE LOCKERS WITH ANYONE OTHER THAN A STUDENT ASSIGNED TO THAT LOCKER. DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE ELSE.**

## **LOST AND FOUND**

The "Lost and Found" is located in the main office. Students may attempt to secure lost items **after** school.

## **LUNCH/CAFETERIA POLICY**

Clark High School is a closed campus. Students are not permitted to leave school grounds

during lunch.

All food is to be consumed within the confines of the cafeteria. Restaurant food is **NOT** allowed in the building. Students permitted in areas other than the cafeteria during lunch are to remain in those areas until the dismissal bell has rung. Students who bring lunches should eat their lunches in the cafeteria. Students not obeying rules in the cafeteria will be disciplined. Students are not permitted to loiter in the halls, stairwells or entrances during lunch periods. Students are required to provide their student ID's to purchase food from the cafeteria. Any student found to be using another student ID to do so will be disciplined.

## **PEER MEDIATION**

Students having personal conflicts with other students should resolve their disputes in a constructive manner. Students should seek the help of a teacher, guidance counselor, or administrator, who can refer them to Peer Mediation (conflict resolution through trained student mediators). Student mediators will help resolve conflicts between students and establish a win-win situation.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not allowed. Students exhibiting such behavior will be reported to the office.

## **RECEIVING GIFTS AT SCHOOL**

Students and parents are **NOT** to send any gifts, flowers, balloons, etc. to students during school hours. **Any such gifts will be returned to the delivery person.** The school will not accept any deliveries for students.

## **SAFETY DRILLS**

Fire, Tornado, and Lock-down drills are required by law at regular intervals and are held to develop safety practices that will help students move quickly and in an orderly manner to pre-designated safety areas. Directions for a drill and other emergency situations are posted in each classroom and given by the teacher. Students found to be pulling the Fire Alarm **will be expelled** from school and charged with a felony by the Hammond Police Department.

## **SCHOOL CLOSING**

During certain periods of the year, tornadoes and severe weather become potential threats. The school is safer than the home during many severe weather conditions. Parents should not phone the school during emergency conditions. In the event of severe weather or emergency conditions, parents and students are reminded to listen to radio station WJOB (1230 AM) for information.

## **SCHOOL DANCE POLICY**

1. No tickets are to be sold at the door.
2. Students of Clark School and their invited guests (one guest per student, not older than 20 years) are the only people admitted to school dances. A Clark student must present his/her I.D. card to be admitted. Freshmen are **NOT** permitted to attend prom.

3. Anyone who is not a Clark student must be pre-registered and present his/her guest pass to the ticket taker as he/she enters the dance. He /she must be accompanied by the student who invited him/her.
4. Once a person has left the dance, he/she **may not re-enter**.
5. A completed Prom Obligation Form must be submitted to the administration for approval. A 90% attendance rate, passing grades, and a clean discipline record are necessary for administrative approval.

## TELEPHONES

Students are not permitted to use telephones in any of the school offices without the express permission of an office staff member.

## TEXTBOOKS/LAB FEES

**All textbooks are rented to students for their use during the school year.**

Textbook assistance is available to any student who qualifies according to the federal guidelines. **Free book rental fees do not include laboratory fees that must be paid separately.**

## VISITORS

All visitors must enter the school through the Main Entrance on Davis Street. Outsiders are discouraged from visiting the school. Student visitors are permitted only when representing a planned activity with another school. Arrangements for these visitors are made in advance with an Administrator. Adult visitors, including resource speakers, are asked to enter the building through the Davis Avenue doors and report to the Main Office immediately upon entering the building. All visitors will be required to identify themselves with photo ID. Parents must make prior arrangements (24 hours) for the purposes of classroom visitation or parent-teacher conferences.

## WITHDRAWAL

Both state law and board policy require that before a student sixteen to eighteen may withdraw from school, the principal or designee is to conduct an exit interview with the student and parents. Clark High School is required by law to report any withdrawal to the Bureau of Motor Vehicles.

## WORK PERMITS

Before obtaining a work permit, an *Intent to Employ* form must be obtained from the main office. The student then takes the card to his/her employer to fill out and sign. The student must then sign the card him/her self and have his/her parent/guardian sign the card. When the student has all of the necessary signatures, the student must then return the completed form, along with his/her birth certificate, to the main office. A work permit approval form must be submitted to an administrator for his/her approval based upon the student's grades, attendance, and discipline history. Once approved, the work permit will then be issued.

**Note:** According to Indiana State Law, the Issuing Officer has the right to refuse a work permit if the student is failing any class, or has a discipline or truancy problem. The student's employer must be located in the state of Indiana.

# **STUDENT DISCIPLINE**

## **PHILOSOPHY**

It is the student's responsibility to secure an education. In order to maintain an environment conducive to securing that education, the student must exhibit self-discipline. Any student who does not exhibit self-discipline by choosing to interfere with

the learning process, opposing the School City policies, or not complying with the law, will be denied participation in school and/or school-related activities.

All Clark High School students are expected to be:

1. Responsible for themselves and their actions.
2. Respectful of people, place, and property.
3. Prepared for classes and actively pursue their educational goals.
4. Prompt to and present in all classes.
5. Productive in their classes and extra-curricular activities.
6. Considerate of others for their differences in culture, race, gender, and learning styles.

These expected behaviors are all encompassing. Expectations of student behaviors apply to all areas: hallways, washrooms, cafeteria, auditorium, gymnasium, or any other on- or off-campus school-related locations.

When the need arises, students may be disciplined in one of a variety of measures, including detentions, ICBM, exclusion, out-of-school suspension, and expulsion.

## **DISCIPLINE**

The following is an enumeration of some of the main areas of conduct that will lead to disciplinary action. Disciplinary action may take the form of suspension from school or a referral for expulsion under Indiana Code Title 20. Suspension from school may be up to ten days and expulsion may be in excess of ten school days or for the balance of the trimester or school year.

Teachers have rules specific to their individual classrooms. Action taken may include a conference (teacher, parent, student), extra written work assigned, before or after school detention (in the teacher's classroom) or a reduction in conduct, effort or scholarship grades. Repeated offenses will result in a referral to administration and stricter disciplinary action.

- Unverified absence
- Being out of assigned seat
- Chewing gum or eating candy
- Failure to turn in assigned work
- Making noise in class
- Obscene gestures to students
- Sleeping in class
- Talking in class
- Throwing paper/objects in class
- Use of profanity
- Other similar behaviors deemed inappropriate by the teacher

"Major" violations or violations requiring immediate administrative attention would include the following:

- Attempting to cause physical injury to a staff member and/or students
- Attempting to interfere with necessary disciplinary action
- Destroying or attempting to damage school property, which may include lockers, walls, floors, restrooms, desks, discipline referrals, and books
- Excessive unverified absence
- Failure to report to an administrator with a D.A.R. form
- Failure to report to assigned detentions
- Failure to wear an I.D. card (must be visible on a chain or lanyard)
- Failure to comply with instructions of any school employee
- Fighting
- Forgery of school documents or attendance notes
- Gambling in school or on school grounds
- Harassment of another individual
- Igniting fireworks in or on school grounds (automatic suspension--possible expulsion)
- Improper use of cell phones or cameras
- Indecent exposure
- Insubordination
- Loitering on school grounds
- Lying to an administrator, teacher, or staff member
- Obscene gestures or language towards faculty or staff members
- Repeated reports of cheating
- Snowball throwing
- Theft
- Use of electronic devices such as cell phones or pagers

Cheating on academic assignments is considered to be a serious violation of student conduct. It is recommended that the student should receive a "zero" (0) for the assignment in the first instance. A second infraction will result in an "F" for that trimester in that subject area. A third infraction will result in a recommendation for expulsion.

Violation of general school conduct at the end of a semester will result in OSS or expulsion (may carry over to following semester).

Violating any law that constitutes a danger to other students or which interferes with the purposes of the school will result in a referral for expulsion under Title 20.

**NOTE:** Cell phones, radios, tape recorders, CD players, iPods, and MP-3 players are not to be brought to school. If brought to school and used during the school day, they will be confiscated and remain in the school vault office until a parent comes to claim them. Toys and other personal items that can be disruptive to the educational process are not permitted. A parent may come to school to claim the item. Repeated violations may result in disciplinary action.

Students are NOT permitted to have permanent felt-tipped markers in their possession. Such items will be confiscated.

Skateboards and rollerblades are not permitted on school grounds due to safety concerns and school liability.

### **DETENTION**

Detentions are punitive study halls held in either your teacher's classroom or in the classrooms of the teachers assigned to detention duties. Study and/or reading materials must be brought to the detention room by the student. There is to be no talking during detentions. Failure to serve the detention will result in further disciplinary action.

### **EXCLUSION**

Subject to the procedural provisions of the applicable Indiana State Statutes, a student may be excluded from school if the student's immediate removal is necessary to restore order or to protect persons on school property. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function or school purposes. A student may also be excluded from school if the student's legal settlement is not in the attendance area of Clark High School, if no transfer has been granted by the School City of Hammond or has been ordered by the State Board of Education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the High School.

### **FIGHTING**

Fighting is defined as an emotional confrontation between two or more students that leads to one or both parties being harmed physically and/or psychologically or results in the disruption of the educational process. An attempt to harm another physically is also considered fighting.

Fighting in any form is not tolerated at Clark High School. Students who get into a fight on their way to school, during school, or on their way home from school or at any school-related activity will be suspended for up to ten days. Expulsion could result if a student repeatedly engages in fights. We would prefer to prevent a fight than to suspend students from school for fighting. Clark High School provides constructive alternatives to physical violence. If you are having problems with another student or students, feel free to speak with an administrator or ask a teacher to refer you to peer mediation. Remember--don't let your emotions ruin your chances for succeeding in school.

### **IN-CLASS BEHAVIOR MODIFICATION (ICBM)**

In-class behavior modification is an alternative to an out-of-school suspension. Students may be assigned an ICBM for a variety of discipline infractions. When assigned an ICBM, the student must bring textbooks and materials required for a full-day's work. Teachers will inform the ICBM director of students' class work to be completed for a grade. Students serving ICBM must follow the class guidelines as outlined by the ICBM director. Failure to do so may result in further disciplinary action.

A student assigned to ICBM is not eligible to nor allowed to participate in any school related activities for that day. An assigned ICBM will not be changed to accommodate a student's athletic or academic schedule.

## **OUT-OF-SCHOOL SUSPENSIONS**

Out-of school suspensions are assigned for serious infractions of school policy. Such disciplinary actions should not be taken lightly. An accumulation of OSS may result in the initiation of expulsion proceedings.

**Students assigned an out-of-school suspension are not allowed to participate in school activities. The students will not be permitted to be on school grounds for any reason, unless permission has been granted by the school principal or assistant principal. OSS will result in the grade of zero (0) for all homework, class work, tests, or any other course work missed.**

## **WEAPONS**

Students possessing, handling, or transmitting any object that can reasonably be considered a weapon are subject to expulsion. Storage of a weapon in ones' locker is included in the definition of possession. Counterfeit devices are considered weapons.

## **GANG PREVENTION**

A student engaging in gang-related activities is subject to suspension and expulsion from school. The school will not tolerate any open display of gang symbols, colors or gestures, the recruitment of members or any form of intimidation. As gang symbols frequently change, students must be cautious in their behavior and choice of clothing so that neither can be interpreted as gang-related. Staff members will refer any questionable behavior or clothing to the principal, assistant principal, or dean for disciplinary action.

## **SMOKING**

The use or possession of any kind of tobacco and alcohol is prohibited on or about the premises or at any school sponsored activity. In addition, the following actions will be implemented when the student is referred to the administration for smoking on school grounds or school related activities:

Students possessing tobacco products during school or on school grounds may be issued a ticket by the Hammond Police Department.

## **AUTOMATIC EXPULSION**

Clark High School recognizes that removal from the educational programs at the high school by expulsion is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process since removal deprives a child of the right to an education.

Any student in the School City of Hammond may be expelled from school, subject to the procedure set forth in BP 5406. Any conduct which causes or creates a reasonable likelihood that it will cause substantial disruption in or material interference with any school function, activity, or purpose or conduct that interferes or creates a reasonable likelihood that it will interfere with the health, safety or well-being, or the rights of other students is prohibited.

The following infractions will automatically result in an automatic expulsion referral:

- Alcohol or drug use or evidence of same
- Gang-related activity
- Possession or transmittal of any controlled drug (marijuana, cocaine, hallucinogen, amphetamine, etc.)
- Possession or transmittal of any item identified as or construed to be a weapon
- Pulling a fire alarm or making threats to harm the premises
- Sexual acts
- Stealing or attempting to steal school property
- Threatening others with the intent to extort money

## **DUE PROCESS**

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practical.

The principal or designee will provide the student with an oral or written notice of the charge(s) against him/her and will provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why he/she should not be suspended. This preliminary hearing will be an informal one in which the student is given a chance to respond to the charges. The student may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing will be held on the day of the alleged infraction or as soon thereafter as possible.

## **SEXUAL HARRASSMENT**

It is the policy of the School City of Hammond to maintain a learning and working environment that is free from sexual harassment. It is a violation of this policy (BP 2700) for students to harass other students through conduct or communication of a sexual nature. Behaving in such a way has the purpose or effect of substantially interfering with a student's academic performance and creates an intimidating, hostile, or offensive educational environment. Conduct of a sexual nature may include unwelcome verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Once a student gives notice to an offender that such conduct is objectionable, further behaviors will be considered unwelcome.

It is the policy of the School City of Hammond to encourage persons who believe that they are victims of sexual harassment to come forward with such claims. A student wishing to make a complaint should report it building principal. When the individual against whom the complaint is made is a student, the principal shall conduct the investigation of the sexual harassment complaint. After the investigation, the principal shall make a written finding of fact. The written finding of fact shall be forwarded to the School City of Hammond Human Resources. A substantiated charge against a student in the school corporation will result in an appropriate disciplinary action including but not limited to suspension and/or expulsion. The principal shall take whatever action he/she deems appropriate. When the individual against whom the complaint is filed is an employee, the principal shall forward the complaint to the Assistant Superintendent-Personnel.

A student who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary

action including but not limited to suspension or expulsion.

### **SUSPENSION OF DRIVING PRIVILEGES**

In accordance with Indiana Code 9-24-2-4, any student under the age of 18 who receives a second out-of-school suspension, an expulsion, or exclusion for disciplinary reasons or has excessive unexcused absences for the semester, will have his/her name sent to the Indiana Bureau of Motor Vehicles. This will invalidate the student's license or permit until one of the following:

The person becomes eighteen (18) years of age (mandatory for expulsion and exclusion)

One hundred twenty (120) days (either excessive suspensions or excessive truancy)

One hundred eighty (180) days (combination of excessive suspensions and excessive truancy)

## **GUIDANCE**

### **CREDIT PROGRAM**

All students are required to accumulate 40 credits in order to graduate. In order to attain the required credits, students should keep the following credit goals in mind:

9th grade	Less than 12 credits
10th grade	12 – 23 credits
11th grade	24– 35 credits
12th grade	36 and more credits

Please see the School City of Hammond [Guide for Students and Parents](#) for more information.

### **END OF COURSE ASSESSMENTS**

The graduating class of 2012 is the first class required to pass the State of Indiana End of Course Assessments in order to earn a diploma. Students must pass the Algebra IB, the English 10B, and the Biology IB tests at the completion of each course. In the event a student does not pass a test, he/she will be required to retake that test until passing in order to earn a diploma.

### **HONOR ROLL SPECIFICATIONS**

The minimum GPA permitted for the Scholar's List is 3.70. The Honor Roll requires a 3.00 to 3.69 GPA.

### **ISTEP**

The graduating class of 2011 is the last class under the ISTEP testing requirements. These students must pass the state-mandated ISTEP test in order to earn a diploma.

## **PLATO ON-LINE CLASS**

Clark High School provides PLATO for after-school remediation and credit recovery . Students requiring extra help in a class or behind in their credits should consider enrolling in PLATO class. See your guidance counselor for enrollment information.

## **SCIENCE CLASS SAFETY GUIDELINES**

All Clark science classes are required to keep safety sheets. These sheets **MUST** be read, signed, and turned in to the current science teacher by the parent/guardian and the student **BEFORE** any student can participate in lab. The sheets are good for one academic year. Students who do not have a signed safety contract sheet on file will **NOT** participate in science labs. Sheets will be recognized and utilized by any subsequent science teacher during the current school year.

## **TRANSCRIPT POLICY**

Clark High School will send an official transcript to any agency or institution that is properly designated to receive them by the student or graduate. The first transcript is free; however, there is a \$5.00 fee for each transcript thereafter that must be paid prior to mailing. If more than one is requested at the same time, the cost is \$1.00 per additional copy. Most transcript requests require a minimum of three (3) days to process

## **HEALTH SERVICES**

### **ADMINISTRATION OF MEDICATION AT SCHOOL**

When a student is placed on medication (not limited to prescriptions but including over-the-counter medications such as aspirin) and the medication is to be taken during school hours, a note from the physician is required with the following information:

Child's name	Dosage of medication
Name of medication	Time(s) to be taken

Written permission of parent or guardian is also required. The medicine must be delivered to school by the parent or guardian in the original bottle from the pharmacy with the child's name and dosage.

### **MEDICAL FORMS**

All students must, by law, present proof of immunizations. Students who fail to do so will be excluded from attendance. The nurse can be consulted for additional information.

A school nurse is available whenever an emergency arises. The responsibility of the nurse is to provide care and assistance in case of injury or illness of an emergency nature. Treating and caring for injuries that occur outside of the school are not her responsibility unless they affect a student's participation in school activities. If an accident occurs at school, the student should report to the clinic. If a student becomes ill or injured during the school day, before reporting to the nurse he or she should get a pass from the classroom teacher. If the student should be sent home, the nurse will make the telephone call home to a parent or guardian to make arrangements. No student will be dismissed from school without such arrangements.

## **STUDENT ACTIVITIES**

Extracurricular activities at Clark High School provide scope for a variety of interests and talents through programs in athletics, curriculum-related clubs, student government, honor clubs, music and drama organizations, and service clubs.

Each of these groups has been given the responsibility of setting its own standards for participation consistent with the philosophy of the school and the requirements for conduct expected of all students. Within this general framework, the standards of each activity will necessarily vary according to that activity's individual purpose and goals.

It should be clearly understood by all students involved in the extracurricular program and by their parents that individual participation must be regarded not as a right but, instead, as a privilege dependent on personal acceptance of the groups' common philosophy. For this reason, the school will endeavor to support each organization in maintaining the expectations of membership as these have been developed within the group.

Note: It is illegal to organize any group in the name of Clark High School without permission of the Association and Clark High School Administration.

### **CLASS SPONSORS**

Senior	Ms. Ashley Relinski/ Ms. Maureen Butcher-Reda
Junior	Mrs. Patty McKinley/ Ms. Lauren Goodson
Sophomore	Mr. William Bennett/Mr. William McCullom
Freshman	To be determined

Please Note: no student/person under the grade of sophomore nor 21 years or older may attend the Junior-Senior Prom.

### **CLUBS AND ORGANIZATIONS**

**ACADEMIC CLUBS** include: Chess Club, the Conquistadores, French Club, the Latino Club, Newspaper, Pep Band, National Honor Society, Yearbook, and Drama Club.

**NON-ACADEMIC CLUBS** include Student Government Association, Natural Helpers, Peer Mediators, and the Bowling Team.

**STUDENT GOVERNMENT SPONSORED ACTIVITIES** include Football Homecoming (early Fall) activities, Winter Formal, Basketball Spirit Week, and fundraisers.

**ACADEMIC COMPETITIONS** include Spell-Bowl, Academic Super Bowl, Science Olympiad, and the city-wide Robotics Team.

### **NATIONAL HONOR SOCIETY**

For well over half a century the National Honor Society has embraced high standards of scholarship, service, leadership, and character that are bound in a moral and ethical framework. By utilizing and exemplifying these four traits, members can help to counter any negative forces in school.

**Membership in the National Honor Society is dependent upon grade point average, teacher recommendation, and activity/service points.**

**ATHLETICS (SPORTS)**

Clark High School offers nineteen sports during the school year for both boys and girls. We belong to the Great Lakes Athletic Conference. Each year we are fortunate to have teams rank in the top ten in the state. Clark High School is very proud of each of our teams and each of its members.

**Fall Sports**

B/G Cross Country, Volleyball, Freshman, JV and Varsity Football, B/G Soccer, Girls' Golf, and Boys' Tennis

**Winter Sports**

B/G Basketball, Wrestling, and B/G Swimming

**Spring Sports**

B/G Track, Girls Tennis, Boys' Golf, Baseball, and Softball

**SECRET SOCIETIES AND CLUBS**

Unsponsored, unauthorized outside clubs or organizations which draw membership from the students of high schools are illegal and have been banned in the Hammond Public Schools. Any evidence indicating membership in any unauthorized outside club by any student may result in suspension or expulsion. All student publications that are to be disseminated on school property must have prior approval of the school administration.

**It is the policy of Clark Middle/High School not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its programs as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title V and VII (Civil Rights Act of 1964), Title IX (Educational Amendments), and Section 504 Rehabilitation Act of 1973).**

# SCHOOL CITY OF HAMMOND CALENDAR 2010-2011 SCHOOL YEAR

AUGUST						
S	M	T	W	TH	F	Sat
1		X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	TH	F	Sat
5	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	TH	F	Sat
					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	X	X	30
31						

NOVEMBER						
S	M	T	W	TH	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	ET	X	X	X	27
28	29	30				

DECEMBER						
S	M	T	W	TH	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	X	X	X	X	25
26	X	X	X	X	X	

APRIL						
4-School Resumes						
22- Good Friday						
25- Begins ISTEP + Progress Tst						

MAY						
4- Ends ISTEP + Tst						
30- Memorial Day						

AUGUST						
25 - CLASSES BEGIN						

SEPTEMBER						
6- Labor Day						
14-16 Fall GQE Retest						

OCTOBER						
28-29 Fall Break						

NOVEMBER						
23-First Term Ends						
24 - Students No Sch						
25-26 Thanksgiving						

DECEMBER						
17 -Last Day of School in 2010						

JANUARY						
3- School Resumes						
17 Martin Luther King Day						

FEBRUARY						
21 President's Day						
28 ISTEP + Writing Beg.						

MARCH						
4 Second Term Ends						

APRIL						
7- Students no School						
8-10 Spring GQE Retest						
9- ISTEP Exams End						
25 Last Day before spring break						

MAY						
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 X 31						

JUNE						
8- Third Term Ends						
Last day of school before summer break						

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

FEBRUARY						
S	M	T	W	TH	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	TH	F	Sat
		1	2	3	et	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	X	X	X	X		

APRIL						
S	M	T	W	TH	F	Sat
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	x	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	TH	F	Sat
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	X	31				

JUNE						
S	M	T	W	TH	F	Sat
				1	2	3
5	6	7	ET	X	X	11

## Grading Periods for Middle and High Schools

August 25-October 8, 2010 (32 days)

October 11-November 23, 2010 (30 days)

November 29- January 21, 2011 (29 days)

January 24-March 4, 2011 (29 days)

March 8- April 29, 2011 (33 days)

May 2-June 8, 2011 (27 days)

ET = END OF TERM

X= NO SCHOOL FOR STUDENTS

## HS ECA TESTING

2nd Trimester

February 7 - March 4

3rd Trimester

April 25- June 8

4th Trimester

