

CLARKE PREPARATORY SCHOOL

2023-2024

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FOREWORD

The school handbook is subject to revision and update throughout the school year. If new or updated information or rules are incorporated into your handbook by the Board of Directors, all students will be given this information in writing.

The rules of Clarke Preparatory School will be enforced in an equitable manner, taking into consideration all circumstances surrounding any given situation. In order to accomplish this purpose, the Board of Directors or

headmaster may grant waivers or such other relief as will assure fairness to all.

THREATS AND HARASSMENT STATEMENT

For all students to learn and grow, schools must have a safe environment. Current events suggest that ensuring such an environment is a task which requires a strict, no-nonsense approach to any words or deeds which reflect the violence of our times. Clarke Preparatory School will regard all written and/or verbal threats, implied or direct toward students, staff members, or school and staff property, as acts of malice and endangerment. The school's disciplinary action will be immediate and severe. Incidents may be reported to law enforcement.

SAME GENDER RELATIONSHIPS

In view of the fact that Clarke Preparatory School's mission statement includes providing a "...Christian-based environment..." for training our children, we adhere to a strict Biblical definition of marriage which is one man and one woman. For this reason, same gender couples will not be allowed at any school function whether curricular or extracurricular. This includes, but is not limited to, proms, dances, athletic events, and any other school-sponsored event.

TRANSGENDER POLICY

To ensure the safety of our students and to follow the mandate of the Clarke Prep Mission Statement to provide a "safe, disciplined, Christian-based environment..." Students will be recognized as male or female based ONLY on their biological gender. This includes, but is not limited to, restrooms, locker rooms, and dressing rooms. They will only be allowed to compete in team sports with others of the same biological gender regardless of any other considerations.

IMPORTANT REMINDER

Parents and/or guardians are reminded that they are not allowed in classroom buildings or facilities during school hours unless they have signed in at the office and have received a pass authorizing their presence.

SEXUAL HARASSMENT:

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this

policy. Anyone who violates this policy will be subject to disciplinary action up to and including expulsion from the school.

Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity.
2. Submission to or rejection of such conduct is used as a basis of evaluating the student's performance in a course of study or other school-related activity.
3. Such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive working environment.

Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to the following:

1. Continued or repeated offensive sexual flirtations
2. Advances or propositions
3. Continued or repeated verbal remarks about an individual's body
4. Sexually degrading words used toward an individual or to describe objects or pictures.

Sexual harassment does not include personal compliments welcomed by the recipient.

Reporting Sexual Harassment

Students who witness sexual harassment should inform an administrator or other school employee. Such report should be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. Students are urged to make such report no later than ten (10) days following the incident or latest occurrence in a series of such incidents. The complaint may be made in writing or in person. Nothing herein shall relieve the headmaster or other school personnel from reporting wrongful acts against students to the appropriate government agencies as required by law.

Please note important changes to this handbook which have been highlighted.

ADMISSION:*

Admission to Clarke Preparatory School is contingent upon the following conditions:

1. Application for admission is processed online through the school website. New families will go to www.cpsgators.com and click Apply Online. Current families applying for a new student must access their family portal at www.cpsgators.com > Parent Login > Apply/Enroll > Application.
2. Clarke Preparatory School may request student records to help determine acceptance. These records may consist of, but are not limited to, transcripts, discipline reports, attendance reports, standardized testing.
3. Once all admission requirements are met, the application will be submitted to the Board of Directors for approval.
4. Students who are approved are admitted on probation. (See below)
5. Once a student is approved for admission, parents will receive a notification email with instructions on completing the enrollment packet. This packet, along with applicable fees, is due no later than ten days from the date the email is sent.

6. For kindergarten/1st grade students, the applicant's birthday must fall on or before September 1 of the scholastic year for which application is submitted. Kindergarten students must turn 5 by September 1 of current school year.

Following this process, the parents will be notified as to the acceptance or rejection of the application. If rejected, the refundable portions of the fees will be returned. If accepted, the applicant is enrolled at Clarke Preparatory School, and the appropriate tuition is due and payable.

Students who transfer to Clarke Preparatory School may be tested by CPS teachers to determine their academic level as compared to the students of the grade to which they are transferring. If necessary, the parents may be required to furnish a tutor until the student has reached the appropriate level, or the student may be placed in a lower grade.

Clarke Preparatory School has a policy of random drug testing of prospective and existing students.

Once a new or returning student is registered and approved, the parents or guardians are liable for a full year's tuition unless, and only unless, the child transfers to a school outside of Clarke County during the school year.

*Clarke Preparatory School does not discriminate on the basis of race, color, creed, or ethnic origin.

RELIGION*:

Clarke Preparatory School is not a church-sponsored school. However, Clarke Preparatory School provides a Christian atmosphere for all students. Each class will participate in daily devotions during homeroom. Devotions consist of, but are not limited to, Bible readings, the Pledge of Allegiance, and prayer.

Clarke Preparatory School will have a mandatory chapel for all students. There will be special assemblies scattered throughout the school year that have special religious and patriotic themes.

*Elementary students through grade four will have a short prayer before lunch.

STUDENT TRANSFER POLICY:

All admission rules are applicable. No student will be admitted before a conduct report is submitted to their former school. No student will be admitted while under disciplinary action from any other school.

A probationary period of two (2) semesters will be imposed on each student entering Clarke Preparatory School. A student on probation must follow all school rules and regulations. Students should not misbehave, be disrespectful, or violate the school code of conduct in any way. A suspension from school for a major violation during the probationary period may result in the student's permanent expulsion from Clarke Preparatory School. **In the event a transfer student presents disciplinary problems not deemed serious enough for dismissal from the school, the headmaster may extend the probationary period for up to an additional two (2) semesters.**

ENROLLMENT:

Returning students must complete and submit a re-enrollment packet each year through the family portal online. School administration will send out re-enrollment notification emails

when these packets are available (usually in the spring). The yearly enrollment fee per family is payable at the end of this packet.

The following guidelines are used as suggested enrollment numbers but are subject to change if deemed appropriate and necessary to provide optimum learning experiences for students.

Numerical Enrollment

K4	18 students
K5	20 students
Grade One through Grade Six	24 students
Grade Seven through Grade Twelve	26 students

The addition of a class section will be considered when the enrollment exceeds the specified numbers and it is determined that the educational advantages for students involved are in jeopardy. Exceptions to class limits will require approval of the Board of Directors. The Board of Directors may opt to provide a full time aide if numbers exceed class limits. The Board of Directors must consider the financial aspect and the availability of space.

EXTRACURRICULAR ACTIVITIES:

In order for a student to participate in extracurricular activities, he/she must have an overall C average in core subjects and be current in all financial obligations to CPS.

Senior team members will be recognized at a designated home game of their respective sport or sports. Senior band members and cheerleaders will be recognized with senior football players.

HOMEROOM PARENTS:

The homeroom parents help coordinate many of the activities at Clarke Preparatory School. There should be a homeroom parent for each class at the school. They are active in raising funds to provide materials and equipment not available through the regular operating budget. The homeroom parents provide many volunteer activities which help each class. They are responsible for all school-related class parties. Homeroom parents will be selected from a list of volunteers for each class through grade 12.

BILLING:

Tuition, books, and fees will be billed to each family when applicable. Checks presented to the school for payment of account will be deposited the day received in the office. A late charge of \$50 will be added to your account if your monthly payment is not received in the office at or before 3:00 PM on the 10th of each month. When a family becomes two (2) months behind in tuition payments, a termination notice will be issued at the end of the second month, and your child/children will be removed from school. If you wish for your child to return, you will drop to the bottom of the waiting list for his/her class. After the second occurrence, only a bank draft or credit card will be accepted as payment. After going through this process three (3) times, your child/children will not be allowed to return to Clarke Preparatory School. No records are released for delinquent accounts. Remember, too, the late fee is in addition to your bank's service charge on all returned checks. If you have any questions concerning your account, please consult the school bookkeeper. Tuition is billed for twelve months. New students begin in August. Cash, checks, bank draft, credit cards, or debit cards will be accepted.

INSURANCE:

This plan covers all students for treatment of bodily injury as a result of accidents occurring during school time (including summer school); participating in school-sponsored and supervised activities, whether at school or away; travel directly to and from a school-sponsored activity in a school-provided vehicle; going directly and uninterruptedly between home and school, within one hour of scheduled classes (or activities); participation in all interscholastic sports; and all school-sponsored and supervised religious services and classes of religious instruction.

The plan benefits are payable for expenses not covered and payable by any other plan providing medical expense benefits. If there are no other valid and collectible benefits available from any other source, this plan may pay the covered expenses up to the limit of the policy. Premiums for this school policy are included in the yearly books and fees.

MESSAGES FOR STUDENTS:

If you need to get a message to your child, please call the school office. Students will not be called out of class to answer telephone calls except for a medical emergency or a death in the immediate family. Messages will be delivered to the child by the office. Arrangements can be made for students to return calls at break, lunch, or PE.

HOMEROOM:

Homeroom period is set aside for the purpose of taking roll and lunch count, making announcements, morning devotions, or any class business. Any special group that has an announcement for the daily bulletin should make sure it gets to the office no later than 7:45 AM.

TELEPHONE:

The office telephones are not for students' use. A student will be allowed to use the office phones only if he/she is conducting school business or if there is an emergency.

LOST AND FOUND:

All articles of clothing, books, and other materials which are found on the school campus should be turned in to the office. Students who have lost items should check periodically for their items. Students should put their names in their books and clothing. At the end of each nine weeks all items in the lost and found will be turned over to a community group and books will be returned to the shelf for reissue.

ILLNESS:

If your child is injured or becomes ill at school, the office staff or school nurse will contact you (or the person you have designated) immediately. A child who has a fever may not return to the classroom. If your child is sick, please keep him/her at home to prevent the illness from spreading to his or her classmates. The school may have random checks for certain medical ailments such as measles, pink eye, head lice, or anything else your child may have contracted that may not be readily detected by the eye. Prescription medicines can be given to elementary students if notes from parents are sent to the teacher. No aspirin, Tylenol, or other over-the-counter medicines can be given unless written permission from the parent is on file in the office.

A child should be free from fever, vomiting, etc. for 48 hours without medication before returning to school. A doctor's excuse will be required for conditions that are highly contagious such as pink eye, strep throat, head lice, etc. before a child returns to school.

If a child is sent home from school with head lice, he/she may return to school once cleared by a healthcare professional. Written documentation from healthcare official will be required.

PARENTS:

Unless you have business in the office or there is an emergency, do not enter the school buildings between 7:45 AM and 3:00 PM. Parents are asked not to "hang around" in the morning and arrive early to wait for children in the afternoon since this interrupts the classroom schedules of teachers at the beginning and end of the day. **For security reasons, daycare, elementary, and middle school students should be dropped off and picked up in the designated areas in FRONT of the main school building. High school students should park in the high school parking lot. NO students should be dropped off or picked up in the area behind the high school building. Please leave the center lane open for through traffic at all times.** ***See the CPS Traffic Policy for exact instructions.*

BULLYING:

Bullying is abusive treatment or the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal harassment, physical assault, coercion, or any combination of these things. It may be directed persistently toward particular victims, often on the grounds of race, religion, sex, or ability.

All forms of bullying will be reported and investigated. Appropriate consequences will be enforced.

EMERGENCY INFORMATION:

It is extremely important that each student maintain an up-to-date file of emergency information through the Family Portal. Please include the following information:

1. Name of parent(s) or guardian(s)
2. Complete up-to-date address
3. Home phone number and parent(s) work phone number
4. Emergency phone number of a family friend or relative
5. Physician's name and phone number
6. Medical alert information

If any event occurs during the school year where the CPS Crisis Management Plan is put into action, the school will provide special counselors to help the students, parents, and employees with any problems resulting from the event.

INCLEMENT WEATHER:

Clarke Preparatory School will announce any closing of school due to inclement weather over Parent Alert, social media, and/or local radio stations. The EMA has an emergency weather alert which will notify the school of any immediate danger in our vicinity.

PARENT-TEACHER CONFERENCES:

The headmaster, faculty, and staff welcome and encourage the opportunity to meet with students and their parents to discuss any problems. For your convenience, please make an appointment for your conference.

Parent-teacher conferences should be set up by contacting the teacher via email and an appointment made at least one (1) day in advance.

Before contacting the headmaster about any complaints, please check first with the individual teacher. If additional action is required, contact the headmaster. If the parent is still not satisfied with the appropriate action, then he/she may apply in the office to be on the agenda for the Board of Directors meeting.

LOCKERS:

These are included in the yearly book and fee assessment. It is the student's responsibility to provide a lock for his/her locker. The school assumes the right to search students' lockers if necessary to maintain school operations and to protect the other students' safety.

PHYSICAL EDUCATION:

All students in grades five through twelve are required to wear acceptable clothing, shoes, and socks during P.E. The P.E. instructor will discuss what is acceptable. P.E. students will be graded on participation. It is the student's responsibility to have acceptable clothes at school every day. A student will be excused only with a doctor's excuse or with the P.E. instructor's permission.

PARTIES:

End-of- the-year parties must be held at school, at a student's home, or at a park. Parties must have teacher or sponsor approval. A certified lifeguard must be at all pool parties. Due to safety concerns, inflatables (bounce houses) will not be allowed at school functions.

LUNCHROOM:

The school provides a lunchroom which operates mainly as a service to parents and students. The lunchroom is set up to provide adequate meals for the students. Clarke Preparatory School's lunchroom will provide a nutritious lunch each day. Students may bring their lunch or eat in the lunchroom. No students will be allowed to leave campus for lunch. Any lunches delivered to students must be labeled and left in the kitchen for the students to pick up. Lunches may not be delivered to students. Clarke Prep families will order student lunches and snacks through the EZ School App. The deadline to place orders is 7:00 a.m.; however, it is preferred that parents place all orders on Friday the week before.

Students who sign up for lunch and do not pay for this meal will be charged for the food prepared unless they are ill. If we have an incorrect lunch count, it is possible that we may run out of a certain item and a substitute might have to be provided. No student will be denied food.

All food and drink must be consumed in the lunchroom area. Food and drinks are not to be taken to any other area of the campus. In order to assure a safe, comfortable eating environment, the following rules should be followed:

1. At the beginning of the lunch period, the students will form a single-file line leading to the serving areas. Do not cut or break line.

2. Put trash into the proper containers, and leave the tables neat and clean.
3. Keep noise to a minimum.
4. If these rules are not followed, mandatory seating and cleaning will be put into practice.

HONOR ROLL:

At the end of each nine week grading period and at the end of each semester, the following honor rolls will be published. Separate honor rolls will be shown for grades one through twelve.

1. ALL A - A student who has at least a ninety (90) average in every class or subject or all A's on his or her report card.
2. A-B - A student who has at least one A and no grade below an eighty (80) in any class or subject or no grade below a B on his or her report card.

CONDUCT GRADE:

If a child makes a "C" in conduct, he/she will be kept off the honor roll.

CHEATING:

Cheating is an undesirable trait in one's character which cannot be tolerated. Proper study habits and preparation for class work and tests are remedies for cheating. If caught cheating, a student will receive a zero on the work in question. A more severe penalty will be administered for a second occurrence.

VISITORS:

No one is allowed to visit others on campus without first being cleared by the office. Social visitation is not allowed during the school day. Any unauthorized visitor will be asked to leave the school campus. Parents, salespeople, and graduates are included in this rule. A visitor pass will be issued and will be visible at all times.

GRADUATION REQUIREMENTS:

STANDARDS:

1. Each member of the current senior class will meet all requirements set by Clarke Preparatory School for graduation. Clarke Preparatory School follows AISA standards, and in some cases, exceeds AISA requirements.
2. The following units must be earned for graduation from an accredited school:

A. Advanced Honors Diploma - 27 units **effective Class of 2024

English - 4 units

Must include advanced levels of:

English 9 - 1 unit

English 10 - 1 unit

English 11 - 1 unit

English 12 - 1 unit

Social Studies - 4 units

Must include advanced levels of:

9th World History and Geography Since 1500 - 1 unit

10th Early U.S. History to 1872 - 1 unit
11th Modern U.S. History 1872 to Present - 1 unit
12th American Government - ½ unit
12th Economics - ½ unit

Mathematics - 5 units

Must include Advanced Algebra I, Advanced Geometry, Advanced Algebra II with Trigonometry, Pre-Calculus, and Calculus

*Students entering the 8th grade starting with the 2019 - 2020 school year must take Algebra I to be eligible for an advanced honors diploma. This will allow them to earn 5 math units for the class of 2024 and beyond.

Science - 4 units

Must include two life sciences (Biology I and higher) and two physical sciences (Chemistry and Physics)

Physical Education - 1 unit

Foreign Language - 1 unit

Health - ½ unit

Approved Electives - 7 ½ units

Community Service - 75 hours

B. Advanced Academic Diploma - 27 units

English - 4 units

Must include advanced levels of:

English 9 - 1 unit
English 10 - 1 unit
English 11 - 1 unit
English 12 - 1 unit

Social Studies - 4 units

Must include advanced levels of:

9th World History and Geography Since 1500 - 1 unit
10th Early U.S. History to 1872 - 1 unit
11th Modern U.S. History 1872 to Present - 1 unit
12th American Government - ½ unit
12th Economics - ½ unit

Mathematics - 4 units

Must include Advanced Algebra I, Geometry, Advanced Algebra II with Trigonometry, Pre-Calculus

Science - 4 units

Must include two life sciences (Biology I and higher) and two physical sciences (Chemistry and Physics)

Physical Education - 1 unit

Foreign Language - 1 unit

Health - ½ unit

Approved Electives - 8 ½ units

(P.E., Journalism, Band, Driver Education, etc.)

Community Service - 75 hours

C. College Prep Diploma - 26 units

English - 4 units

Four units must include:

English 9 - 1 unit

English 10 - 1 unit

English 11 - 1 unit

English 12 - 1 unit

Social Studies - 4 units

Four units must include:

9th World History and Geography Since 1500 - 1 unit

10th Early American History to 1872 - 1 unit

11th Modern American History 1872 to Present - 1 unit

12th American Government - ½ unit

12th Economics - ½ unit

Mathematics - 4 units

Four units to include:

Algebra I - 1 unit

Algebra II - 1 unit

Geometry - 1 unit

Algebra with Finance - 1 unit (or other approved math course)

Science - 4 units

Four units to include at least one life science and one physical science

Physical Education - 1 unit

Health - ½ unit

Approved Electives - 8 ½ units

Community Service - 75 hours

COMMUNITY SERVICE:

All Clarke Preparatory School students are required to earn 75 community service hours between grades nine (9) and twelve (12). Students who transfer in after grade nine will be required to earn eighteen (18) hours for each year they attend Clarke Preparatory School. Documentation for community service hours must be turned in to the counselor by the end of the first semester of grade twelve (12). * The maximum number of hours that can be earned for any one activity/event is 37 (half the required number).

WORK-BASED LEARNING:

Students in grades eleven and twelve who are on track for graduation and not behind in credits are eligible to participate in 7th period work-based learning, pending headmaster approval. The guidelines are listed below:

1. Students must have the Record of Employment form completed, along with the WBL agreement form with a parent signature giving permission for the student to check out at the end of 6th period every day for work.
2. At the end of each grading period, the student must submit the Evaluation Form to the counselor. This form is completed by the employer/supervisor and is what determines the student's grade. These are due at the end of each grading period. It is the responsibility of the student to make sure these are completed and turned in on time. One copy is given to the student at the beginning of the year. It may be duplicated by the student or employer or the student may obtain another copy from the counselor at any time.
3. The counselor or headmaster may contact the employer at any time during the school year for a progress report or update on the student's performance.
4. For 0.5 credit (one semester) the student must have 180 hours of documented work time.
5. Work-based learning is a privilege and may be revoked at the headmaster's discretion.

CLASS CHANGE POLICY:

Students and parents selected courses during spring registration in order to be scheduled for this year. Changing classes, going from A section to B section, causes many problems. There will only be three (3) times a student may change classes with parental permission.

1. During the first three (3) weeks of a school year.
2. After the first nine (9) week grading period no later than the end of week two, quarter two.
3. After the first semester no later than the end of week two, quarter three.

A student MUST have a D average or below to move from advanced honors course to college prep. A teacher may have a student removed from his/her class at other times for specific reasons.

WOODWORKING ELECTIVE: Because woodworking involves the use of potentially dangerous tools, students in this class who engage in horseplay or other unsafe behaviors may be removed from the class if the instructor and headmaster are in agreement.

GRADUATION:

Upon successful completion of the prescribed course credits as outlined in the Credit Requirements, a student is awarded a diploma of graduation. All graduation fees, tuition, and other charges must be paid prior to the graduation exercises. No student will participate in commencement exercises until they have completed all graduation requirements, paid all fees, and returned all school property.

Beta Club members, valedictorian, and salutatorian will wear honor stoles. All other stoles must be approved in advanced by the headmaster and are limited to school-related activities (dual enrollment, Girls State/Boys State, etc.).

VALEDICTORIAN AND SALUTATORIAN:

To be eligible for valedictorian or salutatorian, a student must have been in attendance to Clarke Preparatory School for both semesters of the ninth, tenth, and eleventh grades, and the first semester of the twelfth grade. The valedictorian and salutatorian of Clarke Preparatory School will be the students with the highest and second highest numerical averages for grades nine through the first semester of grade twelve. Valedictorian and salutatorian must be recipients of an advanced honors or advanced academic diploma and have an overall numerical average of at least 90.

Senior class ranking will be based on academic averages of semester grades for grades nine through eleven and the first semester of grade twelve.

For the purpose of class rank, valedictorian, salutatorian, and other class honors, P.E., teacher's aide, driver education, journalism, or other courses that are not textbook-based will NOT count. No student who has been suspended in grades nine, ten, eleven, or twelve may be elected valedictorian or salutatorian.

PARENTAL NOTIFICATION OF ACADEMIC PROBLEMS:

Teachers are required to notify parents of those student who have academic problems. This may be accomplished by sending home progress reports, graded papers, or parents may access their child's grades through their Family Portal account online. A progress report will be sent to each student in grades 5 - 12 after the fourth week of the nine week grading period regardless of that student's average.

Report cards will be issued within a week following the end of the nine week grading period for kindergarten through grade twelve. Dates will be announced on the school calendar.

ACADEMIC AWARDS DAY:

The student with the highest "A" average in each academic class will receive an academic award. This average will be derived from quarters 1, 2, and 3. Students receiving awards must display good citizenship and character.

REPORT CARDS:

Report cards will be emailed to parents at the end of each grading period. Progress reports will be emailed approximately halfway through each grading period. Any person who owes money at the end of the year or who has not returned books or materials will not receive his/her report card until the debt is paid.

PARENT/STUDENT GRIEVANCE PROCEDURE:

The proper channeling of complaints or grievances is as follows:

1. The classroom teacher
2. The headmaster or his/her designee
3. The Board of Directors

GRADING SYSTEM:

The school session is divided into two semesters. Each semester is further divided into two grading periods. Number grades are placed on report cards for each grading period. In kindergarten through grade eight, grading periods are averaged together to report a final grade for each student. In grades nine through twelve, semesters are used to determine success by a student in accordance with the Alabama Department of Education.

Grading Scale:

- A- Excellent: 90 - 100
- B- Good: 80 - 89
- C- Average: 70 - 79
- D- Below Average: 60 - 69
- F - Failure: 59 and below

Ten quality points will be calculated into the overall grade point average for the following classes: Physics, Chemistry, Algebra II with Trigonometry, and Pre-Calculus. For example, if a student earned a numeric average of 85 in one of these courses, instead of receiving the requisite three (3) quality points, he/she will receive four (4). All numeric averages are unweighted.

Quality Point Scale

- A - 4
- B - 3
- C - 2
- D - 1
- F - 0

Weighted Course Quality Point Scale

- A - 5
- B - 4
- C - 3
- D - 2
- F - 0

SEMESTER EXAMINATIONS:

Semester exams will be given for students in grades seven through twelve at the end of each semester. Fifth and Sixth grade students will take a nine-weeks test at the end of each semester. All students in grades five through eleven must take the first semester test. Seniors may be exempt from first semester exam if they have an "A" average, no more than five (5) total absences, and no more than three (3) tardies in a class. All students may be exempt from second semester exams. High school exams will constitute twenty percent (20%) of the final semester average. Middle school exams will count as a regular test score. Students who have an average of ninety (90) will have the privilege of being exempt from the second semester exam. Students with an average of ninety (90) in a one-semester class may be exempt from that exam. Seniors who have a passing average, no more than five (5) absences, and no more than three (3) tardies do not have to take semester two exams.

Students who miss more than five days, excused or unexcused, in a class during a semester MUST take the exam.

A student who is tardy for a class more than three (3) times during a semester must take the exam regardless of the average in that class.

No student who has been subject to out-of-school suspension may be exempt from semester exams for that semester.

PROMOTION OR RETENTION:

1. Elementary students (kindergarten through grade four) must have a passing grade in math and reading. The following criteria will be considered before a child is promoted:

Reading:

Reading scores must be eighty percent (comprehension and oral)

Report card

Achievement tests

Maturity

Math:

Cumulative tests and a final test given during the school year must be seventy percent (70%)

Students not maintaining seventy percent (70%) will be evaluated for remediation or repeating the grade.

Elementary students earning an F in other elementary subjects will be evaluated by the teacher and headmaster.

A student will not be promoted with two yearly F averages.

Students MUST pass reading and math.

2. A student in grades five through eight is not allowed to have more than one yearly average of F. The following guidelines will apply to students in grades seven and eight:
 - Fail English plus one - must go to summer school for English
 - Fail math plus one - must go to summer school for math
 - Fail English plus two - must repeat the grade
 - Fail math plus two - must repeat the grade
 - Fail two or more that cannot be made up in summer school - must repeat the grade
3. In grades nine through twelve, students' semester grades in a course may not be averaged for the purpose of earning credit.
4. Students who fail a credit-bearing course must make it up in a program approved by the administration. NOTE: Compliance with the above standards does not guarantee eligibility to participate in extracurricular activities.
5. AISA Eligibility Rules: To be eligible to participate in AISA interscholastic events, a student is subject to eligibility requirements as set forth in the AISA Athletic Handbook except in cases where Clarke Preparatory standards are more stringent. Clarke

Preparatory School requires an overall C average in core academic classes for each grading period.

RETENTION POLICY:

If a student fails two (2) grades within a period of four (4) years, that student will be reviewed for withdrawal from the school.

CLASS OFFICERS:

Class officers will be chosen as soon as possible after the beginning of school. Officers elected for each grade will be president, vice president, secretary, and treasurer. Election of Senior Superlatives is handled by the senior class under the supervision of the senior sponsor.

ATTENDANCE AND ABSENCES:

Students enrolled in Clarke Preparatory School should be in attendance for each of the one hundred seventy-five (175) days of the school year. Attendance should include a full day of instruction for each school day. The Clarke Preparatory School Board of Directors recognizes, however, that there will be absences by some students. Therefore, parents and students must adhere to the following regulations:

1. State law requires that all absences must be explained in a written note from the parents. A written excuse from the parents must be on file in the office no later than the second day a student returns to school. Otherwise, the absence will be unexcused.
Phone calls will be accepted as preliminary excuses.
2. Any student in kindergarten through grade four (K4 - 4) who accumulates more than twenty (20) absences per year will be denied promotion. After ten (10) absences, the Dean of Students will contact the parent.
3. Any student who misses ten (10) individual classes in a particular course, whether excused or unexcused, will fail that course. An average of no greater than fifty-five (55) will be placed in the semester grade section for such failure. School-sponsored activities, preapproved absences, or cases of severe illness where the student, parents, and school have developed an approved plan are excluded from this policy.
4. Any absence in excess of twenty (20) days in any one class in kindergarten through grade four (K4 - 4) and any absence in excess of ten (10) in grades five through twelve (5-12) must be accompanied by a doctor's excuse.
5. Any student who has an unexcused absence from school will be given a zero for missed work in each class.
6. Absences by students will be designated as excused or unexcused. The following will be designated as excused:
 - Pupil too ill to attend school
 - Inclement weather which would be dangerous to the life and health of the child
 - Legal quarantine
 - Death in the immediate family
 - Emergency condition as determined by the headmaster
 - Absence from school with the permission of the headmaster and consent of the parent(s)

- Pre-arranged absences when missed work will be made up (Pre-arranged absences will count toward a student's total days absent for the year.)
7. If extenuating circumstances result in more than the maximum number of absences allowed in kindergarten through grade twelve (K4-12), the student and parent may present the situation to the administration for consideration.
 8. Checking out of a class three (3) times during a semester will count as one (1) absence. To be counted present for a class, a student must attend at least half of the period.
 9. When school is in session, students must be present for at least 4 class periods to participate in practice or games unless they have a valid excuse as listed in point 6 of this section.

MAKE-UP WORK:

The maximum time allowed for a student to complete make-up work is one week or five (5) school days except in the case of extended illness. Students will not be allowed to make up any work when the absence is unexcused. Zeros will be given for work missed during unexcused absences. The classroom teacher may schedule the make-up work at his/her convenience. **Remember that five (5) days is the maximum and that the teachers have the final say as to when make-up work must be completed.**

CHECKING OUT OF SCHOOL:

Students checking out of school during the day must have a note written by a parent/guardian with a telephone number (home/work) for verification. This note must be in the office by 8:00 AM. No student will be allowed to leave school unless the note can be verified by the parent/guardian. Parents who need to verify a check-out note before school may call the office. The student must still bring a note to place on file in the office.

NO STUDENT MAY SIGN HIMSELF OR HERSELF OUT OF SCHOOL WITHOUT A NOTE FROM A PARENT/GUARDIAN. Those who do are skipping school, which is a group II offense in this handbook.

Any student who leaves the school campus during school hours must check out through the office. Students must sign in at the office when they return to school. This rule applies to all students in any instance when checking out for personal reasons. It applies even with a note sent to the office. The only exception to signing out is if the student is on a school-sponsored trip. If running an errand for the school or a teacher, they must sign out after obtaining parental permission in the office.

The school strongly encourages parents to arrange routine medical and dental appointments after school hours. Teachers should be notified of non-emergency medical and dental appointments in advance. Parents must send written notification of the appointment to the office. This notification must be turned in to the office by the first period on the morning of the day of the appointment in order to receive permission to leave school. If not, the absence will be unexcused.

Any student who leaves school during the day is responsible for all work missed. Tests and work missed during this time must be made up at the discretion of the teacher. Failure on the part of the student to see the teacher at the teacher's convenience upon the student's return to school concerning work missed may result in a zero.

FIELD TRIPS:

Field trips are planned in conjunction with classroom activities and have a specific objective. The headmaster approves all field trips. A permission slip for the year will be signed at the beginning of

school. Students who go on field trips must shoulder the expenses incurred in all phases of the field trip.

Distracted driving is dangerous. **For safety reasons, it is the policy of Clarke Prep School that the use of cell phones or other devices to talk or text is forbidden.** If the driver must use the phone he/she should safely pull to the side of the road, complete the call or text, and proceed when he/she can give the road his/her undivided attention.

STUDENT POLICIES:

In order for the entire Clarke Preparatory School family to learn, live, and work together in a productive and safe environment, appropriate behavior is necessary. The Board of Directors and Clarke Preparatory School have established realistic and reasonable guidelines for all students to follow, so that learning can take place without disruption. Student behavior which disrupts this process or infringes on the rights of other individuals will not be tolerated. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school more enjoyable for everyone.

SKIPPING SCHOOL OR CLASS:

Any student who reports to school and is absent from any class or any school activity without permission from the office or the faculty member whose class is being missed will be punished. Students must have a note signed by the responsible teacher or the headmaster.

Any student who is absent from school without the permission of his/her parent or guardian is skipping and will get an unexcused absence along with a one-day suspension.

The Board of Directors gives the administration the authority to address any situation that is not covered by this handbook. Administration has the authority to take any appropriate action in these situations.

A. Discipline

Students sent from a class for disciplinary reasons must report to the office. The teacher will call the office via the intercom and notify the office of the problem. Failure to report to the office will result in automatic suspension. A teacher should notify the office if a student is sent from his/her classroom. A conduct referral form should also be sent with the student.

B. Corporal Punishment

1. Corporal punishment may be employed by the administrator or his/her representative.
2. Corporal punishment will be administered in the presence of a certified employee of Clarke Preparatory School.
3. Students/parents/guardians will be given the choices of punishment. No child will be made to receive corporal punishment without parental approval or denial.
4. If a parent or guardian does not want corporal punishment to be administered to their child, they can send a note to the school office at the beginning of the school year and that choice will be omitted from punishment choices.
5. Corporal punishment will be administered in an equitable and humane manner.
6. Before corporal punishment is administered, the student will be told the reason for the punishment, the choices for punishment, and will have a clear understanding of the offense that caused the punishment.
7. Corporal punishment will be administered in a private office or empty classroom. It is never to be administered in the presence of other students.

8. There is a signature page at the end of the student handbook saying that the parent/guardian agrees with the contents of the student handbook, including the Corporal Punishment section.
- C. Suspension from School
A student suspended from school for any reason may not travel with a team or group representing the school. He/She will not perform any other function in connection with the school until reinstated by the administration. The scheduled reinstatement time is 8:00 AM. No student will be reinstated until the administration has conferred with the parent/guardian. The suspended student will receive a zero (0) for all work missed during an out of school suspension. If no tests are given during the suspension, the suspended student will receive a zero (0) test grade in each class. No missed work may be made up by a suspended student.
- D. Code of Conduct
Students who commit violations of the Code of Student Conduct are subject to disciplinary action. Violations outlined in section F are prohibited.
- E. Discipline Procedures
Guidelines for student behavior will be posted in each classroom. Students are expected to follow these guidelines at all times. Rules, routines, and procedures are expected to be taught by teachers and followed by students.
- F. Procedures for the Administration of Formal Disciplinary Action
In the following groups of violations and disciplinary procedures, it is understood that the headmaster or designee will hear the student's explanation and consult further with school personnel, if necessary, before determining the group of the violation.

1. Group I Offenses:

- a. General disruptive conduct.
- b. Use of profanity.
- c. Gambling.
- d. Possession and/or use of any article which disrupts the instructional program between 7:45 AM and 3:00 PM. The article will be confiscated and a parent or guardian may come to the office and pick it up.
- e. Physical display of affection on campus.
- f. Loud talking, running, or pushing in the buildings.
- g. Chewing gum.
- h. Wearing hats, caps, or sunglasses in the buildings. These will be confiscated. A parent or guardian may pick them up at the office.
- i. Tardiness to school or class.
- j. Failure to return school forms by the stated deadlines.
- k. Dress code violations.
- l. Possession of a smartwatch. Smartwatches are not allowed in the classrooms.

Administrative responses to Group I violations include but are not limited to the following:

- a. Student conference
- b. Parent contact(s) of conference(s)
- c. Before or after school detention
- d. Corporal punishment

- e. In-school suspension
- f. Out-of-school suspension

2. Group II Offenses:

- a. Defiance of school personnel's authority. This includes disrespect, insubordination or refusal to surrender cell phones or other contraband to anyone who is employed by or who volunteers to work at Clarke Preparatory School.
- b. Possession of controversial literature including obscene or pornographic material/literature that would tend to cause disruption to the school.
- c. Fighting.
- d. Verbal or physical assault toward another student.
- e. Skipping school.
- f. Possession and/or use of any tobacco product or any type of electronic cigarette, vapor pen, or paraphernalia associated with their use.
- g. Bullying.
- h. Repeated occurrence of Group I offenses.
- i. Possession of any type of weapon.

Administrative Responses to Group II violations may include but are not limited to the following:

- a. Parent contact(s) or conference(s)
- b. Corporal punishment
- c. In-school suspension
- d. Out-of-school suspension
- e. If the offense warrants, law enforcement may be called.

3. Group III Offenses:

- a. Threatening use of any type of weapon.
- b. Extortion. (Demanding money or anything else from another student by using violence, threat, or coercion.)
- c. Possession and/or use of drugs or alcohol on campus or at any school function including sporting events, field trips, or other school trips. This includes transportation of drugs or alcohol to campus. Cars and lockers may be searched.
- d. Arson.
- e. Inappropriate sexual encounters.
- f. Any physical or verbal abuse toward any school personnel.
- g. Stealing and/or possession of stolen property, or vandalism during any school event whether on or off campus. Violator(s) will be held responsible for paying to repair or replace damaged property. Law enforcement may be called.

Administrative Responses to Group III violations may include but are not limited to the following:

- a. Automatic out-of-school suspension of five to ten days.
- b. Expulsion
- c. Legal action/prosecution

DISCIPLINARY ACTION FOR SPECIFIC OFFENSES:

Possession of a knife:

First offense - Take the knife, keep it until the end of the school year, and call the parent/guardian.

Second offense - Out-of-school suspension.

Phone, smartwatch, or other device that is seen or heard:

First offense - Turn the device in to the headmaster at the start of the school day for one (1) week. Device will be returned to the student at the end of each day. One (1) day early morning detention hall.

Second offense - Turn the device in to the headmaster at the start of the school day for two (2) weeks. Device will be returned to the student at the end of each day. Two (2) days early morning detention hall.

Third offense - Turn the device in to the headmaster at the start of the school day for one (1) month. Device will be returned to the student at the end of each day. One (1) Saturday School. *\$100 fee for Saturday School to be paid by student or parent.*

Fourth offense - The student may not use the device at school for the rest of the school year.

The administration of Clarke Preparatory School has the right to access voice mail, text messages, records of incoming calls, and pictures from any device confiscated from a student.

Tardiness

Third offense - Loss of break for one week

Fourth-Sixth offenses - Afternoon or morning detention

Seventh-Ninth offenses - Saturday school

Tenth offense - Out-of-school suspension for each subsequent offense (up to 5 days)

If the punishments listed do not correct the behavior, the headmaster will proceed with further disciplinary actions.

POSSIBLE DISCIPLINARY ACTIONS:

1. Detention. (Loss of break, loss of extracurricular participation, detention before or after school, clean-up detail, or other appropriate punishment.)
2. Corporal punishment.
3. In-school suspension.
4. Out-of-school suspension for a maximum of ten (10) days without Board approval.
5. Expulsion. (Requires Board action.)
6. Saturday school. (A fee of \$100 is required to provide supervision.)
7. More than two (2) violations for the same offense may result in more serious punishment.

APPEARANCE POLICY:

All Clarke Preparatory students are to follow the AISA Appearance Policy during school hours and at school events.

1. Body Art - No visible body art is allowed.

2. Body Decorations/Piercing – Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear no more than one earring per ear. Note: No jewelry or body decorations are allowed at any level in AISA athletics.
3. Facial Hair/Hair Styles, etc. – Students may not participate in AISA state level events and or activities with:
 - a. Facial hair below the lobe of the ear and/or below the nose.
 - b. Spiked and/or non-traditional hairstyles deemed inappropriate by state officials.
 - c. Unnatural and/or non-traditional coloration of the hair.
 - d. Hair, when extended, should not be below the eyebrows, earlobes, or shirt collar.
4. In addition to the AISA appearance policy, the following policies will be enforced for male students:
 - a. Students must be clean shaven at all times.
 - b. Hair must be cut to a length not to extend below the top of the ear or extend below the uniform collar regardless of how it is styled, including braids/cornrows. Hair length should also be above and not touching the eyebrows.
 - c. Hair must not exceed two (2) inches in height or width.
 - d. The following are prohibited: mohawks, dreadlocks, etched designs, hair extensions, ponytails and buns.
 - e. Earrings are not acceptable.

STUDENT DRESS:

Dress and grooming which causes or is likely to cause disruption of the instructional process of the school will be prohibited.

No body decoration is allowed. Students should follow the AISA Appearance Policy guidelines listed previously.

No undershirt or t-shirt should be worn with designs that are visible through the uniform shirt.

Skorts/shorts should be no more than five (5) inches above the knee when the student kneels on a flat surface.

No student at any level may wear cargo pants.

Shirt tails must be tucked in at all times. Exception: white $\frac{3}{4}$ length sleeve blouse with logo.

UNIFORM DRESS CODE:

Elementary girls (K4 through grade four)

- White or orange polo shirt with the school crest (logo)
- Orange, white, or gray dry-fit t-shirt (sold through BSN store)
- Khaki #2540 shorts and #2250 pants
- White oxford shirt with logo
- Plaid skort #907
- Peter Pan blouse with logo
- Plain jumper #194
- Pleated jumper #78
- White triple roll ankle or knee socks
- Plain brown belt
- Plain belt buckle

Middle school girls (grades five through eight)

- White or orange polo shirt with the school crest (logo)

Orange, white, or gray dry-fit t-shirt (sold through BSN store)
Khaki #2540 shorts and #2250 pants
White oxford shirt with logo
White $\frac{3}{4}$ sleeve blouse with logo
Plaid skort #907 (White knee socks with skorts)
White, black, or khaki ankle or knee socks, crew socks, or no-shows
Plain brown belt
Plain belt buckle

Elementary boys (K4 through grade four)

White or orange polo shirt with logo
Orange, white, or gray dry-fit t-shirt (sold through BSN store)
Khaki plain front or pleated shorts and pants
White oxford shirt with logo
Khaki, black, or white crew socks
Plain brown belt
Plain belt buckle

Middle school boys (grades five through eight)

White or orange polo shirt with logo
Orange, white, or gray dry-fit t-shirt (sold through BSN store)
Khaki plain front or pleated shorts and pants
White oxford shirt with logo
Khaki, black, or white crew socks
Plain brown belt
Plain belt buckle

High school girls (grades nine through twelve)

White or orange polo shirt with logo
Orange, white, or gray dry-fit t-shirt (sold through BSN store)
Khaki #2250 pants
White oxford shirt with logo
White $\frac{3}{4}$ sleeve blouse with logo
Plaid skort #907 (White knee socks with skorts)
White, khaki, or black knee socks, ankle socks, crew socks, or no-shows
Plain brown belt
Plain belt buckle

High school boys (grades nine through twelve)

White or orange polo shirt with logo
Orange, white, or gray dry-fit t-shirt (sold through BSN store)
Undershirts (if worn) must be plain gray or white with no logo or printing
Khaki plain-front or pleated pants
White oxford shirt with logo
Khaki, black, or white crew socks, ankle socks, or no-shows
Plain brown belt
Plain belt buckle

Collared shirts MUST be worn every Wednesday.

All shoes and outerwear are available at Zoghby's but may be purchased elsewhere as long as they meet the following guidelines:

Elementary girls (K4 through grade four)

Brown leather, lace-up or slip-on below the ankle, closed toe and closed heel shoe
Two-color (black and white) saddle tennis shoe
Two-color (black and white) saddle oxford shoe
Standard athletic (tennis) shoes

Middle school girls (grades five through eight)

Brown leather, lace-up or slip-on below the ankle, closed toe and closed heel shoe
Two color (black and white) saddle tennis shoe
Two color (black and white) saddle oxford shoe
Standard athletic (tennis) shoes

Elementary boys (K4 through grade four)

Brown leather, lace-up or slip-on below the ankle, closed toe and closed heel shoe
Standard athletic (tennis) shoe

Middle school boys (grades five through eight)

Brown leather, lace-up or slip-on below the ankle, closed toe and closed heel shoe
Standard athletic (tennis) shoe

High school girls (grades nine through twelve)

Brown leather, lace-up or slip-on below the ankle, closed toe and closed heel shoe
Two-color (black and white) saddle oxford shoes
Standard athletic (tennis) shoe

High school boys (grades nine through twelve)

Brown leather, lace-up or slip-on below the ankle, closed toe and closed heel shoe
Standard athletic (tennis) shoe

Boots are not allowed except for Friday out-of-uniform days.

Outerwear for all grade levels:

Approved outerwear black rugger and fleece jackets with a gator head logo are available at Zoghby's.

Other outerwear can be worn as long as it meets the current dress code.

Board approved outerwear may also be worn. This includes letter or honors jackets, baseball jackets, softball jackets, cheerleader jackets or band jackets.

Travel suits may be allowed on game days with permission from the coach and administration.

No hoodies may be worn at any time.

Standard uniform khaki pants and shorts may be purchased from a source other than Zoghby's. No low rise, hip hugger, cargo pants, jeans, etc. are allowed. They must be standard uniform khaki pants and shorts.

OUT OF UNIFORM DRESS CODE GRADES SEVEN THROUGH TWELVE:

Our goal is to make sure that our school is represented in a respectful manner. Students who take part in school activities are representing not only themselves, but their families, school, and community.

Academic or Athletic Awards Ceremonies

Boys: Dress slacks, button down shirts, dress ties, or school uniform. **The sponsor and administrator will decide if sports coats or suit coats are appropriate.** Dress shoes or

boots only. No athletic shoes. The sponsor and administrator will decide if uniforms are appropriate.

Girls: Skirts or dresses that are knee length or below or school uniform. Other acceptable wear would include slacks and a blouse or a suit. The sponsor and administrator will decide if uniforms are appropriate.

Dress for all students must be consistent.

Graduation:

Boys: Tie, white dress shirt, khaki pants, dress shoes or dress boots

Girls: White or light-colored dress, neutral colored shoes, no flip flops

Prom and Beauty Review

Girls: One-piece formal dress. There should be no cleavage or midriff showing. No slits above the knee. No dress should be transparent or translucent. Skirts must be at or below the knee.

Boys: Tuxedo or dress suit for the prom or for escorting at the Beauty Review. Dress shoes or boots only. No athletic shoes.

Homecoming Court

Girls: Tailored suit, dress, or skirt at or below the knee. No evening gowns.

Boys: Dress suit. Dress shoes or boots only. No athletic shoes.

Homecoming Dance

Girls and Boys: Casual attire. No shorts. No skirts above the knee. No cleavage or midriff showing. No dress may be transparent or translucent.

Picture Day: No strapless tops. No cleavage or midriff showing.

Friday Dress: Students may not wear any clothing with holes, frayed edges, or frayed pockets. Student may wear any school-sponsored CPS shirt, appropriate blue jeans or khakis, clean boots, or appropriate closed toe, closed heel shoes. These are considered privileges and may be revoked at any time if they are abused.

Any Out of Uniform Activity on School Campus:

No shorts that are more than five inches above the knee. No cleavage or midriff showing. No strapless tops. Students may not wear any clothing with holes, frayed edges, or frayed pockets. Students who fail to follow these guidelines will be sent home and not allowed to participate in that particular school function. If the student is a repeat offender, there will be other disciplinary action. These guidelines also apply to dates and escorts.

TARDINESS:

Chronic or excessive lateness is detrimental to the development of good habits and to academics. It interferes with the educational process of the individual and others.

Students are expected to be on time. A student will be classified tardy if he/she reports to school after 7:55A.M. Students should be in homeroom for attendance at 7:55 A.M. The parent of a tardy elementary student is responsible for checking in the student from the office. A tardy high school student will report to the office to pick up an admit slip. Students who are tardy three (3) or more times will face the disciplinary actions listed elsewhere in this handbook.

HOMECOMING COURT:

All senior girls having an overall C average are eligible for Homecoming Queen. Any girl may remove her name from the ballot for Homecoming Queen or Maid. Girls in grades nine through 12 (9-12) having an overall C average are eligible for Homecoming Maid. All students in grades nine through twelve (9-12) will select a maid. Anyone previously serving as a maid is ineligible for maid but is eligible for queen. The Homecoming Court should be elected two (2) weeks before Homecoming. A student who has been suspended for any reason in grades nine (9) through twelve (12) will not be eligible for homecoming court. Flower girls should be K4-2nd grade Clarke Preparatory School students and should wear Sunday attire.

HOMECOMING/PROM:

Students may decorate during seventh period and after school if under the supervision of a staff member. The number of “dress up” days for homecoming week will be determined by the administration. Lead out visitors will be limited to participating students and family. Passes will be issued to participants for their families if necessary.

MR. AND MISS CPS:

Any senior who meets the following requirements is eligible for Mr. or Miss CPS.

1. He/she must have been a student at CPS for both semesters of the ninth (9th) grade through both semesters of eleventh (11th) grade.
2. He/she must meet at least two of the following qualifications:
 - a. Be a member in good standing of the Beta Club and/or have maintained a B average in grades nine (9), ten (10), and eleven (11).
 - b. Participated in any sport or has been a cheerleader, band member, member of the dance team, or participated in any other extracurricular activity in grades nine (9) through eleven (11).

Election of Mr. and Miss CPS will be held the last Friday of September. Faculty and students in grades nine through twelve (9-12) will vote on qualified candidates. There will be no limit on the persons eligible; therefore, the girl and boy with the most votes will be Mr. and Miss CPS followed by the next three highest numbers of votes as first, second, and third runners up, respectively.

A senior who has been suspended for any reason during or after grade nine (9) will not be eligible for Mr. or Miss CPS.

FOOTBALL QUEEN:

The Football Queen will be elected by the varsity football players. Only senior cheerleaders are eligible. The Football Queen should be chosen two weeks before Homecoming. No girl can be Football Queen and Homecoming Queen or Senior Maid.

DRIVING:

Driving to school is to be considered a privilege which can be rescinded when abused.

Clarke Preparatory School operates a closed campus. Students must remain on the school grounds from the time of their arrival, even if classes have not started, until they are dismissed by the office. Any student who leaves campus must have a signed note from their parent or guardian and must sign out through the office. When a student returns to campus he/she must sign in through the office. The parking lot is off limits during the school day. Vehicles are not to be moved prior to any practice.

No student is allowed to drive on the school campus unless he/she has a valid driver's license and proof of liability insurance. Vehicles are to be parked in the prescribed manner and in the appropriate areas. Once a student drives a vehicle on campus and parks, the student is not to move the vehicle again until the end of school unless permission to do so has been obtained through the school office. Any student seen driving too fast or showing any recklessness on the school campus or in the immediate area may have his/her driving privilege suspended. The fifth tardy will result in the suspension of driving privileges.

Lockers are provided in the school building; therefore, books, gym clothes, and lunches should not be left in the students' vehicles at any time.

Music must not be played so loudly that it can be heard outside a student's vehicle.

SENIOR PRIVILEGES:

Each year the seniors are granted certain privileges in recognition of their maturity, leadership and service to the school, and to help prepare them for decision making as college students. They will be determined and issued by the headmaster as deemed appropriate. Some examples may include:

1. Leaving five (5) minutes early for lunch and break at the discretion of the classroom teacher
2. Leaving five (5) minutes early at the end of the school day
3. Dual enrollment students will leave at a time designated by the administration.

CLARKE PREPARATORY SCHOOL DRUG POLICY:

Revised July 2008

PURPOSE

Clarke Prep School is a college preparatory school where students are to be challenged with Christian principles that promote the development of the total person. Substance abuse interferes with that development by its physical and emotional effect on the individual and its possible effect on those around him. We strive to promote and maintain a learning atmosphere that is drug free at every level. It is our desire to cultivate leadership from Clarke Prep students and staff in the community as well as on campus. It is not the goal of this policy to humiliate or be punitive. The primary focus is on prevention and as an aid in early intervention should the presence of drugs be detected.

Students, faculty, and staff must participate in this drug program if they are to be admitted, hired, or remain at Clarke Prep School.

I. Scope of the Drug Testing Program

A. Student Drug Testing The program advocates universal drug testing of all students in grades seven through twelve (7 - 12). The testing schedule will be as follows:

1. Initial testing - Every student in grades seven through twelve (7 - 12) will be tested over the course of the entire school year.
2. All students entering grades seven through twelve (7 - 12) at Clarke Prep School after the school year begins must be drug tested to comply with this program.
3. Random - Students will be randomly selected (using a random number generator and an alphanumeric list of students) throughout the school year to achieve a goal of 100% of the grade seven through twelve (7 - 12) student body by the end of the school year.
4. Follow-up Testing/Suspicion - any student testing positive will be tested at regular intervals at the parents' expense. This may be in addition to those required by outside counseling agencies to which the individual is referred. Also, any student in grades seven through twelve (7 - 12) who is suspected by the headmaster of drug use will be tested. Reasonable suspicion includes, but is not limited to, the following:
 - a. Reduced quality of work
 - b. Patterns of unexcused absence from class or work
 - c. Inability to get along with others
 - d. Frequent tardiness
 - e. Decreased manual dexterity
 - f. Impaired short term memory
 - g. Periods of unusual hyperactivity, irritability, or drowsiness
 - h. Erratic or atypical behavior.
5. At the time of testing students should be asked if they are taking prescription or over the counter medications.

B. Employee/Board Member Testing

The program advocates universal drug testing of all faculty, staff, and board members. The drug testing of employees/board members is part of the overall commitment to create and maintain a drug-free school. All employees and board members will be tested at the beginning of the school year and randomly throughout the school year to achieve a goal of 25% by the end of the school year. Employees who test positive one time will be tested at regular intervals at their expense and, pending an investigation of the circumstances of the drug use, may have their contract(s) terminated. This may be in addition to any testing required by a Clarke Prep approved counselor or agency.

II. Testing Procedures

- A. The parents of each student or prospective student at Clarke Prep School have consented to their child's participation in the drug screening program.

- B. The method of testing is done by hair sample or urinalysis using a 10 panel immunoassay and will be administered by an approved medical facility contracted by Clarke Prep School. In the event there is a non-negative test result, the same sample will be re-tested and confirmed using a Gas Chromatography Mass Spectrometry analysis.
- C. The collection and coding of specimen samples will be handled in such a manner as to Insure confidentiality.
- D. Each hair/urine sample will be given a control number and analyzed for the presence of prohibited drugs by an outside agency contracted by Clarke Prep School to provide this service.
- E. All test results will be reported to the headmaster, guidance counselor, and dean of Students.

III. Contesting a Positive Result

All positive results are confirmed using a highly reliable confirmation technology. Drugs to be screened include:

Amphetamines:
 Amphetamine
 Methamphetamine
 Barbiturates
 Cannabinoids
 9-Carboxy-THC
 Cocaine Metabolite
 Opiates
 Codeine
 Morphine
 6-Acetylmorphine

If, however, a person testing positive wishes to contest the result, he/she may do so in writing to the headmaster within two (2) days of notification. The retest will be at his/her own expense.

IV. Confidentiality and Dissemination of Results

- A. Each hair/urine sample will be given a control number and analyzed for the presence of prohibited drugs by an outside agency contracted by Clarke Prep School to provide this service.
- B. Test results of the students will be confidentially provided by the contracted medical facility to the headmaster. The school will inform the parent/guardian within ten (10) days of receiving the test results. All test results will remain strictly confidential.
- C. All test results of employees will remain strictly confidential.
- D. No test results of students will be disclosed to any person or agency beyond the persons identified above without the signed written consent of a parent or guardian. Release of test results of students will be requested by the headmaster for purposes of referral for professional evaluation and possible treatment recommendations.
- E. No test results of employees will be disclosed to any person or agency beyond the persons identified above without the signed written consent of the employee for purposes of seeking professional evaluation and possible treatment.

V. Consequences of Positive Results

- A. School personnel will not initiate criminal charges or other legal action against the student or employee based solely on a positive drug test. (This provision should not be confused with possession of or being under the influence of drugs or alcohol on campus. Violation of these provisions of the Student Handbook will continue to be dealt with as very serious offenses which may involve expulsion and legal action.)
- B. Student's First Positive Drug Test**
1. The student will be suspended for four (4) weeks.
 2. Clarke Prep School will require the student and parents or guardians to receive substance abuse counseling by a licensed counselor who specializes in substance abuse. The counselor or agency must be approved by Clarke Prep School.
 3. The licensed counselor will provide recommendations to the student and parents or guardians about services required for successful completion of a substance abuse program. The evaluation, treatment plan, and recommendations of the counselor will be forwarded to Clarke Prep School to monitor the student's progress. All expenses for this service will be the responsibility of the parents or guardians. Clarke Prep School reserves the right to refuse any counselor, agency, and/or recommendations of the counselor at any point during the student's drug program requirements. **If the student, parents, or guardians refuse to follow these conditions, the student will be dismissed from Clarke Prep School.**
 4. The student, parents, or guardians will be required to see an approved substance abuse counselor within five (5) days of notification of a positive drug screen.
 5. Clarke Prep School will require two (2) negative drug screens before returning to school after the 4-week suspension. These will be provided by the parents or guardians. Any drug screens performed outside of Clarke Prep School must be administered by a medical professional approved by Clarke Prep School.
 6. After the suspension period has ended and when the student, parents, or guardians have fulfilled all obligations, the student may return to all school activities unless otherwise directed by the parents, guardians, or substance abuse counselor. If Clarke Prep School deems it necessary, the suspension period may be extended. The student will be randomly tested at regular intervals at school for the remainder of the school year as deemed necessary at the expense of the parents or guardians and at least once a month at the expense of the parents or guardians by an approved medical professional for as long as Clarke Prep School deems necessary. All test results will be forwarded to Clarke Prep School.
 7. Clarke Prep School recommends that the student and parents or guardians meet with the counselor once a week during the suspension period and that all recommendations be forwarded to the school to report the student's progress. Based on the counselor's recommendations, Clarke Prep School may require more counseling and/or more frequent testing by the parents.
- C. Students who have a second positive drug screen will be expelled from Clarke Prep School for the remainder of the school year.**

- D. Students who have been expelled from Clarke Prep School under this policy and wish to return to Clarke Prep School may reapply the next school year.
1. The student, parents, or guardians **must** provide Clarke Prep School with documentation of substance abuse counseling with evaluations, a treatment plan, and recommendations for future counseling and drug testing for the student. **At least six (6) counseling sessions by a licensed counselor who specializes in substance abuse must be provided to Clarke Prep School at the time application for readmission is made. The counselor must be approved by Clarke Prep School.**
 2. Clarke Prep School will require that parents or guardians be an active part of counseling and the treatment plan. The parents or guardians must sign all recommendations by the substance abuse counselor. All documentation and recommendations by the substance abuse counselor will be forwarded to Clarke Prep School to ensure compliance.
 3. The student must provide at least four (4) negative drug screens within four (4) months of the first day the student will return to classes at Clarke Prep School. At least two weeks should separate each of those drug screens. Drug screens administered outside of Clarke Prep School must be administered by a medical professional approved by Clarke Prep School.
 4. The student may be readmitted to Clarke Prep School by approval of the Board of Directors at the recommendation of the headmaster once the three previous requirements are completed. If readmitted, the student will be under a probationary period of at least two (2) grading periods (two [2] nine weeks). Clarke Prep School reserves the right to extend the probationary period based on the student's progress and completion of the requirements.
 5. During the probationary period the student will be required to submit to random drug screening in addition to regular monthly screenings. The expense for these drug screens is the responsibility of the parents or guardians and must be conducted by a medical professional approved by Clarke Prep School. If there is a positive test during the probationary period, the student will be dismissed from Clarke Prep School. Once the student has completed the probationary period, Clarke Prep School will require monthly drug screening by an approved medical professional for the remainder of the school year. This is in addition to random testing at Clarke Prep School at the expense of the parents or guardians. If the student tests positive at any point during his/her enrollment at Clarke Prep School after readmission, the student will be dismissed from Clarke Prep School.
 6. The student and parents or guardians will meet with the headmaster before the end of the probationary period to review the student's progress. The headmaster will make recommendations to the student, parents, or guardians at this time. The recommendations will be documented and signed by the student, parents, or guardians. Clarke Prep School reserves the right to review and make recommendations on a case by case basis. The probationary period may be extended if necessary. The student's progress will be reported to the Board of Directors.
 7. Once a student has been readmitted under the probationary period, Clarke Prep School will require weekly counseling by a licensed counselor who specializes in substance abuse and has been approved by Clarke Prep School. After this period one or two counseling sessions monthly (at the expense of the parents or guardians) will be required based on the recommendations of the counselor. These sessions will continue for the remainder of the school year. All results and recommendations will be forwarded to Clarke Prep School to monitor the student's progress.

- E. The Clarke Prep headmaster will refer the employee/board member who tests positive to a professional, licensed substance abuse counselor/agency acceptable to Clarke Prep School for evaluation and assistance. This counselor/agency will provide recommendations to the employee on the type of additional services that are required for successful completion of the program. **All costs for this are the responsibility of the employee. PENDING AN INVESTIGATION OF THE CIRCUMSTANCES OF THE DRUG USE, A POSITIVE TEST MAY RESULT IN THE TERMINATION OF EMPLOYMENT.** If an employee refuses to abide by the conditions of this policy, he/she will be terminated as an employee of Clarke Prep School at that time.
- F. Employees and board members who test positive more than one time will be terminated as an employee or board member of Clarke Prep School. Students, employees, and board members will be allowed to verify prescribed medications they are taking and may explain test results. Clarke Prep will consult with a medical review officer for verification of medical issues. This medical review officer will be chosen by the Clarke Prep headmaster.

A counselor or community agency may provide assessments and referrals for further assistance and treatment to any student or employee who tests positive. Referrals will be made with consideration for the economic resources of the family. Parents or employees may choose to seek independent resources to provide an assessment of their child's history and current involvement in alcohol or other drug use. Clarke Prep must approve the program, and progress reports must be submitted to the school on a regular basis in order to determine that the student is making progress in an assistance program. Results of drug tests outside Clarke Prep School will not be considered when administering this policy.

- G. Any student, employee, or board member who, after being notified that he or she will be tested, freely admits to being engaged in drug use will be required to attend an assessment interview and abide by the suggestions of the counselor or agency. This will count as a first time failure. Employees may still be terminated pending an investigation into the circumstances of the drug use. A positive test result for illegal drugs such as marijuana or other hallucinogens, heroin, cocaine or cocaine derivatives will result in immediate termination of employment at CPS.
- H. Refusal to be tested is considered a positive result.
- I. A dilute sample is considered a positive result.

CLARKE PREPARATORY SCHOOL
Social Media Policy

In order for Clarke Preparatory School to maintain both a safe and Christian environment in which students can attend school and extracurricular activities without fear of harassment or bullying, cyberbullying will not be tolerated:

Examples of cyberbullying include but are not limited to:

Harassment is repeatedly sending offensive, rude, and insulting messages.

Denigration is distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging, or posting or sending digitally altered photos of someone.

Flaming is fighting using electronic messages with angry, vulgar language.

Impersonation is breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to or about others.

Outing and Trickery is sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others.

Students

Making comments, sexually suggestive comments, or possession and/or distribution of photographs (actual or altered) that damage the reputation of Clarke Preparatory School or any student, faculty member, or staff member will be considered a major offense. If, after due investigation, any student is found to have engaged in these behaviors, the following penalties may be imposed:

First Offense: up to a 5-day suspension

Second Offense: up to a 10-day suspension

Third Offense: expulsion from Clarke Preparatory School.

If, after due investigation, any CPS student is found to have knowingly posed for nude photographs or to have in any way distributed inappropriate and/or nude photographs, he/she may be subject to the following penalties:

First Offense: up to a ten (10) day suspension

Second Offense: expulsion from the school and possible referral to law enforcement.

Parents or Guardians of students at CPS who engage in any of the activities listed above or who make derogatory or inflammatory comments through any type of social media (Facebook, Twitter, Instagram, etc.) toward a student, teacher, or staff member of CPS or about the institution itself, will be managed in the following manner:

First Offense: \$250 fine. Report cards & transcripts held; blocked from Family Portal until paid

Second Offense: \$500 fine. Report cards & transcripts held; blocked from Family Portal until paid

Third Offense: Expulsion of student(s) from Clarke Preparatory School.

Any issue not listed above will be managed at the discretion of the Headmaster and/or the Board of Directors. Our desire at CPS is to maintain the most positive environment possible for our students. We recognize that not all members will agree with every action of the Board, headmaster, or faculty, but we ask that you follow the proper channels in addressing your concerns rather than using social media as a "venting" place. Thank you in advance for your help and support in this matter!

By providing your digital signature in the student enrollment packet, you are testifying to the fact that you have read, understand, and support Clarke Preparatory School's policy on Social Media for the upcoming school year.

Clarke Preparatory School Technology Acceptable Use Agreement

MISSION

The Clarke Preparatory School Board sees as its mission the establishment of policy to provide the governance of Clarke Preparatory School.

Clarke Preparatory School believes that all children can learn and that opportunities must be provided for every student to have a safe, healthy environment with instruction that meets their educational need.

The School recognizes that even in our rural setting, we are a part of an interdependent, global society and it is the School's mission to educate students to be contributing citizens in that society.

Through pursuit of quality in all parts of the School, through positive motivation, positive discipline of students and with increasing positive parental involvement and business and citizen involvement, Clarke Preparatory School will help students become self-sufficient thinkers and citizens.

POLICY STATEMENT

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Clarke Preparatory School. Use of any and all technology resources is a privilege and not a right.

INTRODUCTION

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Clarke Preparatory School to provide all students and employees with access to a variety of technology resources. ***All Clarke Preparatory students and staff must acknowledge and adhere to this acceptable use agreement.***

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of Clarke Preparatory School.

We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Clarke Preparatory School that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts.

Additionally, it is implied that all students and employees of the Clarke Preparatory School will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

All personal technologies used on the Clarke Preparatory campus are subject to this policy and may be used only when approval has been granted from the Technology Coordinator and/or principal. If approved, such usage must be in compliance with all school policies, procedures, and guidelines as well as local, state, and federal laws.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from Clarke Preparatory School campus is subject to all school system policies and guidelines, as well as local, state, and federal laws.

Employees are prohibited from emailing outside the school or storing/saving on external storage devices or portable devices that do not remain on campus items such as: electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Technology Coordinator and should be notified immediately.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

Clarke Preparatory School Technology Acceptable Use Agreement

Clarke Preparatory School issues further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation, and the publication of student work. These guidelines are updated as best practices dictate and as case law emerges. Students and staff are expected to be aware of and follow the guidelines which are updated annually. Additionally, training will be provided to staff and students, as needed.

ACCESS:

- A. The use of all Clarke Preparatory School technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of Clarke Preparatory School's technology must be aware that Clarke Preparatory School cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the Technology Coordinator and/or principal. Regardless of purchase date, location or funding source, all personnel should adhere to this policy in regard to all purchases and disposals.
- C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.
- D. Individuals identified as a real or suspected security risk will be denied access.
- E. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- F. Individuals must not attempt to disrupt any computer services or data by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure.
- G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.
- H. Personal technology-related devices such as, but not limited to laptops, PDA's, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The user should not access local area network or wide area network resources without the explicit permission of the Technology Coordinator and/or principal. Public Internet access may be available for visiting devices and is subject to the conditions outlined in this policy and all other school policies and guidelines, as well as local, state, and federal laws.
- I. The Technology Coordinator and/or principal will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

PRIVACY:

- A. To maintain network integrity and to ensure that the network is being used responsibly, school administrators, the Technology Coordinator and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the Clarke Preparatory School's network, will be private and will be secure from access by others.
- C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. Clarke Preparatory Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
- E. Users are encouraged to avoid storing personal and/or private information on the district and/or school's technology resources.

Clarke Preparatory School Technology Acceptable Use Agreement

DATA SECURITY:

- A. Students and staff are expected to follow all local, state and federal laws and school policy regarding the protection of student and staff confidential data.
- B. Reasonable efforts will be taken to maintain security of technology resources, but Clarke Preparatory School cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside Clarke Preparatory School. Any such unauthorized usage shall be reported immediately to the principal and/or Technology Coordinator.
- D. All employees shall be responsible for immediately reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, and loss/theft of devices or failures of technical security measures to the Technology Coordinator and/or the principal.
- E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.
- F. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure storage.
- G. The technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the Technology Coordinator or principal.
- C. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the school (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coordinator and/or District Technology Specialist.
- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student's or employee's responsibility to secure proper usage permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.
- F. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- G. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- H. For security and insurance purposes, the technology staff will be the only people with access to original software disks at the school location, with the exception of CD-ROMs required when accessing the program. Software originals will be housed with the Technology Staff.
- I. In almost every case, if a single copy of given software package is purchased; it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.
- J. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.
- K. The Technology Coordinator is authorized to sign license agreements for the school. Copies of any system-wide license agreements must be signed by the Technology Coordinator and/or principal and distributed to all users.
- L. The technology staff will be responsible for installation of all software in use on the wide area network, local area network and/or individual workstations/laptops within Clarke Preparatory School. Other designated staff may install software on local workstations with permission by the Technology Coordinator.
- M. Written permission to post student work on the Internet is obtained through the Clarke Preparatory School Technology Usage Agreement.

Clarke Preparatory School Technology Acceptable Use Agreement

EMAIL:

- A. Clarke Preparatory School provides access to email accounts for all employees, contract employees and for students in certain grade levels
- B. Clarke Preparatory School makes a reasonable effort to maintain (backup) email for normal business operations.
- C. Technical support is provided for Clarke Preparatory School email accounts used to conduct educational and/or instructional business.
- D. Personal use of email is permitted as long as it does not violate Clarke Preparatory School's policy and/or adversely affect others or the speed of the network.
- E. Use of Clarke Preparatory School's email accounts for harassing or threatening is strictly prohibited.
- F. Clarke Preparatory School's email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- G. When employing email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.
- H. Clarke Preparatory School's email accounts may not be used for attempting to send or sending anonymous messages.
- I. Clarke Preparatory School's email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.
- J. Clarke Preparatory School's email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- K. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- L. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails.
- M. If users are required to maintain email for more than 365 days, said emails should be printed.
- N. The technology staff or Clarke Preparatory School's administrative staff do not support or advocate the use of email archives.
- O. Incoming and outgoing email is filtered for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Clarke Preparatory School cannot assume any liability for such breaches of the filter.
- P. Email accounts will automatically expire on the last full day of employment.
- Q. At the discretion of the Technology Coordinator and/or Principal, email accounts may be locked without notice.

INTERNET USE:

- A. The intent of Clarke Preparatory School is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Teachers should screen all Internet resources before using them in the classroom.
- D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parent
- E. Students are allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared. Existing permission forms are valid until new forms are received.
- F. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened.
- G. Internet activity can and will be monitored, along with other aspects of technology usage.
- H. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Technology Coordinator.
- I. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking, must list specific URLs.
- J. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

Clarke Preparatory School Technology Acceptable Use Agreement

WEB PUBLISHING:

- A. Clarke Preparatory School's web site is limited to usage associated with activities of Clarke Preparatory Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- B. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.
- C. All pages posted on Clarke Preparatory School's web site must be designed/written with approved software.
- D. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on Clarke Preparatory School's website.
- E. A staff member's primary web page should be housed on Clarke Preparatory School's web site.
- F. Links from pages housed on Clarke Preparatory School's website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- G. Student pictures or other personally identifiable information can be used in accordance with the signed "Clarke Preparatory School Technology Usage Agreement" and in accordance with FERPA guidelines.
- H. Student posting of personally identifying information of any kind on the Clarke Preparatory website or linking to personal information from the Clarke Preparatory website is prohibited. Personal identifying information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- I. Individual students may be identified by first name and first letter of last name unless permission to do so is denied by the parent or guardian in writing on the Technology Resource Agreement form. Full names will not be posted even in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- J. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students. In some cases, use of first names, last initial is appropriate for secondary students. No photographs of individual students are allowed on the pages.
- K. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.)
- L. Permission for publishing employee photographs on the Clarke Preparatory website is assumed unless the employee specifies otherwise in writing to his or her direct supervisor.
- M. Infringement of copyright laws, obscene, harassing or threatening materials on websites are against the law and are subject to prosecution.

EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. Information, such as but not limited to student information system data, accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Clarke Preparatory School network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- E. Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive (except for approved updates)
- F. Harassing, insulting, embarrassing, or attacking others via technology resources
- G. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- H. Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity
- I. Accessing inappropriate material such as, but not limited to, digital cameras, flash drives, iPods, Yahoo Briefcase, cell phones, websites, etc.
- J. Accessing inappropriate material from websites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling site, etc.)
- K. Sending, displaying, or downloading offensive messages or pictures

- L. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- M. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate embarrassing pictures

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- N. Editing or modifying digital pictures with the intent to embarrass harass or bully is prohibited.
- O. Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member
- P. Posting any false or damaging information about other people, the school system, or other organizations
- Q. Posting of any personal information
- R. Broadcasting network messages or participating in sending/perpetuating chain letters
- S. Violating copyright laws
- T. Plagiarism of materials that are found on the Internet
- U. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- V. Use of any Clarke Preparatory School's Technology resource for personal gain, commercial or political purposes
- W. Accessing any website or other resources by falsifying information
- X. Downloading games or playing games on-line
- Y. Streaming video or audio not related to the core business of the School System

CIPA Compliance

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. School authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. Clarke Preparatory School uses the filtering to block all inappropriate sites from being viewed on the network at Clarke Preparatory School and complies with CIPA. For additional, questions regarding CIPA, please contact the Technology Coordinator.

Clarke Preparatory School Technology Acceptable Use Agreement

Last Name _____
First Name _____
School _____
Homeroom _____

Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator at your school.

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Clarke Preparatory Schools' Internet server. A student's personal information will NOT be published on the Clarke Preparatory School web sites. Pictures used on the Clarke Preparatory Schools' web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition. Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

Students:

I acknowledge that I have read, understand, and agree to all terms in the Clarke Preparatory Schools' Technology Usage Policy as outlined in the Clarke Preparatory Schools' Policy Manual. I further understand that, as a user on the Clarke Preparatory Schools' network, I am responsible for appropriate behavior when using any Clarke Preparatory Schools' technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- additional disciplinary action determined as appropriate at a specific school by school staff; and/or
- legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school.

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian:

*** If you object in whole or part to your child utilizing the Internet for instructional/assessment purposes, having his or her likeness or achievements featured in the newspaper or on our school website, or having your child participate in video lessons for instructional purposes, please submit those concerns in writing to the school principal.

Parent Name (please print): _____

Parent's Signature: _____ Date _____