

Septima P. Clark Academy

Student Handbook

2017-2018



GENERAL INFORMATION

Septima. P. Clark Academy
1087 E. Montague Ave.
North Charleston, South Carolina 29405
Phone: (843) 746-6519
Fax: (843) 746-6518

Charleston County School District Mission Statement

The mission of CCSD, a dynamic system of challenging educational choices, is to increase student achievement overall and close the achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

Charleston County School District Vision

Every child will graduate from CCSD with the critical skills and knowledge necessary to succeed in college and the 21st Century global workforce.

Principal's Message:

Septima P. Clark Corporate Academy is the only academic alternative program in Charleston county school district. We promote the educational growth and development of all students. The faculty is composed of educators with diverse background experiences that allow them to be creative in delivering instruction that will meet the 1:1 needs of all learners. We are committed to achieving the Charleston County School District's standard of excellence. The victories in the pursuit of excellence occur everyday in all our classrooms.

Thank you for choosing Septima P. Clark Corporate Academy!

This agenda belongs to:

NAME_____

ADDRESS_____

CITY/TOWN_____ **ZIP CODE**_____

PHONE_____

Septima P. Clark Academy Mission Statement

Septima P. Clark Academy is an alternative academic program designed to meet the unique challenges of nontraditional students in a small and nurturing environment.

Faculty and Staff

Administration

Toshawanka T. Mahone, Program Director
Tommie Riddick, Assistant Administrator

Student Support Services

Kimberly Gadson, School Counselor
Robert Ellington, Communities in Schools Counselor

Support Staff

Sade Nelson, Bookkeeper/Secretary
Dion Davis, Student Concerns Specialist
_____, Parent Liaison

2017 - 2018 Bell Schedule

Regular Schedule		Early Dismissal	
1st Period	8:25 - 9:55	1st Period	8:25 - 9:25
2nd Period	10:00 - 11:30	2nd Period	9:30 - 10:30
3rd Period/Activity Block	11:35 - 1:50	3rd Period	10:35 - 11:30
1st Lunch - 11:35 - 12:05		1st Lunch - 11:35 - 12:05	
4th Period	1:55 - 3:25	4th Period	11:30 - 1:35

**Room & Phone Extensions
2017-2018 School Year**

Administrative Offices

Name	Room #	Phone Ext.
Toshawuka Mahone, Program Director	Room A119	66514
Sade Nelson, Secretary/Bookkeeper	Room A120	Main # (843) 746-6519
Tommie Riddick, Assistant Administrator	Room B146	26356
Dion Davis, Student Concern Specialist	Room B136	
Kimberly Gadson, Guidance Counselor	Room B147	66515
Vacant, Parent Liaison	Room A130G	26365
Robert Ellington, CIS	Room A124	26313

Teacher Offices

Name	Room #	Phone Ext.
Patrick Morgan, Social Studies	Room A125	26361
Patricia Farrelly, English	Room A118	26360
Lynn Smith, Math	Room B133	26368
Randy Golden, Math	Room B134	26366
Barbara Carlson, Resource	Room B135	26381
John Epperson, Social Studies	Room B137	26362
Logan Richardson, Art	Room B141	26367
Kelsie Bagwell, English	Room B142	26372
William Hipp, English	Room B143	26371
Leigha Stine, English	Room B144	26370
Debra Anderson, Science Lab	Room B154	26363
Jonathan Murrell, Science	Room B152	26364

CCSD 2017-2018 Academic Calendar

July 4	Tuesday	Holiday-Independence Day (Schools and Offices Closed)
July 31	Monday	First Day of School for Early Head Start
August 10-11	Thursday - Friday	Teacher Workday/Professional Development
August 10-11	Thursday - Friday	Teacher Workday/Professional Development
August 17	Thursday	First Day of School for Students
August 21	Monday	Solar Eclipse (No School for Students)
August 24	Thursday	First day of School for Child Development/Head Start
September 4	Monday	Holiday - Labor Day (Schools and Offices Closed)
September 22	Friday	Progress Reports
September 27	Wednesday	Early Release/Collaborative Planning/Prof. Development
October 18	Wednesday	End of First Quarter (43rd Day)
October 19	Thursday	Early Release/Teacher Worday
October 20	Friday	Family Data Conferences (No School for Students)
October 25	Wednesday	Report Cards
November 20-21	Monday - Tuesday	Fall Break (Schools Closed, Offices Open)
November 22-24	Wednesday-Friday	Fall Break (Schools and Offices Closed)
December 21	Thursday	Half Day for Students
December 21	Thursday	End of First Semester (83rd Day)
December 22-29	Friday - Friday	Winter Break (Schools and Offices Closed)

January 1-2	Monday - Tuesday	Winter Break (Schools and Offices Closed)
January 3	Wednesday	Teacher Workday (No School for Students)
January 4	Thursday	School Resumes
January 5	Friday	Report Cards
January 15	Monday	Holiday - MLK, Jr. Day (Schools and Offices Closed)
February 6	Tuesday	Progress Reports
February 16	Friday	Teacher Workday/Prof. Dev. (No Schools for Students)
February 19	Monday	Holiday-President's Day (Schools Closed/Offices Open)
March 14	Wednesday	Early Release/Collaborative Planning/Prof. Development
March 14	Wednesday	End of Third Quarter (140th Day)
March 20	Tuesday	Report Cards
March 30	Friday	Teacher Workday (No School for Students)
April 2-6	Monday - Friday	Spring Break (Schools and Offices Closed)
April 24	Tuesday	Progress Reports
May 18	Friday	Last Day of School for Child Development/Head Start
May 28	Monday	Holiday - Memorial Day (Schools and Offices Closed)
May 31	Thursday	Half Day for Students
June 1	Friday	Half Day for Students, Last Day for Students
June 4	Monday	Teacher Workday/Professional Development
June 5	Tuesday	Report Cards

Parent/Guardian Role

Parents/Guardians have an integral role in their child's success. We encourage and expect regular communication between teachers and parents through phone calls, notes, meetings, and the use of the agenda. Success at school is largely determined by the support of parents at home. Here are a few suggestions to help guarantee your child's success:

Be in regular contact with your child's teacher. All teachers have a voice mail account. Call 843-746-6519 and teacher's extension.

- Be involved in your child's learning/education.
- Get involved in school life (visit the school and the teachers whenever possible).
- Support and encourage student success through daily review of school related learning.
- Monitor attendance.
- Attend school council and school meetings as time permits.

Become familiar with school and school board policy, review them with your child, and cooperate with us to make them work. These policies and other important information can be found at <http://www.ccsdschools.com/Families/index.php>

SCHOOL COUNSELING SERVICES

The school-counseling department is an integral part of the support staff at Septima P. Clark Academy. The school counseling department will provide all students academic, career, social, and personal counseling. The goal is to provide all students the opportunity to be successful in their educational and personal lives. Students are able to visit the school counseling office before and after school, during lunch and with permission from a teacher. Parents are able to access the school-counseling department through phone and emails. Appointments are asked to be made in advance to insure the school counselor will be available.

Modified Block Schedule

Clark Academy utilizes a four period per day/semester. This concentrated schedule is designed to help students succeed. Students can take four 90-minute classes each semester. They may earn eight (8) credits per year and may have a total of thirty-two credits in four years. This year, Clark will also offer students thirty (30) minute intervention blocks three (3) times a week.

STATE UNIFORM GRADING POLICY

During 2017-2018 school year, the district began following the 10 Point Grading Scale approved by the S.C. Board of Education for the calculation of grade point average (GPA), weighting of courses and computation of class rank in Grades 9-12.

AVG	GRADE		Level II HONORS	Level III AP/IB
100	A	5.0	5.5	6.0
99	A	4.9	5.4	5.9
98	A	4.8	5.3	5.8
97	A	4.7	5.2	5.7
96	A	4.6	5.1	5.6
95	A	4.5	5.0	5.5
94	A	4.4	4.9	5.4
93	A	4.3	4.8	5.3
92	A	4.2	4.7	5.2
91	A	4.1	4.6	5.1
90	A	4.0	4.5	5.0
89	B	3.9	4.4	4.9
88	B	3.8	4.3	4.8
87	B	3.7	4.2	4.7
86	B	3.6	4.1	4.6
85	B	3.5	4.0	4.5
84	B	3.4	3.9	4.4
83	B	3.3	3.8	4.3
82	B	3.2	3.7	4.2
81	B	3.1	3.6	4.1
80	B	3.0	3.5	4.0
79	C	2.9	3.4	3.9
78	C	2.8	3.3	3.8

77	C	2.7	3.2	3.7
76	C	2.6	3.1	3.6
75	C	2.5	3.0	3.5
74	C	2.4	2.9	3.4
73	C	2.3	2.8	3.3
72	C	2.2	2.7	3.2
71	C	2.1	2.6	3.1
70	C	2.0	2.5	3.0
69	D	1.9	2.4	2.9
68	D	1.8	2.3	2.8
67	D	1.7	2.2	2.7
66	D	1.6	2.1	2.6
65	D	1.5	2.0	2.5
64	D	1.4	1.9	2.4
63	D	1.3	1.8	2.3
62	D	1.2	1.7	2.2
61	D	1.1	1.6	2.1
60	D	1.0	1.5	2.0
59	F	0.9	1.4	1.9
57	F	0.7	1.2	1.7
56	F	0.6	1.1	1.6
55	F	0.5	1.0	1.5
54	F	0.4	0.9	1.4
53	F	0.3	0.8	1.3
52	F	0.2	0.7	1.2
51	F	0.1	0.6	1.1

Withdrawing from a Course

With the first day of the course as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course will do so without penalty. Students who withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course shall be assigned a WF, and the WF (as a 51) will be calculated in the student's overall grade point average. The three, five, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course-level changes approved by the administration of a school.

Grade Changes

Grades can only be changed on a grade card, transcript, or permanent record if the teacher completes the "CCSD Post-Marking Period Grade Change Form". The completed form is filed in the student's permanent record.

Attendance Requirements and Denial of Credit

Attendance is a requirement for promotion and/or credit. Students must attend at least 85 days of a 90-day course, 170 days of a 180-day course, or 42 days of a 45-day course. Students who exceed the approved limits for unexcused absences may not receive credit in the course.

Guidelines for Denial of Credit

Students who drop a course, drop out of school or are expelled after the allowed period for withdrawal, but before the end of the grading period, will be assigned grades in accordance with the following policies: The student will receive a WP if he or she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA. The student will receive a WF if he or she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 51.

If a student fails a course due to excessive absences, an FA will be recorded on his or her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 51.

According to the South Carolina Student Attendance Code, denial of credit will be based on, but not limited to:

- lawful vs. unlawful
- circumstances affecting absences
- responsibility demonstrated by parent or guardian and student
- the educational record of the student
- court recommendation, if applicable

Incomplete Grades

A teacher may give a grade of “incomplete” during the course of the school year if, in the teacher’s professional judgment, an extension of the time to complete course expectations is appropriate due to extenuating circumstances such as a documented long-term illness or a death in the immediate family. The teacher, student, and parent will develop and sign a contract for completion of the course that will not extend beyond the end of the next semester or the conclusion of the school year. The principal must approve the contract and it is at the principal’s discretion to approve any extension of the contract. The student’s incomplete grade will be reported as an “I.” Once the work has been completed, the teacher will authorize the appropriate change in the grade by completing the “CCSD Post Marking Period Grade Change Form”. If the work is not completed within the agreed upon time, the incomplete grade will be valued as a 51 or the student’s average without the completed work, whichever is lower, and this numerical grade will be included in the student’s grade point ratio. All final grades are numerical. An “I,” incomplete, cannot be a final grade.

South Carolina End-of-Course Examinations

End-of-Course-Examination-Program (EOCEP) is a statewide assessment. The Education Accountability Act of 1998 (EAA) requires the administration of the end-of-course examinations in gateway or benchmark courses. The examinations, which count for 20 percent of the student’s final grade in each gateway or benchmark course, currently include Algebra 1, Intermediate Algebra, English 1, US History and the Constitution, and Biology 1/Applied Biology 2. Beginning with the 2010-2011 school year all students must have taken the Biology 1/Applied Biology 2 EOCEP test by the end of their second year after their initial enrollment in ninth grade.

**Beginning with 17-18 school year all students must have taken the EOCEP Algebra I, English I and Biology I by their 3rd year of High School.*

EXAM EXCEPTION POLICY

The superintendent may exempt from final examinations only seniors enrolled in courses earning a full Carnegie unit both first and second semesters for high school diploma credit who have an average of 90 or above for the second semester course, effective August 19, 2016. All underclassmen students will take final examinations. The superintendent may not exempt students from final advanced placement examinations, state end of course examinations, or one-semester one-half Carnegie unit course examinations.

See administrative regulations for additional implementation information.

Adopted 2/26/96; Revised 8/14/00, 9/12/05, 5/23/16

Credit Recovery

Credit Recovery is an option for schools to implement in order to better assist students who are at risk of failing to graduate due to course failure. The purpose of the program is to offer an opportunity for motivated students to recover lost credit by using an alternative instructional model. Credit Recovery is for students who have met the seat time requirement (120 hours for 1 unit and 60 hours for 1/2 unit) and 51 – 59 for 16 -17 school year.

Students, who did not meet the seat time requirement, earned a “WF,” or earned a final grade below predetermined grade are not eligible for credit recovery. There are specific guidelines for participation in the Credit Recovery courses. Your guidance counselor can provide additional information.

ACADEMIC POLICIES

Each student is responsible for monitoring his/her number of credits and progress toward graduation. All students are encouraged to take advantage of the 8-credit block schedule and sign up for 8 classes.

RETAKE A COURSE

Students may retake the same course at the same difficulty level under the following conditions:

1. Only courses in which a D or F was earned may be retaken.
2. The course in which a D or F was earned may only be retaken during the current academic year or no later than the next academic year. Failed courses may be taken during summer school or during the regular school year. A request form is not required to retake a failed course.
3. A student attempting to improve his/her grade in a previously passed course may do so by filling out a request form signed by the principal.

4. A passed course may only be retaken during the regular school year and only be retaken once at the same level.
5. If the course is one of a sequence of courses offered, the retaken course must be taken in the proper sequence.

The student's records will reflect all courses taken and the grade earned with the following exception: students taking courses for a Carnegie unit prior to the 9th grade may retake any such course during their 9th grade year. In this case, only the 9th grade retake grade will be used in computing the student's GPA and only the 9th grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-9th grade attempt.

SOUTH CAROLINA DIPLOMA REQUIREMENTS

Students who began high school during or after 1997-1998 must earn 24 units of credit in the following state approved courses:

English	4.0 Units
Mathematics	4.0 Units
Science*	3.0 Units*
U.S. History	1.0 Unit
Economics	0.5 Unit
American Government	0.5 Unit
Other Social Studies	1.0 Unit
Computer Science	1.0 Unit
Physical Education -or- ROTC**	1.0 Unit**
Foreign Language*** -or-	
Career & Technology Education	1.0 Unit***
Electives****	7.0 Units****
Total	24 Units

***Students must pass Biology I**

South Carolina four-year colleges require three units of Laboratory Science. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement. For additional details, visit the South Carolina Commission on Higher Education.

***Most four-year colleges require two or more credits in the same foreign language.

****Students must pass PE/Health or JROTC/Health**

****Beginning with the Graduating Class of 2011, South Carolina four-year colleges will require that students earn one unit of fine arts credit (one unit in Appreciation of, History of, or Performance in one of the fine arts).

SCHEDULE CHANGES

Students' schedules are generated before the beginning on the school year based on student's transcripts and requirements for graduation. Core courses are typically the major basis of the student schedules and the electives are based on what is available during a particular period.

The focus of the students' schedule is toward graduation completion.

Recommendations for course levels are based on the student's academic performance, academic record, and standardized test scores. A great deal of time and consideration is given in making these recommendations. (If the parent and student disagree with the recommendation, a written request to override a recommendation must be attached to the registration sheet.) Please carefully consider student's academic background and demonstrated motivation to succeed before finalizing a decision to override the original recommendation. Once the override has been approved, students must remain in the class for the duration.

Schedule changes will be made based on the following: prerequisites have not been met, a course selected will not be offered, or selections are found by counselors to be inappropriate.

All schedule changes must be requested and finalized within five days of the start of each semester. All level changes must be requested and finalized within ten days of the start of each semester. All changes will require a written signature and will be based on available seating.

SAT/ACT, PSAT, and WORKKEYS TESTING

SAT: Is a multiple-choice test, with verbal, writing, and math sections. The verbal portion tests the student's vocabulary, verbal reasoning, and reading comprehension. The writing portion showcases the students' ability to write a multi-paragraph essay. The math portion tests the student's ability to solve problems involving arithmetic reasoning, algebra, and geometry. The sum of both portions determines the total score. We suggest taking the SAT at the end of the junior year.

ACT: Is another college entrance test. The test consists of 5 sections: English, math, reading, writing, and science. Rather than a total score, the ACT gives a composite or average score on the test. While the SAT is a test designed to measure a student's aptitude for college work, the ACT is an

achievement test that measures what has been learned in high school. Both the SAT and the ACT scores are accepted by all state-supported colleges and universities for admission, as well as for LIFE Scholarship qualifications www.act.org

PSAT: This “pre-SAT” (Preliminary Scholastic Aptitude Test) has two primary purposes. It introduces a student to the organization and types of questions found on the SAT and helps students to predict their scores on the SAT. The junior year PSAT scores are also used in selecting semifinalists for the National Merit Scholarship Awards, early college admissions, and programs such as the Governor’s School and College Junior Scholar/Fellow Awards. The PSAT is given only once each year in October.

WorkKeys: The WorkKeys test is used to measure how prepared students are for the career world. The test is given during a student’s third year in high school. The test is divided into three sections- Applied Math, Reading for Information, and Locating Information. Students can earn varying work-readiness certificates based on how well they score (* address).

ERIN’S LAW

“Erin’s Law” requires all South Carolina public schools implement a prevention-oriented child sexual abuse program, which teaches students age-appropriate techniques to recognize child sexual abuse and tell a trusted adult. Before graduation, all students must attend school-provided training.

Electronic Individual Graduation Plan (eIGP)

An Electronic Individual Graduation Plan (eIGP) is a document used to assist students and their parents in exploring educational and professional possibilities, and in making appropriate secondary and post-secondary decisions. It can be modified over time as the student’s interests and skills develop or change. The eIGP is based on the student’s academic record, work and general life experiences, and the results of assessments, such as career interest inventories and achievement tests. On a yearly basis, the eIGP should be modified to include courses required for graduation, courses required for a specific major, electives chosen related to a specific major, and extended learning opportunities related to the major. Students will develop their first eIGPs in the eighth grade in preparation for the transition to high school. Following eighth grade, students will review and update their plans at least once annually with their counselors, parents, guardians, or appointed representative.

Progress Reports (Interim Reports)

Teachers will inform students of their progress at the mid-point in each quarter. Progress reports are distributed, and **signed copies** will be collected and filed by the advisor teacher. Each progress report will include a statement concerning the student’s behavior.

Make-Up Work

Students with an excused absence have five (5) school days to make up work missed. Make-up work should be completed and recorded during the nine weeks period that it was due, unless the absence occurs so late in the nine-week period as to warrant special consideration. In such events, the teacher should seek written approval from the guidance director. If approved the student may receive a grade of "Incomplete" and the teacher may then change the grade as soon as the work is turned in. **This exception may not be exercised without the approval of the teachers' guidance director. Students must receive a remittance from the main office.**

Students who have advanced notice of an absence should check with their teachers about upcoming assignments they will miss. Students with special circumstances for advanced notice absences must have approval from their assigned assistant principal. STUDENTS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR GETTING HOMEWORK ASSIGNMENTS AND FUTURE WORK WHEN THEY KNOW THEY ARE GOING TO BE ABSENT FOR LAWFUL PURPOSES.

Student Attendance Policy

In accordance with state law, all children between the ages of five and sixteen must be enrolled in school. It is expected that they be in regular attendance, as student achievement begins with regular attendance. Students may be counted present only when they are actually at school, receiving homebound instruction, or are present at a school activity that has been authorized by the school. To receive credit, students must successfully pass the course *and* be present for:

Eighty-five (85) days of each ninety-day semester course to receive a half credit;

OR

Eighty-five (85) days of a four by four course to receive one credit;

OR

Eighty-five (85) days of a ninety-day course offered on an A/B schedule to receive one credit;

OR

One hundred seventy (170) days of a yearly course to receive one credit.

Students will be counted absent for a full period if they miss more than half of the period. The principal may determine the lawful or unlawful nature of the absences.

STUDENT BEHAVIOR EXPECTATIONS

DISCIPLINE

Septima P. Clark Academy will follow the CCSD Code of Conduct and the Charleston County Progressive Discipline Plan when reviewing behavior. Program Director's discretion may be used.

Septima P. Clark Academy Tardy Policy: 2016-2017

In preparation for future employment and post-secondary education, students are expected to learn career applicable skills such as punctuality; therefore, students are expected to be in class and ready to work at the beginning of each instructional period.

A tardy student is defined as one who is not inside the classroom when the bell rings. All tardy offenses will follow a progressive discipline plan as outlined below.

Tardies will reset to zero at the beginning of each semester.

Tardy	Consequence	Description
1-3	Warning	Student is given a verbal warning that they are tardy.
4	Lunch Detention	Student will serve a 20 minute lunch detention with the teacher and a phone call will be made home.
5	Letter Home	Student is given a verbal warning and on the 5 th tardy, a letter home is sent.
6	After School Detention	Student will serve an after school work-detail detention with administration.
7	Conditional Suspension	A conference is held between the student, parent/guardian, and the administrator before the student can return to classes. Academics, attendance, and discipline will be discussed.
8	Week of Lunch Detention	Student will serve a 20 minute lunch detention with administration for one week
9	1 day of ISS	

Failure to serve a step of this discipline plan will result in additional consequences.

TEACHER DETENTION

Detention applies to keeping a student during lunch or after school for a period of no more than 45 minutes. Teachers must communicate with the students' parent/guardian via telephone or e-mail prior to after school detention being served. Detentions are for those students with undesirable patterns of conduct as well as other disciplinary problems, including tardies. The teacher issuing the detention for offenses in a particular class holds detentions. **Failure to stay for a teacher detention will result in a discipline referral to administration.**

Students of the Charleston County School District are required to conduct themselves at all times and places in a manner that will be in the best interest of the school. Conduct of the student in any disorder or invasion of the rights of others is a basis for suspension or expulsion.

HALL PASSES: 15 Minute Rule

No students are allowed in the hallways the **first 15 or the last 15 minutes of class**. It is the expectation that when the bells ring, all students are in class. If a student goes to class, then "tells" the teacher that he or she is going to his or her locker, or to the bathroom, the student is still tardy. It is the expectation that all students are in class when the bells ring. **After** the 15 minute rule has passed, students are permitted to leave the classroom only if the student signs out, takes the appropriate pass, and then signs back in. If a student is going to Communities in Schools (CIS), Guidance, or the Front Office, a student must go to his or her assigned classes first, wait for the 15-minute rule, and then sign out.

CCSD Code of Conduct

http://www.ccsdschools.com/UserFiles/Servers/Server_2973281/File/Families/Student%20Code%20of%20Conduct/2017-18/StudentCodeofConduct_Middle&High2017-18_jul25.pdf

Student Dress Code and Uniform Policy

CCSD Student Dress Code Policy

Students are responsible for dressing in an appropriate manner at all times while on a school campus or while involved in a school or district sponsored event/activity. Wearing appropriate attire promotes a positive influence on the school climate. In addition to clothing, hats, and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual.

Each school principal has the discretion to determine appropriate or inappropriate attire. Please refer to your school's dress code for further clarification and site-specific guidelines.

Guidelines for Attire

- Clothing is to be worn appropriately and in the manner for which it was designed.
- Pants shall be worn at waist level.
- Undergarments shall not be exposed at any time.
- Clothing shall not reveal bare skin between upper chest and mid thigh.
- Shorts, skirts, and dresses shall be of adequate length to assure modesty.
- Hats shall not be worn in school (unless approved for health or religious reasons).
- Shoes shall be worn at all times (sandals should have an ankle strap).

Prohibited Attire

- Clothing or other attire with words or images depicting or relating to tobacco, drugs, or alcohol
- Clothing or other attire displaying inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork
- Clothing or other attire displaying profanity, obscenity, violence, weapons, symbols of hate, or offensive content
- Clothing, jewelry, accessories, and/or manner of grooming that indicates or implies gang membership or affiliation
- Loungewear, pajamas, and bedroom slippers
- Shirts, tops, or dresses that are backless, strapless, halter-style, cut-out, bare-shouldered, or spaghetti straps
- Extreme clothing or other attire that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard

Students found to be in violation of the dress code will be subject to disciplinary action.

Septima P. Clark Academy School Uniform Policy

Clark Academy seeks to maintain a safe and orderly environment for learning. To assist in accomplishing this goal, a school uniform policy has been established along with the CCSD Dress Code Policy. All students are expected to wear uniforms daily starting the first day of school. The Clark High School uniform consists of the following:

- Khaki or black pants/skirt.
- Navy blue or red shirt.
- Official school-issued Clark Academy shirt.
- No jeans.
- No leggings.

****If a student is referred for dress code violations, the parent will be contacted and offered one of the following options:**

1. Bring an acceptable change of clothes

2. Acknowledge that the student will serve lunch detention for 1st offense, afterschool detention for 2nd offense and ISS for 3rd offense

Frequent referrals for dress code violations will result in progressive disciplinary action

STUDENT ID BADGES

Students are **REQUIRED** to wear ID badges in an effort to maintain a safe environment for both our students and faculty members. This is a CCSD policy as well as a safety measure. All students will be provided with one ID badges and will be responsible for their maintenance throughout the remainder of the year. ID Badges must be displayed and worn around the neck at all times. If the student doesn't have an ID displayed around his or her neck, he/she will have to get a temporary ID for the day. Students will be able to receive **three (3) FREE** temporary ID badges. These will be issued at NCHS main office. Additional temporary badges will cost each student \$1 and the purchase of a new ID badge is \$5.

STUDENT PARKING

Parking privileges are reserved for seniors. Students must present a valid drivers license, registration, proof of insurance, and \$15.00 in cash in order to obtain parking permit. All vehicles in the student parking lot must clearly display the official Septima P. Clark student parking tag. Vehicles not displaying the proper permit will be towed at the owner's expense. Students are responsible for locking their vehicles and securing all valuable items. The school is not responsible for any damage done to a student's car or for any items stolen from the vehicle. All vehicles on school campus are subject to be searched.

Visitors

All visitors must report immediately to the main office to request permission to be on campus and to secure a visitor's badge. Visitors will not be admitted into any classroom or allowed access throughout the building without a school-issued visitor's badge.

Student Phone Calls

Students should not be excused from class to make or receive a telephone call. In case of an emergency, the teacher should direct the student to the main office.

Before/After School

Once a student arrives on campus he/she may only leave school grounds prior to the dismissal bell if a parent/guardian or person(s) listed on the Student Information Sheet has properly completed the sign-out procedures.

- Students are to arrive on campus at 8:15 AM. Students are not allowed off campus once they arrive. If student leaves the campus, they may be subject to a random search. Grades 9-12 should immediately report to the cafeteria to receive breakfast then report to the auditorium of NCHS once dismissed.

Prescription Drugs and Medication

In Accordance with Charleston County School District Policy (5131), the following procedures will be followed:

- Students should not be in possession of medication at any time during the school day. All medications must be turned in to the school office or the school nurse as soon as the student arrives on school grounds.
- No student may have medication (over-the-counter or prescription) in school without a completed medical form from the parent/guardian stating the brand name and type of medication(s), the physician's name, and date(s) for use at school.
- Long-term medication that is necessary for chronic illness should be accompanied by a physician's statement.
- Medication that has not been prescribed by a physician will not be administered to the student at school.
- All medication must be brought to school in its original container and kept in the school's clinic.
- Inappropriate use of or distribution of medication or drugs will be addressed via Level 3 infractions on substances in school.

Lockdown Procedures

Lockdowns are serious procedures used to secure the school building and campus and ensure the safety of students and adults in an emergency situation in which evacuation is not warranted. Lockdown drills will be conducted regularly and should be taken very seriously by adults and students. The school resource officer in addition to the procedures set forth here will train faculty. All teachers should be familiar with and should teach these procedures to students. Teachers should have two sets of red and green placards with the room number on them in the classroom. Procedural expectations for evacuations and individual emergency drills will be taught and modeled by the classroom instructors.

School-Wide Discipline

Clark Academy will implement a school wide discipline plan that will include explanations of level 1 through level 3 infractions, interventions, and consequences as deemed necessary and in accordance with the CCSD Code of Conduct and school-level Progressive Discipline Plan.

Bullying

We recognize that there are five key types of bullying: physical (pushing, shoving, tripping, etc.), verbal: (swearing, name-calling, etc.), psychological/emotional: (put-downs, etc.), relational: (excluding, positioning, arm linking, etc.), and technical email (web pages, etc.). We will NOT tolerate any of them. If students are having difficulties, talk to someone such as the principal, assistant principal, guidance counselor, teacher or another member of the staff.

South Carolina School Safety Act of 1998

Clark Academy and NCHS has an assigned School Resource Officer (SRO) on campus, full-time. It is essential that parents and students become familiar with the SCSSA as the following:

Threatening a public official, a teacher or principal now carries a fine of five thousand dollars (\$5,000.00) or five years or both.

Threatening a public employee who works for the district carries a fine of five hundred dollars (\$500.00) or thirty days or both.

When a student is convicted of or adjudicated a delinquent of certain violent crimes, the district is to be notified by the agency involved or by the presiding judge. The principal is to notify the teachers of that student. This notification must be made to the teachers every year the student is enrolled. Additionally, this information must also be placed in the permanent record and forwarded to another school or school district if the student transfers.

Septima P. Clark Academy Electronic Device Policy: 2017-2018

Cell Phones

Students on the phone during instructional time, teachers may ask for the cell phone. If student gives up the phone without an issue, the teacher will hold it until the end of the period. The teacher will also do a referral in Review360 for counselor intervention.

If the student does not give the phone to the teacher, the main office will be contacted for Mr. Davis. If the phone is given to Mr. Davis he will return it at the end of the day.

If the student refuses to give the phone to Mr. Davis then the student will be referred to Dr. Riddick and the student will conditionally be suspended and placed in ISS until a parent comes to the school for student's refusal to obey.

Acceptable Times to use Cell Phones

- Hallways
- Cafeteria
- Bus Loop
- In class if used for the lesson

Each student is under the direct instruction of all staff members and their substitutes. Failure to turn over a communication device immediately to a staff member when requested will result in additional disciplinary action. The offense is no longer the device only, but is now also refusal to obey the directive of the school official.

CCSD Internet and iPad Guidelines

1. **Define a Purpose for Internet Use:** All use of the Internet during school hours must be in support of education and research and consistent with the educational objectives of the school district. Users must have a well-defined, documented reason for accessing the Internet. No "surfing" is allowed. "Surfing" is the term for unstructured searches, or just exploring to see what is out there. Students must have a topic, or subject to be researched; and it must be directly related to a given assignment from one or more teachers. There should be adult supervision while any student is researching on the Internet.

2. **Maintain Network Etiquette** (sometimes called "Netiquette"):

- Be polite. Do not send abusive or threatening messages to others.
- Do not swear or use vulgarities or other inappropriate language.
- Do not send credit card numbers, bank account numbers, social security numbers, personal addresses, or personal phone numbers across the Internet.
- The Internet is not a secure or private means of communication; you never really know who else may be "listening in." People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
- Do not disrupt network communications. Disruptions would include downloading large files, sending mass e-mail messages, transmitting virus routines, or annoying other users.
- All information accessible via the network should be assumed to be private property of the person presenting the material.

3. **Acceptable Use:** The purpose of NSFNET (National Science Foundation Network), which is the backbone network to the Internet, is to support research and education in and among academic institutions of the U.S. by providing access to unique resources and the opportunity for collaborative work.

4. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of the privilege. (Before students log on to the Internet, they will be part of a discussion with a CCSD teacher pertaining to the proper use of the network.) Any misuse of the Internet will result in disciplinary action by an administrator in the school/district.

5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If a user feels he can identify a security problem on the Internet, he must notify a system administrator or the District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. **Denying Access:** If a parent or guardian is uncomfortable with the option of his or her child(ren) accessing the Internet, the student(s) may be assigned to a different activity when classmates are using the Internet. That decision may be indicated in the parent signature part of the Student Technology Use Agreement: the student(s) will then be assigned an alternate activity.

7. **Disclaimer:** Charleston County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Charleston County School District will not be responsible for any damages suffered while using the Internet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or

your errors or omissions. Use of any information obtained via the Internet is at your own risk. Charleston County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Any violation of the rules is unethical and may constitute a criminal offense. Should a violation be committed, access privileges may be revoked for the remainder of the year. School disciplinary and/or appropriate legal action may be taken.

NO ZERO POLICY

If a student is missing work, they will be given the following opportunities to make up work:

1. Students will be given the time to makeup work during the school day (intervention period).
2. Students will be given time to makeup work during lunch.
3. Students will be given time to makeup work after school.

**If students fails to take advantage of these opportunities they will receive a grade of one.

**Students who do take advantage of these opportunities will have their work graded accordingly.

**Only assignments in the last quarter can be made up.

**PARENTAL NOTICE OF PRIVACY LETTER FOR PARENTS OF ALL NINTH THROUGH TWELFTH
GRADE STUDENTS**

Dear Parent:

Federal law requires Local Education Agencies (LEAs) provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent opts out by notifying the SCDE in writing that he/she does not consent to the release of this information.

If you do not consent to the disclosure of this information, you must fill out the following form and return it to your child's school. If you choose not to return the form at this time, you may do so at any time during your child's school career and the request for non-disclosure will be honored. For parents of 9th and 10th grade students, the opt-out form can be completed and saved in advance.

Sincerely,

Principal

OPT-OUT OF RELEASE OF STUDENT INFORMATION FORM

Please complete the following if you do not consent to the release of your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information.

Student's Last Name:	
Student's First Name:	
Student's Official Class:	
Name of School:	

I am requesting that my child's name, address, and telephone number NOT be shared with:
(please check appropriate box)

<input type="checkbox"/>	Military Recruiters
<input type="checkbox"/>	Institutions of Higher Education
<input type="checkbox"/>	Both Military Recruiters and Institutions of Higher Education

Parent/Guardian/Student Aged 18 or older
--

Print Name

Signature

Date:
