

TOM C. CLARK HIGH SCHOOL

CAMPUS POLICY

2018-2019

ADMINISTRATION OF TOM C. CLARK HIGH SCHOOL

Dr. Jerry Woods	Principal
Melissa Grijalva	Vice Principal
Jill Hackney	Academic Dean
David Empson	Assistant Principal
Al Garcia	Assistant Principal
Jaime Heye	Assistant Principal
Joseph Murguia	Assistant Principal

GUIDANCE COUNSELORS

Marjan Switzer, <i>Head Counselor</i>	Lorna Carr	Nicole Cleveland	Victoria Elizondo
Kristen Guerra	Toni Hutzler	Nivia O'Malley	Javier Proa

LIBRARIAN

Lucy Podmore

Section A

Campus Policy

<p>ForewordA-1</p> <p style="padding-left: 20px;">To Students.....A-1</p> <p style="padding-left: 20px;">To Parents.....A-1</p> <p>PhilosophyA-1</p> <p>ObjectivesA-1</p> <p>Alma MaterA-2</p> <p>Cougar Fight SongA-2</p> <p>Schools ColorsA-2</p> <p>MascotA-2</p> <p>Code For The Good Citizen of The American High SchoolA-3</p> <p>Thomas Campbell ClarkA-3</p> <p>People Who Can Help YouA-3</p> <p style="padding-left: 20px;">Your Principal.....A-3</p> <p style="padding-left: 20px;">Vice Principal and Assistant Principals.....A-3</p> <p style="padding-left: 20px;">Your Academic Dean.....A-3</p> <p style="padding-left: 20px;">Your Teachers.....A-3</p> <p style="padding-left: 20px;">Your Counselor.....A-3</p> <p>Bell ScheduleA-3</p> <p>AttendanceA-4</p> <p style="padding-left: 20px;">Returning from Absence ProcedureA-4</p> <p style="padding-left: 20px;">Arrival at School.....A-4</p> <p style="padding-left: 20px;">Cougars in Class.....A-4</p> <p style="padding-left: 20px;">Corridor PassesA-4</p> <p>General InformationA-4</p> <p style="padding-left: 20px;">Athletics.....A-4</p> <p style="padding-left: 20px;">Bonus Points.....A-4</p> <p style="padding-left: 20px;">Buildings and Grounds.....A-4</p>	<p>Campus Internet Use.....A-5</p> <p>Class Dismissal.....A-5</p> <p>Clubs or Class Sponsored ActivitiesA-5</p> <p>Communication.....A-5</p> <p>Connections.....A-5</p> <p>DancesA-5</p> <p>Financial ObligationsA-5</p> <p>Fire Evacuation Bell SystemA-6</p> <p>Graduation.....A-6</p> <p>Junior LunchA-6</p> <p>Senior LunchA-6</p> <p>Library.....A-6</p> <p>Lost and Found.....A-7</p> <p>Parking Cars on CampusA-7</p> <p>Posters and SignsA-7</p> <p>Cell Phones, CD Players, I-Pods, and MP-3.....A-7</p> <p>Social Behavior.....A-7</p> <p>Student Identification CardsA-7</p> <p>Study HallA-7</p> <p>Tornado DrillsA-7</p> <p>School PrideA-7</p> <p>Student Council, NHS & Class Officers.....A-7</p> <p>Students Selected for Popularity CourtsA-8</p> <p>Visitors.....A-8</p> <p>Withdrawal.....A-8</p> <p>Clubs and OrganizationsA-8</p>
--	---

FOREWORD

To Students:

This handbook has been prepared by the Administration of Tom C. Clark High School in cooperation with the Superintendent and the Board of Trustees of the Northside Independent School District. It is for your guidance in understanding some basic policies around which your school functions. If parents or students have questions, please feel free to contact an administrator. Please read carefully and abide by these rules and regulations.

To Parents:

The home is the greatest influence on the child during the formative years; from these influences the child develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child.

Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your child with information about Clark High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with teachers and the administration when you deem it necessary.

The cooperation of school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school program.

Tom C. Clark High School is fully accredited by the Texas Education Agency.

PHILOSOPHY

Tom C. Clark High School functions on the basic philosophy that the school is primarily and ultimately established for the students. No other element associated with our learning facility is more important.

Academic courses are set, designed, and periodically revised for the purpose of supplying our students with opportunity and exposure to the areas they will encounter in their community careers and adult lives. Relevance of classroom experiences is of utmost concern; therefore, instructor motivation and enthusiasm become as much an integral part of any lesson as the student himself. Mutual existence of academic disciplines and extracurricular activities is encouraged, as our faculty feels that the well-rounded student is the primary goal.

Incorporating instructional techniques that focus on the needs of the community and individual student further enacts our school's philosophy. The faculty's personal concern and interest in the students enable us to meet our goals of teaching academics as well as fostering concern for fellow men. Within such an atmosphere, mutual respect, as well as firmness and guidance, is a major element of our philosophy. Leadership and guidance provided by the administration and counseling staff offer the student additional resources by which he may help himself become more aware and confident with a new and better self-image.

While recognizing that most of our students will pursue further education, we strive to provide diverse academic, vocational, and social experiences.

OBJECTIVES

1. To convey the concept of relevance in disciplines offered.
2. To develop thinking skills which will promote higher cognitive achievement.
3. To develop skills in effective written and oral communication of varying purposes, and also to provide experiences of study and understanding of classical and contemporary literature.
4. To develop skills of functional mathematics as well as abstract reasoning skills.
5. To encourage and develop an appreciation, interest and understanding of man's past and present, and to apply his knowledge to man's role in the future, through the social sciences.
6. To instill scientific interest, curiosity, and thereby a scientific approach to the study and discovery of the student's ever changing world.
7. To provide experience in the technical, practical, and theoretical aspect of fine arts thereby fostering interest, knowledge, and appreciation of such arts.
8. To provide a basic knowledge of physical and mental fitness, and opportunities for maintaining a sound and healthy body through physical and athletic programs.
9. To instill an appreciation of the value of work in meeting personal as well as financial needs.
10. To assist students in exploring the range of occupations available in modern society keeping in mind the needs of the labor market.
11. To provide opportunities for each student to consider his own interests, aptitudes and abilities in relation to career choices.
12. To provide opportunities to acquire occupational skills, attitudes and understandings which will prepare students for gainful employment.
13. To make on-the-job training experiences available through cooperative school/work programs.
14. To develop skills and attitudes necessary for producing a responsible use of leisure time.
15. To encourage a high sense of personal integrity and self-respect.
16. To assist students in developing a positive self-image.
17. To provide myriad opportunities and activities which, through participation, assist in identifying and developing student potential.
18. To stimulate a desire for top quality performance in all areas of student activity.
19. To provide preparation for potential leadership roles through academic and extracurricular involvement.
20. To develop school spirit and pride by encouraging individual involvement and mass participation in any and all campus activities and organization.
21. To promote responsible behavior in the social, economic and political spheres of the community, state and nation.
22. To encourage respect and appreciation for those fundamental philosophical principles and environmental concerns that provides the foundation and inspiration for the quality of life in America.

ALMA MATER

We pledge to thee our Loyalty,
Forever, Tom Clark High.
And to your name we'll gladly be
The guardians of your pride.
The foundation of our future
Is formed in your halls.
And will remain inside of us
Forever, Tom Clark High.

By Monica Fernandez and Alison Boggs with the help of Caroline Hennings,
Lori Efron, Ann McFarland, Lori Thompson and Alan Logan

COUGAR FIGHT SONG

Hail all you Cougars	(Optional Chant)
Fight with all your might.	Onward, upward, win again
Honor, strength, and courage	Onward, upward, win again
For the silver, black and white.	Go and win
ON COUGARS!	Go and win.
Fight on to victory	Go and win again, you Cougars
Let your banners fly.	(Repeat first stanza)
You are the best and brightest,	
Number One Forever	
Tom Clark High.	

SCHOOLS COLORS

Black, Silver and White

MASCOT

"The Cougars"

A CODE FOR THE GOOD CITIZEN OF THE AMERICAN HIGH SCHOOL

I realize that, as a student in an American high school, I owe an obligation to parents or relatives, whose sacrifices have given me the foundation upon which I am building, to the school which offers me an opportunity to develop my natural powers, and to the community which makes my educational advantages possible, to my country which gives me liberty under law, to my own future as an individual and as a citizen.

As a token of my determination to discharge this obligation, I promise:

That I will use the facilities offered by the classroom to enlarge and broaden my interests, to increase my knowledge, to bring me closer to truth, and to cultivate habits of industry and sound thinking.

That I will broaden my sympathies and practice the arts of sociability, true friendliness in my home, in the school and in all my association; avoiding snobbishness in my own conduct and condemning it in others.

That I will develop habits of reading and conversing which will broaden my culture and enable me better to understand the problems of community, state and nation.

That I will carry on discussions in and out of classroom, not to overcome opponents and gratify my pride but that I may grow in knowledge and wisdom.

That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices.

That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and law constructively, but respecting them so long as they prevail.

That I will use my powers and influence for the common good. That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hope-fully pursued by everyone in my home, my school, my community, my country, and the world.

Adopted by the National Association of Student Councils.

TOM CAMPBELL CLARK

Tom C. Clark (1899-1977) was a native of Dallas, Texas. After attending Virginia Military Institute, Clark received his B.A. and Law degrees from the University of Texas. After practicing law in Dallas, he joined the U.S. Department of Justice in 1937, and headed its criminal and antitrust divisions. Clark was appointed Attorney General by President Harry Truman in 1945, and served in this position for four years, when President Truman appointed him to the U.S. Supreme Court. Clark remained on the Court until 1967, when he resigned to avoid a conflict of interest after his son, Ramsey Clark was named U.S. Attorney General.

Justice Clark was known as a defender of human rights. He was a member of the court that unanimously declared public school segregation unconstitutional, and it was he who wrote the court's opinions that required desegregation of public accommodations upholding the civil rights act of 1964. His final opinion on the court limited the use of eavesdropping devices by the state.

PEOPLE WHO CAN HELP YOU

Your Principal

The Principal is responsible to the Superintendent of Schools for proper administration of Tom C. Clark High School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons.

Vice Principal and Assistant Principals

The Vice Principal and Assistant Principals work directly with the Principal in the administration and organization of the school. They are in charge of student attendance and discipline. They assist in the counseling program and assume the responsibility of the Principal in his absence.

Academic Dean

The academic dean works directly with the Principal in the administration of the instructional program of the school. The academic dean works closely with the teachers and department coordinators to ensure student success.

Your Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

Your teachers will be on duty each school day at 8:30 a.m. and will remain after classes from 4:05 to 4:20 p.m. for the purpose of helping any student desiring to report at this time.

Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

Your Counselors

The counselors are responsible for the guidance of Tom C. Clark High School. Their major responsibilities are as follows:

1. Helping students learn to make decisions and accepting responsibility for them.
2. Guiding students to set realistic educational and -career goals.
3. Assisting students and teachers to understand each student's strengths and weaknesses by means of test interpretation and other data.
4. Encouraging students to broaden their experiences by involvement in activities in high school and in the community.

Students should see their counselors about any of the following areas:

1. Scheduling
2. Pre-registration
3. Advisory assignment
4. Course choices
5. Grading
6. Standardized tests, including college admission tests
7. Cumulative permanent records
8. College choices
9. Financial aid for college
10. Scholarships
11. Career planning
12. Interpersonal relationships: student, teacher, parent

BELL SCHEDULE

Regular Schedule

1st period	8:50- 9:40
2nd period	9:45-10:35
3rd period	10:40-11:30
4th period	11:35-12:25
5th period	12:30- 1:20
6th period	1:25- 2:15
7th period	2:20- 3:10
8th period	3:15- 4:05

Late Start Schedule

1st period	9:05-9:48
2nd period	9:53-10:37
FLEX.....	10:40-11:10
3rd period	11:15-11:59
4th period	12:04-12:48
5th period	12:53-1:37
6th period	1:42-2:26
7th period	2:31-3:15
8th period	3:20-4:05

Flex Schedule

1st period	8:50-9:36
2nd period	9:41-10:27
FLEX.....	10:30-11:00
3rd period	11:05-11:51
4th period	11:56-12:42
5th period	12:47-1:33
6th period	1:38-2:24
7th period	2:29-3:15
8th period	3:20-4:05

Bell Schedule is subject to change.

ATTENDANCE

In an effort to support the high quality of education that is part of Clark's tradition, school-day interruptions must be kept to a minimum. Deliveries to students (non-emergency messages, flowers, balloons, projects, etc.) will not be made. Request for teachers to send home assignments will be accepted after a student has missed three days. Prior to that time, it is expected that students will contact friends for assignments or plan to make up work once they return to class.

The Minimum Attendance for Class Credit Law (Texas Education code 25.092) STATES THAT A STUDENT MAY NOT BE GIVEN CREDIT FOR A CLASS UNLESS THE STUDENT IS IN ATTENDANCE FOR AT LEAST 90% OF THE DAYS THE CLASS IS OFFERED. EXCEPTIONS PROVIDED IN SCHOOL DISTRICT POLICY.

Tom C. Clark High School excused absences include the following: illness, medical appointments (doctor's note is encouraged), religious holidays, family emergencies or funerals and court appointments with subpoena. The following type of absences are unexcused even with a note: car trouble, missed bus, overslept, family business or personal business, errands for or with parents, court appointments including traffic violations and initial driver's licenses or renewals. A student may be denied credit in any course if they exceed the allowable number of absences. In order to comply with the Texas law, a student may attend Wednesday School sessions which will waive one absence in each class for each hour of Wednesday attended. (Please refer to Section "D" of this booklet for a complete explanation of the law.) Students may attend tutoring with a teacher before/after school to retrieve credit.

Returning From Absence Procedure

1. All students returning from an all-day absence must present a written note from the parent to the attendance office either before school or during lunch explaining the nature of the absence. Students have three days after an absence to bring a written excused note.
2. Students without a parent note will be issued an unexcused absence. Excessive unexcused absences can constitute a violation of the compulsory attendance law.
3. Notes will be filed by the school.
4. Students arriving after 9:05 a.m. should report to the attendance office.
5. Students missing more than ten minutes of a class are considered absent for the period and will need to clear the absence with the attendance office.
6. Students who are in danger of losing credit due to hospitalization or extended illness should fill out an attendance waiver request. Documentation must be provided for consideration by the waiver committee.

Arrival at School

Once the students arrive on campus they are not to leave without checking with the attendance office. The cafeteria will be available during bad weather conditions. For permission to leave school refer to Section D of this handbook.

Cougars in Class (CIC)

Cougars in Class is an initiative that promotes promptness by using consistency in tardy policies throughout the campus. The basic structure of Cougars in Class (CIC) is when the final bell rings teachers shut and lock their doors. Any student left in the hall must report to the CIC booth where tardies are kept cumulatively in a database. The student receives a pass from the CIC booth to promptly return to class. The student has four chances to correct his/her tardiness. Upon the fifth tardy, the student will receive a consequence varying from a detention, the loss of a parking permit, or the loss of Jr/Sr privileges. With each additional tardy, the student will receive a more severe consequence. However, to allow students the opportunity to correct their behavior, tardies and consequences reset at the start of each new six weeks.

Corridor Passes

Any student out of class will be charged with the responsibility of having in his possession a corridor pass signed by a member of the faculty or staff. Time leaving the class and returning to class will be noted on the pass.

GENERAL INFORMATION

Athletics

Tom C. Clark High School participates in the State U.I.L. competition, and is represented by teams in each of the following sports: football, basketball, track, baseball, tennis, golf, volleyball, swimming, soccer, softball, and cross-country.

Bonus Points

Bonus points for questions or activities which do not relate to the course and which are given to keep a student eligible for extracurricular activities are a violation of the intent of the “no pass-no play” rule. However, the practice of giving bonus points for questions which do relate to the course and which are equally available to all students in the class is not prohibited by State Board of Education rule.

Buildings and Grounds

The Tom C. Clark campus is one of the most beautiful, as well as functional schools in Texas. The school is located on sixty-five acres of land. The campus has five main buildings constructed around a main courtyard area. In addition to the buildings, there is space for football, baseball, soccer, softball, track, tennis, and separate parking facilities for both students and faculty. The buildings are designated as follow: A building (Academic), B building (Fine Arts), C building (Cafeteria), D building (Physical Education) and E building (Career & Technology and ROTC). Listed below is a brief explanation of each building.

A Building – The building houses the following:

ZERO LEVEL – Rooms here are numbered A-001 to A-049. This level is comprised of the Science Labs, Art rooms, and Special Education.

100 LEVEL – This level houses the administration area, Counseling area, the Library, Student Store, International Language, and the Computer Math department. Rooms here are numbered A-101 to A-115.

200 LEVEL – This level contains the academic rooms such as English and Social Studies. Rooms are numbered A-201 to A-240.

B Building – This building houses the following: Band, Choral, -Orchestra and Drama classes as well as a large auditorium and stage area.

C Building – The building contains the following:

100 LEVEL – This level houses the Cafeteria, several Family & Consumer Science and Math classrooms. Rooms here are numbered C-101 to C-117.

200 LEVEL – This level contains Business, Math, additional Family & Consumer Science, and Career & Technology classes. Rooms here are numbered C-201 to C-230.

D Building – This building houses two complete gymnasium -facilities athletic training room and a dance studio.

E Building – The building houses the following vocational shops: Automobile Mechanics, Metal Trades, Industrial Technology classes and R.O.T.C. Rooms here are numbered E-101 to E-105.

Portable Buildings – These buildings house a wide variety of classes from several departments.

CAMPUS INTERNET USAGE

The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. NISD has Internet filters in place on all student machines to ensure the safety of students engaged in educational Internet research while at school. All secondary campuses have individual student logins in order for students to access a computer. The login is activated after the parent and student sign and turn in the AUP (Acceptable Use Policy).

Students will be allowed to bring their personal electronic devices to school for educational purposes. Classroom teachers will have the option of allowing the use of the personal electronic devices in their classroom, but no teacher is required to allow a student to use them. If a teacher elects to allow personal electronic device use, norms or standards will be established in respective classrooms and will incorporate district guidelines within these standards.

For additional information on personal electronic device use refer to Section E of the student handbook.

Class Dismissal

The dismissal bell in the classroom is not a signal for students to move. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss you from your class.

Clubs or Class Sponsored Activities

Club or class sponsored activities, such as dances, and socials are organized at Tom C. Clark under the sponsorship of the school specifically for the students of Clark. Any social activity or money-making venture is to be handled after school with the approval of the Vice Principal. An evening event carries with it the obligation of hiring a custodian and a police officer for the duration of the event. In addition, each organization is to have a clean-up committee for the purpose of cleaning up the place of the social activity. Club sponsors and officers must fill out the proper form for events and have their event placed on the school calendar. Students participating in club and class-sponsored activities are subject to school policy and supervision while in attendance.

Connections

Connections is a program designed to help incoming 9th grade students transition smoothly into high school. The program will enable freshmen to belong and contribute to the Clark High School community while learning about the rules, traditions and activities. All freshmen are required to attend Connections the first nine weeks. At the end of the first nine weeks, Connections teachers will release students with a grade average of 70 or better in all classes and have maintained good attendance. Students released must maintain passing grades and attendance or they will be required to return to Connections until they meet the criteria described above.

Dances

1. A guest pass application must be completed and approved by the Clark student’s Assistant Principal for any guest who is not a current Clark student.
2. Once they have arrived on campus, students attending the dance must remain inside the building unless they are leaving the grounds. I.D. cards are required. Once a student leaves he/she is not to re-enter.
3. Senior may not attend prom if they owe attendance recover hours.

Financial Obligations

In order for a senior to participate in senior related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could

occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; fines and any other financial debt or obligation from school owned items checked out to the student.

Fire Evacuation Bell System

Students will leave the building in the manner prescribed for each classroom and posted on the bulletin board in each classroom. Students are to move quickly, in an orderly manner, refrain from talking, and walk independently of others during the drills.

GRADUATION

The graduation ceremony is a school function, and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Student Code of Conduct, and as a result is assigned to an alternative placement for a period of time that extends through the date of graduation, will not be permitted to participate in the graduation ceremony.

Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the Superintendent. Students who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

JUNIOR/SENIOR LUNCH

Juniors and Seniors of Tom C. Clark wanting to participate in open campus for lunch may be released on the following conditions:

- Students must have parent's permission on the application.
- Students earn off campus lunch privileges one semester at a time. Students may have no more than nine (9) absences in the semester prior to the semester of implementation. If the student is denied the privilege, he/she may apply at the end of the following six weeks grading period with no more than two absences accrued during the prior 6 week period.
- Students must have passed all classes from the previous semester and did not lose credit due to attendance
- Students must reapply at semester.
- Students must stay on campus for occasional mandatory meetings or other events.
Students must present valid off-campus I.D. when requesting to leave campus.
- Students leaving campus must be back in the required time. No excused tardies will be accepted. Illness must be reported immediately by the parent not the student. Loss of junior/senior lunch may occur when the student is tardy from lunch.
- Students with off campus permission will have their ID card appropriately coded so staff will know they are permitted to leave.
- Administration reserves the right to revoke off-campus privileges due to behavior, failing grades, poor attendance, excessive tardies or outstanding fine obligations.

If a Student Identification Card is lost, the student is responsible for purchasing a new I.D. and replacement sticker. Processing a new card could take up to two weeks pending eligibility verification.

Library

The library functions as a vital instrument, as well as a basic requirement, for quality education by enriching all parts of the educational process. It reflects and supports the philosophy of the school; it shares and implements the school's aims and objectives. All procedures are established on the basis of service to students and teachers; schedules are changed and procedures are altered when necessary to serve a need; materials are circulated; use of the facilities by individuals and groups is encouraged at all times.

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them.

1. The library will be open each school day from 8:00 a.m. to 4:15 p.m. Monday through Friday.
2. A student I.D. card with a bar code is required to check out library materials.
3. The number of items to be checked out by any student may vary from time to time and shall be dictated by the needs of the student body as a whole for completing assignments.
4. Books are loaned for a two-week period and may be renewed as often as needed.
5. Reference materials, magazines and reserve materials needed for intensive short-term use by one or more class groups are to remain in the library during school hours but are available to students as well as teachers for short-term or overnight loans.
6. When returning books, the student will remain at the circulation counter until books are acknowledged by librarian or assistant. The student is responsible for all books checked out on their I.D.
7. If a book has been lost or damaged, the student will be required to pay for the book. If a book which has been lost and paid for is found in good condition the money paid will be refunded.
8. Students must obtain a pass from their teacher during class time (8:50-4:05).

Lost and Found

Any item found on the grounds or in the buildings should be turned into the Attendance Office where an attempt to find the rightful owner will be made. Any student who loses something should check with the lost and found department and identify the article. All unclaimed items will be donated to a recognized charity at the end of each semester.

PARKING CARS ON CAMPUS

It is a privilege to drive to school. All students granted this privilege MUST register their car with the school before driving the car to school. Students are to park in the student parking lot only. Lock your car and come on the school grounds upon arrival. **THE PARKING LOTS ARE OFF LIMITS DURING THE SCHOOL DAY.**

1. Students who are authorized must have a valid parking permit to park their cars or motorcycles on campus.
2. Authorized students who wish to get a parking permit must fill out a registration form, provide proof of insurance, and pay \$20.00 for a sticker for each vehicle that will be parked in the student parking lot. A permit must be purchased for each vehicle that is parked on campus. Permits are not allowed to be transferred between vehicles. (No exceptions) In the event that the permit must be replaced-replacement stickers will cost \$20. NOTE: the sticker is to be placed on the left hand side of the windshield.
3. Students are not to park on red curbs, staff parking spaces, turnarounds or behind other students. (NO DOUBLE PARKING AT ANYTIME).
4. Any violation of the parking permit and the privilege of driving a car to school will result in disciplinary action. There is to be no student traffic in the bus circle.
5. The west parking lots are designated as FACULTY/STAFF parking areas only.
6. Parents picking up or bringing students to school may use the circle between 9:00 a.m. and 3:00 p.m. IMMEDIATELY BEFORE AND AFTER SCHOOL PLEASE USE THE STUDENT PARKING AREA.
7. Any student driving recklessly on campus will be subject to disciplinary action and the possibility of losing campus parking privileges.
8. Further rules are contained in the parking and traffic bulletin available in the Assistant Principal's office. Receipt of a vehicle decal implies knowledge of these regulations.
9. Northside ISD and Clark High School cannot be held liable for damage or loss to vehicles parked on the campus.
10. All Clark H.S. parking violations are subject to a \$20 fine. Students parked in handicapped parking without appropriate tags/license are subject to a \$40 parking fine.
11. Cars parked behind the "C" building at ANY TIME are subject to being towed along with any other parking violation on Northside property.
12. Vehicles without parking permits are subject to being towed.

Posters and Signs

Any individual or organization that wishes to set up a poster or a sign must have the signed permission of the Administration who will designate the place where the poster or sign will be displayed. All organizations should remove their posters and signs following the events.

Cell Phones/Personal Electronic Devices/BYOD

During the school day Personal Electronic Devices (PED's) must be turned off and not visible unless you are in a school designated "electronic device zone" or using it for teacher approved instructional purposes. Students who violate this policy will have their electronic devices confiscated and secured until a parent picks the item up. Additionally, students who continue to violate this policy will be subject to escalating consequences. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of the District's Technology Resources.

SOCIAL BEHAVIOR

Embracing or kissing is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment.

STUDENT IDENTIFICATION CARDS

All students are provided an ID card on the initial enrollment at Clark High School. Students must be able to produce their ID card when asked by an authority figure. If a student loses the ID, the student is expected to obtain a replacement card in the library at a cost of \$5.00. (See district policy in Section "C" under Evasion.)

TORNADO DRILLS (see District Policy in Section "D")

SCHOOL PRIDE

Students at Tom C. Clark have the privilege of attending one of the most beautiful schools in the country. Please take pride in the school and campus. Let's keep the school clean.

STUDENT COUNCIL, NHS & CLASS OFFICERS

The purpose of Student Council, NHS and class officers are to serve, represent, and lead the student body or the class in various activities. Student Council officers are elected in April, followed by the class officers in May, with the exception of freshman, who are elected in the fall. The requirements for office are as follows:

- All candidates must have a cumulative GPA of 80 or above.
- All candidates must have passed all courses and have a satisfactory citizenship during the previous semester.
- All candidates must have no record of major disciplinary problems.
- All candidates must meet the attendance requirements set forth by the State of Texas.
- Students may only hold one elected office across the three organizations.

Students choosing to run for Student Council, NHS or class officers must follow the campaign rules as listed:

- All campaign lists of items and cost must be approved by the Assistant Principal by the deadline specified.
- Candidates may NOT spend more than \$25.00, and that includes estimating printer ink (if used), markers, etc.
- Candidates may NOT put tape on glass or stair railings.
- Candidates may NOT put posters on the front porch area walls where voting will take place.
- Candidates may not exceed a total of 15 signs or advertisements of any kind at any one time on the property. Each sign or advertisements must be approved and stamped prior to the start of campaigning.
- Candidates may place signs in the A & C buildings on the tack strips only.
- Candidates may not hang signs from the ceiling.
- Candidates may NOT print or Xerox mass fliers.
- Candidates MAY NOT have buttons or "pin-ons".
- Candidates must remove all campaign signs once the elections are over.
- Candidates must run as individuals and may not run on a slate or team.

- All election results will be determined by popular vote. There will be no runoff elections.

STUDENTS SELECTED FOR POPULARITY COURTS

Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, dance and ball courts, and prom court. It is the position of the district that these selections are based on popularity. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Students' participation on any popularity court will ultimately be at the discretion of the campus principal.

VISITORS

All Parents and Visitors are required to register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass.

Requests for classroom observations should be made one day prior to the visit. Friends will not be allowed to visit students during lunch on campus or attend classes with students.

WITHDRAWAL (See Section B)

CLUBS AND ORGANIZATIONS

Clubs and organizations are a very important part of the high school program. The following clubs and organizations have been approved and recognized by the administration of Clark High School. Students interested in forming any new organization must obtain permission from the Vice Principal before such clubs will be authorized.

Academic Decathlon: Academic Decathlon is a 10-event scholastic competition for teams of high school students. Each team consists of 9 students; 3 "A" or Honor students, 3 "B" of or Scholastic students, and 3 "C" or Varsity students.

Air Force Junior ROTC: Builds better, more productive citizens, strengthens character, teaches responsibility, motivates students to be more ambitious, elevates ---self-esteem, teaches respect for authority, and acquaints cadets with military careers in the aerospace age. Clark students are eligible to enter Air Force Junior ROTC in the ninth or tenth grades.

Bowling: Do you like to bowl? Want to be part of a team? Beginners or advanced are welcome. The season runs from October to April

Brave New Voices: Brave New Voices is a creative writing club where students read their own original writing, song lyrics, poetry, prose, etc., read and listen to others' creative work, share refreshments, and meet new people with similar interests.

Chess Club: Provides opportunity for both recreational and competitive chess play. The club competes in the San Antonio Private/Public High School Chess League in monthly tournaments, and meets weekly for informal play. Students do not need to know how to play chess to join.

Choir: Open to all students from grades 9 through 12 who are interested in vocal music. Members may be a part of Concert Chorale, Treble Chorus, Tenor Bass Chorus, and Vocal Jazz. These groups compete at U.I.L. and other competitions, local concerts, and community outreach. Clark Student Ambassadors (CSA'S): Students work on a daily basis in Connections class mentoring freshmen. This group of students is responsible for organizing Fish Camp for incoming freshmen in the summer.

Clark Cubic Club: Students will be taught the seven-step process for solving the world famous Rubiks Cube. This is a challenging and fun activity that is guaranteed to make you sharper and increase your self-confidence

Clark Student Ambassadors (CSA's): The CSA works with a Connections teacher to mentor new freshmen. The CSA is in charge of facilitating the class by following the prescribed curriculum. This program is available to 10th -12th graders.

CL'ART: To encourage understanding of an involvement with the visual arts. Activities include sponsoring art shows, workshops, guest demonstrations, and gallery and museum tours. Membership is open to any student possessing an active interest in any of the visual arts.

Cougar Band: Open to all instrumentalists from grades 9 through 12. Its members may be part of the Quintessence Color Guard, Cougar Band, Stage Band, Concert Band, or Orchestra. Some of these groups compete at U.I.L. and other competitions, local concerts, football games, and Fiesta! In addition, Music Appreciation, Music Theory I & II, and Instrumental Ensemble courses are available.

Cougarettes: A spirit organization that strives to promote school spirit for both athletic and academic teams. The organization is divided into four divisions: the "Top Cats" Dance Team, the "Aristocats" Dance Team, the Cougarette Pep Squad, and the Cheerleaders. You may tryout during your first year. Membership in Cougarettes is open to students who have received adequate credits from the previous year and maintained a good conduct record. To join the organization, you should speak to your counselor.

Drama/Thespians: The International Thespian Society aims to establish and advance standards of excellence in all phases of theatre arts. Membership is awarded by earning points gained by participation in Clark dramatic productions.

Earth Club: The purpose of the Earth Club is to educate members about living green, eco-friendly lifestyles, and to build a community of environmentally aware people who work to make Clark HS a greener institution.

Entrepreneurial Connections:

Entrepreneurial Connections sponsored by the National Association of Women Business Owners-San Antonio Foundation (NAWBO-SA Foundation) is a wonderful opportunity for some of Tom C. Clark High School's young ladies to network with professional women, learn how to develop a business plan, earn scholarship money, and develop great friendships.

Fellowship of Christian Athletes:

FCA is a student-led ministry which focuses on equipping, enabling, empowering and encouraging student-athletes, coaches, and adult leaders to impact and influence their campus for Christ. Students and student-athletes are invited to attend to help promote God's word through huddles, ministry, and prayer.

French Club: To promote interest in French language and culture, and to prepare for the French Symposium. Activities include caroling on the river, intramurals and community service. Open to all students.

French Honor Society: To recognize those students who have demonstrated excellence in their studies of French and of French-speaking countries. These students also offer free tutoring to students in need of help in French. Students must have 90% average in level II and 85% average in levels III and IV.

Friends Having Fun: To promote socialization skills and student awareness of individuals with disabilities. Two club meetings will be held during the month, on the second and fourth week. Students will enjoy various activities throughout the year.

German Club: To develop interest and to study the German language and culture. Activities include participation in local and state German contests, Christmas activity pertaining to com-

community service and monthly meetings. This club is open to students presently or previously enrolled in German.

Ignite: The purpose of this club is to meet people with similar beliefs, and rejoice in God's glory which we will do through bible study, watching sermons, sharing our thoughts about God, and watching faith-based movies! We welcome everybody and want everyone to feel comfortable, so come on by and rejoice in God's love while conversing with your fellow peers.

Interact: To foster concepts of leadership and community service. Interact is affiliated with the Oak Hills Rotary Club. This club is open to any student who has leadership potential and a desire to serve the San Antonio community.

Latin Classical Society: To learn more about the Latin language and the culture of its speakers and to relate Latin to present day society. Activities of the club center around tutoring and preparing students for contests. Membership is open to those students presently enrolled in Latin or who have completed one year of Latin.

LULAC Youth Council: League of United Latin American Citizens is the largest civil rights advocacy group in the U.S. LULAC Youth Council #1089 is a youth organization with an emphasis on education, community service, and developing leadership skills. The organization also provides awareness of scholarship opportunities. Youth Council membership is open to all Clark students.

National Forensic League: To promote interest in the interscholastic debate, repertory and public speaking. Members must participate in high school speech activities to the extent that they can qualify for the Degree of Merit.

National Honor Society: Among the most visible and prestigious organizations on the Clark campus is the National Honor Society. Its members bear the responsibility of setting standards for the entire student body. Primarily service-oriented, the NHS functions to assist Clark students in academic endeavors through its tutoring program and the San Antonio community through projects such as Elf Louise, Communities in Schools, highway clean-ups, and so on.

Membership is available to juniors and seniors who have distinguished themselves in four crucial areas: scholarship, service, leadership and character. Scholarship alone does not guarantee membership in the NHS. To qualify for consideration as a future member of the NHS, faculty councils have required that the student must have earned a cumulative unrounded GPA of 90 or higher. He/she is then required to complete an information form which describes his/her qualifications in the areas of service, leadership and character. The five-member Faculty Council will consider all applicants, and those selected for membership will be inducted in a ceremony in the fall. Those elected to the NHS are recognized and honored by the faculty and administration; they are also given special access to certain scholarships and academic awards. Continuing membership is based on maintaining the four qualities of an NHS member according to the by-laws of the Tom C. Clark Chapter and the constitution of the national organization.

Orchestra: Orchestra consists of students in grades 9-12 with previous orchestral experience. The string section rehearses daily with students from the band added, as needed, for full symphony orchestra performances. The orchestra performs several times throughout the year and competes in UIL contest.

Quiz Bowl: Quiz bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge including history, literature, science, fine arts, current events, sports, and popular culture.

Red Cross Organization: The Red Cross Organization of Clark is dedicated to raising funds for any natural or manmade disaster in the United States and the betterment of the community through service and volunteering.

Role Play Club (R.P.C.): A game playing community open to all Clark students. Members play RP card, computer, and video games (such as Munchkin, Pokémon, Mario Kart, etc). Members also create their own original universes and game systems to engage in original role playing.

Science Bowl: This is a quiz-bowl (Jeopardy-like) competition in February that asks science questions from all branches of science and math. The commitment is limited (December through February) and if we win the regional competition, we can go on to Washington D.C., all expenses paid. Requirements: enrollment in a science course and solid knowledge of math or science

Science Fair Club: The Science Fair Club is open to all students who have participated or would like to participate in Science Fair.

SK8 Club: While skateboarding is not allowed on campus, the SK8 Club promotes skateboarding in our school and community and gives students who skate credibility to those who don't skate.

Spanish Club: To promote a respect and understanding for all people and cultures of the Spanish-speaking world. Members prepare to compete in the annual state convention and to participate in cultural activities. Open to those students presently enrolled in Spanish or who have completed one year of Spanish.

Spanish Honor Society: The Sociedad Honoraria Hispanica recognizes high achievement in Spanish by students of secondary schools and promotes a continuity of interest in Hispanic studies. A student who has maintained an honor average in Spanish for a minimum of three semesters is qualified for membership.

Student Council: Student Council is the umbrella organization for all student activities at Clark High School. Working with other clubs through Inter Club Council, Student Council oversees school-wide social, service, and leadership endeavors. All-school events such as dances, class elections, Carnival, Homecoming, and community service projects are under the auspices of Student Council. With over a dozen committees, Student Council provides opportunities for students in grades 9-12.

V.I.C.A. – Auto Mechanics, Metal Trades: The Vocational Industrial Clubs of America have as their goal the development of leadership abilities through participation in educational, social recreational, and vocational activities. Members compete in their vocational area. Membership is open to any student doing satisfactory work in a regular vocational day-trade shop class or I.C.T. class.

Video Gamerz Club: The video game club is a social after school network of students that play collectable cards, role playing and/or video games.

World Club: The goal of the World Club is to open members to cultures from around the world.

*For additional club opportunities refer to the campus website.