

Sparta Meadowview Middle School Grade 5/6
Student Handbook

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Mission and Vision of the Sparta Area School District

Our Mission Statement

“To educate ALL students academically, emotionally, and socially to inspire curiosity and resilience.”

Our Vision Statement

“Design and deliver the BEST educational journey for ALL.”

Non-Discrimination Statement Regarding Students

The Sparta Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. Complaints and/or requests for the complaint procedure should be directed to the District compliance officer: Dr. Amy Van Deuren, 900 E. Montgomery St, Sparta, WI 54656, (608) 269-3151. In accordance with Title IX, the Sparta Area School District does not discriminate on the basis of sex in its educational programs or employment practices. For administrative procedures relating to grievances under Title IX, contact Mr. Bill Ott, Principal.

The Sparta Meadowview Middle School website may be found at:

<https://www.spartan.org/schools/meadowview-middle/index>

School Hours

School is in session from **7:50 AM to 3:20 PM**. Students who are not in their classroom, prepared for the start of class when the morning bell rings, will be considered tardy (See attendance, tardiness and truancy page 4). Teachers are in the building from 7:30 a.m. to 3:30 p.m. Students may not enter the building prior to 7:40am. They are to report to the playground on the south side of school immediately upon arrival at school. All students will be offered a free breakfast in their classroom. Please see the “Typical School Day” letter in the back of the handbook, appendix V, page 69.

School Calendar

You have been provided a copy of the school calendar. You received a month by month copy of the calendar at orientation. You can also find the district calendar at <http://spartan.org>.

Attendance, Tardiness, and Truancy

In compliance with the state truancy law the Sparta Area School District has adopted a truancy policy. State law requires all students to be in attendance when school is in session, however there are a few exceptions. The school will excuse absences for medical reasons (doctor’s appointments, student illness, and family medical emergencies), within reason. If a child is going to be absent or arrive late to school, the parent should call the school office. Parents may withhold their children for up to ten days within the school year for planned absences. The school office must be contacted prior to the absence and missed work must be made up in order for any of these days to be considered excused. Parents should submit appointment cards or doctor’s notes whenever possible. We will accept calls and notes from parents 10 times during the school year. If you go beyond the ten, a note from a physician will be required in order for the school to excuse an absence due to illness. The school will also accept absence

due to funerals and family religious observances. Absences beyond these exceptions will be recorded as unexcused. Parents will receive a notice advising them of any unexcused absence. Please contact the school office if you believe you have received one of these notices in error. State law requires that schools report students who accumulate five or more unexcused absences to the court system for truancy action. **State law defines absence as missing all or part of any day in which school is in session.**

It is the responsibility of the student to arrive on time. Students arriving within 45 minutes of the start of school will be recorded as tardy. Students who arrive more than 45 minutes late will be recorded as missing a half day. Similarly, if a student leaves school for an appointment more than 45 minutes before the end of the day, they will be recorded as absent for that afternoon. This means if you pick your child up before 2:35p your child would be considered tardy or half a day absent.

It is important for parents as well as students to understand the difference between excused and unexcused absences. For complete procedures dealing with absences and truancy, please refer to Article 501 of board policy, appendix AB, page 77. Copies of all board policies are available in the school offices. Should you have further questions, please call the school principal.

Leaving During the Day

When students enter the school grounds they must stay there. Leaving the school grounds will only be allowed with parental permission or if the school initiates the student departure. Students shall be released only to a parent with whom they reside, to their legal guardian, or to a lawful custodian during the school day. Please alert the classroom teacher by sending a note if your child will be leaving during the day. **Parents or guardians should come to the office and sign children out of the building when picking up them up for appointments and when returning parents should bring them in the building and sign them in with a slip from the doctor where the student had the appointment .**

Guides for Acceptable Student Behavior

1. **Students who do not ride buses should NOT arrive at school before 7:40 a.m. as doors will be locked due to NO adult supervision available before that time.**
2. Upon arrival at school in the mornings, students are to report to the playground at the South end of the building. During inclement weather students will be allowed in the building at 7:30a and they will wait in the gym until 7:40 when they are dismissed to their classrooms.
3. Students are expected to leave the building and school grounds immediately at the close of the school day unless they have permission from a teacher and are under the supervision of that teacher.
4. Students are not to leave school grounds during school hours unless they have written permission and are picked up in the office by an authorized adult. All students must eat lunch at school unless prior arrangements have been made through the office.
5. If a child is going to be absent or arrive late to school, the parent **must** call the school office. Upon returning to school, the student should first stop in the office and bring a written excuse from home. Please refer to the District's truancy policy on page 4 .
6. When walking to and from school, students will respect neighboring properties, students should use the sidewalks and crosswalks and should not cut across any private property. School rules are enforced as students walk or ride the bus to and from school.
7. School telephones are not to be used without obtaining permission from a teacher and will be limited to important school related matters. Personal cellular phones are not to be used during the school day.

8. It is everyone's duty to help keep the school building clean and in excellent condition. Pupils causing damage will be held responsible for their actions.
9. Appropriate student conduct will be encouraged in every part of the building. Unacceptable conduct will result in consequences for the student.
10. Gum chewing is not allowed, unless approved by a teacher
11. Pupils will respect the authority of all crossing guards.
12. Riding bicycles is not allowed on or within the school 'loop' and will not be used during the school day. Bikes are required to be locked on the bike rack. Scooters, skateboards and rollerblades and other similar rolling devices are not allowed on campus.
13. Students should not bring personal technology (cell phones, iPods, etc.) to school as there is a chance they may be lost or stolen. If your child does bring them they must be left in their locker in their backpacks. If they have them in the classroom or on the playground they will be brought to the office for the remainder of the day where the students may pick them up and take them home. If electronics are brought to the office a second time additional consequences may be imposed.

Student Discipline

Respect for the rights of other students and adults, adult authority, and school rules is the cornerstone of a safe and successful school. Whenever possible, student discipline will be handled within the classroom by the student's teacher. For those events which happen outside of the classroom, we have established a set of rules to maintain a safe and orderly school. Serious problems such as fighting, threats of violence, offensive language, disrespect toward an adult, cheating, as well as the recurrence of less serious problems, will be referred to the school office. Classroom teachers will contact parents whenever students are referred to the office for discipline. School rules are posted in the front of the student assignment notebook.

Purpose

The purpose of this plan is to create a school climate in which all students feel they have value and can learn. We believe by creating a school climate grounded in respectful and appropriate behavior, students will develop self-discipline and become responsible young people. This plan identifies definitions, student responsibilities, adult responsibilities, common rules and a behavior report with consequences.

Definitions

In-School Suspension: A suspension that the student serves in the school building in a specified area. Students assigned to In-School Suspension will work on assignments from their regular classes.

Out of School Suspension: A suspension that the student serves out of the building, away from the school building and grounds. **A parent conference (phone/in person) is needed before a student is readmitted to school.**

Expulsion: An action taken by the School Board to prohibit a pupil from further attendance for a period of time as determined by the School Board.

Adult: All school personnel, parents and legal guardians.

Suspensions

The authority of a school district to suspend a pupil is found in 120.12(1)(B)Wis. Stats. The law permits a school district administrator or any principal or teacher designated by the school district administrator to suspend a pupil for disobeying school rules; for threatening to destroy school property by explosives; for giving false information about an attempt to destroy school property by explosives; or for conduct endangering the property, health, or safety of others. The pupil's parent must be given prompt notice of the suspension and the reason for the suspension. A pupil may be suspended for up to five day school days; however, in cases where expulsion is warranted, the suspension may be extended pending an expulsion hearing.

Counseling

Through School Counseling services, 5th and 6th grade students have the opportunity to participate in programs designed to meet their emotional, social and academic developmental needs. Activities focus on increasing academic success, well-being and a sense of belonging at school.

The School Counseling program includes:

- Individual and Small Group counseling
- Classroom lessons
- Support groups
- Crisis response
- Behavioral support and intervention

Students may participate in other activities offered through the Counseling department that promote student leadership, achievement and school ownership including leadership groups, bullying awareness and prevention, and Challenge Academy Cadet tutoring.

Below is the name of each counselor and the grade level they work with:

Lesley Jacobs

Grade 5

COOL

STARS

Melissa Frost

Grade 6

Grade 8 last names A-K

ISA

Christine Severson

Grade 7

Grade 8 last names L-Z

EDGE

Check In Check Out-CICO

Check In/Check Out (CICO) is a behavioral intervention designed for students who need additional attention and support of their behaviors at school. CICO helps students self monitor and increase positive behaviors.

- Generally, students begin CICO when they are struggling to meet classroom and/or school-wide behavior expectations.
- Students meet with the school counselor to discuss how CICO will be beneficial and how the program works.
- Parents/Guardians are contacted to discuss the expectations of the program and encouraged to reinforce their child's progress at home.

- Each morning, the student checks in with his/her CICO greeter. The process begins with a positive interaction and brief reminder of expectations.
- Each CICO student receives a daily progress report (DPR) that is used to track their behavior progress throughout the day..
- Teachers provide feedback and reinforcement throughout the day regarding the student's behavior and record it on the daily progress sheet.
- Students then check out with their greeter at the end of the day to discuss their goal behaviors, including reinforcement for positive behaviors and developing plans for behaviors needing improvement.
- The daily progress report is sent home with the student each day so that parents/guardians may follow up at home.
- Daily scores are recorded in Skyward
- When students have shown success in CICO by consistently meeting behavior goals, they are recommended for fading and exiting. When students are not consistently meeting goals, student may be referred for further interventions (SAIG, Mentoring, and Individualized CICO)

Meadowview Middle School grade 5/6 School Positive Behavior Interventions and Support (PBIS)

Simply put, PBIS is a process for creating safer, more effective schools by reinforcing positive behavior and preventing and addressing problem behavior. PBIS is implemented in three tiers. Tier 1 focuses on setting and teaching behavioral expectations in all areas of the school including the playground, hallway, bus and classroom. Tier 2 and Tier 3 allow educators to focus more closely on the needs of groups or individual students. Throughout the process, data is collected on student behavior. This data is then used by administrators and school PBIS implementation teams to identify and more effectively implement the practices that are right for their school. The school rules are on the following page.

Minor or Teacher Managed Behaviors

Major or Office Managed Behaviors

<p>Inappropriate Language: Language not suited for school use, including name calling and teasing.</p>	<p>Profanity: Use of obscene or foul language including swearing, slurs and gestures.</p>
<p>Inappropriate Touching: Not keeping hands, feet, etc. to oneself, public displays of affection.</p>	<p>Physical Aggression: Intentional use of force against another including inappropriate contact and throwing of objects for the purpose of causing harm.</p>
<p>Noncompliant: Not following directions as they are intended, including not being prepared for class.</p>	<p>Defiance: Intentionally ignoring a staff delivered directive or knowingly breaking a school rule after being redirected.</p>
<p>Disruption: A disorderly outburst causing interruption.</p>	<p>Harassment: Verbal or cyber-related behavior intended to disturb, upset, embarrass, or harm someone else.</p>
<p>Property Misuse: Not handling school or someone’s property in a protective way or as it is intended or allowed to be used. Cell phones must be turned off during class.</p>	<p>Bullying: Extreme verbal behavior, cyber behavior or any physical behavior set forth to intimidate a person to make them do something or make them feel uncomfortable.</p>
<p>Dress Code: Not following guidelines for respectful dress at school as outlined by the Student Handbook and School Board Policy.</p>	<p>Truancy: Excessively missing school as determined by the truancy officer.</p>
<p>Unexcused Tardy: Arriving to school after the morning bell without an acceptable excuse.</p>	<p>Vandalism: Intentional and malicious destruction of the property of others causing financial loss.</p>
<p>Dishonest: Lying-Deliberate act of hiding or changing the truth. Cheating/copying answers from someone else or using resources for answers when not approved by a staff member.</p>	<p>Stealing: Intentional taking of another person's property without that person's permission.</p>
<p>Unsafe Behavior: Activity that could be harmful to oneself or others.</p>	<p>Third Minor: Student has received third minor within three weeks.</p>

PBIS PARTY INFORMATION

Criteria:

- No missing work/no chronic late work
- No ODR's (3 fix-its =ODR)
- CICO average of 80% or above
- No more than 5 demerits in the 2 month time frame
- Teacher discretion

Students should be demonstrating positive behavior ongoing. Changing behavior and showing improvement for only 1-2 weeks prior to the party does not count. The purpose of the PB Party is to acknowledge those kids who are generally always following the rules.

- Students must sign up for their PB Party choice prior to the party and he/she must attend that choice.

Meadowview Middle School Behavior Matrix Grades 5 & 6

Settings	 All Settings	 Hallway	 Bathroom	 Cafeteria	 Assemblies	 Computer Lab	 iPads	 Playground	 Bus
Expectations									
Be Respectful	<ul style="list-style-type: none"> • Show fairness, respect and support to others • Allow everyone the opportunity to learn 	<ul style="list-style-type: none"> • Voice level 1 • Use respectful language and actions 	<ul style="list-style-type: none"> • Voice level 1 • Respect others' privacy 	<ul style="list-style-type: none"> • Voice level 1 • Respectful language and actions • Eat only your own food 	<ul style="list-style-type: none"> • Voice level 0 • Attention to speaker and participate 	<ul style="list-style-type: none"> • Voice level 0 • Use respectful language and actions 	<ul style="list-style-type: none"> • Store iPad safely • Do not download music, apps etc • Use iPad as a learning tool 	<ul style="list-style-type: none"> • Voice level 2-3 • Take turns and share • Include all students • Be a good spot 	<ul style="list-style-type: none"> • Voice level • Hands and feet to self
Be Responsible	<ul style="list-style-type: none"> • Be on time • Be prepared • Be your best 	<ul style="list-style-type: none"> • Keep halls clean • Move along 	<ul style="list-style-type: none"> • Be quick • Be clean 	<ul style="list-style-type: none"> • Clean up area • Use good manners • Take what you chose 	<ul style="list-style-type: none"> • Learn 	<ul style="list-style-type: none"> • Follow rules for equipment use • Clean up area when leaving 	<ul style="list-style-type: none"> • Do not email or post anything you would not tell your parents 	<ul style="list-style-type: none"> • Dress for the weather • Pick up and return equipment • Line up promptly 	<ul style="list-style-type: none"> • Be on time • Keep bus clean
Be Safe	<ul style="list-style-type: none"> • Use equipment and materials properly • Take care of self and others 	<ul style="list-style-type: none"> • Stay in line and to the right • Walk at all times 	<ul style="list-style-type: none"> • Hands to self and feet on floor • Wash hands with soap and water 	<ul style="list-style-type: none"> • Keep hands and feet to self • Stay seated and raise hand to be excused • You touch it, you take it 	<ul style="list-style-type: none"> • Walk at all times • Make room for others 	<ul style="list-style-type: none"> • Approved sites only • "No Spin Zone" 	<ul style="list-style-type: none"> • Search approved sites only • Share all user names and passwords with parents 	<ul style="list-style-type: none"> • Use equipment appropriately • Report issues immediately to the adult on duty 	<ul style="list-style-type: none"> • Walk at all times • Sit seat to seat, back to back • Keep aisle clear

Activities

There are many activities offered here at the Middle School. This is a perfect time for students to explore areas of interest and start getting involved in co-curricular activities.

8th Grade	7th Grade	6th Grade	5th Grade
Archery Art Club Basketball Battle of Books Chess Club Cross Country FCCLA FFA Football Golf Jazz Band Outdoor/Nature Club Science Olympiad Show Choir Softball STOMP Student Council Track & Field Ultimate Frisbee Volleyball Wrestling Yearbook	Archery Art Club Basketball Battle of Books Chess Club Cross Country FCCLA FFA Football Golf Jazz Band Outdoor/Nature Club Science Olympiad Show Choir Softball STOMP Student Council Track & Field Ultimate Frisbee Volleyball Wrestling Yearbook	Archery Battle of Books Chess Club Cross Country Golf Jazz Band Outdoor/Nature Club STOMP Student Council Track & Field Ultimate Frisbee Wrestling	Archery Battle of Books Chess Club Outdoor/Nature Club STOMP

Bicycle Guidelines

- Because of possible injuries which might occur in an accident, students are encouraged to wear bike helmets to and from school. Helmets are available through the Sparta Police Department.
- Bicycles that are brought to school will be kept in the racks provided for that purpose.
- Students who ride a bicycle to school will be required to conform with standards set by the Sparta Police Department.
- While riding bicycles to and from school, students will follow the instructions of the crossing guards.
- When weather conditions are adverse or inclement, students should not be riding their bicycles to school.
- The school is not responsible for the theft of bicycles on school grounds. Bike locks are required.
- Students will walk their bikes around and within the school 'loop'.
- Also see Appendix L, Article 524, page 48 for further guidelines on skateboards, scooters, roller blades and other similar rolling devices.

School Bus Student Transportation

Transportation is available to students residing two miles or more from the school of attendance, or those students residing in a hazardous transport area as designated by the State of Wisconsin, and students requiring transportation as part of their Individual Educational Plan (IEP). It is the parents' responsibility to ensure their children's safety to and from the assigned stop.

For students residing outside their home attendance area, parents are responsible for transportation, unless the student qualifies for special transportation. To register for transportation you will need to complete a Request for Busing form, which is available in the school office. **There is a two working day wait before busing will start.** You will receive notice by mail or phone with details for bus number and times of pick up and drop off. If a student was transported to school by bus the previous school year and a change is needed for the next school year, a Request for Busing form **must be submitted prior to August 1** to be effective the first day of school. Any change submitted after August 1 will not be effective until the fifth day of school.

Permanent transportation changes occurring during the school year (change in residence, or child care provider), should be submitted to Southwest Bus Line directly at 608-269-2069 or to the school office to be forwarded to Southwest. You may obtain this form from the school office or district website at www.spartan.org. **Two full working days are required to process the change.** Only one change in busing per semester is allowed due to change in child care provider. Pick up and drop off address may be different, but each must remain the same every day for the semester.

Temporary changes may be accommodated for non-recurring, non-routine, and non-emergency situations (i.e. parent/guardian out of town for work or continuing family emergency). A written request with name, reason, and date should be submitted to the principal's office in the school of attendance. A determination will be made if a change in busing can be arranged. Consideration cannot be made for social functions. Two full working days are required before the effective date.

Student Conduct on School Buses

The school bus is an extension of the classroom; therefore, the Sparta Area School District requires students to conduct themselves while on the bus in a manner consistent with established standards for classroom behavior.

Bus Rider Rules

Before Boarding

1. Be at the bus pick-up point five minutes prior to the scheduled pick-up time. Both the location of the pick-up and the time of pick-up are provided to parents/guardians by the bus contractor. The bus will stop only if there are students waiting at the designated pick-up point.
2. Stay off of the roadway at all times as well as practice safe and courteous behaviors to other riders and to passersby while waiting for the bus.

3. Wait until the bus has come to a complete stop before moving toward the bus. Stand in a single file line while waiting to and entering the bus. If you must cross the roadway to get on the bus, wait for the bus driver to signal that it is safe to cross.

While on the Bus

1. Sit in an open seat as quickly as possible. Riders may be assigned to designated seats by a school administrator or the bus driver.
2. Remain seated while the bus is in motion and if you need to move, do so only after the bus has come to a complete stop.
3. Obey the bus driver. All school rules apply on the bus.
4. Keep books, backpacks, packages, coats and all other objects out of the aisles. Make sure that you have all of your items with you when you get off of the bus.
5. Keep the volume of your talking and laughing at conversational levels so they do not divert the driver's attention.
6. Be courteous to other riders, the bus driver, and others you meet on your ride. Be mindful to use appropriate language and/or gestures. Absolute quiet is required when approaching a railroad crossing so that the driver can listen for oncoming trains. Remain seated and absolutely quiet during the time the bus is stopped at railroad crossings.
7. Be respectful with food and drink wrappers, ensuring that any garbage is taken care of before exiting the bus. The bus driver reserves the right to discontinue allowing food and drink if garbage is not disposed of properly.
8. Do not extend head or limbs out of the bus windows. Do not throw anything out of bus windows.
9. In case of a road emergency, remain on the bus unless you are directed to do otherwise by
10. the bus driver.
11. Be respectful of bus equipment and help to keep the bus safe and sanitary. Follow the same standards of conduct and cleanliness that are expected at school.
12. Do not tamper with the bus or any of its equipment.

After Leaving the Bus

1. After getting off the bus and checking to be sure that no traffic is approaching, and after receiving a signal from the driver, cross the road at least 10 feet in front of the bus so that the driver can watch for other safety reasons.
2. Be alert to the danger signal, a steady blast on the horn, from the driver. Should that danger signal be sounded, return to curbside (the right hand side/door side of the bus).
3. Leave the bus only at your designated drop-off point.

Assigned Buses Only

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without prior approval from the transportation contractor. Temporary changes may be made by school administrators for authorized emergencies only. Failure to ride the assigned bus from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

Video Cameras

Video cameras shall be used from time to time to observe student and driver behavior. The resulting video tape shall be viewed only by the bus contractor and school district administrators. Exceptions may be made on a case by case basis and must have prior approval of the Superintendent.

Misconduct Procedures

In cases when a student violates any of the above bus rules, or conducts him/herself improperly, the bus driver shall discuss the incident with the student and make an effort to resolve it. The bus driver may assign seats on the bus, either temporary or permanent. If the student continues to conduct him/herself improperly, the bus driver shall write the student a bus referral. Bus drivers may not refuse to transport a student nor may they remove a student from the bus during transit.

The District retains the discretion to determine the severity of the incident and may skip one or more of the following steps in order to provide consequences that are appropriate for the referral. When continuing or extremely serious problems exist, the student's bus-riding privileges may be suspended.

1st Referral

1. The bus driver will contact the parent/guardian to discuss the incident and inform them that a bus referral will be submitted for their student.
2. The bus driver will complete a bus referral and submit it to the bus terminal manager.

3. The bus terminal manager will enter the bus referral into the student's Skyward file, which will notify the building principal, or designee, and the parent/guardian. The building principal, or designee, will follow up with the student on an as needed basis.

2nd and 3rd Referrals

1. Steps 1 - 3 of 1st Referral.
2. The building principal, or designee, will meet with the student to discuss the incident. The building principal will contact the parent/guardian during the meeting to discuss the incident, if appropriate.
3. The building principal, or designee, will determine the appropriate action for the student based on the incident and the student's age/grade.
4. The building principal, or designee, will document the action in the student's Skyward file, which will also notify the bus terminal manager that the follow-up has been completed.
5. The bus terminal manager will notify the bus driver of the follow-up.

4th Referral (and all subsequent)

1. Steps 1-3 of 1st Referral.
2. The building principal and the bus terminal manager will hold a face to face meeting with the parent/guardian and student to find a solution. The student will have a minimum 3 day bus suspension with any additional actions to be determined by the building principal, based on the severity of the incident.

These discipline procedures do not override the Superintendent's discretion to take additional, separate action, or to impose more severe consequences in appropriate cases. Parents should also be on notice that, while efforts will generally be made to contact them as part of the above procedures, certain students, types of conduct, and related investigations may not always make immediate contact with parents possible or appropriate. Parental contact will be made as soon as appropriate and when matters such as pupil safety, law enforcement involvement, pupil confidentiality, and the integrity of related investigations are properly addressed.

Student Discipline

Student discipline problems will be handled on a continuous basis. Previous year discipline issues can be used in determining action toward the rider. Students suspended/expelled from school will not be allowed to ride the busses for the term of the suspension/expulsion. The transportation department will notify the bus driver. No corporal punishment is permitted by the bus drivers. Misconduct on the bus will be handled as follows: The bus driver will report incidents of serious and /or frequent misbehavior utilizing the Bus Conduct Report and submit them to the appropriate building principal. The building principal will submit them to the transportation supervisor. The school principal

will confer with the offenders and take action commensurate with the nature of the offenders. Misconduct of a serious nature may result in suspension of riding privileges for up to five days on the first offense, at which time parents will be notified. All students offenders should be advised that further incidents of misconduct of serious and /or frequent might result in suspension or expulsion of riding privileges. Suspension of riding privileges for up to fifteen days pending an expulsion hearing may occur. Parents will be notified of such action.

Use of Video Cameras

The Board of Education for the Sparta Area School District has authorized the use of video cameras on school buses and in the school buildings. The purpose of the video camera is to assist the district and transportation carrier in reducing disciplinary problems and vandalism.

Curriculum

Students are required to participate in all aspects of the curriculum. Students will receive instruction in subjects which are thought to be requisite for providing skills necessary for successful and productive work lives, while encouraging their full intellectual and emotional development. They will take classes in the following subjects: reading, math, language arts (spelling, writing, and penmanship), science, social studies, health, art, music, and physical education.

Audio and Video Recording in the Classroom

Video and audio recording is often used in the classroom as an avenue of teaching and learning for the students. Video and Audio recording may also be performed by teachers and/or administrators for the purpose of professional development and enhancing teacher practice. Any recording will be used either for internal purposes (professional development) or approved class activities. If you do not want your child included in audio and video recording for these reasons, please notify the school principal.

Internet and Technology Access

The Sparta Area School District is providing access to the school's technology network as well as access to the Internet. The use of the district's network and access to the Internet is provided as a means of enhancing curriculum and learning opportunities. The students are monitored while using the network and Internet, and the District utilizes a filter to control the availability of inappropriate material. Students are not to be accessing their personal email accounts while at school. All students will be provided access to the Internet unless parents return a signed Internet Denial form. Students who violate school network and Internet policies will lose their Internet and/or network privileges for at least 30 days.

Technology Use
Student iPad Agreement 2020-21

Each student must sign the iPad Agreement **prior** to using their iPad. Students who violate the agreement will face consequences that may include loss of iPad privileges to more serious disciplinary action.

I, _____, a student in the Sparta Area School District agree to
(Printed Student Name)
the following items about the iPad the district is loaning me to use a learning tool.

- I will always use my assigned iPad in a respectful, responsible and safe way.
- I will only use my iPad when given permission by an adult at school and/or at home.
- I will always login to the iPad and network as myself.
- I will not share my passwords with anyone else, other than my teacher.
- I will always treat others and their ideas with respect when working online.
- I will always carry my iPad with two hands when moving from one area to another.
- I will not write on the iPad case or add anything else to its surface - no stickers.
- I will only add apps and/or accounts to the iPad when directed to do so by a teacher.
- I will always keep food and water away from my iPad.
- I will only use my school email for learning purposes.
- I will always inform my teacher if there is a problem with my iPad.
- I will log off any apps I am using when completed with them.
- I will always carefully put away my iPad and make sure it is charged for the next day.
- I will only take pictures or videos after getting permission from my teacher and those involved.

I realize that I am the one that is responsible for my iPad and its charger. I will only use the iPad as a learning tool for school related activities. In addition, I understand that if I don't follow this agreement, I will lose iPad privileges.

(Student Signature) (Date) (Teacher)

*Students will be given a separate copy of the iPad practices.

Conferences

Communication is an essential part of the educational program. It is very important for parents/guardians to keep in close contact with their child's teachers concerning progress. Parents are invited to call the school and speak with your child's teacher. Teachers are most available before and after school and will inform you of other good times to call during the day.

A parent/student/teacher conference is scheduled for each child during the first and third trimester. Parents/guardians and students are urged to make every effort to attend these conferences. Parents and teachers should feel free to schedule conferences at other times during the year. Parent/student/teacher conferences are designed to provide:

- an update of your child's academic and social development,
- an opportunity for parents to share concerns about their children,
- a mutual discussion of children's strengths and weaknesses, and
- a chance to cooperatively develop plans for children's continued growth.

Homework

Sparta Meadowview Middle School grades 5/6
Homework/Grading Practice

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the child's curriculum. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and directions for the assignments need to be clearly communicated and should be preceded by instruction that adequately prepares the child to do the task independently and successfully.

- Homework is work that is assigned and to be completed at home. No new concepts should be included in homework.
- Homework must be fully completed and turned in on time. Homework that is not completed will be marked incomplete. Students will have until the end of each unit to complete late work. If late work is not completed a "zero" will be marked in the grade book. It will be the responsibility of the family to manage their late work through Family Access. Passwords are available from the main office.
- Homework can be redone if a student does inadequate work. The teachers will average the scores of the first and second assignment.

Grading Scale

<ul style="list-style-type: none">· 90-100· 80-89· 70-79· 60-69F- 59 and below
--

Work Habits/Effort Scale

<ul style="list-style-type: none">E- Exceeds ExpectationsS- SatisfactoryP- Progress ShownN-Needs Improvement

Teacher Responsibilities

- To provide meaningful tasks that enrich and supplement work introduced in class
- To communicate homework assignments, both regular and long-range in an appropriate framework
- To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully
- To consider available resources, materials and home situations when assigning a task
- To review and return homework to students within a timeframe which enhances instruction and provides a benefit to the student
- Teachers will model how to fill out assignment notebook and clearly display assignments.

Parent Responsibilities

- To establish a specific time, place and manner for homework to be completed
- To provide the supplies and materials necessary to complete homework
- To monitor as needed, but not do homework for the student
- To assist the student in planning a time schedule for long-term assignments
- To initiate communication with the teacher when concerns arise
- To check assignment notebooks and sign nightly
- To promote a minimum of **20 minutes of reading each night**
- To promote math fact fluency weekly.

Student Responsibilities

- To complete assigned work on time and return it to the teacher
- To plan to carefully schedule work on long-term assignments so that assignments will be completed on time
- To communicate with the teacher when he/she does not understand the assignments or is experiencing difficulty prior to due date
- To read 20 minutes per night
- To practice math facts weekly
- To fill out assignment notebooks clearly and completely

Homework should be viewed as a positive experience and a responsibility of your child. Parents can help by taking a sincere interest in the assignment task. The habits and attitudes developed regarding homework at a young age will be carried through to future school years. Hopefully, those attitudes and habits will be positive.

Responsibility for School Materials

Students are responsible for all textbooks, library materials, and other school equipment issued to them during the school year. Students will be responsible for reimbursing the school district for lost or damaged materials.

Insurance

The Sparta Area School District has a limited student insurance policy. The information below is intended as an outline of the student and athletic accident insurance policy. Please review these coverage guidelines and call the school if you have questions.

- Only accidents which occur in school sponsored and supervised activities, including participants in interscholastic sports, are covered.

- An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition.
- Conditions which result from participating in an activity do not necessarily constitute accidents. For example, illnesses, diseases, degeneration, conditions caused by continued stress to a particular area of the body, and existing conditions aggravated by an accident are not covered.
- This plan of insurance is excess only: It will not duplicate benefits paid or payable by any other insurance or plan including HMO's or PPO's.
- The policy will not cover expenses payable under the insured's HMO (Health Maintenance Organization), or PPO (Preferred Provider Organization). If the insured chooses not to use an authorized medical vendor (under HMO or PPO), the policy will cover expenses incurred that it would have honored had the insured used the proper medical vendor.
- *Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 52 weeks, unless otherwise noted, are considered. Benefits are determined on the basis of reasonable and customary for the geographic location where services are performed.
- *Specific exclusions of the policy include, but are not limited to, sickness, disease or hernia in any form; non-prescription drugs; fighting; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).
- *Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim containing any false, incomplete, or misleading information may be guilty of insurance fraud and subject to criminal and civil penalties.
- *Accidents must be reported to the school within 20 days. Medical bills must be submitted to First Agency, Inc. within 90 days after the date of treatment. Questions regarding claim procedures may be directed to First Agency, Inc. at 5071 West H Avenue, Kalamazoo, Michigan 49009 or 269/381-3055.

Universal Free Breakfast

Sparta School District is offering Universal Free Breakfast to all Students at Meadowview Middle School. This means that all MVMS students will receive breakfast free of charge every morning no matter what their financial status is. Universal Free Breakfast is served from 7:50 to 8:20 am. We hope that every student takes advantage of this offering to help fuel their minds and bodies for better learning and good nutrition.

Lunch Program

Sparta School District believes that children need healthy meals in order to perform to the best of their ability in school, and is pleased to offer healthy meals for breakfast and lunch. At registration or at the beginning of the school year you are given a free/reduced meal application to complete to determine if your family qualifies for reduced or free meals. A letter will be sent to you to indicate the meal status. If your income goes down during the school year, you may complete an application at that time. Information regarding free and reduced meals will be sent home the first week of school. A new free/reduced application must be completed by September 30th to continue benefits.

The Sparta School District has a computerized meal program that keeps track of all meal deposits and charges. Each student is set up with their personal account and pin number from which meals are charged and deposits are credited to. When your student has a meal, their account is charged accordingly depending on their meal status (free, reduced, or paid). The district asks that you deposit a minimum of \$10.00 into an account, but prefer to receive quarterly or semester/trimester deposits. You may refer to the school calendar to calculate the number of days, or contact the Nutrition Service Office at 366-3422, **Please make checks payable to Sparta Area School District**, or you may deposit using

the On-line program found on the district website. Deposit envelopes are available in the school office for your convenience, but if you use other means, please be sure to include your child's name, grade and lunch number on the outside of the envelope. Sparta School District does not allow students to charge meals, so please stay current with their meal account. Account balance notices are sent home for your information, or please feel free to call the school office for balance inquiry.

Menus are posted on the school district web page www.spartan.org and select Nutrition Service. If you have any questions regarding the nutrition service program, please feel free to contact the Nutrition Service Office, 900 East Montgomery Street, or call 366-3422.

Healthy Snacks and Treats

Parents are encouraged to provide healthy snacks and treats for student celebrations and other events. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared, or prepared by a city/state health-inspected bakery. The District nutrition services program will assist parents by providing this service to families at a reasonable cost. Schools with students in preschool through grade five will prohibit the distribution of home prepared snacks and treats to students during school hours. This policy is not intended to regulate events where parents or guardians are present, such as a parent group 'fun fair' or "pot-luck", faculty events, or secondary school classroom related cultural events involving food items.

Proper Clothing

Students are encouraged to dress in clothes which are clean and comfortable at all times. Parents should be aware of their child's attire and make sure that clothing is appropriate for school. During Wisconsin's cold winters, students are expected to wear boots, hats, mittens and warm clothing. **During snowy weather, students without boots will be required to remain on paved areas during recess. Students who play on the field are encouraged to wear snowpants.** Please check the lost and found box occasionally for lost items of clothing. Students are not allowed to wear clothing that may disrupt the educational process, or that is vulgar or carries a message or design that is disrespectful or harmful to self or others. This covers, but is not limited to, attire that is sexual in nature, obvious or hidden, advertises alcohol, drugs or tobacco, is gang-related, or for some reason causes a disruption. Please refer to Article 510, appendix U page 50. Students should not come to school in clothing that reveals their midriff or undergarments and the straps on the tops must be greater than 1 inch. Bookbags, coats, jackets, and other outer garments are to be stored in lockers and not brought into class. Hats or other headgear will not be worn inside. Hooded sweatshirts may be worn, but the hood can not be worn when inside.

Physical Education Classes

Physical Education classes are scheduled three times a week. Check with your child's teacher to find out the days your child has class. We follow a 6-day rotating schedule not based on the days of the week (Monday through Friday). In order to protect our beautiful new facility, the children must have appropriate tennis shoes or rubber sole shoes for gym class which do not make black marks on the floor (no platform tennis shoes). Shoes must be tied tightly and can not be skate shoes. Children without appropriate shoes will sit out during class and lose participation points. For your child's safety, students with long hair are encouraged to have it tied back. Ponchos or shawls can not be worn during Physical Education classes due to safety concerns. Pierced earrings may be worn at the child's own risk.

Balloons and Flowers

While we always want our students to feel special on their birthdays, balloons and/or flowers can be a distraction to the learning environment. So any of these items will be held in the main office until the end of the school day.

Visiting School

Parents are encouraged to visit Meadowview Schools at any time. If possible as a courtesy, **please contact your child's classroom teacher if you plan to visit** for an extended period of time. Children are eager to share their school experiences and expect parents to show an interest in their school activities. **All parents and visitors are required to sign-in at the office when entering the building. An ID Badge is to be worn while in the building.** An identification card, such as a driver's license is required. We ask that parents not send visiting friends or relatives to school to spend the day with their children. There are many times when the school staff could use volunteer help. In many cases, special events or programs could not take place without volunteers. If you are interested in volunteering, please contact your child's teacher or the building principal. Many classrooms depend upon room parents for help throughout the year. Please indicate your interest in helping on the parent survey which will be sent home at the beginning of the year. All volunteers are required to fill out a Volunteer Application. See Appendix R, page 46.

Pet Visits

We discourage bringing family pets to school. Should a pet be brought to school for educational reasons it must be approved by the teacher, principal and board policy must be adhered to. See Appendix O, page 42.

Inclement Weather Notification

If weather becomes threatening prior to the beginning of classes or before dismissal, school may be delayed or cancelled. Announcements of school closing will be made on the following radio stations: WCOW in Sparta; WLXR Hit 105, Z93 in LaCrosse; WBOG 96.1 in Tomah; TV stations: WKBT 8 and WXOW 19 in LaCrosse. The District will also send a message via SkyAlert in Family Access on Skyward. Be sure you have allowed access for these messages on Family Access in Skyward. You can also access the District Facebook page and/or website for information. Please do not call the school unless it is an emergency. If the phone lines are tied up, the school may not receive necessary information. Parents will receive an Inclement Weather form to fill out. It is important to return the form so that the school knows where your child will be going in case of early dismissal. At Meadowview Middle School, when the temperature and/or wind chill factor is 0 degrees or below, all students will stay inside. If the wind chill and/or temperature Temperature/wind chill factor will be determined by the school office.

School Lockers & Data Storage

A student locker may be provided by the school for the convenience of the student to be solely and exclusively used for the storage of outer garments, footwear and school related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parents or guardians of the student (without liability to the school for safekeeping). If the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, the suspect material removed from the locker shall be turned over to law enforcement officials. Students should not exchange or share lockers

with another student. Students should not use any adhesives to hang items inside their lockers. Magnets are acceptable.

Students are also provided electronic data storage space on the district and/or building server, for the sole and exclusive purpose of storage of electronic data required for school work. This storage space is not the students private property or under his/her exclusive possession. It may be opened and inspected by school authorities at any time and is subject to the same legal guidelines as lockers.

Party Invitations

Do not send party invitations to school unless the entire class is invited. Hurt feelings occur when some students are excluded from these events.

Dispensing Medication at School

Medication should be administered at home rather than at school whenever possible. If it becomes necessary to give medication at school, in order to protect the safety of all students, the following procedures are required.

Non-prescription medicine: Parents must use the district medication form. The written request must include exact instructions as to the dosage being recommended. **Medication must be in its original container.**

Prescription medicine: School office staff will not dispense prescription medication without a completed district medication form which is available in the office and at most clinics. In addition, there must be written instructions from the prescribing doctor/PA as to dosage and/or application. (This may include injections in such cases as bee sting allergy kits.) **Medication must be in its original container.** The written instructions must include cautions and possible side-effects that need to be noted. The written instructions must include a statement of where the doctor may be contacted if problems arise.

All medications, both prescription and non-prescription, shall be kept inaccessible to pupils. Not more than as outlined in 118.29 of any kind of medication shall be accepted, unless the pupil is receiving prescription medication which the doctor prescribes as a daily on-going dosage.

Doctor's Excuse for Limited Physical Activities: It will be necessary to provide the school with a signed and dated doctor's statement in order to excuse a student from physical education because of serious injury or illness. Please ask your doctor to be specific as to the type of activities not allowed.

Head Lice treatment: Although a head lice infection is a communicable problem, it is not a disease. When possible, a student infested with head lice will be treated with a Robi comb by a designated school employee. Siblings in the school district will be checked by an employee designated in each building. The parents will be notified of their child(ren)'s infestation by phone, when possible, so treatment can be discussed in detail. A sheet with instructions will be sent home with the student. Parents/guardians of students in the same class (PK through grade 5) will also receive notification. The student will be monitored upon return to school.

Appendix A

Student Code of Conduct-Pupil Removal

STATEMENT OF PRINCIPLE

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to the teaching and learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators, teachers, and support staff, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distractions and disruptions, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed. Please refer to board policy for specific grounds for removal from class.

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- a) instruct the student to go to the main office for the period of removal.
- b) obtain coverage for the class and escort the student to the main office.
- c) seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short term removal, it is expected that the teacher will send a brief written account to the administrator or his/her designee. Such information may be submitted on a form provided by the building administrator. The student shall remain in the removal area until spoken to and released by the administrator or his/her designee.

For the purposes of short term removal, as soon as practicable, but in any event before the beginning of the next school day, the teacher shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The teacher shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, place the student in in-school suspension, or where necessary, appropriate and practicable, shall take steps to have the student sent home.

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long-term removal rests with the building administrator. Please refer to board policy for specifics concerning the long term removal of a student.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such programs need not be in the precise academic subject of the student's former class.

Some different rules and considerations apply for students identified as requiring special education services under the IDEA (Individuals with Disabilities Education Act *) or Section 504 **. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

* The Individuals with Disabilities Education Act (IDEA) mandates a free, appropriate public education for every child or youth between the ages of three and twenty-one regardless of the nature or severity of the disability he/she may have.

**The definition of a "handicapped person" under Section 504 of the Vocational Rehabilitation Act of 1973 is broader than the definition of a "child with a disability" under IDEA.

Appendix B

Article 501 – Student Attendance

State statute requires students enrolled in a public or private school to attend regularly during the full period and hours that school is in session during the school year. Beginning in October 2009, this requirement is extended to include kindergarten students. It is the responsibility of any person having control of a child to see that the child meets this requirement.

School attendance officers or their designees shall determine daily which students enrolled are absent from school and whether the absence is excused or unexcused. This determination shall be made in accordance with the district's student attendance policy and procedures.

Acceptable/Excused absences (the parent/guardians should be responsible for providing a reason for the absence)

Medical Reasons:

1. medical emergency in family
2. medical appointments
3. personal illness (doctor confirmation may be required)

Religious:

1. family religious observance

School Related:

1. school athletic events

2. school related programs/club events

Family Issues:

1. death in family

Students will be excused for other reasons if parent(s)/guardians present a written request prior to the absence. A student so excused must complete any course work missed during the absence.

A student will not be excused by parent/guardian request for more than ten days during a school year.

Students who have reached their 18th birthday are permitted to originate their own request for excuse for absence only if they (1) are not living with their parent/guardian and can certify they are not financially dependent on their parent/guardian or (2) the parent/guardian returns a signed permission form to the school stating the student is responsible for him or herself. The school will continue parent/guardian communication unless specifically requested in writing to stop. The student is still bound by the same set of acceptable reasons as listed in the school attendance policy.

Students who are withdrawn due to homeschooling or enrollment into a regional private school will continue to be marked as absent until the district receives notification from the private school (through a records request) or from the state (home school application). Upon receipt of appropriate notification, the withdrawal date will be added and the attendance record amended.

Schools must accept their responsibility and accountability, and parent(s)/guardian(s) should accept their responsibility and accountability. Recommendations to improve communication and mutual acceptance of this joint responsibility focus on the elementary level, where initial patterns of behavior are set.

The initial orientation at the elementary level for parent(s)/guardian and students should include discussion of school policy concerning absences.

The school absence policy should spell out the responsibilities of the parent(s)/guardian, the child and the school. The policy should clearly explain the criteria for excused absences.

A written explanation of the school absence policy should be sent home with each student.

Appendix C

Article 504 – General Statement on Student Conduct

One of the primary reasons for establishing controls in public schools is to create learning situations in which the students and teachers can function at the most effective level. Effective learning cannot take place in a classroom where there is disorder or distraction. Every student and teacher must share in the responsibility for observing and maintaining the rules and regulations of the school.

Parents of all students in the Sparta Area School District are requested to support a wholesome respect for fellow students, teachers and school authorities.

Parents and pupils are urged to develop an understanding of what proper student behavior should be, and encourage a higher quality of self-discipline among our youth both in and out of school activities.

Students in all grades should be impressed with the importance of making a habit of attending school regularly, of always being punctual, and of, establishing a record of dependability and honesty in all things.

Students in all grades should be encouraged to achieve their full potential in every activity in both curricular and extra curricular endeavors. Students in all grades are expected to practice habits of personal cleanliness and good grooming that may be considered appropriate by the school authorities of the Sparta Area School District.

Failure to comply with any of the objectives as stated above may result in expulsion of the student if, in the opinion of the school authorities, the situation warrants this consideration.

The Sparta Board of Education recognizes that an effective learning environment is vital to good education and that in order to provide this environment, good discipline in our schools is crucial.

The classroom teacher should not allow an unruly student to disrupt a learning situation or environment. Unacceptable actions by word or deed by any student in or out of school while under the supervision of school staff will not be tolerated. Faculty should demand compliance with rules and regulations.

In the event of repeated refusal by the student to comply with proper behavior standards or in the event of a situation that might cause concern for the safety of students, faculty, or property, the teacher shall use such discretionary measures as are necessary in order to deal with the matter.

The Board of Education further recognizes that the teacher is the cornerstone to good discipline and establishes policy (Article 503 & 504) spelling out this philosophy and affirms support to the effects by the staff to enforce discipline standards.

In the attempt to achieve the objectives outlined above, the Board of Education resolves to support the administration, the faculty, and all of its employees, in the strongest manner possible to enforce the highest standards of behavior and achievement for all Sparta area youth. The staff will treat the students with due respect.

Appendix D

Article 513 - Student Use of Alcohol, Tobacco, Other Drugs and/or Paraphernalia

Students in the Sparta Area School District have the right to attend school and work in an environment free of the non-medical use of alcohol, tobacco and illegal drugs or controlled substances. These substances interfere with the learning environment and the performance of students. "Zero Tolerance" shall be the policy of the Sparta Area School District Board of Education for illegal use or possession of alcohol, tobacco, other drugs and/or paraphernalia. The following steps may be accelerated dependent upon the severity of the incident, previous violation or history. Students of the Sparta Area School District shall not knowingly possess, use, sell, transmit or be under the influence of any illegal or

controlled substance, alcoholic beverage, tobacco or intoxicant of any kind on the school grounds or off the school grounds at school activities, functions or events. This includes the making of deals/arrangements for any transaction on or off school grounds or in school vehicles leased or owned. However, drugs authorized for use during school hours, pursuant to State Statute 118.29, shall not be considered a violation of this policy, if used as prescribed by the intended individual. Failure to abide by the policy may result in school and/or civil penalties. Students who possess, use, sell, transmit or are under the influence of any illegal or controlled substance, alcoholic beverage, tobacco or intoxicant of any kind on the school grounds or off the school grounds at school activities, functions or events, to include the making of deals/arrangements for any transaction on or off school grounds, will be subject to the following consequences. The student may be suspended up to five (5) school days, or up to fifteen (15) days if considered for expulsion. The building administrator will require the student to make an appointment with the Department of Human Services or other private agency for an AODA assessment or with the school counselor; this may shorten suspension time as per building administrator discretion. The primary responsibility for dealing with chemical abuse rests with the student and his/her parents, but the school has a legitimate concern when school performance (academic and/or behavioral) is affected. Therefore, the Sparta Area School District recognizes a need for the existence of a program to address the needs of students whose school performance is adversely affected by chemical abuse. The goal of the school program is not to decide whether anyone is dependent. The goals are to recognize symptoms of harmful involvement, to intervene in such a way as to make it possible for the sufferer to see the effects of their involvement and to provide opportunity and support for his or her efforts to eliminate chemical abuse. Students who have a problem which they feel may affect school performance and/or their personal life are encouraged to voluntarily seek counseling. Since any student's performance can be affected by harmful usage of chemicals by self, a friend, family member or other, the services of resource people as well as support groups are available to all students. The possession or use of tobacco on school grounds, in vehicles leased or owned by the district, or at school sponsored events, either home or away, is an illegal activity. Discipline for the offense will include confiscation of tobacco products, school discipline including detention, in-school suspension, possible out-of-school suspension, and parent and police department notification. Legal Reference: Cross Reference: Approved: October 28, 1997 Revised:

Appendix E

Article 518 Possession or Use of Weapons

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 of the State Statutes unless jurisdiction is waived. Students of the Sparta Area School District must be aware of the fact that such acts of misconduct will not be tolerated.

A dangerous weapon or look-alike weapon is defined in state statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the Superintendent of Schools/designee shall be contacted as soon as possible in a weapon situation. If there is not time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon. The building principal will also report confiscation of weapon to the police.

A dangerous weapon(s) taken from a student will be reported to the student's parents/ guardians. Disciplinary measures taken will be the responsibility of the building principal and will include suspension, referral to law enforcement authorities, and referral for expulsion. A recommendation for expulsion will be presented to the Superintendent and/ or the Board of Education if the facts in the situation indicate that the health and safety of students or faculty have been endangered.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted.
2. Weapons that are properly registered in the school office and handled in a legal manner of the purpose of education may be authorized by the principal.
3. Weapons properly registered in the school office and handled during the community use of school facilities may be permitted.

Appendix F

Article 520 – Possession or Use of Cell Phones

It is the policy of the Sparta Area School District to regulate student use and/or possession of cell phones, electronic paging or other communication devices while on premises owned, rented, leased or under the control of the school district. The board acknowledges the potential instructional value of such devices. However, the expectations for student use of electronic devices within classrooms will be determined by each classroom teacher. The use of electronic communication devices while on field trips or other school sponsored activities will be at the discretion of the teacher, advisor or coach. The responsible use of electronic communication devices is allowed before and after school, during passing periods in the hallways in the secondary schools, during lunch periods and during bus transportation to and from school. Electronic devices are not to be used in bathrooms and locker rooms at any time. Electronic communication devices may never be used in a manner that will cause disruption to the educational environment, invade the privacy of another individual or threaten the safety of students or staff. Cell phones and other electronic devices that are used in ways that are contrary to school policy, board policy and/or statute will be confiscated according to school policies. SASD will not be responsible for loss, damage, or theft of any electronic or digital device brought to school. The Board of Education shall provide each student with a copy of this policy annually and shall submit a copy to the state superintendent upon its adoption and revision.

Appendix G

Article 527 – Web Pages Policy

To protect our students from the potential of danger, it is the policy of the Sparta Area School District to keep personal information from our website that would identify any individual student or provide information that would breach the privacy of an individual. Web pages may not include first and/or last names, images, or pictures that contain students unless the pictures were taken at a public event or ceremony (i.e. sporting event or activities where public media may be present). For school website

purposes, photographs taken for school newspapers or yearbooks, which are not considered public media, are not appropriate for inclusion.

Web pages created by students should be screened for information that could lead to the identification of the author or any other individual. Web pages represent the Sparta Area School District and should be educationally and socially appropriate.

Web pages accessible only through the Sparta Area School District Intranet may contain information, images, and/or pictures similar to what is currently available in school newspapers and yearbooks.

Appendix H

Article 529- Harassment of Students

The Board of Education supports an educational environment that is free from all forms of harassment and to insist that each student is treated with dignity, respect, and courtesy. The Board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is therefore the policy of the district that neither students, employees, board members, nor volunteers will be allowed to engage in any form of harassment or intimidation toward students.

Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature, either actual or threatened. “Unwelcome verbal or physical conduct of a sexual nature” includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials. Sexual harassment is prohibited in the school setting for the following reasons:

1. Sexual harassment violates the provisions of Title IX and may violate the State of Wisconsin Criminal Code
2. Sexual harassment often involves an abuse of power and authority.
3. Sexual harassment creates a hostile educational environment.
4. Sexual harassment is demeaning, offensive, and abusive.
5. Sexual harassment violates individual rights, creates stress and tension, and can cause emotional or physical pain, discomfort, and injury.
6. Sexual harassment can lead to further conflict or serious legal problems of a civil or criminal nature.

The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. In most cases, it is the effect and characteristics of the behavior that determine if the behavior constitutes sexual harassment.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the administration. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

The administration and staff will inform students that the Sparta Area School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Students will be informed of this policy annually and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

It is, further, the policy of the district that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

Other Forms of Harassment

Student harassment means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment, including name calling, negative stereotyping, or hostile acts.

Policy Dissemination

1. Every student or student's guardian will receive a copy of the policy each year.
2. Discussion of sexual harassment will be included at an age appropriate level and in the proper context as part of the curriculum.
3. Employees will attend an inservice in which an understanding of harassment, the Board Policy and complaint procedures and importance of vigilance will be emphasized.
4. Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for filing a complaint.

Complaint Procedures

Students who believe they are a victim of harassment or any parents/guardians who believe their student has been subjected to harassment, should report their concerns to the building principal or designee. It is

the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If an individual is not comfortable with making a complaint to the building principal or designee, the complaint may be made with any other adult employee with the understanding that incidents must be reported to administrators for review and action.

Any employee receiving a harassment complaint will prepare an incident report and immediately notify the building principal or superintendent. The superintendent will appoint a complaint manager to conduct an investigation and recommend action, if appropriate.

Retaliation in any form against any student for complaints or participation in any investigation of alleged harassment is prohibited.

Disciplinary Procedures

Employees, volunteers, board members, applicants, and students who engage in harassment shall be subject to disciplinary action. Discipline may include one or more of the following actions: notification of law enforcement officials, letter of correction, suspension and expulsion.

Employees who engage in harassment shall be subject to disciplinary action up to and including termination. All discipline shall be conducted in conformance with appropriate collective bargaining agreements.

Board members who engage in harassment are subject to Board action. Volunteers who engage in harassment will be removed from volunteering.

Appendix I

Article 543 – Unexcused Absence and Truancy

PROCEDURES FOR NOTIFYING, MEETING AND CONFERRING WITH PARENTS OR GUARDIANS OF TRUANTS

For the purpose of this Article, the School Attendance Officer is the Building Principal or designee in each school.

The parents/guardians of all students having an unexcused absence should be contacted personally or by phone within 24 hours of the absence. If telephone contact is not made within 24 hours, a letter should be sent to the parents/guardians. A written log and/or copy of correspondence will be kept. This telephone call/letter should :

1. Encourage parents/guardians to seek assistance from the school in dealing with unexcused absenteeism.
2. Provide parents/guardians with the name and phone number of school staff available to help with problems contributing to the student's absenteeism and indicate the consequences that may result from the absence.

No later than on the third unexcused absence within a semester, the school will send a letter to the parents/guardian. This letter will include :

1. An offer to meet with the parents/guardians to discuss the factors contributing to unexcused absenteeism.
2. A clear statement of school policy on unexcused absences, including disciplinary procedures : and a summary of state statutes defining and describing penalties for habitual truancy.

When a student has five unexcused absences within a semester, he/she is considered habitually truant under wisconsin law s.118.16 (1) (a). The school will send the parents/guardian a certified letter that includes the following :

1. A statement of the parents/guardian's responsibilities under the compulsory attendance law to cause the child to attend school regularly.
2. A statement that the parents/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for the Sparta Area School District's Child At Risk Programming.
3. A request that the parents/guardians meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of school personnel with whom the parents/guardian should meet, a date, time and place for the meeting and the name , address, and phone number of a person to contact to arrange a different date, time or place. This meeting shall be held within five school days after the date the habitual truant notice has been sent. With consent of the student's parents/guardian, the date of the meeting may be extended for an additional five school days. (If the meeting is not held within 10 days after the date that the habitual truant notice is sent, the meeting requirement does not apply.)
4. A statement of the penalties that may be imposed on the parents/guardians if they fail to cause the child to attend school regularly ; and a statement that the case will be referred to court for action if the parents/guardians refuse to cooperate with appropriate school personnel.

At the meeting :

1. All prior actions will be reviewed and school personnel, parents/guardians and the student will be encouraged to present their views on the reason for the truancy
2. All education programs, including both in school and out of school options, will be explored.
3. The student and parents/guardians will be informed of services and programs available through municipal and juvenile court
4. A written contract will be negotiated that includes the specific rights and responsibilities of the student, parents/guardians and school. This contract will include a specific educational plan
5. Parents/guardians will be informed of the penalties under section 116.15(5) that may be imposed if the truancy continues.

PLANS AND PROCEDURES FOR IDENTIFYING TRUANT CHILDREN AND RETURNING THEM TO SCHOOL

Truancy Identification and Follow-up Procedures:

The entire process of education requires continuity of instruction, classroom participation, learning experiences, and study in order to accomplish academic success. Students who miss school frequently experience great difficulty in achieving the maximum benefits of the school's

educational program. Therefore, all children between the ages of five (5) and eighteen(18) are required to attend school regularly unless they fall under one of the exceptions in the state statutes or graduate from high school.

Parent(s)/guardians, staff and the students themselves shall be responsible for complying with all student attendance requirements.

Process:

1. The administration/student service team will review any absence to determine if a student's pattern of absence meets the definition of a habitual truant. If so, a registered letter will be sent to the parent(s)/guardian.
2. If the parent(s)/guardian respond to the letter, a meeting will be arranged which will be attended by the parent(s)/guardians, student, and representatives from student services and Human Services. At the meeting, an educational plan, including an educational contract will be developed. The student will then attend school per the educational plan and the school will monitor the student's attendance.
3. If the parents/guardians do not respond to the Sparta Area School District's registered letter of notification of habitual truancy, the Sparta Area School District will make a referral to Monroe County Corporate Counsel. If they do, an educational plan will be developed at the meeting. The student will then attend school per the educational plan and the Sparta Area School District will continue to monitor the student's compliance with the plan. If the student does not comply with the educational plan, the case will be referred to the school district's attorney.

METHODS TO INCREASE AND MAINTAIN PUBLIC AWARENESS OF AND INVOLVEMENT IN RESPONDING TO TRUANCY WITHIN THE SPARTA AREA SCHOOL DISTRICT

Attendance/truancy can be an item on the following agendas:

Parent/Teacher organizations

School Boards

AODA advisory groups

Education for Employment Council

Liaison groups such as police, nurses, social services and legislative bodies

Pupil personnel committee meetings such as Student Assistance Programs,

Suicide Prevention, At Risk

Truancy posters and other alerts may be distributed within the community.

Truancy can be an item in the following reports:

Statistic on annual disclosure reports on periodic basis

Periodic informational releases such as the school district's newsletter and press releases

Other agency releases such as Social Services

Examples of ways that the public may become involved in activities responding to truancy include:

Individual Education Plan conference discussion

Standard notification process to parent(s)/guardians

Newspaper articles on attendance

Business support mechanisms such as rewards for good attendance

Other media involvement (TV and Radio)

Notifications to youth posted in public areas

THE IMMEDIATE RESPONSES TO BE TAKEN BY SCHOOL PERSONNEL UPON RETURN OF A TRUANT CHILD TO SCHOOL

The immediate responses to be made by school personnel when a truant child is returned to school are as follows:

Offer counseling to the student.

Have the attendance officer discuss expectations and causes of the individual's truancy.

Look at curriculum modifications.

Utilize appropriate referrals to other agencies.

Assign a case manager (counselor/At-Risk teacher) to stay in touch with the student.

Make sure all responses are supportive and not punitive.

Continue to communicate with parent(s)/guardian and Monroe County Department of Social Services. The Monroe County Department of Social Services is the responsible agency at this time.

THE TYPES OF TRUANCY CASES TO BE REFERRED TO THE CORPORATION COUNSEL AND THE TIME PERIODS WITHIN WHICH THE DISTRICT ATTORNEY WILL RESPOND AND TAKE ACTION

All matters where the attendance officer believes a violation of state law (section 118.15(l)) has occurred may be referred to the Corporate Counsel directly or through Juvenile Court Intake in accordance with established procedures. The school attendance officer should consider the various types of prosecution concurrently.

Parental Prosecution - If school officials believe the parent has not "caused" the child to attend school, they need to contact the Corporate Counsel to discuss the appropriateness of proceeding against the parents. The parent, if found guilty, is subject to a fine of not more than \$500 and imprisonment of not more than 30 days. If school officials decide to proceed against the parents, they must still provide evidence that activities under section 118.16(5) of the state statutes have been completed. In a prosecution against the parents, the action "shall be dismissed if (they prove that they are) unable to comply with the law because of the disobedience of the child. At this point, the child shall be referred to juvenile court.

Other Adult Prosecution - Another route school officials may pursue is criminal prosecution of an adult who is making it more difficult to get the youth to school by any act of omission (knowingly encouraging or contributing to the truancy of the child). Since the offense is a Class C misdemeanor, school officials may want to request the assistance of a law enforcement officer to issue a complaint under section 947.16 of the state statutes - Contributing to Truancy. If found guilty, the person is subject to a maximum fine of \$500 and/or 30 days imprisonment. An act or omission contributes to the truancy of a child if the natural and probable consequences of that act or omission would be to cause the child to be truant.

Referral To Juvenile Court Intake - Students whose habitual truancy is the result of their behavior, especially in defiance of parental expectations, should be referred to Juvenile Intake for prosecution for truancy. The following specific procedures have been developed to expedite truancy referrals to Monroe County Juvenile Court Intake:

A child may be referred to Juvenile Court Intake when he or she is habitually truant from school.

"Habitually truant" is defined as a student who has five unexcused absences within a semester, under Wisconsin law s. 118.16 (1) (a).

When school officials refer the child to Juvenile Court Intake they will need to complete two forms:

1. Court-Referral- Juvenile (Non-law Enforcement Referral) - this form may be obtained from Juvenile Court Intake, and
2. Supplemental Truancy Referral Information form.

Both of the forms should be sent to: Juvenile Court Intake, Monroe County Department of Social Services, Route 2, Sparta, WI 54656.

Information that must be included is as follows:

1. Dates school officials met with the child's parent(s)/guardian to discuss the child's truancy or description of attempts to meet with the child's parent(s)/or guardian and been refused.
2. Description of opportunities for educational counseling which have been provided to the child to determine whether a change in the child's curriculum would resolve the

child's truancy. Descriptions of curriculum modifications which have been considered, include but are not limited to:

- a. Modifications within the child's current academic program.
 - b. A school work training or work study program.
 - c. Enrollment in any alternative public school or program located in the school district in which the child resides.
 - d. Enrollment in any nonsectarian private school or program located in the school district in which the child resides, which complies with all federal nondiscrimination requirements (42 USC 2000d). Such enrollment shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district.
 - e. homebound study, including nonsectarian correspondence courses or other courses of study approved by the school in which the child is enrolled.
 - f. Enrollment in any public educational program located outside the school district in which the child resides. Enrollment of a child under this subdivision may be pursuant to a contractual agreement between school districts.
3. Description of the evaluation (or evaluation efforts) of the child to determine whether learning problems may be a cause of the child's truancy, and if so, the steps taken to overcome the learning problems.
 4. Description of the evaluation of the child to determine whether social problems may be a cause of the child's truancy and, if so, action taken to make appropriate referrals. This may include a referral to the Department of Social Services, a private counseling clinic, a physician or an in-school counseling program.
 5. Any other information which the school officials believe is relevant or helpful (such as notes from the teachers, attendance printouts, correspondence with the parents, etc.).

Once this referral is received by an Intake Worker and screened for completeness, an Intake Inquiry (or conference) will be scheduled with the child, parents and school staff. If the time is not convenient, any party may request a change in date or time.

The Intake Conference is intended to inform the child and parents of their rights and responsibilities. Resulting from this conference will be a recommendation to the Corporate Counsel as to whether the case is closed,, handled "informally (with a contractual Informal Disposition Agreement that can extend up to one year), or whether a petition is filed in court.

Although many variables are considered in this decision, the primary determinant factor is the child's (believable) assertion that he/she is willing to attend school all day, every day.

Should the child (or parent) not comply with the terms of the Informal Disposition Agreement, the case may be reviewed with a high likelihood of voiding the agreement and a request for a petition to be filed in Court.

The school staff's recommendations at the time of referral, input at the Intake Conference, and monitoring of the conditions of the Informal Disposition Agreement are essential for effectively curbing habitual truancy.

PLANS AND PROCEDURES TO COORDINATE RESPONSES OF SOCIAL SERVICE AGENCIES TO THE PROBLEMS OF HABITUAL TRUANTS

1. The district may refer any habitual truant to the Corporation Counsel for a county truancy ordinance violation. Such referrals must be made in accordance with the procedures outlined below.
2. Before any proceeding may be brought against a student for habitual truancy or against his/her parents/guardian for failure to cause the student to attend school regularly, the school attendance officer shall provide evidence that appropriate school personnel have:
 - a. Met with the student's parents/guardian to discuss the student's truancy or attempted to meet with the student's parents/guardian and received no response or were refused. (This requirement does not apply if the meeting with the parents/guardian is not held within 10 school days after the date that the habitual truancy notice is sent.)
 - b. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have considered curriculum modifications.
 - c. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
 - d. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

The activities in (b), (c) and (d) above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

3. The district shall complete the county's "Compulsory School Attendance Violation Report" and submit it, along with any supportive information, to the Corporation Counsel's office. This form must be completed when referring any habitual truant for a county truancy ordinance violation.
4. Monroe County Department of Social Services will provide timely feedback to affected school as to disposition of the case etc.

METHODS TO INVOLVE THE TRUANT CHILD'S PARENTS OR GUARDIANS IN SOLUTIONS TO TRUANCY

The parent(s)/guardian of the student who is truant needs to be involved from the very start. As the incidences of truancy continue, the involvement by the parent/guardian must continue. The issue between the school and parent(s)/guardian should change from dealing with the consequences of the truancy dealing with the reasons for the truancy. The parents and the school need to develop some sort of action plan to keep the student in school. Action plans could include:

A student contract agreed upon by the parent(s)/guardian that would include consequences that would occur at home as well as at school (loss of free time, TV limitations, curfew, etc.). The contract should include positive reinforcement for proper school attendance.

Involvement in the school's At-Risk Program which could include, but not be limited to: homebound programs, a revised schedule adjusted to the student's needs, testing to see if the student has exceptional needs, as well as other options. The parent(s)/guardian would need to be involved from the start in this program.

Schools must accept their responsibility and accountability, and parent(s)/guardian should accept their responsibility and accountability. Recommendations to improve communication and mutual acceptance of this joint responsibility focus on the elementary level, where initial patterns of behavior are set.

The initial orientation at the elementary level for parent(s)/ guardian and students should include discussion of school policy concerning absences.

The school absence policy should spell out the responsibilities of the parent(s)/guardian, the child and the school. The policy should clearly explain the criteria for excused absences.

A written explanation of the school absence policy should be sent home with each student.

Appendix J

Article 607 - Alcoholic Beverages/Smoking in School Buildings/Vehicles

It is deemed inappropriate for any person to have in their possession any alcoholic beverage at any school sponsored event, on school property or on premises under the control of the Sparta Area School District; and will result in the subsequent expulsion of the individual from the area.

In accordance with state statute, there will be no smoking or use of any tobacco products in any Sparta Area School District buildings, grounds, or vehicles. Administrators are authorized to establish rules to enforce this policy.

Appendix K

Article 612 - Public Notice - Directory and Yearbook Information

The following public notice shall be distributed to parents annually prior to September 15.

NOTICE IS HEREBY GIVEN - The federal Family Educational Rights and Privacy Act (FERPA), requires that the Sparta Area School District, with certain exceptions, obtain parent/guardian consent prior to the disclosure of personally identifiable information from a student's education records. However, the District may disclose appropriately designated "directory information" without parent, legal guardian or guardian ad litem written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Sparta Area School District to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to: A playbill showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to any person or organization without a parent's, legal guardian's or guardian ad litem's prior written consent, except that directory information shall not be provided to any organization for commercial or promotional purposes. 'Commercial' shall be defined as the intent or design to make a financial profit or gain. 'Promotional' shall be defined as contributing to the growth or prosperity of the party making the request with benefit to the student. In addition, school districts receiving federal funds under the "No Child Left Behind Act of 2001" are required to provide military recruiters or an institution of higher education, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. If parents, legal guardians or guardians ad litem do not want the District to disclose directory information from their child's education records, without their prior written consent, they must notify the District in writing by October 1 of each year in which they want to withhold consent. The Sparta Area School District declares the following as "directory information" and that information relating to students may be made public if said information is in any of the following categories: Student's name, address, telephone listing Date of birth Participation in officially recognized activities and sports Weight and height of members of athletic teams Dates of attendance Awards received The most recent previous school attended by the student, and School related photographs for use in yearbooks, newspapers and social media.

Appendix L

Article 618 – Animals in Schools and Classrooms

The Sparta Area School District believes that interaction with animals can enhance a child's education and provide opportunities for social, emotional and academic growth. Animals may be brought into the classroom for educational purposes only, and only under the conditions established by this policy so as to ensure the safety of students and staff and the well being of the animal. All other animal visits are prohibited. Further, before any animals will be allowed on school premises for educational purposes, prior notice must be given to and permission received from the supervising teacher and building administrator.

Any teacher who brings one or more animals to school or into the classroom, keeps such animal(s) in his/her classroom as a class pet(s), or allows an adult to bring an animal to school or into the classroom shall :

1. Receive prior permission from the building administrator before any animal(s) are brought into the school.
2. Screen students and staff who will regularly come into contact with the animal(s) at school for serious health conditions that would prohibit the teacher from having the animal(s) at school or in the classroom.
3. Notify the building administrator, after obtaining prior permission, as to the date(s) the animal(s) will be brought to school or into the classroom.
4. Notify the parent(s)/guardian(s) in writing when any animal(s) will be brought into the classroom and the duration of times the animal(s) will be kept in the classroom. Any concerns raised by the parent(s)/guardian(s) will be referred to the principal for appropriate intervention.
5. Assume primary responsibility for ensuring the health, welfare and safety of all persons who will come into contact with the animal(s) at school.
6. Provide proper care and maintenance of the animal(s) brought to school and instruct students on animal care, feeding, and handling.
7. Provide a cage for any animal(s) that will remain at school overnight. The cage must appropriately house the animal(s) and be constructed to retain all urine and fecal materials within the cage. Reptiles should be housed in a covered glass or plastic aquarium.
8. Prohibit students from handling reptiles or bird, or any other animal that is considered dangerous or when a parent prohibits their child from handling the animal.
9. Clean the cage on a regular basis, utilizing universal precautions and blood-borne pathogen procedures for bagging and disposing of urine, fecal and blood contaminated materials.
10. Properly control and/or confine animal(s) and prohibit students from releasing animal(s) so that they are not at-large and unsupervised in the classroom, in the school, or on school premises.
11. Locate the animal(s) away from water fountains, sinks where students and staff wash hands, areas where food is prepared, stored, or served, and areas where first aid materials are stored or first aid is administered.
12. Provide first aid to any student who is bitten by an animal and report the incident immediately to the school office. The building administrator or designee shall report to the parent(s)/guardian(s) and to the appropriate authorities where necessary, if a student is bitten or otherwise harmed. An incident report will be filed with the central office.
13. Prohibit students from taking any animal(s) home with them.

Animals-At-School Guidelines :

1. Types of animals that are known carriers of rabies (such as skunks or bats), salmonella, or of parasites that could be transmitted to students and staff shall be prohibited from school, unless their presence is part of a school assembly program where additional safety precautions have been established and approved by the building administrator and subsequently met.
2. When domestic pets are permitted on school premises under this policy, they shall be current on vaccinations and be leashed or wear a collar constraint at all times. Large mammals and livestock shall be haltered and, where appropriate, muzzled or caged. The person attending any

domestic pet, large mammal, or livestock shall be responsible for cleaning up any fecal, urine, or blood-contaminated material left behind by the animal he/she is attending.

3. Birds, including parrots and parakeets, shall be prohibited from school, unless they have been certified as psittacosis free. Such certification must be provided to the building administrator before permission will be granted.
4. Dead animal specimens shall be prohibited from school, unless they have been obtained from a business that provides lab animal specimens to schools.
5. Animal skeletons/hides that have been properly preserved may be brought into school.
6. Animal(s) shall not be transported on school buses.
7. Animal(s) trained, or being trained, to assist persons who are physically/visually impaired shall have access to district property and district-provided transportation when being used for that purpose.

This policy is not meant to restrict public use of school facilities while students are not present, such as private dog training classes. This policy is not intended to restrict the use of police dogs.

All other persons who want to bring any animal(s) to school or into the classroom must request, in writing, permission to do so from the building administrator. Any person who receives permission to bring any animal(s) to school or into the classroom shall assume primary liability for safeguarding the health, welfare, and safety of all persons who come into contact with the animal(s) at school.

Appendix M

PUPIL NONDISCRIMINATION COMPLAINT PROCEDURES

The Sparta Area School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Sparta Area School District Board of Education that no person on the basis of race, color, national origin, sex, or handicap shall be discriminated against, or otherwise be subjected to discrimination in employment or promotion. This policy of nondiscrimination shall include:

1. Admission to regular, exceptional, or enriched programs.
2. Standards and rules of behavior
3. Disciplinary actions
4. Acceptance and administration of gifts, bequests, or scholarships
5. Instructional and library/media materials selection.
6. Testing, evaluation and counseling methods.
7. Facilities
8. Athletic programs and other activities.
9. School sponsored food programs.

In order to maintain a school environment that encourages optimum human growth and development for its students and employees, it is the policy of the district to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward personnel and students.

Sexual harassment refers to acts of physical, verbal, or psychological harassment which create an intimidating, hostile or offensive work atmosphere.

Any person who believes he/she has been sexually harassed may file a complaint in accordance with procedures established for dealing with discrimination. The District Administrator shall act as compliance officer for all areas of discrimination.

Complaint Procedure

The complaining party is encouraged to first discuss their complaint with the school district employee toward whom the complaint is directed and his/her immediate supervisor.

To File a Formal Complaint:

The parent of a pupil, an adult pupil, or an employee, who feels that they are the victim of illegal discrimination, shall file a complaint in writing with the District Administrator during the school year in which the alleged discrimination occurs.

The District Administrator shall have ten working days after receipt of the written complaint to investigate and respond orally to the complaint. A written response shall be given within five working days after the oral response.

If the District Administrator finds the complaint to be true, the reply shall state what actions will be taken to correct the situation. The correction shall be made within thirty days. If the correction will require more than thirty days, the Department of Public Instruction will be notified and technical assistance requested.

If the District Administrator finds no grounds for the complaint, the written response will include current information as to the procedure to be followed in appealing the decision to the Board of Education. The School Board shall have fifteen working days following the receipt of written notice of appeal to respond in writing with their decision.

If the Board of Education finds the complaint to be true, the reply shall state what actions will be taken to correct the situation. The correction shall be made within thirty days. If the correction will require more than thirty days, the Department of Public Instruction will be notified and technical assistance requested.

If the Board of Education also concludes that there are no grounds for the complaint, the School Board's response shall include information as to the procedure for appeal to the Office of Civil Rights.

Appendix N MEADOWVIEW MIDDLE SCHOOL Grades 5/6

Typical daily schedule:

Prior to 7:40 am, there is **no supervision available**, if your child gets dropped off or walks to school, **they should not arrive before 7:30.**

7:30 am – Students may arrive, they report to the playground. Do not enter the main entrance.

7:40 am – Students are dismissed from busses & students may enter the building.

7:50 am. - Students begin daily routines which includes eating a free breakfast.

- Breakfast is provided free of charge to all students.

- It will include a whole grain (breakfast bar), a dairy product (milk/yogurt), and a fruit (juice, fresh fruit).
- There will no longer be a milk break.
- Regardless of whether or not your child eats at home. He/she will be offered the free breakfast at school. (This is a requirement of the federal free breakfast program.)
- Students should be in their classrooms ready to begin class.

11:05 – 11:40 – 5th grade – Lunch and Recess

11:40 – 12:15 – 6th grade –Lunch and Recess

3:10 pm - In the classroom to receive the end of the day transportation messages.

3:20 pm – Students dismissed. ****On Wednesdays students will be dismissed at 2:20p****

- Meet your child in the cafeteria if you are picking them up. If you are leaving your vehicle, make sure you are parked in a designated parking spot.
- If your child is to come to the parking lot, you may wait along the curb, or the yellow posts, do not leave your car if you are waiting here. Your child will walk through the yellow posts, then to your vehicle.

Appendix O

Meadowview Middle School grade 5/6 Guidelines for Volunteers and Field Trip Chaperones

Thank you for your interest in being a volunteer or chaperone. The role of a volunteer or chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored activities and field trips result in safe and rewarding experiences for all participants.

District procedures require that all volunteers or chaperones have background check completed before volunteering or chaperoning. The principal reserves the right to deny the opportunity to be a volunteer or chaperone to anyone. The directions for the background check are on the last page of this document.

Guidelines for Chaperones

1. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
3. Teachers reserve the right to assign and/or reassign students to groups.

4. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
5. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
6. Be on time for designated meeting places and departure.
7. School district policies apply to district sponsored, off-site activities. As a volunteer or chaperone you:
 - a. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look alikes in any form
 - b. May not possess articles that can be used as weapons
 - c. May not administer medications to students
8. Keep your assigned group of students with you throughout the activity or field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
9. You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences or using physical restraint rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
12. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
14. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.

If you have questions about any aspect of the activity or field trip or the expectations of volunteers or chaperones, please ask for assistance from the teacher or staff member in charge. We hope you enjoy your experience.

Return Bottom of form to Teacher when completed.

I have read, understand, and agree to comply with the guidelines if I am selected to be a field trip chaperone.

Signature: _____ Printed Name: _____

Date: _____ Cell Number: _____

Volunteer or Chaperone Emergency Contact: _____

Volunteer or Chaperone Emergency Contact Phone Number: _____

Return this form to your child's teacher if you want to be considered as a volunteer or chaperone. There may not be room for all who volunteer to chaperone. You will be notified if you are selected to volunteer or chaperone.

Continue for directions for Online Background Check

Directions for Background Check

Volunteers can access BIB (Background Investigation Bureau) from a link on our website. Simply go to www.spartan.org, select "Parents and Community", and then select "Volunteer Opportunities" to locate and select the link. Once on the BIB secure portal, volunteers will be responsible for entering their own personal data, including the reason for volunteering and the desired building.

After the volunteer submits their information, they will receive an email acknowledging their submission. A Sparta Area School District BIB Administrator will review the request and will authorize the background check to be run. Once authorized, the system can take anywhere from **2 Days to 2 Weeks** for the results of a background check to be returned to the district. **PLEASE PLAN ACCORDINGLY!**

An approved background check will result in a volunteer receiving an official letter from BIB containing a Secure Volunteer ID card. The card will list the volunteer's name, organization name (Sparta Area School District), and an expiration date set for two years out (according to Board Policy). This Secure Volunteer ID card should be presented upon volunteering to identify approved volunteers.

Appendix Q

Article 530 – Involvement of Parents and Guardians

The No Child Left Behind Act of 2001 has placed renewed emphasis on parental involvement requirements for school districts and schools that utilize Title I funds.

The Sparta School District believes that the involvement of parents/guardians in their child(ren)'s learning, both at school and in the home, is an essential and critical part of maximizing their child's learning. Parents/guardians are encouraged to take advantage of the numerous opportunities available at their child(ren)'s school, and throughout the district, for children and parents/guardians.

The District has developed recommendations and guidelines to promote the active involvement of parents and guardians in the education of District students. The District's recommendation and guidelines are outlined in Administrative Rule 525 and focus primarily on three components:

1. Encourage parents to be aware of and participate in policy decisions affecting Title I programs;
2. Include a shared-responsibility for high student achievement which describes how the schools and parents will work together to increase student performance;
3. Increase the ability of parents to further contribute to the school community.

Parents/Guardians of Title I students are to be kept informed and asked to provide input into the development of the District's Title I program plan and assist the district in its review and improvement process. Presently the Title I program targets students in qualifying Pre-school and elementary schools in the Sparta School District.

The District will provide assistance to the targeted Title I schools in creating strong parent involvement policies and programs.

The District will coordinate and integrate parental involvement strategies that are part of other federally funded programs.

The District will conduct an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of schools, including the identifying of barriers to greater parent participation and use the results of the evaluation to design strategies for creating more effective parental involvement policies.

The District will ensure that opportunities for parental involvement are provided in the Title I programs at the schools.

Appendix R

Article 510 – Dress Code Policy

Students in all grades will be required to dress in a manner appropriate for the activity in which they will be engaged.

NO student will be allowed to wear caps, hats, or headgear in school during the day. Also, no clothing, or items advertising alcohol, tobacco, drugs or sexual innuendo is permitted. Any gang- related clothing or items which may surface can be banned by the school administration.

Students in all grades are expected to practice habits of personal cleanliness and good grooming that may be considered appropriate by the school authorities of the Sparta Area School District.

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			<p>Certified Staff</p> <ul style="list-style-type: none"> 176 Days of Instruction 3 Days of Community Outreach (P/T Conferences, Graduation, Open House or as assigned) 7 Days of Professional Development/Work Days (Aug. 3-28[2 days], 24, 25, 26 & 27/Jan. 18) 4 Paid Holidays (Labor Day, Thanksgiving Day, the Friday before Easter and Memorial Day) <p>190 Total Certified Staff Work</p>																																																																																																																																																										