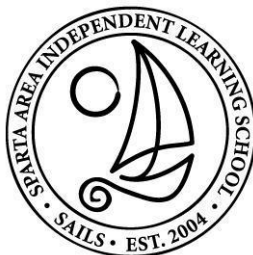


S.A.I.L.S. Student Handbook

2021 - 2022



Contact Information

Address: 900 E Montgomery St, Sparta, WI 54656

Phone: 608-366-3430

FAX: 608-366-3529

Webpage: <http://www.spartan.org/schools/sails-charter-school/>

Facebook: Sparta Alternative Independent Learning School

Welcome to S.A.I.L.S.

900 E Montgomery St, Sparta, WI 54656 | (608) 366-3430

The Sparta Alternative Independent Learning School serves students ages fourteen to twenty years old. To meet the diverse needs of this group, SAILS provides different programs. The first program addresses the needs of the fourteen to seventeen year olds. The typical course of study for these students will depend upon their skills, abilities, motivation, and their number of previous credits earned. For additional details on programs, please visit our webpage at <http://spartan.org/schools/sails>

Principal

John Blaha

Teachers

Sara Anderson

Kirk Lebakken

Special Education

Hannah Bettis

Office Secretary

Kylee Brooks

Educational Assistants

Autumn Bender

Heather Stewart

Student Services

Carla O'Rourke

Facility Maintenance

Ryan Huggett

Procedures and expectations for all students district wide are provided in the The Sparta Area School District Student/Parent Handbook. This handbook references information and expectations specific to Herrman Elementary School. These items are IN ADDITION TO the information provided in the District Student/Parent Handbook.

You may view the District Handbook at [Sparta Area School District Student/Parent Handbook](#). You may view all Board policies on line at [BoardDocs® LT](#). Click on the POLICIES button in the top right corner of the Board of Education home page. A copy of a Board policy can also be requested at any Sparta School Office.

zNon-Discrimination Statement Regarding Students ([Board Policy Article 517](#))

It is the policy of the Sparta Area School District to comply with all applicable state or federal laws concerning non-discrimination and, therefore, no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or otherwise be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on grounds that include the person's sex, race, color, national origin, ancestry, creed, socio-economic status, homeless status, religion, pregnancy or marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other factor outlined in state or federal law. Complaints and/or requests for the complaint procedure should be directed to the District compliance officer: Amber Kulig 900 E Montgomery St, Sparta, WI 54656, (608) 366-3400. 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 your school principal

SAILS Website can be found at www.spartan.org Click on schools, SAILS or by going to <http://www.spartan.org/schools/sails-charter-school/>. We also post information on the SAILS Facebook page: Sparta Alternative Independent Learning School.

Schedule

Teachers and staff are available at SAILS Monday through Friday 7:30 A.M. to 3:30 P.M.

The students' day consists of 5 hours:

Monday through Thursday

- 1st hour: 8:30-9:25
- 2nd hour: 9:30-10:25
- 3rd hour: 10:30-11:25
- **LUNCH** 11:25-12:05
- 4th hour: 12:10-12:55
- 5th hour: 1:00-1:55

Friday

- Tutoring, Remediation, and Make-up time (8:30-2:30) and work hours for those employed.
- Field Trips

Friday is a make-up for students who have missed any hours during the week. The only excused time would be with a doctor's note; otherwise ALL TIME must be made up. We make no judgment between excused and unexcused absences.

If a change in schedule is made, due to a field trip, staff meetings, etc., parents will be notified via letter or phone call. SAILS works on a trimester schedule. Each trimester is approximately 12 weeks long. A student has the opportunity to earn 6 credits per trimester.

Late Start Times

1 hour or 2 hour delay – Students with an 8:30 or 9:30 start will report to school no later than 9:30 AM. Students with a later than 9:30 start time should come at their normal time.

High School

A SAILS student is not allowed to be on the Sparta High School Grounds from 7:30 AM to 3:30 PM unless he/she has a class or is given permission to do so from administration.

IMPORTANT: Please notify the school whenever you have an address or phone number change.

The following partial list is from the Student Contract found in the back of this book. Please read it, understand it and sign it.

1. Making SAILS a safe and productive environment.
2. I am responsible for completing my schoolwork and earning credits toward my High School graduation. If I am struggling with these, I agree to meet with my advisor for help. If I do not earn at least 2 credits per trimester, I know I can/will be removed from the program.
3. I agree to meet the attendance requirements of SAILS.
4. I am responsible for my behavior. I will listen to the directions of the school staff

2021-2022

A sincere welcome to you, the student body of SAILS, as we begin the 2021-2022 school year. May it prove to be a most rewarding, satisfying, and exciting experience. You are attending a truly outstanding institution and have tremendous opportunities at SAILS. The curriculum is comprehensive, the co-curricular activity program is extensive and the entire staff is willing and able to be of service to you. We hope that each of you will use all that is available and make the effort to find success. Please read through this handbook and if you have any questions please contact the administration.

ACT TEST DATES

March 8, 2022 ACT will be given to all juniors for state testing. No registration is required for this date. For all other test dates, information, and registration information, please visit www.act.org.

ALCOHOL, TOBACCO, AND DRUGS

All students and staff have the right to associate with a school that is drug free. Items such as, but not limited to, alcohol, drugs, look-alike drugs, any form of tobacco, nicotine, vaporizers, e-cigarettes, and hookahs are not permitted on school grounds. Drug paraphernalia of any kind is not permitted. Articles found will not be returned. All prescription and over-the-counter medication must be in the original container, kept and administered in the Office. Being under the influence of drugs and/or alcohol is not permitted. Violations of this policy may include referral to law enforcement and/ or discipline up to and including expulsion.

ATTENDANCE GUIDELINES

SCHOOL ATTENDANCE

Students will attend all classes, assemblies, required meetings, etc. Students are required to be in school for 20 hours a week at SAILS. Friday is the make-up time or on a regular school day from 7:30 AM to 8:30 AM or

from 2:00 PM to 3:30 PM if on a regular schedule. At the end of the trimester if hours are not made up, the student will receive no credit for their classes.

ABSENCE DURING THE DAY FOR APPOINTMENTS

These hours will need to be made up unless a doctor excuse is brought back.

EXCUSED ILLNESS

These hours will need to be made up. A student is required to be in school for 20 hours a week.

TRUANCY AT SAILS

A student has to the second Friday after their missed hours to make up time, if not they can receive a truancy ticket from the School Resource Officer.

HOME NOTIFICATION OF ABSENCE

The day a student is absent from school, the parent or guardian is required to notify the school the day of the absence. The office telephone number is: 608-366-3430. Students are not permitted to leave SAILS between classes, only at lunch and the end of the day. If a student leaves between classes and comes back they will be suspended for the remainder of the day. If a student has no make-up hours they do not need to attend school on Fridays.

ATTENDANCE GUIDELINES, Cont...

2:00 PM to 3:00 PM CLASS TIME PROGRAM

A student will check in for the 2:00 to 3:00 program. This time is not meant to be a punishment but another way to help the student work toward graduation. Sometimes the social aspect of school gets in the way of a student's learning and this can help. The student will be on Independent Study and will have ample opportunity to get help from the teachers. When the staff feel the student is ready for the regular program they can move them back.

ATTENDANCE AT ATHLETIC EVENTS

All SHS/SAILS students are admitted into home athletic events hosted at SHS (not WIAA tournament series) free of charge. Students must present their Student ID at the gate. Students are expected to follow all expectations and the Spartan Way at all events, or entry to future events may be revoked. Additional disciplinary actions may be taken if expectations are not followed.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles which are hazardous to the safety of others, interfere with school procedures and student learning. Such items include, but are not limited to: toy guns, paintball guns, water pistols, spray bottles, darts, knives, lighters, laser pointers, and fireworks. These items will be taken from the students and not returned. Disciplinary actions may also be taken.

BULLYING

Please see Mr. Blaha with any bullying concerns. If Mr. Blaha is not available, then contact the school counselor or teaching staff. If you are aware of bullying instances in our schools please report it to a school staff member, building administration, or Director of Pupil Services immediately. Reports may be done verbally or in writing and will remain confidential. All reports are taken seriously and fully investigated. If you have further questions on the process to report bullying or the district policy, the Director of Pupil Services at 608-366-3456.

CO-CURRICULAR PARTICIPATION AND ATTENDANCE

A student must be in school attending classes during the day. A student must earn 3 credits a trimester to be eligible and working in the current trimester towards credits. If after 4 weeks no work has been turned in, a student will become in-eligible.

CELL PHONES

Cell phones must be placed face down on the desk and not used during class time. They may be used between classes, at lunch, and before or after school. **If a student uses a cell phone in class, they will be asked to turn it in to a staff member until the end of the day.** Failure to do so will result in the student being asked to leave for the day. Time will have to be made up.

CLASSROOM DISCIPLINE

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students and is promoted through the use of clearly defined rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
2. The teacher is responsible for resolving infractions of classroom rules. When corrective actions prove ineffective, the teacher may temporarily suspend the student from school and time will need to be made up.

SUSPENSION PROCEDURES

1. Notice of the grounds of suspension shall be given to the pupil at the suspension. His/her parent or guardian shall also be notified of this information and the suspension.

CO-CURRICULAR CODE

All students planning to participate in any clubs or activities must have a signed code on file in the guidance office each school year no later than the end of September. Students signing an athletic code in September will be automatically covered for co-curricular activities.

DEFINITIONS

Out of School Suspension: A suspension which the student serves out of the building, away from the school building and grounds. A parent conference may be 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 determined by the School Board.

DRESS

Within the guidelines, the following types of apparel will be considered inappropriate and should not be worn to school.

1. Any clothing with writing, pictures, or symbols which enhances the image, or through direct appeal, promotes the use or consumption of tobacco, drugs, and/ or alcohol.
2. Any clothing with writing, pictures, or symbols which are suggestive, obscene, violent, or disrespectful (For example Confederate Flag, Swastika, etc.)
3. Wearing of caps, hats, headgear (sunglasses, etc.) that covers the top of the head. Parents or guardians may request an exception to this expectation based on religious/cultural beliefs or medical conditions. Such exceptions must be submitted to the superintendent and/or his/her designee for consideration and documentation.
4. Prohibited clothing: this includes but is not limited to swimsuits, transparent fabric, visible undergarments worn as clothing.

GRADES

Report cards or progress reports are distributed three times a year. Pass/Fail grades are used at SAILS. Trimester grades are the grades used for the permanent record cards. Parent conferences with teachers can be made at any time by calling the office at 366-3430.

GRADUATION

Please note, in order to participate in the graduation ceremony, students **cannot** have outstanding fines and they must meet attendance requirements set forth by SAILS.

STUDENT PHOTOS

All students are expected and required to have their OWN picture taken by either the District's photography company or Student Services per board policy. This is for student records, ID, and press releases.

STUDENT SERVICES

School counseling services are available for every student in our school. These include assistance with educational planning, interpretation of test scores, occupational and career information, help with home, school and/or social concerns, or any questions the student may feel they would like to discuss with their counselor. Students will be seen regularly as part of proactive school counseling programs, and can also see their counselor on an individual basis.

The Sparta Area School District utilizes social media to further communicate with parents, students, community members and staff. Through our blog, Facebook page, Twitter account and SmugMug photo sharing, we are able to share the great things happening in our elementary, middle and high schools in ways that expand beyond the traditional school newsletter. Through social media, we are able to efficiently communicate important district news, feature stories about students and staff initiatives as well as highlights from our fantastic co-curricular offerings. Links to the social media sites are available from the Sparta Area School District website, www.spartan.org, or by going to them individually at:

- Facebook: <https://www.facebook.com/spartaareaschooldistrict>
- Twitter: <https://twitter.com/spartaareasd>

There are additional social media sites for individual schools, classrooms and activities in the Sparta Area School District. Links can be found on the district sites. Additional information is provided through Family Access: <https://skyward.sparta.org/scripts/cgilp.exe/WService=wsStu/fwemnu01.w>. The site also allows you to check your student's grades and school nutrition account balance.

**Students cannot change the direction of the wind, but here, they can
adjust their sails to reach their destination.....
GRADUATION!**

SAILS Student Contract

The object of SAILS is to provide a safe and productive learning environment for students who have not been successful in a traditional school setting. The staff at SAILS is responsible for providing the opportunity for students to learn and to meet the graduation requirements in order to receive a High School diploma from SAILS.

As a student at SAILS, you must agree and abide by the following:

1. Making SAILS a safe and productive learning environment.
2. I am responsible for completing my schoolwork and earning credits toward my High School graduation. If I am struggling with these, I agree to meet with my advisor for help. If I do not earn at least 2 credits per trimester, I know I can/will be removed from the program.
3. I agree to meet the attendance requirements of SAILS
4. I agree not to use drugs or alcohol before or during school hours. I agree not to bring drugs, nicotine products (chewing tobacco, cigarettes, e-cigarettes, etc.) or alcohol to school.

5. I will conduct myself in a respectful and mature manner while at SAILS.
6. I am responsible for my behavior. I will listen to the direction of the school staff. If I do not follow through, I will be suspended and/or moved to the 2:00 – 3:00 program.

I understand that if I violate any of the above articles of this contract I may be dismissed from SAILS.

I have read, understood and agree to abide by the contract.

Student Signature

Date

We have read, understood and agree to support the school in enforcing the articles of this contract. We understand our son/daughter is responsible for the above agreement.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date