

Sparta High School

Vision Statement: “Sparta High School is a supportive learning community committed to excellence that promotes critical thinking, wellness, creativity, and social responsibility to ensure all students the necessary skills to be productive citizens.”

The Spartan Way: Respectful, Responsible, Safe, Best Effort!

Principal	Mr. Sam Russ	Counselors	Ms. Erin Bums, Ms. Krystle Seekamp, Ms. Samantha Shelton
Assistant Principal	Mr. Erik Forde	A.D. Secretary	Ms. Tracey Lindley-Schendel
Activities Director	Mr. John Blaha	A.P. Secretary	Ms. Katie Wing
Police Liaison Officer	Mr. Kyle Seubert	S.S. Secretary	Ms. Kim Smith
Office Secretary	Ms. Clarice Stuessel	Attendance Secretary	Ms. Sherri Hemmersbach

Name _____

<u>Semester 1</u>	<u>Class</u>	<u>Teacher</u>
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Lunch		
Period 6		
Period 7		
Period 8		

<u>Semester 2</u>	<u>Class</u>	<u>Teacher</u>
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Lunch		
Period 6		
Period 7		
Period 8		

WELCOME

Welcome to Sparta High School! The Sparta High School Learning Community hopes to provide a rewarding, satisfying, and exciting experience. It is our responsibility and goal to engage all learners at the highest level and prepare all students for college and career readiness. The curriculum is comprehensive, the co-curricular program is extensive, and the entire staff is willing to be of service to you. The student tracker provides policies and practices within SHS. Students are expected to know and understand the policies and practices and demonstrate *The Spartan Way* in SHS, community, and at all SHS functions.

<u>Traditional</u> 1 7:40-8:27 2 8:32-9:19 3 9:24-10:13 4 10:18-11:05 5 11:10-11:57 A Lunch 11:05-11:33 5 11:38-12:25 B lunch 11:57-12:25 6 12:30-1:17 7 1:22-2:09 8 2:14-3:01	<u>2 Hour Late Start</u> 1 9:40-10:12 2 10:17- 10:49 3 10:54-11:26 5 11:31-12:03 A Lunch 11:26-11:56 B Lunch 12:03-12:33 5 12:01-12:33 4 12:38-1:10 6 1:15-1:47 7 1:52-2:25 8 2:30-3:01	<u>2 Hour Early Dismissal</u> 1 7:40 -8:10 2 8:15-8:45 3 8:50-9:20 4 9:25- 9:55 5 10:00-10:30 6 10:35-11:05 7 11:10-11:40 8 11:45-12:15 Resource/ Lunch 12:15-1:00
<u>Grad Group</u> 1 7:40-8:22 2 8:27-9:09 Grad Group 9:14-9:49 3 9:54-10:38 4 10:43-11:25 A Lunch 11:25-11:53 5 11:30-12:12 B Lunch 12:12-12:40 5 11:57-12:40 6 12:45-1 :27 7 1:32-2:14 8 2:19-3:01	<u>Assembly</u> 1 7:40- 8:25 2 8:30-9:15 3 9:20-10:05 4 10:10-10:55 Assembly 10:55-11:15 A Lunch 11:15-11:40 5 11:20-12:05 B Lunch 12:05-12:30 5 11:45-12:30 6 12:35-1:20 7 1:25-2:10 8 2:15-3:01	<u>Gold/ Red</u> Resource 7:40-8:10 1/2 8:15-9:45 3/4 9:50-11:20 A Lunch 11:20-11:46 A 5/6 11:51-1:26 B 5/6 11:25-12:10 B Lunch 12:10-12:36 B 5/6 12:41-1:26 7/8 1:31-3:01
SPARTA HIGH SCHOOL SONG <i>Sparta High, Sparta High, that's the school we're standing by, And we'll boost you, we'll boost you along. On the field, in the gym, our opponents we will trim, And we'll boost you, we'll boost you along.</i> <i>For its hi, hi, hee; it's Sparta High for me, Shout out your colors loud and strong, RED! GOLD! For where' ere you go, you will always know, That it's Sparta that's winning the game. (Repeat)</i>		<u>Final Exam Schedule</u> Resource 7:40-7:55 1/4/7 8:00-9:30 2/5/8 9:45-11:15 Lunch/Res 11:15-11:50 3/6/Res 12:00-1:30 Resource 1:30-3:01

THE SPARTAN WAY:
Respectful, Responsible, Safe, Best Effort!

ACADEMICS

ACADEMIC INTEGRITY

Academic misconduct at Sparta High School is defined as, but not limited to: cheating on an assessment, plagiarizing a paper, copying or printing from other student's computer files, giving work/ answers to another student, or interfering with another student's work. Examples of cheating are: stealing of another's work and/ or the willful intent of having answers written somewhere to use on assessment, looking at another's work to obtain answers, and the copying of another's homework. Plagiarism is the use of someone else's writing or ideas and passing it off as your own. Teachers who suspect academic misconduct will address the situation with the student and inform administration.

Consequences for Cheating or Plagiarism:

1. Receive a grade of a zero on paper and/ or assignment.
2. Letter sent to parents with copy and original source document.
3. Discipline referral sent to administrator to be placed into students discipline file.
4. After 2nd offense in the same course, student may be removed from class with "WF" (withdraw with failure).

ACT TEST DATES (Register at www.act.org)

<u>Test Date</u>	<u>Registration Deadline</u>	<u>(Late Fee Registration)</u>
September 8, 2018*	August 10, 2018	August 11-26, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019*	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019*	June 14, 2019	June 15-24, 2019

*Not offered at Sparta High School

February 20, 2019 ACT will be given to all juniors for state testing. No registration is required for this date.

EARLY COLLEGE CREDIT PROGRAM

Students in grades 9 through 12 are permitted to enroll in a UW system institution, or a provide, non-profit institution of higher education, to take one or more courses for which the student may earn high school credit, post-secondary credit, or both. Students must fill out an application form due by March 1st for the fall semester and October 1st for the spring semester. Courses must be approved by the Sparta Area School Board and students must meet admission requirements of the college including ACT testing prior to enrollment in the course. See your school counselor with any questions.

START COLLEGE NOW

Students in grades 11 and 12 are permitted to enroll in a technical college to take one or more courses for which the student may earn high school credit, post-secondary credit or both. Students must fill out an application form due by March 1st for the fall semester and October 1st for the spring semester. Courses must be approved by the Sparta Area School Board and students must meet admission requirements of the college including ACT or Accuplacer testing prior to enrollment in the course. See your school counselor with any questions.

CLASS SCHEDULES AND CHANGES

All Students have had the opportunity to select their own course of student. The courses selected and approved by your parents will not be changed unless there is a mistake on your schedule or there are extenuating circumstances. Schedule changes will only be made with administrative approval. (Board of Education Article 432).

COURSE OPTIONS/ YOUTH OPTIONS

Students who are interested in taking course at a college or public institution can do so under either the Course Options or Youth Options laws in Wisconsin. Information on these opportunities can be found at <http://www.spartan.org/parentsts-and-community/school-counseling/> or <http://dpi.wi.gov/> Course Options or Youth Options have different deadlines. It is advised that students meet with their school counselor as soon as possible to understand deadlines and answer questions.

GRADES

Grades are regularly posted on Family Access. Semester grades are the grades used for the student's transcripts and the cumulative GPA. Final exams will be given in all courses at the end of each semester. Teachers are available for conferences at 7:25 am, during their prep period, resource, and after school until 3:25 pm. Parent conferences with teachers may be made at any time by calling the main office at 608-366-3504 or by emailing the instructor. Please contact Student Services for assistance with Skyward.

GRADING SCALE

The following grading scale will be used for students unless otherwise specified in a student's Individualized Education Plan. (Board of Education Article 403).

<u>Percent Grade</u>	<u>Percent Grade</u>
99-100 A+	78-79 C+
92-98 A	72-77 C
90-91 A-	70-71 C-
88-89 B+	68-69 D+
82-87 B	62-67 D
80-81 B-	60-61 D-
	Below 60% F

GRADUATION REQUIREMENTS

Required graduation requirements (48 total credits):

- 8 credits of English
- 7 credits of Social Studies
- 6 credits of Mathematics
- 6 credits of Science
- 3 credits of Physical Education
- 1 credit of Economics
- 1 credit of Health
- 16 elective credits
- 48 Credits to graduate
- **Civics Exam
- ** 40 Hours of Service Learning
- ** Overall GPA of 1.5 (Board of Education Policy 401, 402 and 430)

NOTE: In order to participate in the graduation ceremony, students cannot have outstanding fines, must finish the year in good standing, be free of un-served detention time, and must meet attendance requirements set forth by administration. Students must start and end graduation practice in good standing.

LMC

Books may be checked out by students for a period of three weeks, upon which renewal of the material is available. Reference materials, magazines, and audio-visual materials may also be checked out, however, due dates are shorter and are subject to availability. Students who fail to return materials in a timely manner may have their LMC privileges suspended. All students will be required to pay for lost and/ or damaged books. All students entering the LMC must sign-in and study hall students must present their pass to LMC staff. Any student not working on the indicated assignment will be asked to leave and return to student hall. Only Honor Study Hall students may sign-out, all other students must either remain in the LMC or have their pass signed and return to study hall. Bathroom, locker or teacher passes will not be given out. During Resource, students may use the LMC only if they need to use the LMC resources. Students who are disrespectful or disruptive to the learning environment will be removed. Food is not allowed in the LMC.

NATIONAL HONOR SOCIETY

Students in grades 11-12 who have a cumulative grade point average of 3.000 or above are eligible. The applications will be evaluated by a faculty committee. The selections will be based on academics, leadership, service and the character of each applicant.

TRANSCRIPT REQUESTS

All high school transcript requests must be completed online at www.parchment.com Instructions are available on the high school, school counseling webpage.

POLICIES/ EXPECTATIONS

AGE OF MAJORITY

All students at Sparta High School are subject to school rules. 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 (2) the parent/ guardian returns a signed permission form, which is available in the high school office, 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.

ALAC EXPECTATIONS

1. Students sent to the ALAC room by a staff member must report their immediately.
2. Students are to follow the Spartan Way.
3. Disruptive/ disrespectful behavior while in the ALAC room or failure to cooperate with the ALAC supervisor may result in further disciplinary action.
4. No visiting, sleeping, or unauthorized food will be allowed in ALAC
5. Students are expected to be working productively on school work.
6. No personal devices are allowed while in the ALAC room.

AFTER SCHOOL HOURS

Students must be out of the building by 3:30 pm, unless participating in a school sponsored event. Please arrange transportation accordingly.

ALCOHOL, DRUGS, AND TOBACCO

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-a-like drugs, any form of tobacco, nicotine, vaporizers, e-cigarettes, and hookah's are not permitted on school grounds. All prescription and over-the-counter medication must be in the original container, kept and administered in the Student Services Office. Please see the Student Services Office with any questions. 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.

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, paint ball guns, water pistols, spray bottles, darts, knives, lighters, laser pointers, and fireworks. These items will be taken from the students and possibly returned to the parent/guardians. Disciplinary actions may also be taken.

ATTENDANCE GUIDELINES

Students will attend all classes, study halls, resource, interventions, assemblies, Grad Groups, required meetings, lunch, etc. unless properly excused by a parent/guardian as explained in Board Policy. Students are required to report to school and class on time. (WI Stat. 118, 15) (an absence is considered all or part of a day).

- **ABSENCE DURING THE DAY FOR APPOINTMENTS**

Whenever possible, students and parents are requested to schedule medical, dental, and other appointments during non-school hours. If an absence should be required during school hours, the students must present a written excuse or phone call from a parent or guardian to the attendance secretary, stating the nature, time and date of the appointment. A follow-up phone call to parents or guardian maybe made at this time by a school official to verify the excuse. A pass to leave the building will then be issued. The time listed on the pass is the time the student will be excused from school. The student is to show this pass to the teacher in charge during the hour in which the student is being excused and sign out through the Main Office. Upon returning to school, the student must present this pass to the attendance secretary and sign in. The student will be given a pass for admittance to class. Students may not transport other students off campus during the school day.

- **ABSENCES-EXCUSED** {Board of Education Article 501}

The day a student is absent from school, the parent or guardian must notify the school the day of the absence. The Attendance Office telephone number is 608-366-3504. Parents can call before or after school hours and leave a message on the answering machine. ***Students are not allowed more than ten (10) excused absences (this includes preplanned absences as well) per year unless cleared through administration or excused with a Doctor's note.*** School sponsored activities and medical release days are not included in the ten days.

*NOTE: A student with one unexcused absence may receive a school consequence and truancy ticket from the police.

- **ABSENCES-PREPLANNED**

Preplanned absence forms need to be signed by all of the student's teachers and a school administrator before the student will be excused for three or more consecutive days.

- **TRUANCY**

Being "truant" is when a student is absent from a school/class without an acceptable excuse for part or all of any day on which school is being held during the school semester. Habitual truancy in accordance with Wisconsin Statue 118.16 (1) (c) may be filled when a student reaches 5 unexcused absences in a semester.

ATTENDANCE AT ATHLETIC EVENTS

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

BULLYING {Board of Education Article 533}

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. Bullying behavior can be (but is not limited to):

1. Physical (e.g. assault, hitting, or punching, kicking, theft, or threatening behavior).
2. Verbal (e.g. threatening or intimidating language, teasing or name- calling, racist remarks).
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet- also known as cyber bullying).
4. Please see Mr. Forde with any bullying concerns. If Mr. Forde is not available, then contact Mr. Russ.

The Sparta Area School District strives to provide a safe, secure, and respectful learning environment for all students. Bullying has a harmful impact on all who are involved. 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.

CAFETERIA/CLOSED CAMPUS

SHS has a closed campus lunch for all students. Closed campus means that students must remain in the cafeteria area, Main Hall, or the immediate front of the building. During lunch time, students may not go into the parking lots, walk in or around the building, be in the academic hallways, or leave campus unless granted permission from office personnel. Students who are off campus are subject to revocation of their parking permit, discipline, and a truancy ticket. **Breakfast, lunch, and/or other food must not be eaten in classrooms, labs, shop spaces, etc.** It is expected to be courteous and clean-up when finished eating. Prior written approval from a parent or guardian must be received in advance for a student to possibly leave the campus during lunch.

CELL PHONES

Students are responsible for these as they may become broke, stolen, or lost. If cell phones are brought to school, students are encouraged to keep them in their locker. Cell phones can be used before/ after school, at lunch, and during passing time. Cell phones are not to be used during the class period unless directed to do so by the instructor. Students who use their cell phone during class time will be sent to the office to hand over their phone to office personnel. Parents will then be required to pick up the phone from the office. Refusal to turn in the phone to the office will result in an out-of-school suspension. Students then must also turn in the cell phone they were using in class. Failure to turn in the correct cell phone may result in additional consequences. Filming with any type of device is prohibited unless staff pre-approves. Cell phones, cameras, etc. must not be used in restrooms or locker rooms at any time. (Board of Education Article 520)

CYBER BULLYING (Board of Education Article 534)

Cyber Bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, terrorizing, defaming, or demoralizing another person by sending or posting inappropriate, inaccurate, hurtful and/ or hateful email, text message, video message, picture message, digital picture or images, website posting, social media site posting, Web 2.0 content. Students who believe they have been victims of cyber bullying should not erase the offending material. A copy of the posted comment(s) should be printed off and brought to the attention of the administration. Please see Mr. Forde for any cyberbullying concerns. If Mr. Forde is not available, then please contact Mr. Russ.

DETENTION PROCEDURES

Students who receive lunch detention should report directly to the ALAC room by the second bell. The ALAC supervisor will dismiss students to get to lunch. Students will follow the general ALAC rules during detention. Only students serving detention are allowed in the ALAC room during lunch. In addition, students may be required to serve detention during morning resource if the student is eligible not to be in school during that time.

DRESS

Within the guidelines, the following types of apparel will be considered inappropriate for all students:

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, or disrespectful.
3. Outdoor attire is not permitted in the classroom.
4. Wearing of caps, hats, hoods, headgear (sunglasses, etc) that covers the top of the head.
5. Prohibited clothing: this includes but is not limited to midriffs, halter tops, tube tops, or shirts with straps less than one inch wide.

Students must have foot wear; stomach, buttocks, and cleavage covered, along with no under garments showing. Students not meeting dress expectations will be asked to meet the expectation. Failure to meet this will result in disciplinary action. (Board of Education Article 510).

DRUG TESTING POLICY (Board Policy Article 513)

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 beverages, 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 of State Statute 118.29, shall not be considered a violation of this policy, if used prescribed by the intended individual. Failure to abide by the policy may result in school and/or civil penalties.

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 offence will include confiscation of tobacco products, school discipline including detention, in-school suspension, possible out-of-school suspension, possible expulsion, parent and police department notification. Alcoholic and non-alcoholic beer, wine coolers, look-alike drugs or other such products are also not allowed on school property or at school-sponsored events.

To help insure compliance with this policy, the board authorizes administrators to use a Passive Alcohol Sensor (PAS) according to the following guideline: The PAS is intended to be utilized with the student population. Students will be informed on an annual basis of this policy. Furthermore, a student may be required to submit to a month swab drug test if school officials have reasonable suspicion that the student has illegal drugs or illegal controlled substances in his/ her system in violation of this policy. A student may be disciplined for refusing to submit to such tests where reasonable suspicion exists that a student has illegal drugs, illegal controlled substances or alcohol in their system. Parents will be contacted if their child is subjected to the drug test. Administrators are authorized to annually measure and record the heart rate, blood pressure and pupil diameter of students. This information can be useful in assessing students for which there is reasonable suspicion of substance abuse in violation of board policy. Parents may opt their children out of this screening and must inform the school prior to October 1 of their objection. A form for opting out of the screening procedure will be available on the district website and in the high school guidance office. (Board of Education Article 513).

ELECTRONICS

It is recommended personal electronics, cellphones, etc. not be brought to school as they may become broken, stolen, or lost. Students are encouraged to keep their electronics in their lockers if they are brought to school. Personal devices are allowed in hallways during passing time, not during class, unless approved by the instructor. Staff may have students use these devices for instructional purposes during class time.

FEES/FINES

Fees may be charged to students enrolled in various courses. Fees will be collected by either the classroom teacher or Main office. All fees must be paid in order to participate in the graduation ceremony. Please consult SHS's Course Handbook for classes in which fees are assessed. (Board Policy Article 403).

HOMECOMING/PROM

Any current Sparta High School, High point, or SAILS student may bring a guest to the Homecoming Dance and Prom who (on the date of the dance) is at least 14 years old, in high school, but not older than 20 years old. Guest passes will be available in the High School Main office the first week of September for Homecoming and March for Prom. These guest passes are due eight calendar days prior to the event. All guests are required to complete a "guest pass form" and will be subject to a police background check. Guests who have a past record of any drug, alcohol, and/ or violence will be denied a guest pass.

HOMELESSNESS

If your family lives in any of the following situations, your school-aged children may qualify for certain rights and protections under the federal McKinney-Vento act. In a shelter, motel, or campground due to the lack of an alternative adequate accommodation; in a car, park, abandoned building, bus or train station; or doubled up with other people due to loss of housing or economic hardship. If you believe your children may be eligible, contact the local liaison at 608-366-3456 to find out what services and supports may be available.

INSUBORDINATION, PROFANITY & PUBLIC DISPLAYS OF AFFECTION

Mutual courtesy and respect, as well as obedience of authority, are necessary for the well-being of student and faculty within the general operation of the school. Dishonesty, disrespect, and noncompliance may result in disciplinary actions. Vulgar, abusive, or obscene language will not be tolerated. Students should not show public displays of affection. Violations may result in disciplinary action and referral to the police.

LOCKERS

Students are encouraged to use their lockers. Lockers are property of the school, which are loaned to the students for the school year and may be inspected at any time. It should be locked at all time and the combination kept secret (do not share your locker combination with anyone). Changes for any reason must be cleared through the office. Objectionable pictures or artifacts are not allowed in/ on lockers. A fee may be assessed to students for damage to or failure to clean out their assigned lockers. Physical Education and Band students should use lockers and not leave valuables left unlocked. Athletes should use the athletic/ PE Locker Room for their athletic gear. Items will not be held in the office.

MAKE-UP WORK

1. Students are responsible for working with their teachers to develop a plan to make up any work that is missed.
2. For pre-planned absences, including school sponsored absences; the student is obligated to make arrangements with his/ her teacher in advance regarding make up work.

NUTRITION SERVICES

The Sparta School District has a computerized meal program that keeps track of all meal deposits and charges. Each student is set up with a personal account and pin number from which meals are charged and deposits are credited. The district asks that you deposit a minimum of \$10.00 into an account. Please make checks payable to Sparta Area School District Nutrition Services. Deposit envelopes are available in the school office. Deposits can also be made online at www.spartan.org click on Nutrition Services and click payment options. The Sparta Area School District does not allow students to charge meals (have a negative balance), please monitor your meal account. If students do not have money in their lunch account they will not be allowed to make purchase (BOE Article 710A). Account balances are available through Family Access for your review. A phone message system is used to call and e-mail families as a friendly reminder to send money for deposit into your child's meal account. It is parent/ guardian's responsibility to keep meal accounts current. Ala Cart options are available to students and are an additional charge. Meal account questions can be directed to the Nutrition Office at 608-366-3405 or cthesing@spartan.org (Please note that condiments are provided for meals that are purchased in the cafeteria. Condiments are not to be used for meals brought in from an outside source).

PASSES

Students should not be leaving the classroom during class time. During passing times, students should use the restroom and plan for the next class. If a student needs to leave class, they must have a signed pass in their tracker from the instructor.

PBIS-SPARTAN WAY

Positive Behavior Intervention and Support (PBIS) is a national education initiative intended to improve the atmosphere of schools in several ways: by clarifying school-wide behavioral expectations, by recognizing students for compliance with expectations, and by responding consistently when expectations are not met. Furthermore, PBIS allows us to identify students with chronic behavioral issues and implement Check In-Check Out (CICO) and Social Academic Instructional Group (SAIG) intervention plans. Together, through consistent and positive relationships, we will improve the behavior of all students and keep Sparta High School a safe, supportive environment conducive to learning for all students.

PARKING LOT PERMIT

Each student must display the permit on the front windshield of their vehicle. Permits are \$30.00 for the year and may be purchased at the Main Office. Second semester permits are \$15. If a vehicle does not display the proper permit or is parked in an unauthorized area, it will be considered illegally parked and may be subject to ticketing and/ or towing. Read the parking lot rules on the application for parking permit prior to signing and turning it in. Understand that administration and the Sparta Police monitor the parking lot and violations may be subject to parking citations and towing. There is no parking of student cars in the front of the school or in employee parking at any time.

RESERVED PARKING AREAS FOR STUDENTS

West Lot---- Reserved for students (except designated areas)

Northwest lot---- Interior rows are reserved for students (exterior row is for staff only)

Parking is not allowed in the emergency fire lanes. Violation of parking rules may result in revocation of parking privileges, tickets, and towing of the vehicle. In addition, contributing to the truancy of self and/or another student may result in revocation of parking privileges. All bicycles are to be stored and locked in the bike racks. Parking at the school is a privilege; if you abuse this privilege you will lose it. The Sparta Area School District cannot be held responsible for any damage to vehicles on District grounds. **THE SPEED LIMIT IN THE HIGH SCHOOL PARKING LOT IS 10 MPH AT ALL TIMES.**

SAFETY PROCEDURES

All students are required to follow all lab rules while in lab settings. Failure to obey lab rules may result in removal from class with a "WF" grade and/or other disciplinary measures.

Eye protection must always be worn where there is a potential for injury to the eyes or face from small or large particles/objects, toxic chemicals, flying objects, thermal or radiation hazards, and lasers. According to the types of and extent of hazards, different Personal Protective Equipment (PPE) should be worn. PPE for the face and eyes includes devices such as safety glasses, goggles, and face shields. These must always remain clean and free of contaminants. Safety glasses or goggles must always be worn in shop and laboratory areas. As per 29 CFR 1910.133, all protective eyewear must comply with ANSI Z87.1-1989.

OSHA and Wisconsin Department of Safety and Professional Services regulate PPE use in the workplace, including public agencies, per OSHA General PPE Requirements Standard 29 CFR 1910 Subpart I and Wisconsin Administrative Code Chapter SPS 332.

SCHOOL COUNSELING

School Counselors work to help all students achieve academic, career, personal/, social, and emotional success. This includes academic support, career information, post-secondary planning, and assistance with issues at home or school. Students are able to see their counselor on an individual basis and are encouraged to utilize their study hall time to do so. Those who are planning on additional education beyond high school must assume responsibility for meeting entrance requirements for the institutions considered. It is wise to check these requirements periodically to ensure graduation and post-secondary requirements are met.

SEARCH AND SEIZURE-RIGHT TO PRIVACY

Lockers and other similar spaces made available to students for their convenience remain the property of the school system, subject to inspection at any time and for any purpose deemed appropriate by responsible school officials. No student should have any expectation of privacy with respect to any locker, desk, vehicle or other space on school property. Items in lockers that can be used as evidence of violation of federal, state or municipal statutes may be examined and removed by law enforcement personnel.

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. Violates the provisions of Title IX and may violate the State of Wisconsin Criminal Code.
2. Often involves an abuse of power and authority.
3. Creates a hostile educational environment.
4. Is demeaning, offensive, and abusive.
5. Violates individual rights, creates stress and tension, and can cause emotional or physical pain, discomfort, and injury.
6. Can lead to further conflict or serious legal problems or a civil or criminal nature.
7. Please see Mr. Forde with any harassment concerns. If he is not available, see Mr. Russ.

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 or to a staff member. Every effort will be made when requested to maintain the confidentiality of witness identity.

SPARTA AREA SCHOOLS CODE OF CONDUCT (Board Policy Article 509)

The district recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to teaching and to the 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 school 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. 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 education environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity.

To summarize this section the expectations, students are expected to follow **the Spartan Way**. This includes, but not limited to:

1. Complying with staff and classroom expectations.
2. Attending and being on time to all classes, study halls, resource, assemblies, etc.
3. Being prepared for class.
4. Dressing appropriately.
5. Using electronic devices at the proper times.
6. Being free of alcohol, tobacco, and other drugs.

SPARTA HIGH SCHOOL CO-CURRICULAR CODE (Abbreviated Summary)

All students planning to participate in any clubs, activities, and/ or organizations must have a signed code on file in the office each school year prior to participating in the club, activity, and/ or organization. In order to participate in a co-curricular activity, students must attend at least one half of the school day (excused absences only) and not have any unexcused class periods. Refer to the Co-curricular Code Handbook for all specifics. Please see the Activities Director with any questions.

STUDENT EXPECTATIONS FOR STUDY HALLS AND RESOURCE

Below are the general expectations for study halls and recourse. These lists are not complete but are designed to give students the general expectations.

Honor Study Hall

1. Students may use the LMC without a pass when it is open. Students must sign out.
2. Students must have a pass from a staff member to go to another location.
3. Students may listen to music.
4. Students may work collaboratively.

Honor Study Hall Criteria

3.0 Quarter GPA or better, no behavioral referrals, 3 or fewer tardies to class. Very relaxed, go outside, food court is open. Movement in is only at the quarter.

Regular Study Hall

1. Students must have a pass from a staff member to leave the area (LMC included).
2. Students may listen to music
3. Students may work collaboratively with permission.

Regular Study Hall Criteria

Students who do not meet the HSH or GSH criteria. Movement into GHS is at midterm.

Guided Study Hall

1. Students must be prepared to work productively on their school work the entire period.
2. Students must have a pass from a staff member to leave the area (LMC included).
3. Students may not listen to music.
4. Students may work collaboratively with permission.

Guided Study Hall Criteria

Students who earned 2 "D's" or 1 "F" from last grading period. Must have specific pass to leave this area. Movement in and out of GHS is at midterm

STUDENT READINESS

Students are expected to attend every class, ready and willing to learn. Students are expected to:

1. Have all class materials (writing utensil, paper, textbook, District issued technology (fully charged), and any other materials the teacher deems necessary)
2. Have your student tracker.
3. Use the restroom between classes and/or during lunch.
4. Ask individual questions before or after school, before class, or during work time.

STUDENT REQUEST TO LEAVE BUILDING

The following procedures will be utilized for students requesting permission to leave school:

Requests for all passes to leave the building are to be made to the office and approved from 7:00-7:40 a.m. and during lunch. Any time a student needs to leave the building between 7:40 a.m. and 3:01 p.m., whether for illness, appointment or any other reason, they must first report to the office for a pass. Leaving school without proper authorization from the office may result in school discipline. Parents will be contacted whenever a student has to leave during the day for an illness or other emergency situations. All requests are to be made on the day of the absence by:

1. Note from home signed by parent/guardian (may be verified by phone call from Main Office).
2. Phone call from parent or guardian.
3. Medical appointment card.

Upon your return to school, you are to report to the Main Office, sign in, and return to the appropriate class. Students who leave without notifying the office will be marked as unexcused.

STUDENT TRANSPORTATION

Transportation is available to students residing two miles or more from the school or attendance, or to those students residing in a hazardous transport area as designed by the State of Wisconsin. For students residing outside their home attendance area, parents are responsible for transportation, unless the student qualifies for special transportation under Article 531 or Article 414 (School Choice). To register for transportation you will need to complete a request for busing form, which is available in the Main Office. Please see Article 516 and Appendix H of Board of Education policy (www.spartan.org) for all transportation specifics.

SUSPENSION PROCEDURES

1. No suspension from school shall be imposed without an administrative conference with the pupil, except where it appears the pupil will create an immediate and substantial danger to himself/herself or to persons or property around the student.
2. Notice of the grounds of suspension shall be given to the pupil at the suspension conference. His/her parent or guardian shall also be notified of this information and the suspension.
3. Students are eligible to makeup all work missed during the suspension.

DEFINITIONS

1. Discipline: Discipline is defined by major or minor behavior in which students do not follow school or staff expectations. These consequences include, but are not limited to: conferences with staff/administration, loss of privileges, detentions, in-school-suspension, out-of-school suspension, and expulsion.
2. Alternative Learning and Attendance Center (ALAC): Room 705 is a supervised area used by staff when removing students from class. Being assigned to ALAC by a teacher for a period is not suspension. ALAC is also a location for detention. Students cannot "put themselves" in ALAC rather than going to class.
3. In-School Suspension: A suspension which the pupil serves in the school building in a specified area, usually in ALAC. Students assigned to an in-school- suspension will work on assignments from their regular classes and are expected to make up and work missed while serving suspension.
4. Out-of-School-Suspension: A suspension which the student serves out of the building, away from the District's building and grounds. A parent conference may be needed before a student is readmitted to school. Students are not allowed on school district property or events during this time.
5. 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.

TARDINESS

All students are expected to be on time to all classes. All students must be in the classroom (two feet) before the bell rings. Parents/guardians may only excuse 1st hour tardiness by 7:40 a.m. the day of the tardy. Excessive tardiness may result in school discipline and possible truancy. Three unexcused tardies equals one unexcused period.

TEXTBOOKS

Textbooks are checked out through the LMC to the students at the beginning of each semester and depending on the class they may check out more during the semester for various reading assignments. Books are checked out to each student with the same database as the LMC and a record is kept of the condition of the book when it is check out. Please be sure your name and grade are written on the book label in case the book is misplaced. Any questions about textbooks can be answered by the LMC staff. If a book is lost, damaged, or not returned the student is required to pay for the replacement of the book.

WORK PROGRAMS/PERMITS

Sparta High School students who participate in qualified or special work programs must follow the work permit and school release policy of the Sparta Area School District. The students certified to participate in the qualified or special work programs are excluded from unemployment compensation (*Wisconsin State Statue 108.02(15) (J) Subsection (1)*). Please allow 48 hours for work permits to be processed. Please see the office ahead of time to ensure all necessary documentation is provided prior to an issue of permit. The following documentation is needed to request a work permit with no exceptions: letter from the employer, written permission from parent or guardian, Social Security card, and a \$10 work permit fee. In addition, you will need proof of identification which includes one of the following: birth certificate, baptismal certificate, state issued ID card, or driver's license.

TECHNOLOGY

CHROMEBOOKS

All students will be issued a district Chromebook for the duration of the school year. Students are expected to have signed the Chromebook Agreement and a Portable Device Self-Insurance Acceptance form or Waive form. If families accept the Self- Insurance option and pay the \$25 fee, the student will be allowed a onetime fix to any damage not covered by the warranty. Any additional damage or if families decide to waive the insurance, the costs will be the responsibility of the student/ family. Students who do not come to school prepared to use their Chromebook in class will be subject to disciplinary procedures.

RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed to students at the beginning of each year after both student and parent/ guardian acknowledge the Technology and Internet Usage Policy. This is designed to help both students and their families understand how to use and protect the Chromebook. Students will complete a "Checkout" sheet detailing any issues/damage w/their Chromebook upon receiving it.

The following items and accessories will be distributed to each student:

- Chromebook
- AC Adaptor charging/ power cord
- Protective Case

RETURNING YOUR CHROMEBOOK

All Chromebooks will be returned at the end of each school year; they may also be requested for return at any time for any reason. Students will retain the same Chromebook for all 4 years they are at Sparta High School. In the event that they Chromebook malfunctions or is damaged a replacement device will be issued to the student. If the Chromebook is not returned, law enforcement will be notified and the Chromebook will be considered stolen property.

TAKING CARE OF YOUR CHROMEBOOK

Care of the Chromebook is the responsibility of the student. In the event that your Chromebook gets broken or fails to work properly, report the damage/ error to your teacher who will then allow you to meet with the Help Desk at your school.

**Do not take Sparta Area School District Chromebooks to an outside computer service for any type of repairs or maintenance.*

GENERAL GUIDNELINES

1. Do not use food or drink near your Chromebook.
2. Do not write or draw on the Chromebook or case.
3. Do not place stickers or decals on Chromebook or case.
4. Barcodes/ Sparta Area School District identification information must remain on the Chromebook/Case. It should not be removed and/ or altered in any way.

CHARGING YOUR CHROMEBOOK

1. Exercise care when inserting/ removing cords, cables and accessories.
2. Charge your Chromebook on a hard surface (table, desk, etc.) DO NOT charger your Chromebook on/ near beds, blankets, backpacks, etc.
3. Chromebooks must be charged prior to coming school. Disciplinary action may be taken for having an uncharged Chromebook at school.
4. It is expected that your Chromebook will have enough charge to get through each school day without charging.

TRANSPORTING YOUR CHROMEBOOK

1. Always lift/move your Chromebook from the bottom with two hands, if not in case.
2. Do not lift/ carry Chromebook by the screen or with the screen open.
3. Do not put pressure, books, etc. on top of the Chromebook (even with the lid closed).
4. DO NOT leave any cords plugged in while transporting your Chromebook.
5. The Chromebook must be carried in the carrying case provided to you. Disciplinary action may result from students not using Chromebook case.
6. If your Chromebook is damaged as a result of transportation while not in a case, any and all damages that occur will be the student/ family responsibility.

CHROMEBOOK STORAGE

1. Always store Chromebook with the screen closed.
2. Do not leave your Chromebook in any area that will become very cold/ very hot (such as a vehicle).
3. Ensure keyboard is clear of all items (fingers, pens, etc.) when closing lid.
4. Students should store Chromebooks when not in use in her/ his locked locker, or in an approved secure location. Unsupervised Chromebook may be confiscated by staff and disciplinary action may be taken for leaving your Chromebook in an unsecure location.
5. Do not leave Chromebook unsupervised. If your Chromebook is lost/misplaced, the full cost of the replacement may be the responsibility of the student/ family.

IN SCHOOL CHROMEBOOK USAGE

1. Students are expected to bring Chromebooks to every class unless told otherwise by a teacher.
2. Students should keep sound muted unless a teacher gives permission for it to be on.
3. Students will be expected to have headphones or earbuds to use when sound is necessary.
4. Chromebook background screen will have uniform Spartan logo and may not be changed by students.
5. Students should keep their passwords confidential. Passwords must be school appropriate.
6. Students need to log off and lock their Chromebook screen when it is not in use.
7. Students should only use their Sparta Area School District account on their Chromebooks.
8. Students will save/access all files to/from Google Drive.
9. Students are encouraged to take their Chromebooks home every day after school.

CHROMEBOOK DAMAGE OR REPAIR

1. Damage/ errors must be reported immediately to a staff member.
2. Staff member will allow student to meet with Help Desk to obtain repair or replacement.
3. Parents may be responsible for any repairs needed to the Chromebook beyond the first accidental damage.
4. Chromebook technical assistance is available through the Help Desk at your school. Services provided include: maintenance/repairs, account support, distribution of replacement Chromebook, basic usage questions etc.
5. Students should contact their teacher for password resets.
6. Students are responsible for maintaining possession of their Chromebook, AC adapter, and Chromebook Case; replacement AC Adapters and Chromebook Cases are available for purchase from the Sparta Area School District.
7. If the device is intentionally harmed, the student/parent/guardian is responsible for the full cost of the repair or replacement.

LOST AND STOLEN CHROMEBOOKS

1. Students must report all lost and/ or stolen Chromebooks on the next school day to their teacher. The teacher will then assist the student in contacting the Help Desk if their asset tag number is needed to identify their device. It is the student's responsibility to search for and find their missing device.
2. Found student devices need to be turned into the Help Desk or Main Office.
3. For any stolen Chromebooks, a police report must be filed.

COMMUNICATIONS/SOCIAL MEDIA

The Sparta Area School District utilizes social media to further communication with parents, students, community members and staff. Through our blog, Facebook Page, Instagram, and Twitter accounts, 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 student and staff activities as well as highlights from our fantastic co-curricular offerings.

The Sparta Area School District also sends a monthly electronic newsletter. Archives can be accessed on the District Communications website: <http://www.spartan.org/district-programs/communications-and-grants/>

Links to social media sites are available from the Sparta Area School District website, www.spartan.org or:

- Facebook: <https://facebook.com/spartaareaschooldistrict>
- Twitter: <https://twitter.com/spartaareasd>
- Blogger: <http://spartaareaschooldistrict.blogspot.com/>
- Instagram: <https://www.instagram.com/spartaareadsd/>

There are additional social media sites for individual schools, classrooms, and activities in the Sparta Area School District. Links may be found on the district site www.spartan.org click on 'technology' family access allows students and parents to check grades, attendance, and school nutrition account balance. If there is something you would like to see posted on one of the social media sites or Spartan.org please contact administration.

TECHNOLOGY USE

Students are expected to follow district guidelines concerning acceptable use of district technology, email and internet access. Students and parents must acknowledge the Technology & Internet Usage Policy. Students who violate these guidelines will face disciplinary action and potentially lose their technology privileges. Parents/guardians that do not want their children to have access to the Internet must sign and return the district's Internet Access Non Consent Form. Please refer to School Board Policy [Article 419](#).

TECHNOLOGY ACCEPTABLE USE POLICY STUDENT/STAFF CONSENT AND PARENT/GUARDIAN CONSENT

Students are expected to use technology in an appropriate manner. Vandalism, theft, and improper use will result in disciplinary action, and loss of technology privileges. The Sparta Area School District wishes to inform parents that the school district does not have control of the information on the Internet. Therefore, the information which the students have access to through the Internet may include material that is illegal, defamatory, inaccurate, or objectionable to some people. While it is the intent of the Sparta Area School District to make the Internet access available to further its educational goals, students may have the ability to access other materials as well. Therefore, all students who access the Internet via technology provided by Sparta schools are asked to sign the Internet and Technology Acceptable Use Consent/ Denial Form. The Sparta Area School District also recognizes that the parent(s) and or guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. Since students may have access to material which is beyond the school district's control, a parent or guardian can sign a parent denial requesting that his/her children NOT have individual access to the Internet. (Board of Education Article 419).

TECHNOLOGY RESOURCES

All technology links may be found at www.spartan.org by clicking on "Technology."

- Family Access: Students and parents can check current grades, and missing assignments. Contact the Student Services Office if you do not know your Family Access login or password.
- Schoology.org: Teachers utilize this program as a learning management system. This program allows students to access posted assignments through any internet connection.
- Google Drive: Students can access their Google Drives from any internet connection i.e. home, school, etc. Each student has their own Google Drive to store assignments.
- Student Email: Each student at SHS has an assigned go.spartan.org email address. Students are encouraged to check their email regularly.

CO-CURRICULAR ACTIVITIES 2018-2019

FALL SPORTS

Boys Soccer- Andy Kaftan

Cross Country- Britni Walz

Football- Adam Dow

Girls Golf- Sarah Anderson

Girls Swim- Michael Borg

***Co-op w/Tomah*

Girls Tennis- Samantha Fleming

Volleyball- David Waraxa

WINTER SPORTS

Boys Basketball- Phil Yahnke

Boys Hockey- Todd Kirchbaum

***Co-op w/Tomah*

Girls Basketball- Antone Laufenberg

Girls Hockey- Oak Moser

***Co-op w/BFR*

Gymnastics- Lucille Bennett

Wrestling- Jared Rickert

SPRING SPORTS

Baseball- Bob Stuessel

Boys Golf- Ed Flasch

Boys Tennis- Steve Quast

Girls Soccer- Jon Wise

Softball- Michael Kirchoff

Track & Field- Mike Jones

ORGANIZATION/CLUB

A/V Club (Techies)- Colin Stiemke

Academic Decathlon- Lori Hagen

Archery Club- Rodney McKee

Art Club- Molly Sprain

Cheerleading- Carla Davis

***Football, Basketball, Wrestling*

Color guard- Angie Steinhoff

Dance Team- Karlee Nelson

DECA- Jamie Adams

Drama Club- Camie Schneider

Earth Club-

FBLA- Julie Beyer

FCCLA- Kassey Brooks

FFA- Eric Follendorf

Film Club- Antoinette Dziedzic

Game Club- Gina Hackworth

History Club- Melissa Lobner

HOSA- Britni Walz

International Cultures Club- Lori Hagen

Intramurals-

Key Club- Katherine Keeney

Lettuce Club-

Musical- Skylar Erickson

National Honor Society- Julie Ender

Outdoor Club- Kyle Hutson

Powerlifting- Jacob Dallas & Adam Dow

Robotics- Austin Lee

Science Olympiad- Jacob Dallas

Set Construction (all events)- Joel Frazee

Show Choir- Camie Schneider

Skills USA- Jason Schmitz

Spring Play- Kyle Sonnemann

Student Council- Jacob Anderson

Weightlifting- Larry Noll

Yearbook- Jamie Adams

REGISTER FOR YOUR ACTIVITY ONLINE AT:

<https://Sparta-ar.schooltoday.com>

*****If you are interested in a co-curricular activity that
is not listed above please see Mr. Blaha***

FOR UP TO DATE SCHEDULING INFORMATION VISIT:

<http://www.mvconference.org>