SPARTA AREA
SCHOOL DISTRICT

2022-2023

Parent & Student Handbooks

Welcome

Welcome to the Sparta Area School District! We are very honored to be serving both students and families as we are excited to assist in each student's growth academically, socially, and emotionally. Through our partnership, we are committed and will work very hard to see growth in their academics, well being, and success.

Our goal with this handbook is to inform and communicate the various aspects of our District's policies, procedures, and protocols in the vast areas of education. This handbook is not to be exhaustive, but to put as much information for students and families in one, central location. The District's portion is first, then followed by all of our school's handbooks.

Thank you for allowing us to work with all of the students and families of the Sparta Area School District, and putting your trust in us. If you have questions about anything in this handbook, please reach out to the individual identified, school principal, or myself and we will work together to answer any questions you may have.

Mr. Sam Russ

Superintendent
Go Spartans!!!

Mission

To educate all students, academically, emotionally, and socially to inspire curiosity and resilience.

Vision

To design and deliver the best educational journey for all.

Board Policies

Throughout this handbook, references are made to several Sparta School District Board Policies. 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 Board policy can also be requested at any Sparta School or the District Office.

Non-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.

SPARTA AREA SCHOOL DISTRICT

Buildings & Contact Information

Maplewood District Offices
900 East Montgomery Street
608-366-3400

Sparta High Point Charter School
506 N Black River Street
608-366-3468

Innovations STEM Academy
1225 No Water Street
608-366-3497

SAILS Charter School
900 East Montgomery Street
608-366-3400

Sparta High School
506 N Black River Street
608-366-3504

Sparta Montessori School
429 N Black River Street
608-366-3468

Herrman Elementary
925 N Black River Street
608-366-3438

Southside Early Learning Center
1023 Walrath Street
608-366-3450

Meadowview Middle School
1225 N Water Street
608-366-3497

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District Wide Handbook

General Policies

Cell Phones (Board Policy Article 520)

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. Students are not allowed to photograph, film, or record audio of any student, staff, or visitor on their school issued device, phones, or other electronic devices unless prior approval from staff and for educational purposes. Photography and video recording are strictly prohibited in the locker rooms, and bathrooms and/or a “private place" where a person may reasonably expect to be safe from being observed without his or her knowledge and consent as defined in Wis. Stats. 942.08.

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. *See*: CYBER BULLYING

Communications & Social Media (Board Policy Article 602)

The Sparta Area School District utilizes electronic means to communicate with parents, students, community members and staff. These may include:

1. Skylert - Parents can sign up for and manage text and email communication on Skyward Family Access.

2. Digital Flyer Service - Instead of paper flyers, our district uses Peachjar, a digital flyer service that emails PDF flyers to parents.

3. Social Media - We love sharing great things happening in our schools on our district social media pages. You can find links to social media pages for schools, athletics, activities, and programs in our Social Media Directory:

   i. Facebook: https://facebook.com/spartaareaschooldistrict
   ii. Twitter: https://twitter.com/spartaareasd
   iii. Blogger: http://spartaareaschooldistrict.blogspot.com/

iv. Instagram: https://www.instragram.com/spartaareadsd/

4. District Website - www.spartan.org

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 schools' tabs. If there is something you would like to see posted on the social media sites or Spartan.org, please contact the district communications coordinator, Elizabeth Wilcox at ewilcox@spartan.org

*If you do not want your child in any social media posts, please fill out the Directory Information Opt-Out Form, and submit it to your school secretary.

Emergency School Closure (Board Policy Article 416)

For emergency school closures, including inclement weather, school may be delayed, released early, canceled, or determined to be a virtual learning day. Announcements of school closing will be made on the district website through Skylert, FaceBook, and the following medial outlets:

WCOW 97.1	La Crosse Radio Group	WKBT News 8
WWIS 99.7	Midwest Family Broadcasting	WXOW Channel 19
Magnum Radio Group	Fox 25/48	WEAU Channel 13

School Property and Lockers (Board Policy Article 519)

Lockers, coat racks, cubbies, desks, vehicles on school property, etc are assigned to students but are 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 these areas may be removed. Items removed may be held by the school for return to the parents or guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect and his/her parents or guardian shall be notified by the inspecting authority of items removed from the area and of the delivery thereof to law enforcement officials in case of contents so disposed of and of the parent's or guardian's right to obtain other items removed. No personal locks shall be used on school property.

Student Code of Conduct (Board Policy Article 508 & 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 process. 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 schools, and 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.

For additional information on the Student Code of Conduct, please see Board Policy Articles 508 and 509.

Visiting Schools (Board Policy Article 609)

For the safety of students and staff, building access is restricted during school hours. All school doors are locked during the school day. Visitors to the building will be asked for identifying information for entry, as well as the purpose of the visit.

Upon entry, visitors must stop at the main office and either sign their student in/out, or provide an ID for a sex offender background check. At the completion of the background check, visitors will receive a badge and be permitted into the building.

Volunteers

If you are interested in volunteering, please contact your child's teacher or the building secretary to let them know what days you are available. We do a background check on any volunteer in the Sparta School District, who may supervise students.

Directions for Background Check

Volunteers can access BIB (Background Investigation Bureau) from a link at www.spartan.org, select "About", 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 ahead to allow time for the background check.

Upon an approved background check, volunteers will receive 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.

Instructional Services

Audio and Video Recording in Classrooms

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.

Curriculum (Board Policy Article 415)

The Sparta Area School District believes that all students can learn and achieve at high levels.

The State of Wisconsin has standards for each academic area. As required by 2015 Wisconsin Act 55 [section 118.30(1g)(a)1 of the State statutes] the Board of Education will adopt academic standards for the upcoming school year on an annual basis at the first Board of Education meeting after July 1st. The District will notify parent(s)/guardian(s) of the adopted standards to be utilized for the

upcoming school year prior to the start of school. The standards will be posted on the Sparta Area School District website under the Department of Teaching and Learning.

The District s curriculum and instructional programs shall align with the state s educational standards, goals, and expectations; other applicable legal requirements; and the local goals and standards established by the Board of Education and/or administration.

Professional staff, under the direction and supervision of the Director of Teaching and Learning and Principals, shall be responsible for proposing, developing, implementing, and evaluating the PK - 12 approved curriculum and standards that reflect the best current educational research and practice, and administer, at minimum, mandatory assessments. The curriculum shall align with legal requirements and support the District's mission, vision, goals, and adopted academic standards. Curriculum shall be developed in collaboration and coordination with staff across grade levels and content areas whenever possible to create a cohesive educational experience.

Homework (Board Policy Article 429)

Homework may be assigned depending on the subject area and grade level. Homework should be purposeful including activities that enrich, extend, stimulate or strengthen learning and skill development that is motivated or initiated in the classroom.

Immunization Requirements

Please check the below chart for your child's immunization requirements.

Age/Grade	Number of Doses				
ade Pre K (2 yrs through 4 yrs)	)TP/DtaP/DT ②	3 Polio	1 MMR⑤	3 Hep B	1 Var⑥
ade K through Grade 3	)TP/DtaP/DT①②	4 Polio④	2 MMR⑤	3 Hep B	2 Var⑥

DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose er the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the h birthday is also acceptable).
DTP/DTaP/DT/Td vaccine for students entering PreK through 12: Four doses are required. However, if ur child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 ys or less before the 4th birthday is also acceptable).
Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a se of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is quired, your child is compliant and a dose of Tdap vaccine is not required.
Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. wever, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: lose 4 days or less before the 4th birthday is also acceptable).

The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 ys or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Professional Qualifications

Parents and guardians of students in the Sparta Area School District have the right to know the professional qualifications of the classroom teachers that instruct their child. The No Child Left Behind federal law allows parents and guardians to request specific information about their child's classroom teachers and requires schools to respond to their request in a timely manner. Parents and guardians have the right to ask for the following information in regards to their child's teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teachers' college majors; whether the teacher has advanced degrees and, if so, the subject of the degrees.
- Whether any educational assistants or similar classroom aides provide services to their child and, if they do, their qualifications.

If you would like to receive any of this information, please forward a written request to your child's building principal.

Textbooks and School Resources

All textbooks, including instructional technology, and other school resources issued to students are the property of the Sparta Area School District. Each student is responsible for his/her textbooks or resources. It is expected that these textbooks and resources will be handled with care and respect. It will be the responsibility of every parent/guardian to reimburse the School District for any textbook or resource that is lost or damaged.

Title I Program

Title I is one of the Federal Government's largest funded educational programs. The Federal Government provides funds to Wisconsin's local school districts to help promote the success of all students. Title I also supports the *No Child Left Behind Act (NCLB)* which was designed to make changes in teaching and learning to help increase academic achievement in schools. The funding that is provided to our local school district is based on the "financial need" of the overall population of all students in Sparta. The Sparta School District Elementary Title I plan is a "School-wide" project. In a School-wide Title I program all students are considered Title I students and all teachers are considered Title I Teachers. Our school-wide plan is to improve student learning through an ongoing, continuous identification process using the School District's assessment calendar, which enables teachers to monitor student's growth in the areas of reading and math.

Nutrition Services

The goal of the school nutrition program for the Sparta Area School District is to provide students with healthy, well-balanced meals so they can perform to the best of their abilities in and outside of the classroom.

Meal Menus

School breakfast and lunch menus may be viewed on the Sparta Area School District website www.spartan.org under departments, nutrition services, menus by school.

Breakfast and lunch are served every day at every school location. Breakfast is served daily in each building one half hour before school starts. There are many nutritious choices to choose from daily.

What food items do I need to take to make a Spartan Lunch?

The Sparta Area School District provides an "offer vs serve" meal option to all students. Students may take and are encouraged to take all 5 meal components for their meal but they can take 3 of 5 meal components to make a Spartan Lunch. The 5 meal components are; meat or meat alternate offering, vegetable offering, fruit offering, grain offering and milk offering. Students can take one or two fruit offerings and one or two vegetable offerings with their Spartan Lunch. If students do not take 3 of 5 meal components, they will be charged a la carte pricing.

A la Carte

Meadowview Middle School and Sparta High School cafeterias offer ala carte items. Ala carte items and pricing can be found on the Nutrislice breakfast and lunch menus (right-hand side of menus, scroll down for ala carte item prices). Students must have money in their account to make purchases. Accounts will NOT be allowed to go negative by default from ala carte purchases.

Meal Pricing

School meal pricing can be located on the school website under the Nutrition Services tab or by clicking the link above. Meal pricing is subject to change without notice, pending school board approval.

Free or Reduced Price Meals

Families are encouraged to fill out the free/reduced application at any point during the school year. This service is available to help families with school meals. To apply for free or reduced price meals, use the Free and Reduced Meals Application which is mailed to district households the first week of August. You may also obtain a form from your school office or the form can be found on the Sparta

School District website under the Nutrition Services tab. Applications can be returned to the school building secretary or the district Nutrition Office located at 900 E. Montgomery St. Sparta, WI. (District Administration Center)

Online Payments

The Sparta Area School District is pleased to offer Rev-Trak, a system that allows parents/guardians the ability to pay on-line (a processing fee does apply) at any time through the school's website. More information about Rev-Trak can be found at www.spartan.org under the Nutrition Services link.

Skyward Family Access Meal System (Board Policy Article 711)

For your convenience, the Sparta School District has a computerized meal program that keeps track of all meal deposits and charges. Meal accounts can be accessed online through Skyward Family Access. 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 SASD. Parents and guardians are responsible to keep positive account balances for their children. A courtesy automated phone message system is used to call families, Monday through Thursday, when meal account balances go negative. A courtesy automated email message is also sent for all negative meal account balances.

If you have any questions relating to the school nutrition program, please feel free to contact the Nutrition Services Office at 608-366-3422.

Weekend Backpack Program

The Backpack Program provides food items to families in need of assistance supplementing their meals over the weekend and long breaks from school. This program is completely confidential and free. Backpacks are distributed by teachers on the last day before the weekend or break. Participating schools are Southside Early Learning Center, Herrman Elementary, and Sparta Montessori. If you believe your child could benefit from this program, or if you have any questions or concerns, please contact your school's front office.

This program is possible through the tireless work of a volunteer team and generously funded by the Hunger Task Force of La Crosse, Second Harvest Food Bank, the John Harrison Memorial Angel Lunch Fund, and local donations. If you are interested in volunteering or contributing, please contact Cindy Thesing at cthesing@spartan.org.

Canine Use

Specially-trained police canines and their law enforcement handlers may be brought into the school building and school parking lots to search for illegal drugs and drug paraphernalia. The purpose of the search is to maintain a safe school setting for all students and staff.

Dress Code (Board Policy Article 510)

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

Caps, hats, or headgear are not allowed in school during the day. No clothing, or items advertising alcohol, tobacco, drugs, violence, 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.

Parents/guardians may request an exception to this policy and/or rule 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.

Drug Testing Policy (Board Policy Article 513)

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, the performance of students, and can present a safety concern for the user, other students and staff.

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; this may shorten suspension time as per building administrator discretion.

Nonalcoholic beer, wine coolers, look-alike drugs or other such products are also not allowed on school property or at school-sponsored events.

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. Use or possession of e-cigarettes and other alternative nicotine delivery devices on school grounds, in vehicles leased or owned by the district, or at school sponsored events, either home or away, is also prohibited. Discipline for the offense will include confiscation of tobacco products and/or nicotine delivery systems, school discipline including detention, in-school suspension, possible out-of-school suspension, and parent and police department notification.

Police Liaison Officer

SASD has a Sparta Police Liaison Officer which supports all schools. The police liaison officer will help to develop a positive communication among the student body, school and the police department. They will also assist the administration with school discipline issues when the involvement of law enforcement is appropriate and participate in educational programs. Administration investigates student behavior and will confer with the officer if any potential misconduct violates state laws or municipal ordinances.

Security Cameras

The District has security cameras located throughout the interior and exterior of all District buildings. The cameras will be used to help reduce and investigate vandalism, inappropriate behaviors, and other types of student misconduct. Students may be given consequences for inappropriate behaviors observed on video.

School Safety

Our students' safety is a primary concern in our ever-changing world. The District and each school has a Crisis Response plan in place for fire, tornado, or other emergencies with specific protocols for

action to maximize our students' safety. These plans include regular, ongoing drills (e.g., evacuation drills) and additional specialized drills to ensure that everyone is familiar with their role in emergency response.

Student and Athletic Accident Insurance

This is intended as an outline of the student and athletic accident insurance for the coming school year. Below are some areas of importance that should be reviewed and understood by all concerned parties with respect to the coverage guidelines.

Only accidents, which occur in school, sponsored and supervised activities, including participants in interscholastic sports, are covered. Students must notify a staff member of the accident so an accident report can be filed.

Definition of Accident:
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.

A. This plan of insurance is excess only: It will not duplicate benefits paid or payable by any other insurance or plan including HMO's (Health Maintenance Organization) or PPO's (Preferred Provider Organization).
B. The policy will not cover expenses payable under the insured's HMO, or PPO. 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.
C. 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 necessary for the geographic location where services are performed.
D. Specific exclusions of the policy include, but are not limited to, sickness, disease or hernia in any form; non-prescription drugs; fighting; the use of electric biomechanical devices; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).
E. Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Accidents must be reported to the school within 20 days. Proof of loss must be submitted to First Agency, Inc. within 90 days after medical treatment ends. Questions regarding claim procedures may be directed to First Agency, Inc. at 5071 West H Avenue, Kalamazoo, Michigan 49009 or (269)381-6630 or fax (269)381-3055. First Agency, Inc. administers the coverage, which is underwritten by Guarantee Trust Life Insurance Company of Glenview, Illinois.

Student Services

Animals in Schools and Classrooms (Board Policy Article 618)

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 animal will be allowed on school premises for educational purposes, prior notice must be given to and permission received from the supervising teacher and the building administrator.

See Board Policy Article 618 for additional information on animals in the schools and classrooms.

Articles Prohibited at School

Problems arise when students have articles which are hazardous to their safety and others or may interfere with school procedures and may disrupt 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 (Board Policy Article 533)

The Sparta Area School District is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying.

Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive, hurtful, annoying or worrying; or physical aggression such as assaults on a student or attacks on a student's property.

All staff members are required to watch for bullying behavior and take appropriate corrective measures when they witness bullying or have reason to suspect that bullying has taken place.

Students are encouraged and expected to report incidents of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation.

Students participating in bullying activities will be subject to disciplinary action which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, up to and including suspension, expulsion and/or court involvement.

The Sparta Area School District will not allow retaliation against students who report bullying behavior or assist in an investigation of bullying.

Individual schools will address the problem of bullying through a variety of methods including:

1. Character education programs that emphasize and reward positive behaviors and relationships.
2. Programs such as Responsive Classroom at the elementary level and Responsive Designs at the middle level which promote community building.
3. Educating students and staff to recognize and respond appropriately to bullying behavior.
4. Developing a plan to increase supervision in areas within the school setting where bullying frequently occurs.
5. Establishment of support groups for students who have been targets of bullying behavior and anger management groups for students who have engaged in bullying other students.

Individual schools will monitor the effectiveness of their efforts to eliminate bullying through student surveys and data collection related to disciplinary referrals.

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 Student 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 Student Services at 608-366-3456.

Cyber Bullying (Board Policy Article 534)

The Sparta Area School District's computer network (including Internet, intranet or extranet), whether accessed on or off campus, shall not be used, at any-time, for the purpose of harassment. All forms of harassment over the network, known commonly as cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable use policy/procedures.

Malicious use of the District's computer "systems" (including all software, hardware and network infrastructure) to develop programs, generate communications or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of any entity on the system is prohibited. Users are responsible for the material and messages they transmit over the system. Hate mail (including instant messages, social site postings, blogs, wikis, tweets and other future Web 2.0 resources) harassment, discriminatory remarks, defamatory messages, or other antisocial behaviors are expressly prohibited.

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 e-mail, text message, video message, picture message, digital pictures or images, website posting, social site posting, Web 2.0 content. It is recognized that the author (poster or sender) of the material is often disguised (logged on/signed-in) as someone else. It is also recognized that the author may use personal devices to generate the previously described content. Use of personal technical resources during school business hours to accomplish the same ends is also considered a violation of the Sparta School District Cyber Bullying Policy.

Students, Staff and Community members who believe they have been the victims of such misuses of district resources, as described in this policy, should not erase the offending material from the system.

A copy of the posted content should be printed and brought to the attention of the district administrator, technology director or designee.

The reported incident shall be fully investigated. Any investigation may include contacting law enforcement.

In situations where the incident of cyber bullying originated from non-school systems, but brought to the attention of school officials, discipline shall be based upon whether the conduct is determined to be disruptive to the educational process and whether it interrupts or impedes the day to day operations of the school or the targeted individual.

If your child is experiencing bullying, please contact your child's principal, or the Director of Student Services at 608-366-3456.

Homelessness (Board Policy Article 531)

It is the policy of the board to ensure that homeless children and youth are provided with equal access to its educational programs as provided to other children and youths who reside in the district. They shall be provided services comparable to services offered other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The term homeless children and youths means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:

1. Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
2. Are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
3. Are living in emergency shelters
4. Are abandoned in hospitals
5. Have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, substandard housing, bus or train stations, or similar settings
6. Runaway children or children who are abandoned
7. Are living in cars, parks, public spaces, abandoned buildings, or similar settings

The District provides immediate identification and enrollment to homeless children and youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The District will follow the dispute resolution process and assist parents/unaccompanied youth with the process as the need arises.

The District maintains and makes available in a timely fashion, any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth.

The District ensures that, according to the students best interest, homeless children and youth are kept in their school of origin, except when doing so is contrary to the wishes of the child s or youth s parent or guardian.

The District will provide or arrange transportation for homeless students, including working with neighboring districts when a homeless student is attending in one district and enrolled in another.

Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition.

If you believe your child(ren) may be eligible for support and services, please contact the Director of Student Services at (608) 366-3456 or your child's school counselor.

Illness Guidelines (Health Services Forms)

As a general rule, exclude your child from school if:

1. The child does not feel well enough to participate comfortably in activities (extreme tiredness, irritability, persistent crying or coughing).
2. The child requires more care than staff can provide without affecting the learning process or the health and safety of the other children.

General Symptom Guidelines (not all inclusive):

1. Fever Equal to or greater than 100 degrees - May return to school once fever free for 24 hours WITHOUT use of fever reducing medications.
2. Vomiting or Diarrhea - Must be symptom free for 24 hours
3. Rash that is spreading and/or potentially contagious - May return to school with a doctor note once a treatment is started.
4. Pink eye, strep throat, and impetigo - May return to school with a doctor note 24 hours after treatment is started.

If your child is experiencing any of the following symptoms: fever/chills, muscle/body aches, new loss of taste and/or smell, vomiting, diarrhea, cough, congestion, shortness of breath, sore throat, fatigue, or headache please keep your child home from school and contact the District Nurse, Angey Frost, at 608-633-3687 to discuss your child's symptoms and any additional steps that may need to be taken prior to returning to school.

If your child has tested positive, has had a known exposure to a positive COVID case OR if anyone in the household has a pending or unknown COVID test result please contact the District Nurse, Angey Frost, at 608-633-3687 for additional information on quarantining.

Medication and Students (Board Policy 515)

Employees of the Sparta Area School District may dispense medication to pupils only in accordance with the following policy and in accordance with any other conditions of the above named statute.

The building principal will give authorization in writing for an employee to dispense medication to a pupil after having reviewed the request to ascertain that the following conditions have been met. Employees who are likely to be called upon to dispense medication in a routine or emergency situation will be provided training.

Non-prescription medicine:

1. The parent has sent a written request that the medication be given.
2. The written request must include exact instructions as to the dosage being recommended.
3. The medication must be contained in its original packaging.

Prescription medicine:

1. 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.)
2. The written instructions must include cautions and possible side-effects that need to be noted.
3. The written instructions must include a statement of where the doctor may be contacted if problems arise.
4. There must be written permission from the parent to dispense the medication.
5. The medication must be contained in its original packaging.
6. A standard form will be supplied from the parent to dispense the medication, used for the convenience of parents and physicians. However, any written communication which includes all of the above listed information shall be acceptable.

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 a pupil is receiving prescription medication which the doctor prescribes as a daily on-going dosage. Then, one week's supply may be accepted.

Mental Health

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood. Over the course of your life, if you experience mental health problems, your thinking,

mood, and behavior could be affected. Many factors contribute to mental health problems, including:

1. Biological factors, such as genes or brain chemistry
2. Life experiences, such as trauma or abuse
3. Family history of mental health problems

Mental health problems are common yet people with mental health problems can get better and many recover completely. If you or someone you know has a mental health problem, there are ways to get help. (Source:www.mentalhealth.gov/basics)

Get Help Now:

- Monroe County Mental Health resources: http://www.co.monroe.wi.us/wp-content/uploads/2019/01/Resource-Guide-Online.pdf
- Great Rivers 2-1-1 (formerly First Call for Help) Free, confidential community information, referrals and crisis line services 24 hours a day. Phone 2-1-1 or 800-362-8255 www.greatrivers211.org
- The Mental Health Coalition of the Greater La Crosse Area is a community coalition composed of advocates for mental health and providers of mental health services. In Crisis? Call 800-362-8255 www.mentalhealthlacrosse.org/resources
- Northwest Connections- provides emergency mental health services 1-888-552-6642
- HOPELINE which they text 741741 to talk with someone via text message.
- Help for Veterans and Their Families Military OneSource is a free service provided by the Department of Defense to service members and their families to help with a broad range of concerns, including possible mental health problems. Call and talk anytime, 24 hours a day, 7 days a week, at 800-342-9647.
- National Alliance of Mental Illness-La Crosse County is dedicated to improving the quality of life for people with mental illness and their families through support, education, and advocacy. HELPLINE: 1-800-273-8255 http://www.namilacrossecounty.org/

School Counseling

School Counselors work to help all students achieve academic, career, personal, social, and emotional success. This includes academic support, social-emotional support, career information, post-secondary planning, and assistance with issues at home or school.

Elementary counseling services are delivered through classroom instruction, individual counseling, small group counseling, consultation with teachers, administrators, and community agencies, testing services, and consultation with parents as well as a variety of other activities.

Middle School and High School counseling services are delivered through individual counseling, small group counseling, consultation with teachers, administrators, and community agencies, testing services, and consultation with parents as well as a variety of other activities. Students are able to see their counselor on an individual basis and are encouraged to utilize their study hall time to do so.

There are 5 different ways for students to receive counseling services.

1. Teacher referral – (requires parent permission)
2. Parent referral
3. Self or student referral – no permission required
4. Outside agencies such as the court system, Monroe County Human Services, police department, medical clinics, etc.

Referral forms can be obtained from a counselor or school secretary.

Sexual Harassment (Board Policy Article 2266)

"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 of a civil or criminal nature.

If you feel you or another individual is experiencing sexual harassment, please contact the Sparta Area School District Title IX Coordinator, Amber Kulig, at (608) 366-3456.

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.

Special Education

A wide range of programs are available in the Sparta Area School District that provides for the exceptional needs of our students, such as: Autism, Intellectual Disability, Emotional Behavior Disability, Deaf and Hard of Hearing, Specific Learning Disabilities, Orthopedically Impaired, Other Health Impaired, Traumatic Brain Injury, Visual Impairment, Significant Developmental Delay, and Speech/ Language Impairment. Parents wishing to know more about the specifics of these programs should contact the District Student Services Office at (608) 366-3400.

Student Nondiscrimination (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.

This policy of nondiscrimination shall include:

1. Admissions 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. Access to facilities
8. Participation in athletic programs and other activities
9. Participation in school sponsored food programs
10. Recognition programs or awards
11. Grading, promotion or graduation

In order to maintain a school environment that encourages equal opportunity, diversity, and fairness for all of its students it is the policy of the District to maintain and ensure a learning and working environment free of any form of discrimination toward students.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall establish safeguards that protect homeless students from discrimination based on their homelessness status.

Students who have been identified as having a handicap or disability, under section 504 of the Federal Rehabilitation Act of 1973, or the Americans with Disabilities Act (ADA), and Individuals with Disabilities Education Act (IDEA) shall be provided with reasonable accommodations in educational services or programs and facilities. When program or classroom modifications are necessary in order to provide a student with disabilities equal opportunity, they will be made as required by law. Facility modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law. Students may be considered handicapped or disabled under this policy even if they are not covered under the District's special education policies and procedures.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

The Director of Student Services shall act as compliance officer for all areas of discrimination. The mailing address of the Director of Student Services is 900 East Montgomery Street, Sparta, WI 54656. The phone number for the office of the Director of Student Services is (608) 366-3456.

Complaint Procedure:

Any person who believes he/she has been subject to discrimination within the District may file a complaint to the Director of Student Services in accordance with procedures established for dealing

with discrimination. (See Administrative Rule 517 Student Discrimination Complaint Procedure.) Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Director of Student Services or to the federal Department of Education, Office for Civil Rights.

Student Records (Board Policy Article 405)

Permanent Records: All students have a cumulative file. The following records are in this file: Behavior, directory data, and progress records. “Behavior Records” means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to achievement or measurement of ability, the pupil’s physical health records, and any other pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record, and records of the pupil’s school extracurricular activities. Directory Data may include: Student’s name, present address, telephone listing, date and place of birth, current grade, parents’ names, dates and places of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student’s photograph, the most recent previous educational agency or institution attended by the student, degrees, and awards.

According to state law, (Wis.Stat.118.125 Pupil Records), most pupil records are confidential. A parent or guardian of a minor pupil must, upon request, be shown the pupil’s school records in the presence of a person qualified to explain and interpret them. Pupil records may be released with the written permission of the parent or guardian. In the event a student withdraws, records must be transferred to the new school when written notice is received from the parent, guardian, or new school. NOTE: Any parent, guardian, or eligible student (18 years of age or older) may inform the district by completing the District’s "Request to Withhold Directory Information" form obtained from the Student Services Office, 900 E. Montgomery Street, Sparta, WI 54656, or the School Office of their desire that all or any part of the directory data may not be disclosed without the parent, guardian, or eligible student’s consent, provided that such notification is given to the district within (30) thirty days of the published notice.

Technology

All students will be issued a device at the beginning of each school year and will use the device for the duration of the school year. Prior to receiving a device, the following steps must be completed:

1. Both the student and the parent/guardian must acknowledge the Technology and Internet Usage Policy, in Skyward. This policy is designed to help both students and families understand how to use and protect their device.
2. The student must complete and sign the Student Technology Agreement form.

3. The student will complete a “Checkout” sheet detailing any issues/damages with their device (at the Elementary Schools, this step will be completed by school personnel).

Device Care Instructions

Caring for the device is the responsibility of the student. In the event that a device gets damaged or fails to work properly, the student should report the damage/issue to their teacher. Students/families should NOT take Sparta Area School District devices to an outside computer service for any type of repairs or maintenance.

1. Do not use food or drink near the device.
2. Do not write or draw on the device or the protective case. (fine may be assessed)
3. Do not place stickers or decals on the device or the protective case. (fine may be assessed)
4. If the device needs the case removed to be cleaned a staff member should be notified and they will allow students to meet with the LMC to have the device cleaned.
5. Sparta Area School District barcode/identification number must remain on the device. It should not be removed and/or altered in any way.
6. Students should only use their Sparta Area School District account on their device.
7. Exercise care when inserting/removing charging cords and headphones.
8. Charge your device on a hard surface (table, desk, etc.)
9. Unplug all cords, cables, and accessories before transporting your device
10. Always lift/move your device from the bottom, with two hands.
    a. iPads Users: Make sure the keyboard case (if equipped) is closed covering the screen before transporting the iPad.
    b. Chromebook Users: Avoid moving your Chromebook by the screen or with the screen open.
11. Do NOT put pressure (books, etc.) on top of the device.
    a. iPad Users: Always store your device with the screen facing inside and keyboard case (if equipped) closed.
    b. Chromebook Users: Always store your Chromebook with the screen closed and the screen facing inside.
12. Do not leave your device in any area that will become very cold/hot (such as a vehicle).
13. Ensure the keyboard (if equipped) is clear of all items (papers, pens, etc.) when closing the lid.
14. Students should store devices when not in use in an approved secure location. Do not leave devices unsupervised.

If your Device is lost/misplaced, the full cost of the replacement may be the responsibility of the student/ family.

Device Damage

If a student's device is damaged as a result of violating any of the General Care Instructions listed, a fine for any and all damages may be assessed to the student/family. In a case of accidental damage, the cost to repair the device will be waived the first time per academic year. Any subsequent damage of the device will be charged to the student at the cost of the replacement part or repair .

1. Damage/errors must be reported immediately (within 1 business day) to a staff member.
2. Staff members will allow students to meet with the LMC to obtain repair or replacement.
3. Parents may be responsible for any repairs needed to the device beyond the first accidental damage.
4. Device technical assistance is available through the LMC at your school. Services provided include: maintenance/repairs, account support, distribution of replacement devices, basic usage questions etc.
5. Students should contact their teacher to request a password reset.
6. Students are responsible for maintaining possession of their Device, AC adapter, and Device Case; replacement AC Adapters and Device 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.

Device Issuance

All students will be issued a device for the duration of the school year. All devices will be issued with a snap on case to protect the device. The protective case must remain on the device at all times and should not be removed. The device issued is dependent on the student's school and grade.

All devices will be returned at the end of each school year (district personnel may also request a device for return at any time and for any reason). In the event that the device malfunctions or is damaged a replacement device will be issued to the student. If the device is not returned, law enforcement may be notified and the device may be considered stolen property.

Lost and Stolen Devices

Students must report all lost and/or stolen devices to their teacher immediately. The teacher will then assist the student in reporting to the LMC. It is the student's responsibility to search for and find their missing device. All stolen devices will have a police report filed. The student/family will be assessed for the full cost of a lost device. If a student finds a device that is not theirs, they should turn it into the LMC.

Technology Resources

All technology links may be found at the district website (www.spartan.org) by clicking on Student and Staff Portal. Access to these resources will require login information.

- Family Access - Students and parents can check current grades, and missing assignments. Contact Student Services if you do not know your Family Access login or password.
- SeeSaw - Teachers in Grades Pre-K through __ utilize this program as a learning management system. This program allows students to access posted assignments through any internet connection.
- Schoology - Teachers in Grades __ through 12 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 an assigned go.spartan.org email address. Students are encouraged to check their email regularly.

Technology Use (Board Policy Article 419)

Students are expected to use technology in an appropriate manner and to follow district guidelines concerning acceptable use of district technology, email and internet access.

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. 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. 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.

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. 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.

Receiving Your Device

Devices will be distributed to students at the beginning of each year. Each student will be required to agree electronically to the acceptable use policy prior to utilizing the device. This is designed to help students understand how to use and protect the Device. Parents of students in grades K-8 will also be required to agree to the acceptable use policy.

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

School	Grade	StandardDevices Issued
Southside Early Learning Center, Herrman Elementary, Sparta Montessori	All Grades	• **iPad** • AC Adaptor charging/ power cord • Protective Case
Innovation STEM Academy, SAILS, Sparta High School,High Point Charter School, Meadowview Middle School	All Grades	• **iPad** • AC Adaptor charging/ power cord • Protective Case with keyboard
SVLA	All Grades	• **Chromebook** • AC Adaptor charging/ power cord • Protective Case

Returning Your Device

All devices will be returned at the end of each school year; they may also be requested for return at any time for any reason. In the event that the device malfunctions or is damaged a replacement device will be issued to the student. If the device is not returned, law enforcement will be notified and the device will be considered stolen property.

Taking Care of Your Device

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

Do not take Sparta Area School District Devices to an outside computer service for any type of repairs or maintenance. Do not purchase replacement chargers or cables from an outside vendor.

General Guidelines

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

Charging your Device

1. Exercise care when inserting and removing cords, cables and accessories.
2. Charge your device on a hard surface (table, desk, etc.) Do NOT charge your device on/near beds, blankets, backpacks, etc.
3. Students who remove their device from the building are expected to charge their devices overnight, all other students are expected to return their device to the charging location in their classroom at the end of the day.
4. It is expected that your device will have enough battery life to get through each school day without charging. Disciplinary action may be taken for having an uncharged device at school.

Transporting your Device

1. Always carry your device from the bottom with two hands.
2. Do not lift or carry the device by the screen. Always close the lid before moving.
3. Do not put pressure, books, etc. on top of the device (even with the lid closed).
4. Do NOT leave any cords plugged in while transporting your device.
5. Disciplinary action may result from a student not using the case.
6. If your device is damaged as a result of transportation while not in a case, all damages that occur will be student/family responsibility.

Device Storage

1. Always store device with lid closed.
2. Do not leave your device in an area that will become very cold or hot (such as a vehicle).
3. Ensure keyboard is clear of items (fingers, pens, etc.) when closing the lid.
4. Do not leave your device unsupervised. If your device is lost or misplaced, the full cost of replacement is your responsibility.

In School Device Usage

1. Students are expected to bring their device 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. Device background screen and user icons will be school appropriate.
5. Students should keep their passwords confidential. Passwords must be school-appropriate.
6. Students need to log off and lock their device screen when it is not in use.
7. Students should only use their Sparta Area School District account on their device. Students may not use personal accounts or other student's accounts on their device.
8. Students will save/access all files to/from Google Drive.

Device Damage/Repair

1. Device damage or errors should be reported immediately to a staff member.
2. The first incident of accidental damage each school year is covered by the District. Any subsequent accidental damage is the responsibility of the student and parent/guardian.
3. Device technical assistance is available from the LMC. Services provided include: maintenance/repairs, account support, distribution of replacement devices, basic usage questions, etc.

4. Staff members will allow the student to meet with the LMC staff to obtain repair or replacement.
5. Parents may be responsible for any repairs needed to the Chromebook beyond the first accidental damage.
6. Students should contact their teacher for password resets.
7. Students are responsible for maintaining possession of their device, AC Adapter, and device case.
8. Approved replacement AC Adapters and device cases are available for purchase from the District. Non-approved chargers will not be accepted and students will be responsible for the cost of replacement.
9. If the device is intentionally harmed, the student/parent/guardian is responsible for the full cost of repair or replacement.

Lost and Stolen Devices

1. Students must report lost and/or stolen devices on the next school day to their teacher. The teacher will then assist the student in contacting the LMC 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 in to the LMC or Main Office.
3. For any stolen devices, a police report must be filed.

Replacement Costs

These are the current costs for repairs or replacement for the most common issues. Other less common items are priced on a case by case basis. Prices are subject to change based on current costs when the device is repaired. Prices listed are for the actual part only, labor fees are not charged to students or parents/guardians.

iPad and Charger: $299

iPad screen: $89-$149

Blue iPad Keyboard Case: $129

Red iPad Case: $29

iPad Charging Brick: $19

iPad Charging Cable: $19

Chromebook and Charger: $269

Chromebook Charger: $39

Chromebook Case: $29

Chromebook Screen: $99

Transportation

Transportation is available to students residing two miles or more from their school of 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 Board Policy Article 531 (Homeless Education Program) or Board Policy Article 414 (School Choice). To register for transportation, you will need to complete a Transportation Request Form, which is available at www.spartan.org.

Bus Assignments

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.

Bus Expectations

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.

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 the 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 the bus driver.
10. 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.
11. Do not tamper with the bus or any of its equipment.

<u>After Leaving the Bus</u>

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 the curbside (the right hand side/door side of the bus).
3. Leave the bus only at your designated drop-off point.

Bus 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.

Bus Video Cameras (Board Policy Article 526)

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

administrators, and/or school board members will be authorized to view bus video. Exceptions may be made on a case by case basis and must have prior approval of the Superintendent.

STRATEGIC FRAMEWORK

#SpartanWay				
Learning	Well Being	Connections	Stewardship	Culture
Engaging Challenging Relevant	Physical Social Emotional	Family Community Business	All Resources	Positive Continuous Improvement
Design and deliver PreK -12 curriculum and instruction that provides an engaging, challenging, and relevant educational experience.	Embed social-emotional learning and physical activity as part of normal learning routines.	Connect schools and the district to families, businesses, and the community	Be responsible stewards of people, time, tools, equipment, facilities, and financial, and natural resources.	Cultivate a culture of continuous improvement that supports positive, professional relationships for student and staff success.
WHAT IT MEANS TO BE A SPARTAN				
A. Building strong relationships is the foundation for student success.	*A. Building strong relationships is the primary component of student well being at school*	*A. A variety of communication tools are used to ensure all stakeholders have access to timely and accurate information.*	*A. All resource allocation is based on our mission to educate all students academically, emotionally, and socially.*	*A. Students, staff, and families engage with each other to support growth and learning*
B. We design and deliver engaging instruction that prepares students for lifelong learning and success.	*B. We teach all students strategies and techniques for self-regulation and self-advocacy to build social and emotional awareness.*	*B. We build relationships with families to create a bridge between home and school for students.*	*B. Quality and value to drive fiscal decisions, while meeting district needs for the long-term as much as possible.*	*B. We build a culture that is welcoming and inclusive that students, staff, and families want to attend.*
C. We design and deliver engaging and challenging instruction that meets individual student needs.	*C. We embed social-emotional learning into instruction and the school environment.*	*C. We engage and collaborate with neighbors, Ft. McCoy, visitors, and the community.*	*C. We conserve and preserve our natural resources now and for future generations.*	*C. We engage in continuous improvement to increase student engagement and outcomes.*
D. We offer educational choices for families with charter schools, year-round school, and online programming.	*D. We connect families with school and community mental health resources.*	*D. We connect with the greater community at both school and district levels to promote the values of quality education.*	*D. We ensure our facilities are safe and secure, well-maintained, and meet the needs of our students and staff.*	*D. We engage students and each other in problem solving and constructive feedback to support continuous improvement*
E. We offer engaging learning opportunities outside of the school day with after-school programming, co-curriculars, and athletics.	*E. We engage students and staff in regular physical activity as part of learning.*	*E. We partner with businesses for authentic, real-world opportunities to extend student learning.*	*E. We develop long-range plans to address large-scale and/or ongoing needs*	*E. We engage in regular collaboration to design and deliver the best education for all*
F. We use high-quality, research-based materials and resources, including technology, for student success.	*F. We provide students with, and teach students about, healthy food choices.*	*F. We partner with organizations and agencies to enhance our level of service to students and families.*	*F. We use our resources wisely among staff and students at all levels and in all departments*	*F. We develop leadership among staff and students at all level and in all departments*

Southside Early Learning Center Handbook

PreK & Kindergarten

2022-2023

The Spartan Way
Respectful, Responsible, Safe

Southside Early Learning Center
1023 Walrath Street
Sparta, Wisconsin 54656
School Phone: (608) 366-3450
Website: www.spartan.org

Throughout this handbook, reference is made to several Sparta School District Board Policies. You may view all Board polices on line at:
http://www.spartan.org/spartaschools/board+of+education/policies.asp.

A copy of a Board policy can also be requested at any Sparta School Office.

Sparta Area School District Mission and Vision Statements

Mission: To educate all students, academically, emotionally, and socially to inspire curiosity and resilience.

Vision: To design and deliver the best educational journey for all.

Pre-Kindergarten Vision Statement and Values

Vision: We will help each student acquire the skills they need to be ready for Kindergarten and beyond.

Values: We value family involvement
We value the individual differences in children
We value a safe and caring learning environment that engages all learners
We value a developmentally appropriate education
We value using differentiated instruction to meet the academic and behavioral needs of learners
We value the diversity of our students and their families
We value the social development of children
We value the use of data in guiding our instructional programming for learners
We value academic, social, and creative learning opportunities that meet the needs of all learners

Pre-Kindergarten

Established in 2000, the Sparta Charter Pre-Kindergarten is not a junior kindergarten, but a place to help youngsters get ready for school. It is a place to learn through play and exploration. In 2019, the Sparta School District and Charter Pre-Kindergarten Governing Council decided to remove the Charter status and integrate the Pre-Kindergarten into the District.

Why Pre-Kindergarten?
Research shows children with this kind of experience are more ready to learn when they go to kindergarten. Unfortunately, families cannot always afford private pre-kindergarten programs offered locally in childcare centers. Also, according to the results of a 1998 project headed up by Monroe County, nearly half of children in our community entering the school system lacked the necessary pre-academic skills to be successful in kindergarten. By connecting with children early, with a year of pre-kindergarten, they are better prepared by knowing basic school skills such as listening, sharing, and letter and number recognition.

Sparta Pre-Kindergarten:

- Provides a learning environment where respect for self, others and the learning atmosphere is of primary importance
- Encourages growth in social, self-care, language, motor and academic areas
- Fosters the desire for lifelong learning
- Promotes independence and problem solving skills

- Provides a school-wide environment that encourages parent involvement in their child's education.

The Pre-Kindergarten offers creative choices, which blends large group, small group and one-on-one instruction and activities. A variety of areas within each classroom encourage socialization, creative exploration and intellectual development. These choices will provide your child with a rich preschool experience and the skills necessary to be successful at the kindergarten level.
Animals in Schools and Classrooms

The Sparta 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 board policy article 618. Please review the attached article if you plan on having your animal visit school.

Arrival & Dismissal

Schedule	Arrival Time
AM PreK Schedule 7:40 a.m. -10:25 a.m.	May begin arriving at 7:19
PM PreK Schedule 11:40 a.m.-2:40 p.m.(1:40 Wednesdays)	May begin arriving at 11:35
Kindergarten Daily Schedule - 7:40 - 2:40	May begin arriving at 7:19

Please do not arrive before the designated drop off time as there will not be adult supervision

Driving your child to school

- Parents driving their child(ren) to school should only park in designated parking areas and escort the child to the building. You will need to stay with your child until a staff member arrives.
- When staff are present in the drop off lane, parents can drive up & unbuckle their student and a staff member will walk them into the building.
- If you want to walk your student into the building, YOU MUST PARK YOUR VEHICLE. No vehicles can park in the drop off lane.

Bussing

- Bus Rules and Child Care Provisions are listed in Appendix C
- Busses will deliver your child to the school where a staff person will gather and accompany all children inside.

Bussing - End of the Day

- If your child rides the bus and you plan on picking him/her up, call the office or send a note in your student's folder stating you are going to pick up your child.

- Our school policy dictates that when a child is dropped off from a bus, an adult needs to be present. If the bus driver does not feel an adult is present at the drop off point, the child will be transported back to school and the parent will be notified to come to school to pick up the child.
- All Pre-Kindergarten & Kindergarten students will be picked up at their door and will only be released when a responsible adult is visible to the driver. If an adult is not available to receive the student, the child will be returned to the school and Monroe County Human Services will be contacted if guardians can not be reached. After the second occasion in which an adult is not present to receive the student, the District will suspend bus transportation for the student for the remainder of the semester.

Picking your child up from school

- If you are picking your child up from school, please park in the parking lot before coming to the entrance for pick up. You may also pull up into the drive up lane and wait for a staff member to walk your student to your vehicle. Please arrive on time or a few minutes early. When parents are late, everyone worries.

Attendance

All students are expected to attend school on a daily basis, arriving before the start of the school day. Students are expected to be in class by the start time to maximize all their educational minutes.

If a child is going to be late/tardy or absent from school, the parent needs to call the school office. Please call the school no later than 8:15 a.m. You can also feel free to leave a confidential message for the office at any time. The school office will call you in the event that you forget to contact school. If your child plans to eat hot lunch and arrives at school late, it may not be possible to order a lunch and/or have an option for their lunch choice. Please call the school to order a lunch no later than 8:15 a.m. or send a cold lunch with him/her.

Tardiness & Absences

- Late arrival is disruptive and inconsiderate to the rest of the class, and nothing can be more disruptive than irregular attendance. Consistency and routine are important to every child's development, but they are especially important for the young child. We depend on your family's full support in this area.
- Whenever your child will miss a day or more of school for whatever reason, please call the office and let the secretary know. Please feel free to leave a message on the voicemail if needed.

State law requires all students to be in attendance when school is in session (Wis. Stats. 118.15(1)(a). A student is considered absent if they are not in attendance for all or part of the school day for which the student is scheduled.

Parents may request that their child be excused for medical reasons (doctor's appointments, student illness, and family medical emergencies), family religious observances, death in the family, or school related events. Parents may request to excuse their child, with prior notice, for family events and vacations (Any missed school work must be made up). The school will accept parent requests and excuses, for the above listed reasons, a maximum of *ten times during the school year*. The number of days a parent can excuse is limited to ten days per year, beyond that, a note from a physician will be required before an absence will be considered excused.

Over 45 minutes in any half-day is considered a half-day absence. If a student is absent from school for less than 45 minutes in any half-day, it is considered a tardy (unexcused absence) or late (excused absence). Reasons for excused absences (lates) are illness, medical appointments, religious observances, death in family or school related events. Absences beyond these exceptions will be recorded as unexcused.

When a student has an unexcused absence, the school will notify the parent by phone or by letter advising the parent of the unexcused absence/tardy. If a student misses part or all of five or more days without an acceptable excuse within a semester, a plan must be developed with the parent to address the truancy. If the family refuses to meet with school officials and/or the student continues to be truant, a report will be filed with the Monroe County Corporate Council.

Illness

- Students with infectious diseases, such as chicken pox or strep throat must stay out of school until the contagious stage has passed. For the sake of the other children's health as well as that of our staff, it is vital that you let the teacher know your doctor's diagnosis as soon as possible.
- See Appendix H for a complete listing of communicable diseases and exposure times.
- Students should remain at home if they show the following symptoms:
    - Fever (must be fever free WITHOUT medication for 24 hours before returning)
    - Vomiting or diarrhea (must be free symptoms for at least 24 hours before returning)
    - Persistent cough
    - Yellow or green runny nose
    - Overly fussy
    - Rashes
- The student will be sent home if any of the symptoms appear while he/she is at school or if they arrive back at school before 24 hours have passed.
- Some children cannot fight diseases as easily as others. Allowing sick children to attend only passes the illness to other children and families.

Illness at school

- If your child doesn't feel well, we will make every effort to contact you to arrange for him/her to be picked up right away. We understand how difficult it can be for working parents to break free during the day, yet all children get ill from time to time. You will want to make arrangements with a friend or relative in advance and make sure the office has those

emergency numbers. If those numbers change throughout the school year, please notify the office right away.

Bullying

The Sparta Area School District is committed to creating a safe, caring, respectful environment for all students and strictly enforces a prohibition against bullying.

Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive, hurtful, annoying or worrying; or physical aggression such as assaults on a student or attacks on a student's property.

All staff members are required to watch for bullying behavior and take appropriate corrective measures when they witness bullying or have reason to suspect that bullying has taken place.

Students are encouraged and expected to report incidents of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation.

Students participating in bullying activities will be subject to disciplinary action which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, up to and including suspension, expulsion and/or court involvement.

The Sparta Area School District will not allow retaliation against students who report bullying behavior or assist in an investigation of bullying.

Individual schools will address the problem of bullying through a variety of methods including:

1. Character education programs that emphasize and reward positive behaviors and relationships.
2. Programs such as Responsive Classroom at the elementary level and Responsive Designs at the middle level, which promote community building.
3. Educating students and staff to recognize and respond appropriately to bullying behavior.
4. Developing a plan to increase supervision in areas within the school setting where bullying frequently occurs.
5. Establishment of support groups for students who have been targets of bullying behavior and anger management groups for students who have engaged in bullying other students.

Individual schools will monitor the effectiveness of their efforts to eliminate bullying through student surveys and data collection related to disciplinary referrals.

Classroom Supplies

A classroom supply list will be provided to the parent prior to the start of school. You will need to provide an extra set of clothing, including socks, to be kept at school during the school year. These items are to be placed in a one-gallon zip-lock bag labeled with your child's full name. Please do not send toys to school as they are often fought over, lost, or broken.
Curriculum

Students are required to participate in all aspects of the curriculum. Students will receive instruction in subjects; which will be integrated into our thematic units, math, language arts, science, social studies, health, art, music, and physical education.

All films and videos used in classrooms must be rated "G" unless the principal has granted prior permission.

Continuous evaluation of the curriculum by qualified staff provides for changes in the Sparta Area School District's curriculum.

Discipline

Students who know what the rules are, what his/her limits are within the classroom, and the consequences for breaking those rules, are happier and more secure. Sparta Area School District implements all aspects of PBIS (Positive Behavior Interventions and Support). Most important, is to treat each child with respect and to involve him/her in the discipline process of solving the problem.

The specific steps used are as follows:

- Prevention of unacceptable behavior by teachers' alertness and redirecting of activities
- Reasoning, explanation, and problem solving
- Seated away from the group, but still within sight of those who can cooperate, until the child can control him/herself
- Removal of privileges related to the behavior
- Removal from the room with adult supervision and possible parent conference if needed. No child will be placed in a situation that he/she may not be able to handle without having an adult staff member there as a resource person for that child. The adult staff will model respect and problem solving skills, thus helping the child develop into a caring and responsible member of our school family.

Please see Appendix B for complete District discipline policy and appendix D for District policy on possession of weapons-Article 522.

Conflict Resolution Policy

Just as children are expected to interact peacefully, we also believe adults can interact peacefully as well. For this reason, we encourage conflicts to be resolved in the following manner:

- The parties directly involved should first try to work out their differences together (student to student, student to teacher, teacher to teacher, parent to teacher, etc...)
- If the matter remains unresolved, the next step is to include the building principal in the discussion. Full responsibility to resolve conflicts within the school's programs resides with this person.

Emergency Care

Our staff is trained in first aid and CPR. In the event of any medical situation that requires immediate medical attention, we will want your child to see a doctor right away. Please remember to keep your emergency information form up-to-date and inform us immediately if there is any change in your address or phone number. Please make sure we have more than one emergency contact phone number for you for your student.

In the untimely event your child needs immediate medical attention and you cannot be found, your emergency medical release form authorizes us to seek medical care in your name. We will take your child to the emergency room at Sparta's hospital. Information on insurance guidelines is included in the handbook under insurance.
Allergies

Be sure to let us know if your child has any allergies. Latex allergies are becoming more common, therefore, balloons are not allowed in any Sparta School District schools.

Emergency School Closings

If weather becomes threatening prior to the beginning of classes or before dismissal, school may be delayed or canceled. The district will announce closings or postponements on the following radio stations: WCOW in Sparta; WLXR Hit 105, Z93 in La Crosse; WBOG 96.1 in Tomah and WWIS 99.7 in Black River Falls; TV stations: WKBT 8 and WXOW 19 in La Crosse. 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.

Please secure a safe place for your child to be taken to should the district cancel school during the school day. This information will be kept with your child's records and used if needed. If there is a late start due to weather, there will be no AM PreK classes. If there is an early release due to weather there will be no PM PreK classes.

In the event of an emergency due to fire, tornado or other emergency the cooperation of all students is necessary to ensure the safety of everyone in the building. Drills are practiced monthly to insure the safety of all students.

Entrance Requirements

Pre-K children may enter Sparta Pre-Kindergarten if they have reached their fourth birthday by September first. Some three year olds with special needs also are admitted. There is no early admittance into Pre-Kindergarten. Students beginning Kindergarten have to have…

Eye Examinations

Prior to December 31 of your child's kindergarten year, a state law recommends that your child undergo an eye examination by an optometrist or an eye evaluation by a physician. Although these physician evaluations would require a more in-depth vision assessment than the child's pediatrician typically provides at a five-year-old wellness check-up, the Wisconsin Optometric Association strongly recommends a complete examination by an eye doctor. Please plan to schedule this component of your child's pre-kindergarten health testing prior to the start of the school year. Free eye exams are available to children whose families meet certain financial criteria and do not have insurance coverage for vision care. You may contact the Wisconsin Optometric Association for more information at (877) 435-2020 or visit www.woa-eyes.org

Field Trips

Classes may periodically take field trips to local points of interest during the year. Field trips are planned to coordinate with themes studied by a class or to take advantage of special community events. Your permission will be required for trips that require riding a bus.

If you are interested in helping with these as a chaperone, please contact your child's teacher. Siblings are not allowed on field trips. There may be a small fee involved for your participation or entry fee into an event. For the safety of all students, TWO WEEKS IN ADVANCE OF THE FIELD TRIP, you will need to visit www.spartan.org to fill out the link for a criminal background check to be allowed to volunteer/chaperone. This background check lasts for two years. Your name will be added to the Approved Volunteers list until the background check expires. This background check also applies to time volunteering in the classroom when it is planned in advance with the classroom teacher.

Food Service

Part of your child's Pre-Kindergarten curriculum is participation in a nutritional family-style meal. Morning PreK session students will receive breakfast, and afternoon PreK PM session students will receive lunch. Grace and courtesy lessons regarding the social etiquette of eating are encouraged during these times, and students experience socialization. You may notice a difference in your child's etiquette at home. Modeling similar behavior at home reinforces the skills being taught at school. The home is the primary learning place, and you are your child's teacher there.

Kindergarten students will have the same socialization during the breakfast and lunch times when eating with their peers/class.

Sparta Area 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. Prior to the start of the school year, you were sent 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 indicating the meal status. This form needs to be filled out each year to determine qualification for the program.

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 from which meals are charged to and deposits are credited to. When your student has lunch, their account is charged the correct amount depending on their meal status (free, reduced, or paid). School breakfast provided by the district is free for all students PreK - 4. The district asks that you deposit a minimum of a $10.00 deposit. You may refer to the attached school calendar to calculate the number of days, or contact the Food Service Office at 366-3422. Please make checks payable to Sparta Area School District or SASD. Deposit envelopes are available in the school office for your convenience, but if you use your own envelope, please be sure to include your child's First and Last Name and "lunch money" on the outside of the envelope.

Online Payments

The Sparta Area School District is pleased to offer Rev/Trak. Rev/Trak allows parents/guardians the ability to pay online at any time through the school's website. Rev/Trak is found online at www.spartan.org, on the Nutrition Services link. 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 or Nutrition Services (366-3400) for a balance inquiry.

Special Dietary Restrictions and Treats

Some children may follow a special diet for religious or medical reasons. Be sure to notify the teacher if your child should avoid certain foods. All meal modifications will require a diet order signed by your medical physician.

Illness Guidelines

Some children cannot fight disease as easily as others. Allowing ill children to attend school only passes the sickness on to other children and parents. We are taking necessary precautions to maintain a safe and healthy environment in our schools. With your cooperation at home, we can minimize the potential risk to students, staff and our community. (See attached Appendix –

Common Communicable disease chart, which includes additional restrictions for returning to school.)

Please be considerate and keep ill children at home. This includes any of the following symptoms:

- Fever of 100 degrees or higher.
  Must be fever free for at least 24 hours without the use of fever reducing medicine before returning.
- Vomiting or Diarrhea
  Must be symptom free for at least 24 hours before returning.
- Persistent cough along with fever or loss of appetite.
- Yellow or green runny nose – indication of infection.
- Sore throat along with fever or difficulty eating or drinking.
- Rashes
- Pink eye - if the eye is bright red/pink and has a green and/or yellow discharge, your child needs to be checked for pink eye. (Must be able to avoid touching eyes before returning if pink eye is diagnosed.)
- Ear infection – symptoms include pain in ear, often trouble hearing and possibly a fever.
- Stomach ache – A stomach ache can be difficult to evaluate. If it coincides with vomiting or diarrhea, it could be the flu. Many times it is a measure of anxiety. If this worsens or becomes a pattern, you may want to consider looking into it a little more.

To help with your child's attendance and to avoid truancy issues, please ask for a "doctor excuse for school" when taking your child to a doctor of any kind or therapist.

Immunization Requirements

Please check the chart below for your child's immunization requirements.

Age/Grade	Number of Doses
Grade Pre K (2 yrs through 4 yrs)	4 DTP/DtaP/DT ② 3 Polio 1 MMR⑤ 3 Hep B 1 Var⑥
Grade K through Grade 3	4 DTP/DtaP/DT①② 4 Polio④ 2 MMR⑤ 3 Hep B 2 Var⑥

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering PreK through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Varmeans Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Insurance

This is intended as an outline of the student and athletic accident insurance for the coming school year. Below are some areas of importance that should be reviewed and understood by all concerned parties with respect to the coverage guidelines.

Only accidents, which occur in school, sponsored and supervised activities, including participants in interscholastic sports, are covered. Students must notify a staff member of the accident so an accident report can be filed.

Definition of Accident:

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.

A. This plan of insurance is excess only: It will not duplicate benefits paid or payable by any other insurance or plan including HMO's (Health Maintenance Organization) or PPO's (Preferred Provider Organization).
B. The policy will not cover expenses payable under the insured's HMO, or PPO. 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.
C. 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 necessary for the geographic location where services are performed.
D. Specific exclusions of the policy include, but are not limited to, sickness, disease or hernia in any form; non-prescription drugs; fighting; the use of electric biomechanical devices; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).
E. Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Accidents must be reported to the school within 20 days. Proof of loss must be submitted to First Agency, Inc. within 90 days after medical treatment ends. Questions regarding claim procedures may be directed to First Agency, Inc. at 5071 West H Avenue, Kalamazoo, Michigan 49009 or (269)381-6630 or fax (269)381-3055. First Agency, Inc. administers the coverage, which is underwritten by Guarantee Trust Life Insurance Company of Glenview, Illinois.

Medications

For any prescription medication, a parent or guardian must bring in a written, dated, and signed form from the physician with any prescription medication to be administered.

For non-prescription medication, the parent or guardian must bring the medication in its original bottle with written directions regarding the administration of the medication. A parent signed med form is needed. A doctor's signature is not required.

Non-prescription medication will be dispensed just as prescription medications are. Students are not allowed to store any medications in their locker, backpack, or classroom.

Under no circumstances should any medication (prescription or non-prescription) be sent to school with a student or on a school bus. A parent/guardian should always bring the medication into the school office and complete the appropriate forms.

Illness Guidelines

As a general rule, please exclude your child from school if:

- The child does not feel well enough to participate comfortably in activities (extreme tiredness, irritability, persistent crying or coughing)
- The child requires more care than staff can provide without affecting the learning process or the health and safety of the other children.

General Symptom Guidelines (not all inclusive):

- Fever Equal to or greater than 100 degrees- May return to school once fever free for 24 hours WITHOUT the use of fever reducing medications.
- Vomiting or Diarrhea- May return to school once symptom free for 24 hours.
- Rash that is spreading and/or is potentially contagious- May return to school with an MD note once a treatment is started.
- Pink eye, strep throat, and impetigo- May return to school with an MD note 24 hours after treatment is started.

Covid Guidelines

If your child is experiencing any of the following symptoms: Fever/chills, Muscle/body aches, New loss of taste and/or smell, Vomiting, Diarrhea, Cough, Congestion, Shortness of breath, Sore Throat, Fatigue, or Headache please keep your child home from school and contact the District Nurse (Angey Frost) at 608-633-3687 to discuss your child's symptoms and any additional steps that may need to be taken prior to returning to school.

If your student has tested positive for Covid, has had a known exposure to a positive Covid case OR if anyone in the household has a pending or unknown Covid test result please contact the District Nurse Angey Frost for additional information on quarantining.

Non Discrimination Employment Policy Statement

The Sparta Area School District is an equal opportunity employer and does not discriminate against properly qualified individuals by reason of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the National Guard, state defensive force of any other reserve component of the military forces of the United States or this state, or use or non-use of lawful products off the employer's premises during non-working hours.

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 Superintendent's office, 201 E Franklin Street, Sparta, WI 54656, (608) 366-3400.

Parties, Birthdays, Celebrations

Children love to celebrate their birthdays with their friends. 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. 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. (Board Policy #700)

Please do not send party invitations to school to be passed out unless they are for everyone. We do not want any hurt feelings that may be caused by some students not receiving an invitation. All classrooms emphasize celebrations during the course of the year; however, each class adds its own

special flavor to each celebration. Feel free to speak with your child's classroom teacher if you have questions on parties/celebrations.

Physical Education Classes

Physical education classes for the development of large muscle movement will be scheduled weekly. Check with your child's teacher or the newsletter to find out the exact days your child has class. For your child's safety, children are expected to have non-marking rubber-soled tennis shoes.

Professional Qualifications

Parents and guardians of students in the Sparta Area School District have the right to know the professional qualifications of the classroom teachers that instruct their child. The No Child Left Behind federal law allows parents and guardians to request specific information about their child's classroom teachers and requires schools to respond to their request in a timely manner. Parents and guardians have the right to ask for the following information in regards to their child's teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teachers' college majors; whether the teacher has advanced degrees and, if so, the subject of the degrees.
- Whether any educational assistants or similar classroom aides provide services to their child and, if they do, their qualifications.

If you would like to receive any of this information, please forward a written request to your child's building principal.

Proper Clothing

Children are expected to dress in clothing that is neat, clean, comfortable and appropriate for school. Children should be able to put on and fasten the clothing by themselves – pullover shirts, elastic waistband, Velcro sneakers, etc. Young children can't usually manage the shoulder fasteners found on overalls. Flip-flops and dress sandals are strongly discouraged for safety reasons. No student or adult will be allowed to wear caps, hats, or headgear in school. Also, NO clothing advertising alcohol, tobacco, drugs, or inappropriate language is permitted.

During Wisconsin's cold winters, students are expected to wear boots and warm clothing. Jackets, hats, boots, snow pants, gloves or mittens are a must during the winter months as all students go outside for recess. We strongly encourage parents to mark your child's clothing items with their name. This will help the school staff when returning lost or misplaced items to the correct child. Please feel free to check with the office for the location of lost items of clothes, etc.

Reporting Pupil Progress

It is very important for teachers and parents to establish and maintain close communication. Please feel free to ask your child's teacher questions or discuss anything related to your child's progress. However, we ask that you understand that the teacher's responsibility is to the children first. Morning arrival in particular is a very sensitive period when the teachers are greeting each student and setting a calm, pleasant tone for the day. Interruptions need to be kept to a minimum. If you must speak to a teacher, please make arrangements to meet with the teacher. You may also correspond via a note and the teachers will get back to you by phone or will send a note home to set up a conference for you if needed.
In addition to an Orientation, a Fall Conference and a Spring Celebration of Learning 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 areas for improvement
- A chance to cooperatively develop plans for children's continued growth
- Additional conferences will be scheduled upon request.

Report cards are sent home 3 times a year, Nov/Dec, March, and the end of the school year. The weekly parent communication newsletter, "Week In A Peek", will be sent home weekly.

Retention

The philosophy of the Sparta School District is for all students to achieve optimal learning based on high expectations and considerations of their abilities and needs. The Board recognizes that students have diverse capabilities and interests and individual patterns of growth and learning. Therefore, the Board believes that it is important that teachers have as much accurate knowledge of each student as is possible through factors and sources such as tests, observations, academic achievement, skills, portfolios, and communication with parents and guardians.

The teacher shall make a recommendation for retention in Pre-Kindergarten through grade 3 of the Sparta Schools to the elementary principal. The teacher, supervising principal, parent, and other involved school personnel shall discuss the case and carefully evaluate the course of action in the best interest of the child. The decision to retain a child is hopefully in agreement with the parents. However, the final decision rests with the school.

School Bus Guidelines

When riding on a school bus, children are under the jurisdiction of the driver of that bus. It should be remembered that bus riding is a privilege. If your child is having problems on the bus, please contact transportation at 608-269-2069.

A. Students should not be let off the bus anywhere other than school or scheduled bus stops.

B. Students may not have a friend or friends ride who are not assigned to the bus ride with them regularly.
C. Students will be expected to conform to the rules of the bus driver.
D. If your child rides the bus and you plan on picking him/her up, call or send a note stating you are going to pick up your child. If you do not call with advanced notice and your child is placed on the bus, the bus will not be called back to school.
E. Our school policy dictates that when a child is dropped off from a bus, an adult needs to be present. If the bus driver does not feel an adult is present at the drop off point, the child will be transported back to school and the parent will be notified to come to school to pick up the child.
F. All students will be picked up at their door and will only be released when a responsible adult is visible to the driver. If an adult is not available to receive the student, the child will be returned to the school and Monroe County Human Services will be contacted. After the second occasion in which an adult is not present to receive the student, the District will suspend bus transportation for the student for the remainder of the semester.

See Article 518 - Possession or uses of weapons and Article 512 Student Transportation in appendix.

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

Please have your child practice the following transportation safety rules.

1. Stay off the road at all times while waiting for the bus.
2. Wait until the bus comes to a complete stop before attempting to enter the school bus. If you must cross the road, wait for the driver to signal for you to cross.
3. Horseplay is not permitted around or on the bus.
4. In case of a road emergency, students are to remain on the bus.
5. Large cumbersome items that you cannot hold in your lap will not be allowed on the bus. Items such as these may not occupy another student's space nor may it block the emergency aisle.
6. If it is necessary to cross the road after getting off the bus, do so at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction. Wait for the driver's signal to cross.

Misconduct will be reported. Principals will talk with offenders and point out that further problems may lead to a three-day or more suspension of riding privileges. Parents will be notified of the problem. If a student is suspended, parents will be notified.

Bus rider rules and regulations apply to any trip under school sponsorship. Coaches and/or chaperones will be responsible for the behavior of the students they are assigned.

School Property

Lockers, coat racks, cubbies, desks, etc. are assigned to students but are 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 these areas may be removed.

Items removed may be held by the school for return to the parents or guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law. In this case the suspect and his/her parents or guardian shall be notified by the inspecting authority of items removed from the area and of the delivery thereof to law enforcement officials in case of contents so disposed of and of the parent's or guardian's right to obtain other items removed. No personal locks shall be used on school property.

School Safety

Our students' safety is a primary concern in our ever-changing world. Each school has a Crisis Response Plan in place for fire, tornado, or other emergencies that call for keeping our children's safety our utmost priority.

Social Media

The Sparta Area School District utilizes social media to further communicate with parents, students, community members and staff. Through our 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.

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.spartan.org/scripts/cgiip.exe/WService=swStu/fwemnu01.w. This site also allows you to check your student's grades and school nutrition account balance.

Student Code of Conduct

Acceptable forms of student conduct will be encouraged in every area of school property. Poor conduct may limit privileges.

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to 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.

The authority of a school district to suspend a pupil is found at 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 student's parent must be given prompt notice of the suspension and the reason for the suspension. A pupil may be suspended for up to fifteen school days if considered for expulsion.

Student Meals

The School District is not responsible for heating meals that a student brings from home for their breakfast or lunch. If your child is bringing a meal from home, please send a meal that does not require heating.

We strongly encourage you and your child to participate in the breakfast/lunch program provided by the school district. If you do choose to send a meal from home, we encourage you to send a nutritional and wholesome meal.

Student Records

The maintenance of student records is in compliance with state and federal laws, which govern access to and confidentiality of student's records.

Student Transportation

Transportation is provided/available to all 4-year-old kindergarten students. You are asked to complete a Request for Busing at the time your student is registered, and if that information changes, a new form must be submitted prior to August 1st. After that date any transportation changes will not go into effect until after the 5th day of the new school year. Busing request information is entered into the bus routing system, and letters are sent home with bus number and times of pick up and drop off prior to the start of school. Any busing changes requested during the school year will be relayed to you by phone or email. Bused students are delivered to school where a staff person accompanies all the children to the classroom. Student pick up and drop off are at their door, or designated child care provider, and are released from the bus only when a responsible adult is visible to the driver. If no adult is visible, the student is transported back to school where his/her parent will be notified to pick up the child.

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. One childcare change is allowed per semester; otherwise the parent is responsible for transporting the student. A 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 vacation or work, or continuing family emergency). A written request including name, reason and date should be submitted to the principal's office for determination if a busing change can be arranged. Consideration cannot be made for social functions. Two full working days are required prior to the effective date.

An EMERGENCY REQUEST must be filed through the office with an explanation of the emergency and the dates it will be needed. Principal approval is needed for processing and a preferred 48 hrs. turn around is requested when possible. The school district will try to help process all emergency requests as soon as possible.

This is an exciting time in your child's life and the Sparta Area School District is pleased to be part of it. If you have any questions, feel free to call 608-269-2069, Southwest Bus Line Office.

Technology Use

From time to time we may videotape or photograph students at school doing interesting activities like reading, sharing, etc. These forms of technology may be shown to individual classrooms, newspapers, assemblies, concerts, at an Open House or other public gathering, or may be used on our school's web site.

Textbooks/Classroom Materials/Library Books

All materials issued to students that are the property of the Sparta Area School District is the responsibility of the parent. It is expected that these materials will be handled with care and respect. It will be the responsibility of every parent/guardian to reimburse the School District for any materials that may be lost or damaged.

Visiting School

Parents are cordially invited to visit the Sparta Schools at any time. Children are eager to share their school experiences and expect parents to show an interest in their school activities. All visitors must register at the office for a visitor's pass upon arrival. You will need your driver's license to do this. If a parent will be staying the duration of a class period and helping with the class, a background check must be performed two weeks prior to attending. If a parent or grandparent would like to share a meal with a student, no background check will be needed, just a driver's license. We discourage visits by other children (relatives, brothers, sisters, and out-of-town guests). We ask that younger siblings be left with a sitter. To provide an optimum learning environment the students need as few distractions as possible during the day.

Volunteers

There are many times when the school staff could use and welcome volunteer help. We ask that all volunteers fill out a background check form that can be filled out online. Once your background form is cleared, you will be sent a volunteer card in the mail. If you are interested in volunteering, please contact your child's teacher or the building secretary to let them know what days you are available. Classroom teacher will schedule volunteer times. Below are some avenues for channeling your interest in helping the school:

- Parent resource center
- Parent/family nights
- In-class help
- Preparing materials at home to be used in the classroom
- Community/school liaison

Herrman Elementary Handbook

Board Approved: 5/24/22

Sparta Area School District

Student/Parent Handbook

2022-2023

The Spartan Way
Respectful
Responsible
Safe

925 North Black River Street
Sparta, Wisconsin 54656

School Phone: (608) 366-3438 FAX: (608) 366-3437

Visit the Sparta Area School District website at
www.spartan.org

PRINCIPALS	COUNSELORS	SECRETARIES
Mr. Toby Oswald	Hope Anderson	Sue Cox
Mr. Mike Roddick	Haley Lamprecht	Merry Kuderer
	Andrea Ufheil	

Other Contact Information	
Southwest Bus Company	269-2069
District Office	366-3400
Food Service	366-3405

Non-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.

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.

The Spartan Way

Schools within the Sparta Area School District, similar to other PBIS schools across Wisconsin, have created a more positive environment for students and staff by establishing clear expectations for their students and taking active steps in teaching, modeling and reinforcing appropriate behaviors school wide. This initiative will coordinate Positive Behavioral Interventions and Supports (PBIS) throughout the Sparta Area School District and connect PBIS within the greater Sparta community.

The Spartan Way uses common PBIS language to increase understanding and familiarity district-wide. The uniform program makes building transitions easier for students and parents and allows for community involvement and recognition of students. Businesses thought the Sparta School District are also joining The Spartan Way and its key words – Respectful, Responsible, Safe –businesses and organizations have The Spartan Way cards to recognize students exhibiting the desired traits. Window clings have been provided to businesses and organizations that are interested in participating.

Herrman Goal Statements

- Develop a solid foundation in core academic learning.
- Students of all ability levels will have diverse, quality educational experiences.
- Motivate, challenge and engage all students in the learning process.
- Develop in all students the skills required to be successful in the 21st century.
- Foster relationships that promote a responsible and caring environment within our district.
- Encourage the development of personal responsibility for family, community and the world.

Arrival and Dismissal

School hours for Herrman Elementary School are as follows: Classes begin at 7:50 a.m.
Students are not to arrive at school prior to 7:30 a.m. Classes end at 2:40 p.m.

When pupils enter the building after the above listed time, students are expected to go directly to their designated area. Pupils 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 or attend WIN.

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.

Attendance, Tardiness, Truancy (Board Policy Article 501)

If a child is going to be late/tardy or absent from school, the parent needs to call/notify school. Please call the school anytime to leave a message notifying the school of your child's absence. We need to make sure that your child is safe and not stranded between home and school. If your child plans to eat hot lunch and arrives at school late, it may not be possible to order lunch. Please call the school to order lunch by 8:15 a.m. or send a cold lunch with him/her.

State law requires all students to be in attendance when school is in session (Wis. Stats. 118.15(1)(a). A student is considered absent if they are not in attendance for all or part of the school day for which the student is scheduled.

Parents may request that their child be excused for medical reasons (doctor's appointments, student illness, and family medical emergencies), family religious observances, death in the family, or school related events. Parents may request to excuse their child, with prior notice, for family events and vacations (Any missed school work must be made up). The school will accept parent requests and excuses, for the above listed reasons, a maximum of ten times during the school year. Remember, the number of days a parent can excuse is limited to ten days per year, beyond that, a note from a physician will be required before an absence will be considered excused.

Over 45 minutes in any half-day is considered a half-day absence. If a student is absent from school for *less than 45 minutes* in any half-day, it is considered a *Tardy* or *Late*. Tardies are unexcused absences and Lates are excused absences. Reasons for excused absences (Lates) are illness, medical appointments, religious observances, death in family or school related events. Absences beyond these exceptions will be recorded as unexcused.

When a student has an unexcused absence, the school will notify the parent by phone or by letter advising the parent of the unexcused absence/tardy. After the third unexcused absence/tardy, the parent will receive a letter from the principal requesting a meeting with school officials. If a student misses part or all of five or more days without an acceptable excuse within a semester, a plan must be developed with the parent to address the truancy. If the family refuses to meet with school officials and/or the student continues to be truant, a report will be filed with the Monroe County Corporate Council. Students who are age twelve or over are also subject to a fine in Municipal court.

Classroom Parties, Treats, Birthdays, Celebrations (Board Policy Article 700)

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's Nutrition Service will assist parents by providing this service to families at a reasonable cost. If you are interested in Nutrition Service providing this service for your child's treats, please contact them at 366-3422. Beginning in September of 2006, 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.

Parents are asked not to send party invitations to school unless the entire class is invited. We do not want hurt feelings that may be caused by some students not receiving an invitation.

Clothing Guidelines for Weather

60℉ or warmer-no coats/sweatshirts
59℉-50℉ sweatshirt or long sleeves
50℉ or colder coat/sweatshirt
30℉ winter coat

Parent/Teacher Groups (Board Policy Article 617)

Each elementary school has a parent/teacher group. The focus of these groups is to support a strong educational partnership between students, parents, teachers, and the community. Each year the parent/teacher groups hold fundraisers. The goal is to help the staff in as many ways as possible to make the elementary school years a positive, productive and fun learning environment for your child. All parents/guardians are encouraged to get involved with your child's parent/teacher group. Watch for newsletters and notes with information regarding upcoming activities and meeting dates.

Physical Education Classes

Elementary physical education classes are scheduled on a regular basis. Check with your child's teacher to find out the days your child has class. For your child's safety, children are expected to have non-marking rubber-soled tennis shoes.

Reporting Student Progress (Board Policy Article 403)

Progress reports are prepared each trimester and distributed to parents. Face-to-face Parent/Teacher/Student conferences are scheduled in the fall and in the spring. Outside of these scheduled times, feel free to contact the school anytime to check on your child's academic or behavior progress.

Report Cards

Report cards are standards based and student will receive a mark in one of the following categories:

- Beginning
- Developing
- Secure

Volunteering

Under Administrative Rule 170B, it is the policy of the Board of Education of the Sparta Area School District to conduct criminal background checks on all individuals seeking to serve as volunteers, inside or outside the classroom. Background checks for volunteers must be updated every two years.

As of February 1, 2019, the Sparta Area School District has contracted with an online provider, BIB (Background Investigation Bureau), to facilitate quality background checks for all of our potential volunteers. Follow the link below to submit a confidential volunteer application. Please allow up to two weeks for a volunteer background check to be completed.

Volunteer Now

Sparta Montessori Handbook

A Charter School Within the Sparta Area School District
429 N.Black River St.
Sparta, Wisconsin 54656

Board Approved: xxxxx

Sparta Area School District

Student/Parent Handbook

2022-2023

The Spartan Way
Respectful
Responsible
Safe

429 North Black River Street
Sparta, Wisconsin 54656

SCHOOL PHONE (608) 366-3468 FAX (608) 366-3473

Visit the Sparta Area School District website at
www.spartan.org

Dr. Wendy Bernett,
Principal
Alicia Gaunky, Secretary
Carla O'Rourke, School Counselor
xxxxxxxxxxx, School Liaison Officer

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 Area School Office.

Welcome from the principal

Hello! My name is Dr. Wendy Bernett, and I am the principal of Sparta Montessori School.
My goal as the principal is to make sure your students are safe, happy, and loved. Ensuring these things makes it far easier for them to learn.

In terms of learning, my priority is the Montessori Way. As a public charter school, we have to abide by state statutes, but we are able to offer an authentic Montessori experience with a few additions.

Students will have a work block in the morning where they have uninterrupted time to explore their lessons from the week and work on them as much as they like.

I wish to keep communications as open as possible within our community. I am open to any feedback from you and look forward to conversations regarding how we can improve our practices.

Thank you for being a part of our Montessori family!

SPARTA MONTESSORI SCHOOL MISSION: We will provide a Montessori education that emphasizes the growth of the whole child through character education and child-centered learning.
SPARTA MONTESSORI SCHOOL VISION: Children will demonstrate the strength and courage to be positive influences for themselves, the community, and the world.

Arrival and Dismissal

Children's House:

Morning only for PreKindergarten 8:10-10:55, full day for Kindergarten 8:10-3:00PM

E1 & E2 Programs are full day: 8:10-3:00PM

Because there is no adult supervision provided, students should not come to school prior to the start of the school day. Please make arrangements for your child to arrive no earlier than 7:45 a.m.

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 pre-approved individual. Please alert the classroom teacher and/or the office by sending a note or calling if your child will be leaving during the day.

Students are expected to leave the building and school grounds at the close of the school day, unless they have permission from a teacher and are under the supervision of that teacher.

Attendance, Tardiness, Truancy

Reference Board Policy Article 501-Student Attendance

Families should allow extra time and patience for young children to prepare for school. To assist children in forming a good habit of promptness, we ask that each child arrive promptly and be ready to settle into the daily school routine. Not being rushed adds greatly to the young child's peace of mind.

Children are expected to regularly attend the program for which they are enrolled. This is for the child's own welfare; in addition, Wisconsin law states that children six and older who do not attend school regularly must be reported as truant (Wis. Stats. 118.15 (1)(a). A student is considered absent if they are not in attendance for all or part of the school day for which the student is scheduled. The building administrator may excuse absences for medical reasons (doctor's appointments, student illness, and family medical emergencies), family religious observances, deaths in the family, or school-related events.

Parents may excuse their child up to a total of 10 days within the school year for planned absences. However, once the count is beyond ten, a note from a physician will be required before a medical absence will be considered excused.

Over 45 minutes in any half-day is considered a half-day absence. If a student is absent from school for less than 45 minutes in any half-day, it is considered a *Tardy*. Tardies may be excused or

unexcused. Reasons for excused absences are listed above. Absences beyond these exceptions will be recorded as unexcused.

If a student misses all or part of five or more days without an acceptable excuse within a semester, a plan must be developed with the parent to address the truancy. If the family refuses to meet with school officials and/or the student continues to be truant, a report will be filed with the Monroe County Corporate Counsel.

Classroom, Holiday, Celebrations, and Treats

Reference Board Policy Article 700-District Wellness Policy

Holidays

Holidays can provide a chance to experience foods, traditions, crafts, and activities from all cultures. Any activity related to a holiday at Sparta Montessori will be curriculum-related, and religious holidays will be treated in an "educate, not celebrate" way, but there may be activities related to holidays in our classrooms.

Important community activities such as making cards for veterans or nursing home residents will be left up to the classroom but will not span an entire day of learning.

Holidays such as Pi Day and Read Across America Day may be celebrated as a school with dress-up days, etc., and classrooms are welcome to have special academic activities to celebrate.

Treats

Snack time is an opportunity for children to socialize and use grace and courtesy as they sit at a small table for two. Some teachers ask for parent volunteers to bring in snacks. We try very hard to make our snack choices as nutritious as we can. A typical snack might be fruit, applesauce, and crackers with unprocessed cheese, whole grain bread with a natural spread, or vegetables and dip. We avoid chips, candy, food with processed sugar and white bread. Check with your teacher if you would like to make a snack contribution; the teacher will provide you with a list of acceptable snacks for our children.

Parent Teacher Organizations

Reference Board Policy Article 617-Parent Teacher Organizations & Booster Groups

Sparta Montessori School encourages families to get involved in the school of their choice. We have an excellent PTO that is a wonderful way to jump into the action at our school. Each parent is a vital part of the school organization as a whole. No dues are collected; we simply ask for your

participation, interest, and support. The PTO will ask for volunteers periodically through the school year. Please let the principal or a member of PTO know if you are interested in helping out.

Conferences

Parent teacher conferences are held twice per year for all levels. Parents have the opportunity to attend in person or meeting via Zoom if that is more convenient. If parents feel the need to meet with their child's teacher outside of normal conferences, they may contact their child's teacher at any time to plan a meeting.

Governance

Sparta Montessori School is a charter school within the Sparta School District. We maintain a legal contract with the Sparta School Board, offering school choice to parents of children between Pre Kindergarten and 6th grade. The Principal handles the day-to-day operations of the school. The school is accountable to the Sparta School Board and the Montessori Governance Board.

Staff

Each Montessori classroom is directed by a Montessori trained teacher, trained at a Montessori training center. All teachers hold Wisconsin state teaching licenses and many hold Master's degrees. Each classroom also has an assistant. Staff also includes: Special Education, Music, Phy-Ed, Art teachers, School Counselor, LMC Director, Nurse, Health Aide, Food Service and IT support. Some of these positions are shared throughout the district. We have a full time secretary and custodian.

Professional Qualifications

Parents and guardians of students in the Sparta Area School District have the right to know the professional qualifications of the classroom teachers who instruct their child and have the right to ask for the following information:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teachers' college majors, whether the teacher has advanced degrees and, if so, the subject of the degrees.
- Whether any educational assistants or similar classroom aides provide services to their child and, if they do, their qualifications.

- If you would like to receive any of this information, please forward a written request to your child's building principal.

History of Our School

Montessori education in Sparta started as a single preschool classroom of 36 students in 2000 (half attended in the morning, the other half in the afternoon) and was housed in the Sparta Senior High School as part of the newly formed Sparta Charter Preschool. The following year the preschool moved to the AEC building on Franklin Street.

In 2004, Montessori Charter School was formed as a result of parents wanting a Montessori-based education for their children. It consisted of two classrooms at Maplewood Elementary, serving 30 students. In 2005, all Montessori programs in the district merged into one building and became the Lakeview Montessori School, serving over 100 students. In 2009, an E2 classroom (4th & 5th & 6th grades) was started at Meadowview Intermediate.

In 2020, Montessori moved to a larger facility, resulting in all Montessori classrooms being in the same building, and the school name was changed to Sparta Montessori School, housed in the Lawrence-Lawson building. Levels include: Children's House (Pre-Kindergarten and Kindergarten), Elementary 1 (1st, 2nd, and 3rd grades), and Elementary 2 (4th, 5th and 6th grades).

The Montessori Approach to Education

Dr. Maria Montessori, Italy's first female physician, opened her first "school" (*Casa dei Bambini)* in 1907. Based on her observations of children, she developed what has become known as the Montessori approach to education. Fundamental to all of Dr. Montessori's ideas is a deep respect for a child's ability to learn. She recognized that children go through certain phases she called "*sensitive periods*" between birth and age six in which they learn more easily than at any other time in their lives. This potential to learn is dependent on a loving environment that encourages the active pursuit of knowledge.

Dr. Montessori's developmentally appropriate approach to learning is designed to fit each child instead of making each child fit into a preset program. She believed that learning should take place in multi-age classrooms where children who are at various stages of development can learn from and with each other. This learning should take place in a non-competitive atmosphere in order for each child to develop at his/her own speed. Children are grouped from ages 3-6 or Pre-K and Kindergarten in the Children's House, from 6-9 years old, or grades 1-3 in the E1 program, and from 9-12 or grades 4-6 in the E2 program.

Dr. Montessori observed that the way young children learn best is through active, hands-on experiences. She developed the idea of the *prepared environment*, where the classroom contains a wide variety of materials that encourage learning in many areas. The purpose of the materials is not just to impart knowledge to children, but also to help them acquire something infinitely more precious–the unfolding of their human potential and value to mankind.

To aid in this process, classrooms are set up according to these concepts:

- Free flow of socialization and movement within the classroom
- Freedom of choice in selection of materials
- Respect and guidance on self-initiated activities
- Large blocks of work time to allow for full access and development of projects
- Individualized expectations and goals
- Provision for real life experiences and presentation of expanded subject matter

"Our care of the children should be governed
Not by the desire to 'make them learn things'
But by the endeavor always to keep burning
Within them the light which is called
Intelligence"-Maria Montessori

Curriculum Overview

Dr. Montessori designed a number of multi-sensory, sequential, and self-correcting materials which facilitate the learning of skills and concepts. The teacher serves as a facilitator who guides the child in the use of the materials and who is trained to be an unobtrusive observer, role model, designer of the environment, and resource person.

The entire program of learning is purposefully structured and follows a 3-year cycle of curriculum as set forth by Dr. Montessori. Therefore, optimum results cannot be expected either for the child who misses the early years or for one who is withdrawn before he/she finishes the cycle with the basic materials.

The process of learning includes three stages:

1. Introduction to a concept by means of a lesson, presentation, something read in a book, etc.
2. Processing the information and developing an understanding of the concept through work, experimentation, creation.
3. Knowing or comprehending the concept, demonstrating by the ability to teach another, to

express with ease, or pass a test with confidence.

Stage Two is the most important and the longest with its emphasis on developing, working, experimenting, creating, and transforming. This enables the child to really learn and remember what he/she learned.

Allowing the child freedom to select individual activities which correspond to his or her sensitive periods of interest facilitates the ultimate opportunity for development in every area available to the child. Activities will promote emotional growth, social skills, physical coordination, and academic preparation.

This is a brief outline of curriculum areas. For more complete information, the Parent Library in our building LMC has several works by Maria Montessori and those who have studied her methods.

Practical Life

This area includes preparatory activities such as dishwashing, scrubbing tables, pouring, dusting, buttoning, sewing, and cooking. Activities enable the child to develop his or her own inner discipline through the use of his or her hands. The child learns to care for him(her)self and the environment. Grace, courtesy, and table manners are also emphasized.

Sensorial Area

These activities help children order and classify all the impressions they've taken in since birth. They also encourage the child to make comparisons, reason, make judgments, and develop reason skills. They indirectly prepare the child for math and writing by heightening perception skills.

Math

Number concepts are presented, beginning with concrete materials and leading the child slowly toward abstraction. Recognition of the quantity and symbol are developed through hands-on manipulatives that encompass the decimal system, fractions, square roots, cubing, use of the abacus, etc. All four-math operations are pursued.

Language

The child is prepared sensorially for writing and recognizing the alphabet sounds, and these lead the child into an "explosion" of reading. Grammar, speaking, and enjoyment of literature are also an integral part of the curriculum.

Science

Plant and animal life are of high interest in the Montessori classroom. Activities covering the different orders of animals and experiments with plants form the cornerstone of the science area. Microscopes and the natural elements and forces, including magnetism, electricity and gravity pique children's interest through the activities in this area. Outside gardens are cared for by all the children.

Geography and Cultural Studies

The child is made aware of the world through physical exploration of maps, landforms and items from other cultures. Students will assist in charity and community projects to provide practice in social responsibility when projects are available.

Students are exposed to and celebrate cultural holidays within the classroom; this participation does not represent a school-wide endorsement of a particular holiday.

History

The child develops a sense of history through an interdisciplinary approach. Timelines are used to provide a visual overview of change. The child may work within a cycle of historical study, and may choose incidents and concepts of most interest to pursue.

Art, Music, Physical Education, and LMC Technology

The preschool child is exposed to practical art, fitness, and LMC activities within the classroom designed to interest him or her and invite discovery; movement to music and songs are part of Circle Time. K, E1, and E2 children attend formal art, music, phy-ed, and LMC classes taught by a licensed teacher. Regular recess is available daily. The recess matrix is attached here.

On days when students have formal Phy-Ed classes, we have the following expectations:

- Children are expected to wear tennis shoes in the gym.
- Children with long hair must tie it back.
- Pierced earrings may be worn at the child's own risk.

Field Trips

Field trips enhance any study done in the classroom. Families are alerted to an upcoming field trip by receipt of a permission slip. Parents must sign a consent form requesting their child's

participation. Parents available to chaperone field trips are welcomed. Siblings are not allowed to come along as the District's insurance does not cover them. Families will be notified if there is an extra cost for the field trip.

Entrance Requirements

Children's House
Morning: Sparta Montessori offers an AM preschool program. Children must be four on or before September 1 in order to qualify. Children who qualify for special needs or speech education or speech/language support are accepted at three years of age. Parents of children entering preschool need to participate in the child's toilet training if the child is not already trained. Bussing is available both to and from school within the school district.

Full Day: Children who are five by September 1 qualify for full-day multi-age Children's House program. Children are encouraged to participate in the breakfast and lunch program at school. An extended three-hour uninterrupted work time is provided according to Montessori guidelines, followed by lunch and recess. Small group lessons are used to introduce curriculum with either art, music, LMC, or Phy-Ed rounding out the day.

Lower Elementary I (E1)
The Montessori curriculum supports the development of children at this level. The child of 6-9 years enters a time when being part of a group is their main concern; therefore, the environment meets the child's need by providing more project-oriented activities and research. The familiarity of Montessori materials in the E1 class enables children to continue their individual growth at their own speed, while challenging them to greater heights with expanded materials that incorporate higher thinking and organization skills. This is a full day program with a three-hour uninterrupted work block, a similar schedule to the full-day Children's House program.

Upper Elementary II (E2)
The Elementary II (E2) curriculum is a continuation of the Montessori educational experience. Students attending the upper elementary program acquire a strong foundation in academic skills and a genuine love of learning. Students are placed in a multi-age grouping consisting of ages 9-12 (4th-6th grade equivalent). The goal of the Elementary II (E2) curriculum is to lead the students to abstract work. Montessori materials at this level are used to promote classification and organization of information. Students continue to learn through experience and discovery. They explore the wider community through visits, field trips, and community service. They are responsible for planning activities within and outside the school. They do their own research, analyze their information and reach their own conclusions. By the end of the Elementary II (E2) Montessori program, students are expected to be independent learners who have learned how to learn.

The core curriculum for Elementary II (E2) students consists of the following areas of learning:

- Language
- Mathematics
- Science
- Cultural Studies
- History
- Geography
- Social Skills

Birthday Celebrations, Invitations

We enjoy celebrating each child's birthday if they choose with a simple observance and candle lighting ceremony. If you would like to send in a treat, you may send in something that was purchased from the store and has the ingredients listed. Children with birthdays in the summer months may celebrate their "half birthday" during the school year with their class. Children are very aware of being left out. Therefore, in deference to the feelings of all children, party invitations may not be sent or handed out at school.

Testing

Each year the teacher evaluates all children and discusses their progress and plans for entering the next program with the child's parents. Tests are given to children for several reasons, primarily to help the teacher work towards the best interests of the child. Tests will not be used for comparison of children with themselves and to inform teachers about which lessons students need. Student testing is a required part of being a public school, but it is only one way to measure a student's progress, and one test does not come close to telling the student's whole story. We understand this and do not see testing as a value measure.

Our multi-age classrooms and developmentally appropriate activities allow children who are advanced to pursue academic work at their own pace. This is especially beneficial for those who miss the cut-off date for Kindergarten but who are developmentally ready for more challenging work.

Discipline and Ground Rules

Questions about a child's experiences at school should be directed first to the child's teacher. The

teacher is in the best position to answer parent questions. The teacher observes each student as an integral part of his or her role. Our educational approach is based on the following ground rule:

- No one may hurt themselves, another, or the environment. This includes verbal and physical and mental abuse.

The Student Code of Conduct (Board Policy Article 509) can be found here.

Students

Bridging Ceremonies

When a Montessori student finishes their kindergarten, third grade, or sixth grade year, they get to participate in a bridging ceremony. This ceremony symbolizes the growth of the child and the connection between what they have learned and what they will learn in the future. The bridge is a representation of the child moving from one plane of development to the next. Parents and family are welcome to attend, and the whole class joins the celebration.

Personal Belongings

The school is not responsible for the condition or loss of personal items brought to Sparta Montessori. We welcome, however, artifacts from nature or travels or items that extend the classroom learning (books, clothing, photos, music, etc). Toys and stuffed animals, jewelry, cosmetics, etc. should be left at home. Teachers or staff may remove and send home any items, which are deemed inappropriate for the classroom. Toy guns or weapons of any kind (including squirt guns) are not allowed and will be confiscated upon discovery until the parent makes arrangements to pick them up.

Snacks

Snack time is an opportunity for children to socialize and use grace and courtesy as they sit at a small table for two. Some teachers ask for parent volunteers to bring in snacks; others ask for a donation up front to offset the cost for them. We try very hard to make our snack choices as nutritious as we can. A typical snack might be fruit, applesauce, and crackers with unprocessed cheese, whole grain bread with a natural spread, or vegetables and dip. We avoid chips, candy, food with processed sugar and white bread. Check with your teacher if you would like to make a snack contribution; the teacher will provide you with a list of acceptable snacks for our children.

Diapering

The child's parent should bring all diapering supplies for children not yet potty-trained. School personnel will notify parents when a child is running low on diapers/wipes, etc. It is the parent's responsibility to replenish these in a timely manner so the child's needs can be met.

Parents

Communication

Every child is provided a take-home folder in which correspondence between parent and teacher is located. It is the duty of both teacher and parent to check this folder daily for any correspondence from the other party. Teachers may place correspondence that might need parent attention in student folders.

Ways to receive information:

- Principal's newsletter
- Facebook
- Email
- Skyward
- www.spartan.org
- Contact your child's teacher
- Contact the school office

It is important for parents to communicate any changes in a student's life that might affect his or her demeanor at school. Any significant changes should be reported as soon as possible to the child's teacher and/or the office. In addition, parents should notify the school of any changes in address, telephone number, who is picking up the child, etc.

Resources

Many resources exist where families can learn more about Montessori education. Below are some websites and a few book suggestions.

American Montessori Society:

What Is Montessori?
https://amshq.org/About-Montessori/What-Is-Montessori
History of Montessori
https://amshq.org/About-Montessori/History-of-Montessori
Inside the Montessori Classroom

https://amshq.org/About-Montessori/Inside-the-Montessori-Classroom

Understanding Montessori: A Guide for Parents by Maren Schmidt
https://marenschmidt.com/resources/books/understanding-montessori/
The Absorbent Mind by Maria Montessori
https://www.goodreads.com/book/show/60511.The_Absorbent_Mind
Montessori: The Science behind the Genius, 3rd edition by Angeline S. Lillard, PhD
https://www.montessori-science.org/montessori_science_genius.htm

Appendices

Appendix A-2022-23 School District Calendar

Meadowview/STEM Handbook

Board Approved: 5/24/22

Sparta Area School District

Student/Parent Handbook

2022-2023

The Spartan Way
Respectful
Responsible
Safe

1225 North Water Street
Sparta, Wisconsin 54656

SCHOOL PHONE (608) 366-3497 FAX (608) 366-3500
Visit the Sparta Area School District website at
www.spartan.org

STAFF

Principal	Mr. William Ott
Office Secretary	Ms. Heather Pitsenbarger
Assistant Principal & Activities	Mr. Bob Sanders
Office Secretary	Ms. Amy Kiefer
Assistant Principal	Mr. Adam Dow
Office Secretary	Ms. Christi Bender
Police Liaison Officer	Mr. Marc Nelson
Counselor	Ms. Lesley Jacobs (students with last name A-G)
Counselor	Ms. Melissa Frost (students with last name H-P)
Counselor	Ms. Carla O'Rourke (ISA and students with last name Q-Z))

Other Contact Information

Southwest Bus Company	269-2069
District Office	366-3400
Food Service	366-3405

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 Meadowview Middle 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.

Welcome!

Sparta Meadowview Middle School serves as a positive environment for academic and personal development between the elementary and high school years. During these years, a child experiences extreme physical, social, emotional, and intellectual changes. Because of the profound nature of these changes, and the speed with which they occur, it is of the utmost importance that our school responds to the unique needs of the whole child, recognizing that self-esteem is the key to future academic success. We believe that this mission extends to the total school environment.

We provide to our students a healthy and safe environment in which to develop an understanding of and a respect for themselves and others, a love of learning now and in the future, and a sound base of academic skills.

Sparta Meadowview Middle School students are expected to respect the presence of fourth and fifth graders who also attend Meadowview Schools. Middle School students will stay in their areas of the building and campus unless they have permission from an adult to be in the Intermediate School areas.

Please read through this handbook as students are expected to know and understand the policies outlined in it. Please contact the Office with any questions. This handbook was approved by SASD's Board of Education on May 24, 2022. Any changes to this handbook will be communicated to students and families electronically.

This assignment notebook belongs to:

Name _____

CPR Teacher _____

Locker # _____

Chromebook/IPAD Asset Tag #_____

USERNAME:_____Password:_____

Non-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.

Arrival, Dismissal, and Bell Schedule

A bell at 8:00 a.m. allows students to enter the building and go to their lockers and get ready for the day. School begins at 8:05 a.m. Students arriving at school after the 8:05 a.m. bell are late. Students need to be in class before the bell rings to start class.

Before the 8:00 a.m. Morning Bell
Middle School students must wait outside the Middle School doors until 7:45 a.m. when students may enter the building and they should report to Cafeteria. If it is raining or the temperature is below zero, students will be allowed in at 7:45 and must report to the cafeteria..

After School Hours

Students must be out of the building by 3:30, unless participating in a school-sponsored event. Please arrange transportation accordingly. Students are not allowed on school grounds until after school activities are completed (ex. WIN, Clubs, Sports using outside areas).

Dropping Off and Picking Up Students

The safety of students at Meadowview Schools is the responsibility of every adult. We count on parent support and cooperation and appreciate adult assistance. Supervision is not provided before 7:40 a.m. or after 3:30 p.m. When dropping your child(ren) please:

1. First and foremost please watch out for the children, every effort must be made to ensure their safety.
2. Observe all traffic patterns and signs in and around the school.
3. Drivers in the drop/pick up lane must remain with their vehicle at all times.
4. Please pull all the way forward as the cars move through the curb lane.
5. Use turn signals to communicate with other drivers and be observant of other cars as they move through the parking lot.
6. Remember that the drives are one-way.
7. Buses always have the right of way.

Daily Bell Schedule

Homeroom	8:05-8:30
1st Hour	8:30-9:10
2nd Hour	9:10-9:50
3rd Hour	9:50-10:30
4th Hour	10:30-11:10
5th Hour	11:10-11:50 (5th grade Lunch/Recess)

6th Hour	11:50-12:30 (6th grade Lunch/Recess)
7th Hour	12:30-1:10 (7th grade Lunch/Recess)
8th Hour	1:10-1:50 (8th grade Lunch/Recess)
9th Hour	1:50-2:30
10th Hour	2:30-3:15

Wednesday Schedule/1 Hour Early Release

Homeroom	8:05-8:25
1st Hour	8:25-9:00
2nd Hour	9:00-9:35
3rd Hour	9:35-10:10
4th Hour	10:10-10:45
5th Hour	10:45-11:20 (5th grade Lunch/Recess)
6th Hour	11:20-11:55 (6th grade Lunch/Recess)
7th Hour	11:55-12:30 (7th grade Lunch/Recess)
8th Hour	12:30-1:05 (8th grade Lunch/Recess)
9th Hour	1:05-1:40
10th Hour	1:40-2:15

2 Hour Late Start Schedule

Homeroom	10:05-10:10
1st Hour	10:10-10:40
2nd Hour	10:40-11:10
5th Hour	11:10-11:40 (5th grade Lunch/Recess)
6th Hour	11:40-12:10 (6th grade Lunch/Recess)
7th Hour	12:10-12:40 (7th grade Lunch/Recess)
8th Hour	12:40-1:10 (8th grade Lunch/Recess)
3rd Hour	1:10-1:40
4th Hour	1:40-2:10
9th Hour	2:10-2:40
10th Hour	2:40-3:15

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	Battle of Books Chess Club Citizenship Group Outdoor/Nature Club Safety Patrol STOMP Student Council

A.L.A.C. (Alternative Learning Academic Center)

The ALAC room is a separate classroom which serves many purposes. Students may be sent to the ALAC room to complete an "ALAC Fix It" sheet and develop a restorative plan to repair the harm they have caused. Once completed, students may then return to the classroom. Students may request to be sent, or be sent by a teacher to the ALAC room for a quiet place to work, complete late work or complete a missed assessment.

Students are also sent to ALAC when their behavior(s) becomes so disruptive that it affects the other students' learning. Being sent to ALAC for behavior reasons is a serious consequence. Since the student is no longer in the classroom, the classroom teacher will call home and notify the parents/guardians about the misbehavior.

1. Students sent to the ALAC room must report there immediately.
2. Disruptive/disrespectful behavior while in the ALAC room or failure to cooperate with the ALAC room supervisor can result in further disciplinary action.
3. Stay sitting correctly in your assigned desk.
4. Raise your hand to request permission to talk or get up.
5. No visiting, sleeping, or unauthorized food or drawing will be allowed.

6. Students are expected to be working productively on school work.
7. No unauthorized use of electronic devices while in ALAC; these items may be requested to be put on the supervisor's desk.

Assemblies/Concerts/Events

Sparta Meadowview Middle School students will have periodic assemblies to hear presentations, performances, and to recognize the achievements of their classmates. Students always have the opportunity to attend sporting and co-curricular events to support their fellow classmates. Students will be expected to conduct themselves appropriately following PBIS expectations.

Attendance at Athletic Events

All 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.

Attendance

State law requires all students to be at school when in session.

Parents may request to have their student excused for a pre planned absence. The school must be contacted prior to the absence and missed school work must be made up in order for any of these days to be considered excused. *A student will not be excused by parent/guardian request for more than ten days during a school year.*

Students will be excused for other reasons if parent(s)/guardians present a written request prior to the absence. A student with an excused absence must complete any coursework missed during the absence. When a student is ill and has seen a medical professional, parents should submit appointment cards or doctor's notes. If you go beyond the tenth day absent, a note from a physician will be required in order for the school to excuse an absence due to illness.

The school will accept absences due to funerals and family religious observances. State law requires that schools report students who accumulate five or more unexcused absences to the municipal/circuit court system for truancy action. 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. It is the responsibility of any person having control of a child to see that the child meets this requirement.

Please refer to School Board Policy Article 501.

Acceptable/Excused absences:

Medical Reasons:

- medical emergency in family
- medical appointments
- personal illness (doctors confirmation may be required)

School Related:

- school athletic events
- school programs/club events

Religious:

- family religious observance

Family Issues:

- death in family

Lateness

All students are expected to be in class on time. This means they are in the classroom before the bell rings. Parent/Guardian(s) may only excuse tardiness for being late to school; oversleeping is not an excusable reason. Excessive tardiness may result in school discipline and possible truancy. In the event that a student continues to be tardy the following disciplinary actions will take place. Penalties are cumulative each trimester.

5 Tardies = one noon detention
10 Tardies = one noon detention and meet with school counselor
15 Tardies = one noon detention and truancy warning letter sent home
20 Tardies = may result in referral to law enforcement for truancy

Truancy

Truancy is a violation of the Wisconsin law that requires all persons between the ages of six and eighteen to attend school regularly except those not in proper physical or mental conditions. Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from all or part of any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused Absence

Any absence that occurs after the 10th day a student misses school is considered to be unexcused. It is the family's responsibility to get any medical excuses for any day or portion of a day missed. When a student has five unexcused absences within a trimester , he/she is considered habitually

truant under Wisconsin law § 118.16 (1) (a). Please refer to Board of Education Policy Article 543.

Backpacks & Purses

All backpacks, duffel bags and purses must remain in the student's lockers during the school day.

Bicycles, Skateboards, Scooters and RollerBlades

When a student brings a bicycle to school, it must be parked in the Middle School bike racks provided and should be locked when not in use. When on school property, it must be walked. Skateboards, roller blades, wheelie shoes, scooters, and the like are forbidden on school grounds. Please see School Board Policy Article 524.

Bullying/Cyberbullying

Please see the District Handbook for specific information regarding bullying.
Please see Mr. Dow or Mr. Sanders with any bullying concerns. If Mr. Dow and Mr. Sanders are not available, then contact Mr. Ott.

Students can use the STOPit app is an online reporting tool designed to deter and mitigate bullying, cyber abuse, threats, and other inappropriate behaviors, consisting of an app for students to anonymously report incidents to school administrators. The app is free and MVMS's access code is MVMS1225.

Cafeteria

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 7:45 to 8:00 am. We hope that every student takes advantage of this offering to help fuel their minds and bodies for better learning and good nutrition.

A nutritionally balanced breakfast and hot lunch are prepared each day. If you bring your own lunch, you may purchase milk or juice. You may deposit money in your breakfast/lunch account in the counseling office before school each morning or parents can deposit money online as well.

Breakfast and Lunch Time Rules

- Always use manners: "Please" and "Thank You" go a long way!
- No Throwing Food
- No more than 7 students at a table at any time. You may not add or take away chairs from

any table.
- Causing a disturbance in the cafeteria will result in restorative actions or disciplinary actions.
- Clean up after yourselves, someone at each table will need to wash the table.
- Take care in stacking trays - do it appropriately.
- Be sure to have your jacket with you as you will not be allowed to go back to your locker after lunch.

Cell Phones

Cell phones must remain in student lockers at all times during the school day. 7th & 8th graders may use their cell phones during lunch and recess only. Violations will result in the phone being turned in to the office for the rest of the day. If a student refuses to turn the phone in they will be sent home. Offenses will be cumulative for each trimester following this progression:
1st Offense: Meeting with Principal
2nd Offense: Detention assigned
3rd Offense: Phone must be turned into the office for 2 weeks each morning or detention assigned

Cheating

If it appears to a teacher that a student may be involved in an incident of academic misconduct, including but not limited to: cheating on a test/exam, plagiarizing a paper, using someone's writing or ideas as your own, copying or printing from another student's files or interfering with another student's work; the teacher will address the situation with the student. Cheating is the stealing of another individuals work and/or the willful intent of having answers written somewhere to use on assessments, looking at another individuals work to obtain answers in an assessing situation, copying of another individuals homework assignment and/or deliberating sharing answers are some examples of cheating.

Check In Check Out-CICO

CICO is a Tier 2 intervention used to increase positive behavior. CICO is a tool that helps students self-monitor their behavior and provides opportunities for reinforcement of positive behaviors.

- Students often participate in CICO as a result of not meeting classroom or building expectations or by parent or teacher request.
- Once referred, students meet with a school counselor to discuss CICO and how it will benefit the student.
- Parents are contacted that their child will be participating in the program.
- A student checks in with a specific adult at the start of the school day.
- The adult gives the student a point sheet that has the goals/expectations the student is working on.
- The adult speaks briefly with the student in a positive manner, to encourage them and remind them what they need to focus on to meet their goal.
- The student goes through their day with the point sheet having each teacher provide

feedback as to how well the student did during that time period. Teachers need to ask for these sheets for each class.
- At the end of the day, the student checks out with the same adult they checked in with. The adult briefly talks with the student, asking them how they feel they did, what they did well on, and what they need to work on.
- The score is entered into Skyward for monitoring progress.
- The student then takes their point sheet home to show and discuss it with their parents.
- Daily/weekly goal(s) may be used to help the student succeed. Incentives may also be implemented.

Co-Curricular Code and Activities

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 participation in the club, activity, and/or organization. Students signing an athletic code in September will be automatically covered for co-curricular activities. Refer to the Activity Code Handbook for all specifics. Please see the Assistant Principal with any questions.

Students participating in any co-curricular activities are to be in attendance at least one half day in order to participate in any activity on that day. Situations beyond a student's control will be considered. The intent is to prevent participation when illness has kept a student out of school.

Communication with Teachers

Communication between parents and staff members is highly encouraged at the Middle School. Always talk with the school staff closest to the source of the concern. Speak with the teacher first. Many problems that come to the Principal's attention are due to miscommunication or misinformation that could have easily been cleared up by talking with or writing a note to the teacher.

If you wish to contact your child's teacher please send a note, email them or call. Please remember that when class is in session or teachers are conducting instructional or supervisory duties they are not free to converse with parents, however voicemail is always available.

Conferences

We will have fall and spring parent-teacher conferences. These are an important part of communicating with teachers during the school year. Please plan on attending these days.

Dances

School dances occur throughout the year, appropriate and safe behavior is expected. Students will

be expected to follow the PBIS expectations that have been set forth, this includes the school dress code. Parents will be called and students sent home if necessary. Please know when dances end so that you have a ride home. Only SASD district students in grades 7 & 8 may attend dances, no guests are allowed.

Dress Code

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. Please refer to the School Board Policy Article 510. The following apparel will be considered inappropriate and should not be worn to school:

1. Clothing that has a message in 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 distasteful or disrespectful (For example Confederate Flag, Swastika, etc).
3. Outdoor attire is not permitted in the classroom. Winter hats, boots, gloves should be brought to school during the winter months for recess but need to be left in lockers.
4. Wearing hats, caps, hoods, bandannas or sunglasses is not permitted in the building. 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.
5. Immodest clothing, this includes but not limited to midriffs, halter tops, tube tops and skirts and/or short shorts.
6. Clothing on the shoulders should cover undergarments and be school appropriate, spaghetti straps are not acceptable. Students should not come to school in clothing that reveals their midriff or underwear.
7. Going barefoot or in stocking feet is not acceptable or safe.
8. Pants need to be fitted at the waist so that they stay at the waist.

Students not meeting dress expectations will be asked to meet the expectation. Failure to meet the expectation may result in disciplinary action.

Dropping or Adding Classes

Students may add or withdraw from an elective course within 10 school days (5 school days 2nd trimester) of the beginning of the course, without penalty, by following these guidelines.

1. Students withdrawing at the trimester will receive the grade which they earned for that trimester. Students withdrawing during the trimester will receive a failing grade and be ineligible for the honor roll.
2. Parent/guardian must contact the school by note, telephone, or conference to request a schedule change.
3. The student must obtain an approved schedule change from the guidance office.
4. Students in the sixth grade and the first trimester of the seventh grade will be allowed to drop band and/or choir at the trimester for academic reasons not related to their achievement in band and/or choir, without penalty. Parents of students wishing to drop

should first contact the band/choir director to discuss the matter. Eighth grade students and those in the second trimester of seventh grade will receive an 'F' for dropping out of band/choir at anytime other than the trimester. Again, parents of students wishing to drop should first contact the band/choir director to discuss the matter. Students who stop coming to band/choir without approval and required schedule changes will be considered as an unexcused absence.

5. All schedule changes are subject to the final approval of the administration.

Fines/Fees

In order to participate in the 8th grade celebration, students cannot have outstanding fines including but not limited to Chromebooks, power cords and cases deductibles or replacement costs-including, lost or damaged library materials or textbooks, missing athletic apparel or equipment or negative lunch account balances. Students must finish the year in good standing, be free of unserved detention time, must meet attendance requirements set forth by administration.

Fundraiser

We hold one fundraiser each fall for the entire school. It is a great way to raise some extra funds for our students. Please support the fundraiser by having your child(ren) participate. There may also be smaller fundraising efforts for specific groups throughout the school year.

Grades/Grading

Grades are regularly posted on Family Access through Skyward.

A	(100-90%)	Indicates exceptionally fine work
B	(89 – 80%)	Represents better than average work
C	(79 – 70%)	Indicates average work
D	(69 – 60%)	Indicates poor work
F	(59 – 50%)	Indicates unacceptable work
0	(Zero)	Indicates student did not show work

Guidelines used:

- Students cannot receive lower than a 50% for completed work.
- 0 (Zero) is used as an indicator that work must be completed. Teachers are required to develop a plan to work with students to insure that all students complete work.
- Assessments – students scoring below 70% are required to retake assessments–part or all. (Content/skill)
- Assessments–students scoring above 70% may retake assessments–student choice.
- Assessments should be set up by standards/benchmarks.
- Practice work should be directly link to learning targets/standards.
- Practice work will be accepted until the last day of class for full credit.
- Rubrics should be giving to students for all practice work and assessments.

- When calculating semester grades, equal weight will be given to each trimester.

Hallway & Elevator Expectations

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a signed pass from a staff member. Students are expected to follow PBIS expectations. If students are injured and need to use the elevator, they may request written permission from the office for themselves and one helper to assist them. If this is abused the privilege may be revoked.

Homework/Practice Work

Parents may access MVMS daily/weekly assignments on the school website at http://www.spartan.org/schools/meadowview-middle/weekly-assignments/

Honor Roll

Students are recognized each trimester for Academic Achievement. Those with a grade point average from 3.00 to 3.67 are named to the Honor Roll while those students whose grade point average is above 3.67 are named to the High Honor Roll.

Leaving Campus

All requests to leave the building while school is in session, including the lunch period, require prior parental consent and must be cleared through the office. Leaving school without permission is classified as an unexcused absence.

Lockers

Please See: School Property and Lockers, *District Student/Parent Handbook*

No personal locks shall be used on school lockers. Students should not exchange or share lockers or combinations with other students. Do not mark or use adhesives on the inside of the lockers. Magnets are acceptable. *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*.

Messages for Students

Messages are only delivered to students in emergency situations. We do not call students out of class to take phone calls. Transportation arrangements should be made before school. Please understand that texting or calling your child's phone during class times will get your son or daughter

in trouble.

Noon Detentions

If you are assigned noon detention from a teacher you must serve it the day it was assigned. If it is assigned after your lunch for that day then you must serve it the next school day. Missing one day of noon detention will result in having to serve two days.

- Students should get their lunch and then report ALAC room
- Remain silent and refrain from making noises.
- Following expectations and completing schoolwork could result in less time in noon detention.

PBIS (Positive Behavior Interventions and Supports)

PBIS is a proactive approach to discipline that maximizes academic engagement and achievement for all students. Its focus is to create a positive environment for students and staff by establishing clear student behavioral expectations and taking active steps in teaching, modeling and reinforcing appropriate behaviors school wide. Sparta Middle School is committed to helping our students excel academically, socially and behaviorally. Each year we kick off our PBIS program with Tier 1 activities that detail the expected behaviors in all areas throughout the school. All school teaching staff are an integral part of this process and guide our students through role-play, modeling and practice. We acknowledge and reinforce positive behaviors through our Spartan Way cards which are awarded to students, displayed throughout school and turned in for student recognition and reinforcement.

When students struggle to learn school-wide expectations through our Tier 1 PBIS initiatives, Tier 2 interventions are available. These interventions include Check-In/Check-Out (CICO), specific and targeted individual teaching of identified behaviors (SAIG groups) and Mentoring. Through practice and reinforcement, MVM is dedicated to creating a community where all students are successful and feel a sense of belonging.

Minor or Teacher Managed Behaviors	Major or Office Managed Behaviors
Inappropriate Language: Language not suited for school use, including name calling and teasing	Profanity: Use of obscene or foul language including swearing, slurs and gestures
Inappropriate Touching: Not keeping hands, feet, etc. to oneself, public displays of affection.	Physical Aggression: Intentional use of force against another including inappropriate contact and throwing of objects for the purpose of causing harm.
Noncompliant: Not following directions as they are intended, including not being prepared for class.	Defiance: Intentionally ignoring a staff delivered directive or knowingly breaking a school rule after being redirected.

Disruption: A disorderly outburst causing interruption.	Harassment: Verbal or cyber-related behavior intended to disturb, upset, embarrass, or harm someone else.
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.	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.
Dress Code: Not following guidelines for respectful dress at school as outlined by the Student Handbook and School Board Policy.	Truancy: Excessively missing school as determined by the truancy officer.
Unexcused Tardy: Arriving to school after the morning bell without an acceptable excuse.	Vandalism: Intentional and malicious destruction of the property of others causing financial loss.
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.	Stealing: Intentional taking of another person's property without that person's permission.
Unsafe Behavior: Activity that could be harmful to oneself or others.	Third Minor: Student has received third minor within three weeks.
Cheating: Copying answers from someone else or using resources for answers without permission	Unsafe behavior: Behavior that could obviously cause injury regardless of intent.
Cell phone: Not following student handbook guidelines for cell phone use.	Technology misuse: Not using technology in the manner it was intended.

Physical Education Clothing Expectations

7th/8th grade students are required to change into different clothing for Physical Education class. Clothing must be a t-shirt, shorts or jogging pants and it is recommended that it be marked with the owner's name. Each student will be issued a combination lock for their gym locker to keep their gym clothes in for grade 7-8. If the lock is lost there is a $5 lock replacement fee and no personal locks are allowed on gym lockers. 5th/6th grade will not be changing for Physical Education class. All students will need to wear tennis shoes for student safety and to protect the gym floor. A separate pair of shoes can be stored in their locker for all students 5-8. Sandals, boots, Hey dudes, crocs, dress shoes are not acceptable footwear for Physical Education class.

Physical Education Excuses

A note from a parent or guardian must be presented to the teacher if for some reason a student cannot participate in physical education class; or if over a week, a written excuse must be provided by a physician. Limited Activity Excuse: It is necessary to provide the school with a signed and dated doctor's statement in order to excuse a student from physical education because of a serious injury or illness. Please ask your doctor to be specific as to the type of activity that is NOT allowed.

Parking

Please use the parking lot when you need to leave your vehicle or know that you will be waiting for an extended period of time. There is no parking allowed on the curbside lane at any time.

Promotion Activities

Promotion or Retention Standards of performance are required from each person. A school must provide the proper leadership and training in helping students work up to their potential. Promotion and/or retention are determined by the success of each student in meeting these standards. It must be emphasized that the philosophy of student evaluation at Sparta Meadowview Middle School recognizes student effort. Therefore, the responsibility of a successful academic career is the student's. Official Promotion/Retention policy can be found on-line at Spartan.org School Board Policy Article 505-Middle School Promotion and Retention and Article 506B-Promotion and Retention at Eighth Grade or it may be obtained from the Middle School Office.

Public Displays of Affection

Students should not show public displays of affection (hugging and kissing) since they are not appropriate at a middle school. Separation, loss of privileges or disciplinary action may occur for habitual offenders.

Report Cards

Report Cards showing your grades for the past twelve weeks' performance are issued to you following the end of each trimester. If you have questions please contact your child(ren)s counselor.

Recess

Outside Recess

- Appropriate behavior is expected.
- Respect is to be shown for all supervisors.
- All equipment is to be used appropriately. Supervisors will deem appropriate play.

- NO TACKLE FOOTBALL!! Rough play will not be tolerated. That goes for football, basketball, soccer or any other games being played.

Indoor Recess Option

- Please remain seated, but not on the stage.
- Enjoy appropriate use of electronic devices.
- Remember inside voice level-2
- Use of appropriate language is expected.
- Always clean up after yourself.
- Remember that inside recess is a privilege and can be lost, please do not abuse this privilege.

Indoor Recess in the Gym

- When weather dictates we will have indoor recess. Listen for announcements if weather is questionable.
- The climbing wall will not be available during noon recess.
- You may play organized safe games.
- All others are required to be SEATED in the bleachers that are pulled out.

Recess in the Library

- Voice level 1-2
- Students must use the library for project work, research or reading.
- The maximum number of students that can use the library during lunch is 30 students.

Saturday School and/or Summer School

Students are expected to pass all their core classes. If a student receives a failing grade in a core class during 1st or 2nd trimester the student will be able to attend Saturday School, at a time to be determined, to make up the credit. If a student does not complete Saturday school or if the student fails a core class during 3rd trimester then that student will need to make up the credit during summer school.

The Spartan Way
Respectful, Responsible & Safe

Setting	Respectful	Responsible	Safe
All Settings	• Show fairness, respect and support to others • Allow everyone the opportunity to learn • Hats off in building • Use appropriate language • Listen to adults	• Be on time • Be prepared • Be in assigned area • Clean up after self • Follow dress code • Report problems immediately • Check in in the office when coming in late or leaving early • Take ownership for behavior	• Use equipment and materials properly • Take care of self and others • Keep all body parts to self • Use equipment in appropriate area and in designed manner of use • No alcohol, drugs or tobacco
Assemblies/ Events Voice level 0	• Give the speaker/group your full attention • participate when appropriate • Respect the message • Refrain from personal conversations	• Support and encourage all participants • Enter and leave quickly and quietly • Enter and leave at appropriate time • Clean up area	• Walk at all times • Make room for others • No climbing on bleachers or playing under them • Keep hands and feet to self • Follow directions when being dismissed
Bathrooms Voice level 1	• Respect others' privacy • No cell phones • Wait your turn	• Be quick • Be clean • Use minimal paper towels • Walk quietly back to class	• Hands to self and feet on floor • Wash hands with soap and water • Clean up after yourself • Use bathroom fixtures correctly

Bus Voice level 2	• Hands and feet to self • Listen to adult • directions • Treat others how you want to be treated	• Be on time • Keep bus clean • Get on and off at correct stop	• Walk at all times • Sit seat to seat, back to back • Keep aisle clear
Classrooms Voice level 0-2	• Follow directions the first time given • Raise hand to speak • Respectful words and actions • Stay in seat/area • Listen and respect others' opinions • Use technology at appropriate times • Listen to announcements	• Bring and organize necessary materials • Be on time • Try all tasks and give best effort • Complete and turn in own work	• Keep hands, feet and objects to self • Remain in seat and leave only with permission • Enter and exit in an orderly fashion • Collect all of your own belongings
Setting	Respectful	Responsible	Safe
Cafetorium Voice level 2	• Respectful to others • Use good manners • Eat only your own food • Remain seated with no more than 7 per table	• Clean up area • Take what you chose • Keep food in cafetorium • Wait patiently in line • Recycle	• Keep hands and feet to self • Stay seated and raise hand to be excused • You touch it, you take it • Push chairs in • Return/stack trays in orderly fashion

Emergency Drills Voice level 0	• Listen to adult directions • Understand the purpose of the drill	• Remain calm and keep your body under control • Stay with classmates and teacher	• Quietly walk to designated location • Be aware of safety locations and rules
Hallways and Stairwells Voice level 1	• Use respectful language and actions • Use lockers at appropriate times • Maintain inside/outside of locker • Enjoy displays with eyes only	• Keep halls clean • Go directly to destination • Be on time • Carry pass during school hours	• Stay in line and to the right • Walk at all times • Keep all body parts to self • Follow grade designated route
Recess Voice level 3	• Take turns • Include all students • Be a good sport • Use respectful words and actions • Follow game rules • Treat natural environment with respect	• Dress for the weather • Pick up and return equipment Line up promptly • No food outside • Pick up trash	• Use equipment appropriately • Report issues immediately to the adult on duty • No throwing of objects except balls
Technology 	• No bullying or harassing through any digital avenue • Respect any device as if it were your own • Respect the rights of others • Use device as a learning tool	• Do not email or post anything you would not tell your parents • Use at the appropriate time • Be on task with device	• Search approved sites only • Remember your passwords and keep them private • Store safely when not is use

x	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68	70	72	74	76	78	80
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90	93	96	99	102	105	108	111	114	117	120
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80	84	88	92	96	100	104	108	112	116	120	124	128	132	136	140	144	148	152	156	160
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120	126	132	138	144	150	156	162	168	174	180	186	192	198	204	210	216	222	228	234	240
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140	147	154	161	168	175	182	189	196	203	210	217	224	231	238	245	252	259	266	273	280
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	280	288	296	304	312	320
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180	189	198	207	216	225	234	243	252	261	270	279	288	297	306	315	324	333	342	351	360
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260	270	280	290	300	310	320	330	340	350	360	370	380	390	400
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220	231	242	253	264	275	286	297	308	319	330	341	352	363	374	385	396	407	418	429	440
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240	252	264	276	288	300	312	324	336	348	360	372	384	396	408	420	432	444	456	468	480
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260	273	286	299	312	325	338	351	364	377	390	403	416	429	442	455	468	481	494	507	520
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280	294	308	322	336	350	364	378	392	406	420	434	448	462	476	490	504	518	532	546	560
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300	315	330	345	360	375	390	405	420	435	450	465	480	495	510	525	540	555	570	585	600
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320	336	352	368	384	400	416	432	448	464	480	496	512	528	544	560	576	592	608	624	640
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18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360	378	396	414	432	450	468	486	504	522	540	558	576	594	612	630	648	666	684	702	720
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20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400	420	440	460	480	500	520	540	560	580	600	620	640	660	680	700	720	740	760	780	800
21	21	42	63	84	105	126	147	168	189	210	231	252	273	294	315	336	357	378	399	420	441	462	483	504	525	546	567	588	609	630	651	672	693	714	735	756	777	798	819	840
22	22	44	66	88	110	132	154	176	198	220	242	264	286	308	330	352	374	396	418	440	462	484	506	528	550	572	594	616	638	660	682	704	726	748	770	792	814	836	858	880
23	23	46	69	92	115	138	161	184	207	230	253	276	299	322	345	368	391	414	437	460	483	506	529	552	575	598	621	644	667	690	713	736	759	782	805	828	851	874	897	920
24	24	48	72	96	120	144	168	192	216	240	264	288	312	336	360	384	408	432	456	480	504	528	552	576	600	624	648	672	696	720	744	768	792	816	840	864	888	912	936	960
25	25	50	75	100	125	150	175	200	225	250	275	300	325	350	375	400	425	450	475	500	525	550	575	600	625	650	675	700	725	750	775	800	825	850	875	900	925	950	975	1000
26	26	52	78	104	130	156	182	208	234	260	286	312	338	364	390	416	442	468	494	520	546	572	598	624	650	676	702	728	754	780	806	832	858	884	910	936	962	988	1014	1040
27	27	54	81	108	135	162	189	216	243	270	297	324	351	378	405	432	459	486	513	540	567	594	621	648	675	702	729	756	783	810	837	864	891	918	945	972	999	1026	1053	1080
28	28	56	84	112	140	168	196	224	252	280	308	336	364	392	420	448	476	504	532	560	588	616	644	672	700	728	756	784	812	840	868	896	924	952	980	1008	1036	1064	1092	1120
29	29	58	87	116	145	174	203	232	261	290	319	348	377	406	435	464	493	522	551	580	609	638	667	696	725	754	783	812	841	870	899	928	957	986	1015	1044	1073	1102	1131	1160
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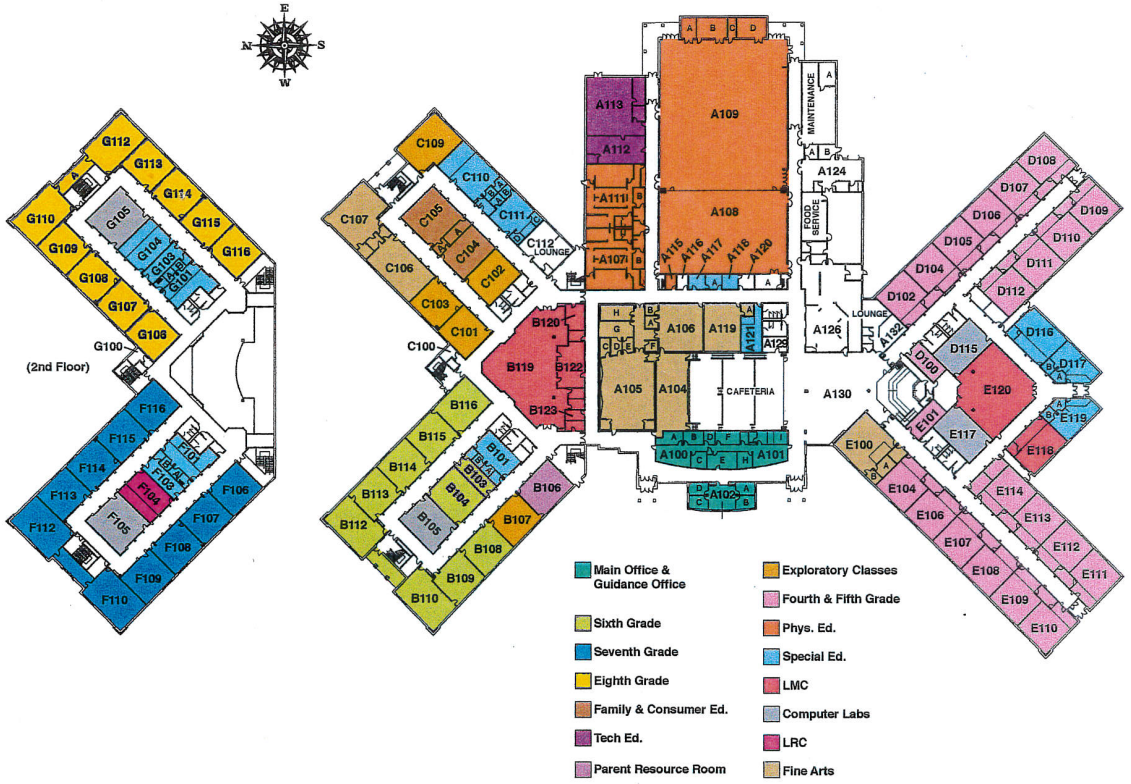
31	31	62	93	124	155	186	217	248	279	310	341	372	403	434	465	496	527	558	589	620	651	682	713	744	775	806	837	868	899	930	961	992	1023	1054	1085	1116	1147	1178	1209	1240
32	32	64	96	128	160	192	224	256	288	320	352	384	416	448	480	512	544	576	608	640	672	704	736	768	800	832	864	896	928	960	992	1024	1056	1088	1120	1152	1184	1216	1248	1280
33	33	66	99	132	165	198	231	264	297	330	363	396	429	462	495	528	561	594	627	660	693	726	759	792	825	858	891	924	957	990	1023	1056	1089	1122	1155	1188	1221	1254	1287	1320
34	34	68	102	136	170	204	238	272	306	340	374	408	442	476	510	544	578	612	646	680	714	748	782	816	850	884	918	952	986	1020	1054	1088	1122	1156	1190	1224	1258	1292	1326	1360
35	35	70	105	140	175	210	245	280	315	350	385	420	455	490	525	560	595	630	665	700	735	770	805	840	875	910	945	980	1015	1050	1085	1120	1155	1190	1225	1260	1295	1330	1365	1400
36	36	72	108	144	180	216	252	288	324	360	396	432	468	504	540	576	612	648	684	720	756	792	828	864	900	936	972	1008	1044	1080	1116	1152	1188	1224	1260	1296	1332	1368	1404	1440
37	37	74	111	148	185	222	259	296	333	370	407	444	481	518	555	592	629	666	703	740	777	814	851	888	925	962	999	1036	1073	1110	1147	1184	1221	1258	1295	1332	1369	1406	1443	1480
38	38	76	114	152	190	228	266	304	342	380	418	456	494	532	570	608	646	684	722	760	798	836	874	912	950	988	1026	1064	1102	1140	1178	1216	1254	1292	1330	1368	1406	1444	1482	1520
39	39	78	117	156	195	234	273	312	351	390	429	468	507	546	585	624	663	702	741	780	819	858	897	936	975	1014	1053	1092	1131	1170	1209	1248	1287	1326	1365	1404	1443	1482	1521	1560
40	40	80	120	160	200	240	280	320	360	400	440	480	520	560	600	640	680	720	760	800	840	880	920	960	1000	1040	1080	1120	1160	1200	1240	1280	1320	1360	1400	1440	1480	1520	1560	1600

SPARTA MEADOWVIEW SCHOOLS

SPARTA MEADOWVIEW MIDDLE SCHOOL • SPARTA MEADOWVIEW INTERMEDIATE SCHOOL



High Point Charter School Handbook

2022-2023
A Charter School Within the Sparta Area School District

Board Approved: xxxx

2022-2023

The Spartan Way
Respectful
Responsible
Safe

506 North Black River Street
Sparta, Wisconsin 54656

SCHOOL PHONE (608) 366-3468 FAX (608) 366-3473

Visit the Sparta Area School District website at
www.spartan.org

Dr. Wendy Bernett, Principal
Alicia Gaunky, Secretary
Carla O'Rourke, School Counselor
xxxxxxxxx, School Liaison Officer

Other Contact Information

Southwest Bus Company	(608)269-2069
Food Service	(608)366-3405

Non-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.

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 High Point Charter 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.

High Point Mission

To extend and strengthen the mission of SASD in educating all students academically, emotionally, and socially, by providing an innovative, high-quality, student-led, project-based learning environment that inspires curiosity and resilience.

High Point Vision

To prepare students to be lifelong learners and global citizens.

High Point was established in the 2001-2002 school year as a project-based school in which students could have more control over how they learn than they would in a traditional setting. Students can choose content or interest areas that engage them, and teachers ensure that the skills they develop are matched by standards we have chosen with the support of the district as a whole.

High Point faculty has chosen the essential standards for each grade, 7-12, so we can ensure that our students graduate prepared for their lives as global citizens and are able to achieve success, no matter what that looks like in today's environment.

Additionally, we are always working on ideas to connect more closely with our community. In our vision, our students' projects will see them working with businesses in Sparta whenever possible, and High Point is more like a home base for a school full of visionaries and entrepreneurs than a traditional classroom.

High Point has a legacy of embracing students who might not feel that a traditional school setting values their needs in learning, and it is very important that we continue the legacy of creation. As education changes, we have to move with the times, so we will make sure that our school supports whatever our students need to be whoever they choose in a world changing as fast as they are, and we want to solidify our existing tradition as a school where our students feel they have a learning community supporting them.

Arrivals/Dismissals

Student school days begin at 7:40 AM and end at 3:00 PM.

All students are expected to be on time to all classes.

Academic Expectations

High Point is committed to academic rigor. The following personal considerations strengthen the means of successful project-based learning. By electing to attend High Point School, students have indicated their willingness and desire to take control of their learning. The following requirements are included in the student contract that must be signed by each student and their guardian each year.

Student Goals:

1. Academic success in a problem-based learning environment. (Earning credits as projected, creating projects that are varied, meaningful, useful, tied to standards, and completed in a timely manner)
2. Successful completion of grade-level requirements (academic, service learning, building) to grow into the following year.
3. Learning about engaging content while mastering academic standards.

Student Responsibilities:

1. Maintain satisfactory work completion in a timely manner, be a good citizen, and attend all classes.
2. Complete all coursework on time (complete weekly tasks in the week they're due to a 70% proficiency rate.)
3. Commit to learning how to be a self-led learner.
4. Be a learner in all aspects of life.
5. Create projects that focus on solving a variety of problems during the year.
6. Be willing to be someone who serves his or her community.
7. Speak respectfully to those around you including other students, teachers, staff, and community members.
8. Use technology responsibly. Phones, tablets, computers, etc. must be used appropriately. Guidelines will be set based on necessity.

Student Accountability:
If a student struggles to make progress toward goals, uphold responsibilities, or meet attendance expectations, teachers and staff will take the following actions for the first and subsequent occurrences:
1. Meet with student and parent(s) to outline expectations not being met and create a plan to improveMeet with student, parent, counselor, and principal to discuss academic or behavior plan
2. Meet to discuss whether High Point is the right fit for the student

Student Attendance Expectations:
1. Attend every class as planned (in-building or online) with parents/teachers. This must be a set schedule and cannot change on a daily or weekly basis.
2. Be visible in online meetings with teachers and classmates.
3. Stay current in all class work. This means completing all work in the week it is due at 70% proficiency. If a hybrid student falls more than one week behind, he/she/they will be expected to attend in building five days per week until they are current in class work for four full weeks. At that time, students, parents, and teachers will meet to create a plan for success before being allowed to return to hybrid learning.

Social Expectations

The following learning community considerations strengthen the means of successful project based learning for the entire school. These expectations help to ensure that all students meet their academic goals.

High Point students are expected to:

- Respect the rights and property of others.
- Respect the safety and health of others.
- Offer help and advice to others.
- Demonstrate the ability to cooperate through a shared dilemma or project.
- Demonstrate an ability to listen to those with differences.
- Deal constructively with negative experiences and/or situations.
- Accept of community imposed limits and rules.

Refrain from encouraging discord and backbiting.
Respect the people in the community and the students and adults at school.

Description of the educational program of Sparta High Point Charter School

Sparta High Point Charter School is a student-directed, hands-on, project-based approach to learning. The philosophy behind High Point is that students can direct their own learning. With the guidance of their instructors, students develop projects, which revolve around their own personal interests. These projects will be linked to the High Point Essential Learning Standards which correlate to the Wisconsin State Standards. Each standard must be met by the students at the secure level. Credits will be assigned to projects, based on the depth of project research and the extent that the project addresses the High Point Essential Learning standards. Sparta High Point Charter School's students will design, develop, and complete projects that afford them the opportunity to earn a minimum of six credits per semester. The Sparta Area School District Pupil Services Department will be consulted in assisting students with special needs in developing and completing projects reflecting their IEP goals and minimum credit requirements.

Enrollment

Application to SHPCS and enrollment in the school is entirely voluntary. No students shall be unilaterally placed in Sparta High Point Charter School.

Enrollment is strictly voluntary. No student will be required to enroll at Sparta High Point Charter School. Final admission to Sparta High Point Charter School will be based on an interview, application, and student academic record. Once a student is enrolled at Sparta High Point Charter School they do not need to resubmit an application to maintain their status.

Should a student exit Sparta High Point Charter School and wish to return, he/she must resubmit the required application materials and participate in the interview process. In the event that there are more applicants than there are open vacancies, Sparta High Point Charter School will accept pupils based on a student interview with a score on a rubric, except that Sparta High Point Charter School will give preference to siblings of pupils enrolled in Sparta High Point Charter School in the prior year. Children of staff who currently work at Sparta High Point and children of governing board members will be given preference.

If space opens during the school year, applicants may be selected and placed to fill vacancies. SHPCS is open to all students including students receiving special education services. Decisions for students with IEPs (Individualized Education Programs) will be on a student-by-student basis. The student's IEP team will meet and decide whether Sparta High Point will meet the needs of the

students. It is possible that students may be admitted on a trial basis to determine what the right fit is for the student.

Enrollment applications are accepted on a rolling basis, and students are accepted based on the waitlist, interview, rubric score, and open seats.

In December of each year, if Sparta High Point Charter School anticipates that applications will exceed capacity, the governing board will notify Sparta Area School District's Business Office of Sparta High Point Charter School's capacity and the number of seats which will be available to residents or open-enrolled students for next year. Students who do not wish to attend Sparta High Point Charter School or who apply but are not admitted may attend Meadowview Middle School or Sparta High School.

Attendance

If students have missing assignments, they are not eligible for hybrid learning and must be physically in school every day, including presentation days.

Enrollment at Sparta High School and Meadowview Middle School

Students attending courses at Sparta High School and Meadowview Middle School will be expected to follow all rules for those schools. While enrolled in courses outside of High Point, students are expected to abide by the rules and regulations in place for each course. They will be expected to complete assigned work, projects, and tests assigned by the instructor. Students will receive a grade at the completion of the course and will have a transcript from that school.

State of Wisconsin Exemptions

All state statutes and regulations will apply to High Point, including state credit requirements for graduation which are as follows:

- English/Language Arts - 4 Credits
- Math - 3 Credits
- Science - 3 Credits
- Social Studies - 3 Credits
- Physical Education – 1.5 credits
- Health – 0.5 credits (in grades 7-12)

District Policy Exemptions

All District policies will apply to Sparta High Point School except for:

Article 403—District Grading and Assessment Policy: SHPS students will be provided a report card specific to High Point projects/curriculum rather than Board approved report cards.

Article 408—Entrance into the School System: Students are to enter SHPS as described under the section titled “Enrollment”.

Article 501--Student Attendance: SHPCS students will be subject to High Point’s specific attendance policy

Article 516-Student Transportation: All Sparta High Point School students will be eligible for transportation per the guidelines in Article 516. Choosing to attend High Point will not exclude students from transportation services as outlined in Article 414.

All other school and district policies and school-wide expectations outlined, but not limited to those listed will be followed as would be for any Sparta High School or Sparta Meadowview Middle School student

Transcript Requests

All high school transcript requests must be completed online at www.parchment.com Instructions are available on the Sparta High School School Counseling webpage.

Policies/Expectations

Age of Majority

All students at High Point Charter School are subject to school district 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.

Attendance at Athletic Events

All High Point students are admitted into home athletic events (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.

Cafeteria/Closed Campus

High Point has a closed campus lunch for all students. Closed campus means that students must remain in the cafeteria area, Main Hall, the immediate front of the building, or High Point

classrooms. 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 only be eaten in the cafeteria or High Point classrooms. It is expected that students will 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.

Drop Off/Pick Up

Students should be dropped off for school in the back-parking lot, near the Alton Ask Gym and enter through the AA Gym doors-not in front of the main entrance as that is for buses only. Students should plan to be picked up in a planned location with their parent/guardian that is not outside of the main entrance. After 3:25 pickups should be outside the AA Gym doors.

Fees/Fines

Fees may be charged to students enrolled in various courses. Fees will be collected by either the classroom teacher or SHS Main Office. All fees must be paid in order to participate in the High Point Graduation Ceremony. Please consult the Sparta High School Course Handbook for classes in which fees are assessed (Board Policy Article 430).

Homecoming/Prom

Any current Sparta High School, High Point, or SAILS student may bring a guest to the Homecoming Dance and/or 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.

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 Point Charter School a safe, supportive environment conducive to learning for all students.

Parking Lot Permit

Each student who plans to drive to school must display an SHS parking permit on the front windshield of their vehicle. Permits are $30.00 for the year and may be purchased in the SHS 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. There is no parking of student cars in the front of the school or in employee parking lots at any time.

Reserved Parking Areas for Students

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

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 this privilege is abused, it will be rescinded. 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

Meeting entrance requirements for post-secondary institutions or other opportunities are the responsibility of the student. It is strongly encouraged that students check these requirements periodically with a school counselor to ensure graduation and post-secondary requirements are met.

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.

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 make up all work missed during the suspension.
4. Students who are suspended must not be on any district property or sponsored events (home or away).

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. In-School Suspension: A suspension which the pupil serves in the school building in a specified area. 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.
3. Out-of-School-Suspension: A suspension which the student serves out of the building, away from the District's building/grounds and events. 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.
4. 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.

Work Programs/Permits

Sparta Area School District 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 Statute 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, or state issued ID card.

Sparta High School Handbook

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. Erik Forde

Counselors: Ms. Hilary Masica, Ms. Maria Cabanit, Ms. Jessica Tripp

Assistant Principal:TBD

Activities Secretary: Ms. Sherri Hemmersbach

Activities Director: Mr. John Blaha

Assistant Principal’s Secretary: Ms. Kayla Megonigle

Police Liaison Officer: Officer Kyle Erickson

Student Services Secretary: Ms. Kim Smith

Principal’s Secretary: Ms. Mideya Acker

Attendance Secretary: Ms. Sheila Gober

Name _____

Semester 1	Class	Teacher
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Lunch		
Period 6		
Period 7		
Period 8		

Semester 2	Class	Teacher
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 planner 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.

Monday/Tuesday Thursday/Friday	Wednesday Bell Schedule	2 Hour Late Start (Gold/Red) (Not Wednesday)
SHS Doors Open – 7:25 Warning – 7:35 Warning – 7:39 1/2 Hr- 7:40-9:10 Warning – 9:16 Grad Group 9:17-9:41 Warning – 9:47 3/4 Hr- 9:48 -11:18 5/6 Hr + Lunch Warning - 11:24 11:25-1:28 Warning – 1:34 7/8 Hr 1:35-3:00 Bldg Clear – 3:05	*Gold is hours 1/3/5/7* *Red is hours 2/4/6/8* SHS Doors Open – 7:25 Warning – 7:35 Warning – 7:39 1/2 Hr- 7:40-8:55 Club/Anc. - 8:55-9:25 Warning 9:31 3/4 Hr- 9:32-10:47 Warning – 11:01 5/6 Hr + Lunch- 10:47-12:38 Warning - 12:44 7/8 Hr- 12:45-2:00 Bldg Clear – 2:05	SHS Doors Open – 9:40 Warning – 9:55 Warning – 9:59 1/2 10:00-11:07 Warning 11:13 3/4 + lunch 11:14-12:56 Warning – 1:02 5/6 1:03-2:10 Warning – 2:16 7/8 2:17-3:25 Bldg Clear – 3:30

Sparta High School Song	Final Exam Schedule
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. 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)	Resource 8:00-8:15 1/4/7 8:20-9:50 2/5/8 9:55-11:35 Lunch/Res 11:35-12:10 3/6/Res 12:20-1:50 Resource 1:50-3:25

Non-Discrimination Statement Regarding Students (Board Policy Article 517)
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: 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.

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 another student's computer files, giving work/answers to another student, or interfering with another student's work. Examples of cheating are: stealing 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 copying another's homework. Plagiarism is the use of someone else's writing or ideas and passing them off as your own. Teachers who suspect academic misconduct will address the situation with the student and inform the administration.

Consequences for Cheating or Plagiarism:

1. May receive a grade of a zero on paper and/ or assignment.
2. Discipline referral sent to administrator and teacher contacts parents.
3. After 2nd offense in the same course, students may be removed from class with "WF" (withdrawn with failure).

ACT Test Dates

March 7, 2023, the ACT test 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.

Early College Credit Program

Students in grades 9 through 12 are permitted to enroll in a UW System institution, or a private, 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 fall and/or spring 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. Fall and/or spring 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 study. 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).

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. To be on the high honor roll students need a cumulative GPA of 3.667-4.00. To be on the honor roll students need to have a cumulative GPA of 3.000-3.666.

Grading Periods
Skyward uses Midterm (M), Term (T, same as a quarter), Semester Exam (SE), and Semester (S). The semester grade is the most important to earn credit for the class and goes on the permanent transcript.

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).

Percent Grade		Percent Grade	
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:

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 (5 hours per semester attending SHS)-pending Board of Education approval
(Class of 2023- 10 hours, 2024- 20 hours, 2025- 30 hours, 2026- 40 hours)

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 the 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. All students will be required to pay for lost and/ or damaged materials. All students entering the LMC must sign in and study hall students not working on the indicated reason will be asked to leave and return to Study Hall. Study Hall students will be limited to those with a D or better (subject to change) in all of their classes unless approved by the Study Hall teacher and LMC staff. Students who are disrespectful or disruptive to the learning environment will be removed and may have their LMC privileges suspended. Food is not allowed in the LMC.

National Honor Society

Students in grades 10-11 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 an 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 there 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.
7. Students cannot “put or send themselves” to the ALAC room.

After School Hours

Students must be out of the building immediately after the last class, unless participating in a school sponsored activity or event. Please arrange transportation accordingly as students will not be able to remain at SHS unsupervised.

Absolutely NO loitering in offices, hallways, during activities, etc. will be permitted. Loitering is defined as visiting, socializing, “hanging out” or conducting non-school related business with school staff or other students.

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-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 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 when students have articles which are hazardous to their safety and others or may interfere with school procedures and may disrupt 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. Use and/or possession of skateboards, scooters, roller blades, or other similar rolling devices is prohibited on District property unless they are part of an organized physical education activity or other school sponsored event. (Board of Education Article 524)

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 guardians may be 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. We ask that notification of daily absences be done prior to 8:00 am. Parents and guardians 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 pre-planned 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
  Pre-planned absence forms, available in the main office, 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 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 Statute 118.16 (1) (c) may be filed when a student reaches 5 unexcused absences in a semester.

Truant students are referred to law enforcement and can be issued a municipal ticket, which includes a fine and mandatory court appearance or referred to Monroe County for Habitual Truancy, which includes a fine, mandatory court appearances, and could include community service, a one year suspension or driver's license, referral to social services and possibly removal to a group home.

All reasonable methods of prevention (verifying attendance, talking to the student, allowing time for parents to update attendance, detentions, contacting parents) will be used prior to referral for a ticket when able.

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 SHS ID at the gate. Students are expected to follow all expectations and the Spartan Way at all events, or future access may be revoked. Additional discipline actions may be taken if expectations are not followed. Loitering is not permitted; students are expected to be viewing the event.

Bikes

Bikes must be parked and locked in the bike rack in the West student parking lot.

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).

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 Student 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 Student 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, designated areas of Main Hall, or the outside picnic areas when supervised. During lunch time, students may not go into the parking lots, walk 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 labs, music areas, shop spaces, main hall, LMC, etc. All students are expected to be courteous and clean-up after themselves in the appropriate area in the cafeteria 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. Door dash orders are to be ordered and delivered during a student's lunch period and to the main office doors. Food will be left for pick up if delivered early or late.

Cell Phones

If cell phones and other personal devices are brought to school, students are strongly encouraged to keep them in their locker as they are responsible for them if they become broken, are stolen, or lost. Cell phones and other personal devices can be used before/after school, at lunch, and during passing time. Cell phones and other personal devices are not to be used during the class period.

Students whose phones are seen, heard, or used during class time, without teacher permission, will be sent to the office to hand over the device being used to office personnel. After the first cell phone violation, a referral will be written and the student will be given the phone back at the conclusion of their day. Additional cell phone and personal device violations may result in detentions, require students to turn in their device at the beginning of the day (returned at the end), their parent/ guardian to come and pick up the phone, and/or additional consequences. Refusal to turn in the device to the office may result in an out-of-school suspension. Failure to turn in the correct device may result in additional consequences. Students are not allowed to photograph, film, or record audio of any student, staff, or visitor on their school issued device, phones, or other electronic devices unless prior approval from staff and for educational purposes. Photography and video recording are strictly prohibited in the locker rooms and bathrooms. (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 towards student or staff. Students who believe they have been victims of cyberbullying should not erase the offending material. A copy of the posted comment(s) should be printed off or screenshot 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.

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.

Major Referral: An electronic Skyward record of a violation of a school expectation. It is usually initiated by a staff member who observed the violation, investigated by administration, contacted families, and documentation of any action and/or consequences taken.

Minor Referral: Documentation of a teacher managed and successful redirection that does not warrant sending the student to the office or a major referral to administration. Minors are monitored and 3 or more in 3 weeks warrant a meeting with administration and possible disciplinary action.

Alternative Learning and Attendance Center {ALAC}: Room 705 is a supervised area used by staff when removing students from class. Being sent 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.

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 any work missed while serving suspension.

Out-of-School-Suspension: A suspension which the student serves out of the building, away from the District’s building/grounds and events. A readmittance meeting may be needed before a student may return to classes. Students are not allowed on school district property or at events during this time.

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.

Detention Procedures

Students who receive lunch detention should report directly to the ALAC room, room 705, by the second bell. The ALAC supervisor will dismiss students to get to lunch and students must report back in a timely manner. Students will follow the general ALAC rules during detention. Only students serving detention are allowed in the ALAC room during lunch. Intentional refusal to go to or serve the detentions may result in additional detentions or consequences.

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 make up all work missed during the suspension.
4. Students who are suspended must not be on any district property or sponsored events during suspension (home or away).

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, 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 includes, but is not limited to: swimsuits, transparent fabric, and visible undergarments worn as clothing.

Students must have footwear; buttocks and cleavage covered. Hoods can be worn in the hallway but not the classroom. 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).

SHS staff has the right to address a student about their attire or refer them to the office for dress code violations.

Drop Off/Pick Up

Students should be dropped off for school in the back-parking lot, and enter through the AA Gym doors (Door N); not in front of the main entrance as that is for buses only. School doors open at 7:25am (subject to change). Students should plan to be picked up in a planned location with their parent/guardian that is not outside of the Main Entrance. Students leaving during the school day are only allowed to leave with a parent or guardian listed in Skyward, unless notified ahead of time. After 3:05 pickups should be outside the AA Gym (Door N) doors.

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 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, alcoholic and non-alcoholic beverages, look-alike drugs, or other such products are not allowed 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 the products, school discipline including detention, in-school suspension, possible out-of-school suspension, possible expulsion, parent and law enforcement notification.

To help ensure 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 mouth 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 that personal electronics, cellphones, headphones, devices, 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. These devices are allowed in hallways during passing time, NOT during class unless approved by the instructor. See the "cell phone" section of this handbook for more information.

Fees/Fines/Restitution

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). Intentional or negligent damage or vandalism of school property may result in repair or replacement costs and referral to law enforcement.

Fighting/Physical Aggression

Any physical contact, including playful or aggressive pushing, slapping, hitting, shoving, tackling, etc. by a student is considered physical aggression or fighting, no matter who is the initial aggressor and is not acceptable nor tolerated on school premises. All parties participating in these behaviors may be disciplined and referred to law enforcement. Students who are suspended for fighting may be required to have a readmittance meeting with parent or guardian and administration before a student may return to classes.

Homecoming/Prom

Any current Sparta High School student may attend and 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. 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, noncompliance, and/ or violence will be denied a guest pass. 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.

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 Director of Student Services at 608-366-3456 or your child's school counselor to find out what services and supports may be available.

Insubordination/Profanity and Public Displays of Affection

Mutual courtesy and respect, as well as obedience of authority, are necessary for the well-being of students 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 law enforcement.

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 times 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 carried to class not 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.

3. Lessons, activities, and homework will be put on Schoology when able.

Medication and Students

Students may not self-administer medication. In accordance with the Wisconsin Department of Public Instruction guidelines, the following regulations will be implemented in the administration of prescription and non-prescription medication to students:

Medication

- For any prescription medication, a parent or guardian must bring a written, dated, and signed form from the physician with any prescription medicine to be administered.
- For non-prescription medication, the parent or guardian should still bring the medicine in the original bottle with written directions regarding the administration of the medicine. A doctor's signature is not required.
- Non-prescription medicine will be dispensed just as prescription medications are. Students should not store any medicine in their locker, backpack or classroom.

Under no circumstances should any medication (prescription or non-prescription) be sent to school with a child or on a school bus. A parent/guardian should bring the medication to the office and complete the appropriate forms.

Illness Guidelines

As a general rule, exclude your child from school if:

- The child does not feel well enough to participate comfortably in activities (extreme tiredness, irritability, persistent crying or coughing).
- The child requires more care than staff can provide without affecting the learning process or the health and safety of the other children.

General Symptom Guidelines (not all inclusive):

- Fever Equal to or greater than 100 degrees - May return to school once fever free for 24 hours without use of fever reducing medications.
- Vomiting or Diarrhea - Must be symptom free for 24 hours
- Rash that is spreading and/or potentially contagious - May return to school with an MD note once a treatment is started.
- Pink eye, strep throat, and impetigo - May return to school with an MD note 24 hours after treatment is started.

If your child is experiencing any of the following symptoms: fever/chills, muscle/body aches, new loss of taste and/or smell, vomiting, diarrhea, cough, congestion, shortness of breath, sore throat, fatigue, or headache please keep your child home from school and contact the District Nurse (Angey Frost) at 608-633-3687 to discuss your child's symptoms and any additional steps that may need to be taken prior to returning to school.

If your child has tested positive, has had a known exposure to a positive Covid case OR if anyone in the household has a pending or unknown Covid test result please contact the District Nurse for additional information on quarantining.

Nutrition Services

Menus
School breakfast and lunch menus may be viewed on the Sparta Area School District website www.spartan.org under departments, nutrition services, menus.

Meal Pricing
Meal pricing can be found on the Sparta Area School District website www.spartan.org under departments, nutrition services, meal prices.

What food items do I need to take to make a Spartan Lunch?
The Sparta Area School District provides an “offer vs serve” meal option to high school students. Students may take and are encouraged to take all 5 meal components for their meal but they can take 3 of 5 meal components to make a Spartan Lunch. The 5 meal components are; meat or meat alternate offering, vegetable offering, fruit offering, grain offering and milk offering. Students can take two fruit and two vegetable offerings with their Spartan Lunch. If students do not take 3 of 5 meal components, they will be charged a la carte pricing.

A la Carte
The high school cafeteria offers ala carte items. Ala carte items and pricing can be found on the High School Nutrislice breakfast and lunch menus. (Right-hand side of menus, scroll down for ala carte item prices.)

Free or Reduced Price Meals
To apply for free or reduced price meals, use the Free and Reduced Meals Application which is mailed to district households the first week of August. You may also obtain a form from your school office or the form can be found on the Sparta School District website under the Nutrition Services tab. Applications can be returned to the school building secretary or the district Nutrition Office located at 900 E. Montgomery St. Sparta, WI. (District Administration Center)

Computerized Lunch System
For your convenience, meal accounts can be accessed online through the Family Access link.

A computerized calling system will be used to call when food service balances are negative. Parents and guardians are responsible to keep positive account balances for their children. The phone message system is a courtesy tool for families. The phone message system will call when a meal account goes negative by default, meaning a child may have gone for example, .30 cents negative from a lunch purchase. Accounts will not be allowed to go negative by default from ala carte purchases. Negative balances are emailed and called Monday through Thursday.

On-Line Payments (User fee applies.)
The Sparta Area School District is pleased to offer Rev-Trak. Rev-Trak allows parents/guardians the ability to pay on-line at any time through the school's website. Check out Rev-Trak online at www.spartan.org. Rev-Trak is located on the Nutrition Services link under payments or the Family Access link.

Breakfast is served daily in each building one half hour before school starts. There are many nutritious choices to choose from daily.

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 from the teacher or a physical pass. Staff have the right to make expectations about passes for leaving their room; for example, no passes in the first or last 30 minutes.

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.

Spartan Way cards are distributed by staff to students who demonstrate Respectful, Responsible, Safe, and Best Effort behaviors within SHS. Parents and community members can nominate a student at SHS's website under "Our School" tab. Students can nominate staff for a Spartan Way card on the SHS's website under "Our School" tab.

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 a 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, towing, and loss of parking privileges.

Reserved Parking Areas for Students
West Lot---- Reserved for students; no parking in the Spartan Way spots, handicap spots (unless with approved permit), along the East side of the lot along the building and the Northwest Lot.

Parking is not allowed in the South Lot or Northeast Lot for staff, SASD van parking spots, Spartan Way spots without pass, or 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. 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 the 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.

Safety and Security

Disorderly Conduct

No student while on school premises or under school supervision shall engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct that creates or provokes a disturbance or lends to the endangerment of the health or safety of another student. Students that engage in this type of conduct may be subject to disciplinary action of detention, suspension, and referral to law enforcement.

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.

Mental Health

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood. Over the course of your life, if you experience mental health problems, your thinking, mood, and behavior could be affected. Many factors contribute to mental health problems, including:

- Biological factors, such as genes or brain chemistry
- Life experiences, such as trauma or abuse
- Family history of mental health problems

Mental health problems are common yet people with mental health problems can get better and many recover completely. If you or someone you know has a mental health problem, there are ways to get help. (Source:www.mentalhealth.gov/basics)

Get Help Now:

- Monroe County Mental Health resources: https://www.co.monroe.wi.us/home/showdocument?id=632
- Great Rivers 2-1-1 (formerly First Call for Help) Free, confidential community information, referrals and crisis line services 24 hours a day. Phone 2-1-1 or 800-362-8255 www.greatrivers211.org
- The Mental Health Coalition of the Greater La Crosse Area is a community coalition composed of advocates for mental health and providers of mental health services. In Crisis? Call 800-362-8255 www.mentalhealthlacrosse.org/resources
- Northwest Connections- provides emergency mental health services 1-888-552-6642
- HOPELINE which they text 741741 to talk with someone via text message.
- Help for Veterans and Their Families Military OneSource is a free service provided by the Department of Defense to service members and their families to help with a broad range of concerns, including possible mental health problems. Call and talk anytime, 24 hours a day, 7 days a week, at 800-342-9647.
- National Alliance of Mental Illness-La Crosse County is dedicated to improving the quality of life for people with mental illness and their families through support, education, and advocacy. HELPLINE: 1-800-273-8255 https://namilacrossecounty.org/

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 and searches at any time by school personnel for any purpose deemed appropriate to protect the health and safety of the student body. No student should have any expectation of privacy with respect related to any locker, desk, vehicle, or other space on school property. Items in lockers, backpacks, and/or on the person that can be used as evidence of violation of federal, state or municipal statutes may be examined, removed and possibly turned over to law enforcement.

Searches of a student's person or personal belongings (backpack, purse, computer bag, etc.) shall only be conducted by school personnel in the presence of another staff member. The search will be as minimally intrusive to the student based on the reasonable suspicion justifying the search.

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 of a civil or criminal nature.

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 School District 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 and expectations, students are expected to follow the Spartan Way. This includes, but is not limited to:

1. Complying with staff and classroom expectations.
2. Attending and being on time to all classes, study halls, Grad Groups, 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.
7. Positively represent SHS outside of school on field trips, as school expectations still apply.

Sparta High School Co-Curricular (Abbreviated Summary)

All students planning to participate in any sports, 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. Exceptions can be pre-approved by an administrator. Refer to the Co-curricular Code Handbook for all specifics.

STOPiT Reporting

STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse, threats, and other inappropriate behaviors, consisting of an app for students to anonymously report incidents to school administrators. The app is free and SHS's access code is SHS506.

Student Expectations for Study Halls

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

Regular Study Hall

1. Students must be prepared to work productively on their school work the entire period.
2. Students may use the LMC if eligible, no D+ or below in the current grading period. Students must sign in and out.
3. Students must have a pass from a staff member to go to another location.
4. Students may listen to music with permission.
5. Students may work collaboratively with permission.
6. Students will have assigned seats.

Freshman Study Hall

1. Students must be prepared to work productively on their school work the entire period.
2. Students may use the LMC if eligible, no C or below in the current grading period. Students must sign in and out.
3. Students may listen to music with permission.
4. Students may work collaboratively with permission.
5. Students will have assigned seats.

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 Readiness

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

1. Have all class materials (writing utensils, paper, textbook, District issued technology (fully charged), and any other materials the teacher deems necessary)
2. Use the restroom between classes and/or during lunch.
3. 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 7:40-9:35 a.m. and during lunch. Any time a student needs to leave the building between 7:40 a.m.- 3:00 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 the Main Office).
2. Phone call from parent or guardian.
3. Medical appointment card.

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

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 absence and 5 unexcused absences may result in referral to law enforcement for truancy.

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 checked out. 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 as a fine.

Work Programs/Permits

For the most updated procedures, please see SHS's "work permit" website and contact your employer.

CO-CURRICULAR

ACTIVITIES 2022-2023

ORGANIZATION/CLUB	FALL SPORTS
A/V Club (Techies)- Camie Schneider	Boys Soccer- Zach Holcomb
Academic Decathlon- TBD	Cross Country- Austin Zajkowski
Archery Club- Rodney McKee	Football- Adam Dow
Art Club- Molly Sprain	Girls Golf- Sara Anderson
Cheerleading- TBD	Girls Tennis- Amy Russ
***Football, Basketball, Wrestling*	Volleyball- Ray Cruz
Color guard- TBD	
Dance Team- Megan Smith	WINTER SPORTS
DECA- Jamie Adams	Boys Basketball- Phil Yahnke
Earth Club- Kyle Hutson	Boys Hockey- Ian Holloway
FBLA- Julie Beyer	**Co-op w/Tomah
FCCLA- Haley Woggon	Girls Basketball-Samantha Weaver
FFA- Eric Follendorf	Girls Hockey- Riley Smith
Game Club- Andrew Bradford	**Co-op w/BRF
HOSA- Craig Lebakken	Gymnastics- Lucille Bennett
International Cultures Club- Lori Hagen	Wrestling- Buck Engel
Intramurals- Jacob Sweeney	
Key Club- TBD	SPRING SPORTS
Leadership Club - Buck Engel	Baseball- Bob Stuessel
Musical- Skylar Erickson	Boys Golf- TBD
National Honor Society- Julie Ender	Boys Tennis- TBD
Powerlifting- TBD	Girls Soccer- Amy Russ
Robotics-Austin Lee	Softball- Kenneth Lindley
Science Olympiad- Craig Lebakken	Track & Field- Mike Jones
Set Construction (all events)- Joel Frazee	
Show Choir- Camie Schneider	Athletic Trainer - Shawn Bloyer
Skills USA- TBD	
Spanish Club - Michelle Glandt	
Student Council- Jacob Anderson	
Trap Shooting Club- Eric Funkhouser	
Yearbook- Jamie Adams	

REGISTER FOR YOUR ACTIVITY ONLINE AT:

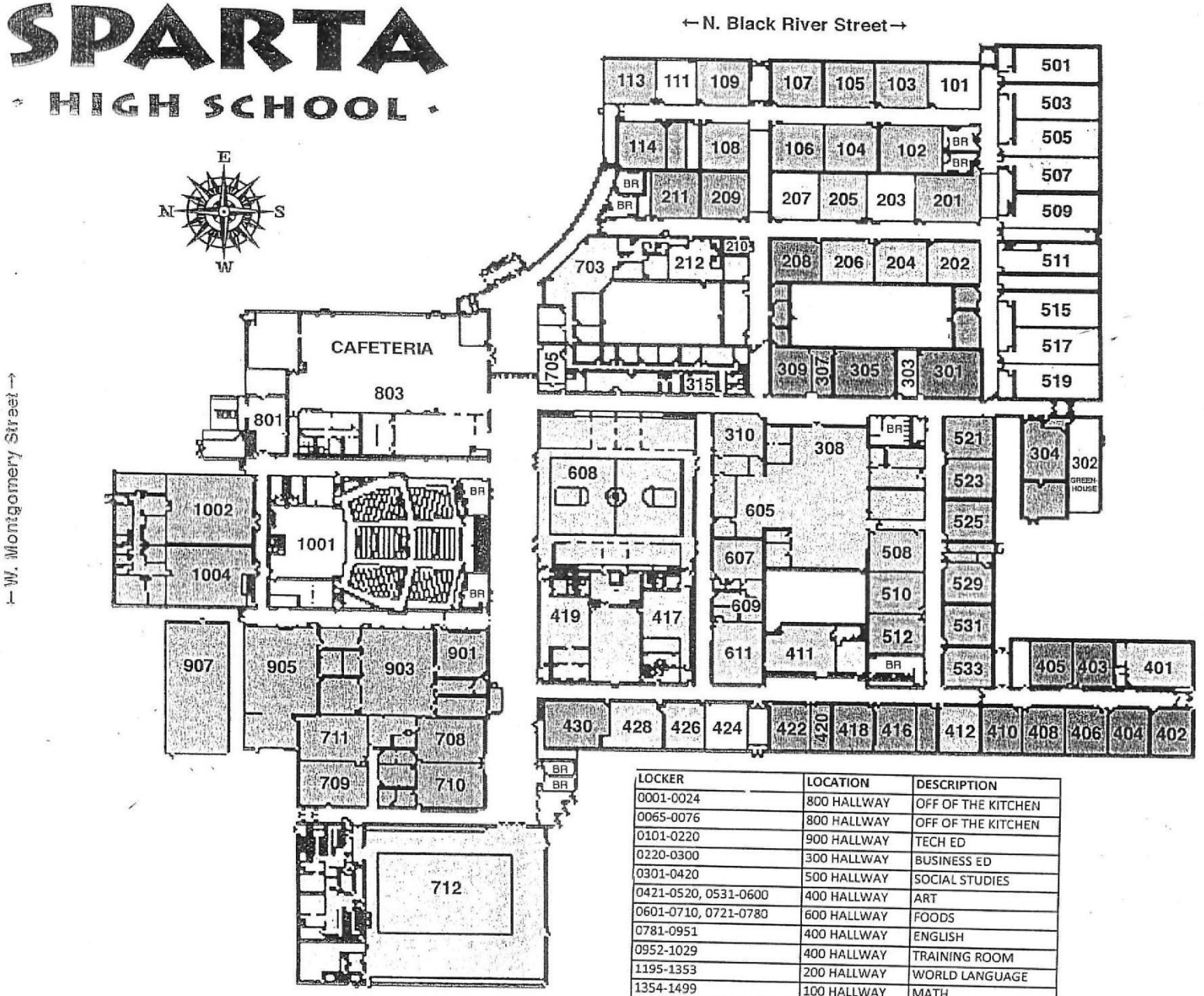
https://Sparta-ar.rschooltoday.com

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

List is subject to change.

FOR UP TO DATE SCHEDULING INFORMATION VISIT: http://www.mvconference.org

SPARTA
HIGH SCHOOL



LOCKER	LOCATION	DESCRIPTION
0001-0024	800 HALLWAY	OFF OF THE KITCHEN
0065-0076	800 HALLWAY	OFF OF THE KITCHEN
0101-0220	900 HALLWAY	TECH ED
0220-0300	300 HALLWAY	BUSINESS ED
0301-0420	500 HALLWAY	SOCIAL STUDIES
0421-0520, 0531-0600	400 HALLWAY	ART
0601-0710, 0721-0780	600 HALLWAY	FOODS
0781-0951	400 HALLWAY	ENGLISH
0952-1029	400 HALLWAY	TRAINING ROOM
1195-1353	200 HALLWAY	WORLD LANGUAGE
1354-1499	100 HALLWAY	MATH

2022-2023 School Calendar

August 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						7

September 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						20

October 2022

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

November 2022

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						19

December 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						16

January 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

February 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						19

March 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

April 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						16

May 2023

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			22

June 2023

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	2

Non School Day

Sep. 5 & 30, Oct. 28, Nov. 23-25, Dec.23-30, Jan. 2 & 16, Feb. 17, Mar, 17, Apr. 5-10, May 29

Work Days for Certified Staff

August 1-31	Window to Work 7.5 Hours
August 15	Mentor Training
August 16	New Teacher Inservice Day
August 17	New Teacher Inservice Day
August 22-25, 30 & 31	Professional Development/Meeting Days

Work Days for Classified Staff

August 30 & 31	Professional Development/Meeting Days

School Start and End Dates

September 1	School Starts
January 3	School Resumes After Winter Break
June 2	Last Day of School **2 Hour Early Release**

Quarter/Semester Dates

November 4	End of 1st Quarter (44 Days)
January 20	End of 2nd Quarter (44 Days) & 1st Semester (88 Days)
March 24	End of 3rd Quarter (43 Days)
June 2	End of 4th Quarter (45 Days) & 2nd Semester (88 Days)

Trimester Dates

November 22	End of 1st Trimester (56 Days)
March 3	End of 2nd Trimester (61 Days)
June 2	End of 3rd Trimester (59 Days)

Certified Staff

176 Days of Instruction

3 Days of Community Outreach (Open House, P/T Conferences, Graduation or as assigned)

7 Days of Professional Development/Work Days: Aug. 1-31(1 day), 22, 23, 24, 25, 30 & 31

4 Paid Holidays (Labor Day, Thanksgiving Day, the Friday before Easter and Memorial Day)

190 Total Certified Staff Work Days

Approved by BOE 01/25/2022

THE SPARTAN WAY

	Respectful	*Responsible*	*Safe*
Classrooms	• Listen and work to understand other's opinion(s) • Use technology only at appropriate times and ways • Stay in seats until the bell rings • Listen to the announcements • Appropriate voice level	• Bring and organize necessary materials • Homework completed with quality on time • Listen to the announcements • Be on time to class • Do your own work • Get prepared quickly • Work during Grad Group	• Leave in an orderly fashion • Collect all of your own belongings • Hands and feet to self
Hallways	• Low voice • Only use technology during passing time • Hats off heads	• Be on time to class • Do not interrupt classes • Go directly to destination • Carry pass during class hours	• Stay to the right • Keep moving • Hands and feet to self
Commons	• Low voice • Use "please" and "thank you"	• Keep food in Commons area • Pay for all items taken • Wait patiently in line for food • Sort tray, food, trash, and recycling	• Push in chairs • Keep area clean • Lunch- backpacks in Main hall
Technology	• No bullying or harassing	• Used at the appropriate time • Used appropriately	• Positive comments
Restrooms	• No cell phones • Quick, quiet, and clean	• Return to class promptly • Use in between classes	• Wash hands • Leave in an orderly fashion
Events	• Respect opponents and official • Participate when appropriate	• Support and encourage all participants • Enter and leave at the appropriate time • Clean up trash and recycling items	• Leave in an orderly fashion • No climbing over the side or back of bleachers or playing under the bleacher
All Settings	• Hats off heads • Appropriate language • Treat others as if this were an employment setting • Follow school and staff expectations • Model positive behavior • Be honest and take ownership • Seek help at the appropriate time	• Place trash and recycling materials in proper receptacles • Clean up after self • Be in your assigned area • Follow dress expectations • Seek help at the appropriate time • Resolve conflicts maturely • Lock up belongings	• Hands and feet to self • No alcohol, drugs, tobacco, etc. • Leave in an orderly fashion • Use equipment in the appropriate and designed manner • Report problems as soon as possible

Sparta High School
Positive Classroom Expectations
SPARTAN WAY

Spartans are…	Respectful	Responsible	Safe	Giving their best effort	Ready to succeed
When Entering the classroom	• Respectful • Phones and headphones away • On time • Appropriate voice level • Find assigned seats • Respectful language • Follow classroom expectations	• On time • Charged Chromebook • Use restroom • Materials out • Check missing work, if absent • Phones and headphones away	• Keep hands to self • Enter orderly	• On time • Bring in organized materials	• Greet teacher and fellow students • Appropriate classroom attire for workspace • Organized and ready to learn • Be prepared for class • Be open minded
The Teacher is Speaking	• Listen • Raise hand • Technology put away • Positive body language	• Take notes • Participate • Use technology as directed • Be receptive and willing to learn • Remain in class unless given a pass	• Remain seated • Hands to self • 4 on the floor • Wait for direction until beginning activity	• Positive body language • Active listening • Be receptive and willing to learn	• Ask questions • Take appropriate notes • Eye contact with the speaker • Engaging with the lesson
Using Chromebooks	• Use when appropriate • Show proper care • No bullying or harassment • Ask permission before touching or using others Chromebooks	• Bring charged Chromebook • Use for the educational purpose	• Appropriate sites • Remain a surface and charging area others won't trip on • Use Chromebook case during transportation • Show proper care towards Chromebook • Use proper digital citizenship • Report problems and misuse as soon as possible	• Charged • Use Chromebooks for academics not recreational	• Keep eyes on own screen • Report problems and misuse as soon as possible
Working Independently	• Keep eyes on own work • Stay on task • When finished use time productively • Know when to remain silent	• Following directions • Engage in work • Have appropriate materials • Complete your own work • Remain in class unless given a pass	• Follow classroom rules and expectations • Organize workspace • Keep to yourself as is appropriate to the task	• Use time wisely • Use resources productively and efficiently • Be academically honest	• Know due dates • Organize workspace • Set goals • Give your best effort and do your best work
Working with a Group	• Appropriate voice level • Active listening to others • Honoring others opinions • Stay present in your group	• Demonstrate appropriate social skills • Be a positive group member • Do your part • Follow through on your commitments • Remain in class unless given a pass	• Organize workspace • No horseplay • Respect personal belongings and space • Keep words safe • Use to materials in their intended manor	• Use time wisely • Stay on task • Offering constructive input to the process or goal	• Willingly participate for a role or task • Display a positive attitude
Using Classroom Equipment	• Be honest and take responsibility • Use materials for their intended purpose • Return items to their proper place • Ask permission to touch items that are not yours • Treat each item like it's your own • Hands off equipment when prompted • No removal or modification of equipment	• Read and follow directions • Clean up after yourself • Learn how to properly use and maintain equipment • Ask questions for clarification	• Proper clothing and attire for the workspace • Report equipment that may pose a hazard • Use equipment appropriately • Unplug items when not in use	• Use time with equipment wisely • Assemble needed materials and equipment in a timely fashion	• Maintain an organized and orderly workspace • Make sure everyone has equitable access • Use materials/equipment for their intended purpose
At the End of the Period	• Work until bell rings • Remain seated • Clean up work area • Push in chairs	• Return materials to proper place • Record what is due the next day • Remain in class unless given a pass	• Remain seated • Push in chairs • Clean up work space • Leave classroom in an orderly fashion • Unplug items	• Ask questions before leaving • Bell to Bell	• Use tracker or organizer • Plan on being to next period on time or with a pass

SAILS Handbook

2022 - 2023

Contact Information

Address: 900 E Montgomery St, Sparta, WI 54656
Phone: 608-366-3430
FAX: 608-366-3529
Webpage: https://www.spartan.org/schools/sails-charter-high-school/index
Facebook: Sparta Alternative Independent Learning School

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.

Principal	John Blaha
Teachers	Sara Anderson Kirk Lebakken
Office Secretary	Kylee Brooks
Educational Assistants	Autumn Bender Heather Stewart
Student Services	TBD

Facility Maintenance TBD

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 SAILS. 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.

Non-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 https://www.spartan.org/schools/sails-charter-high-school/index. 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 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

2022-2023

A sincere welcome to you, the student body of SAILS, as we begin the 2022-2023 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 7, 2023 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.

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. Use and/or possession of skateboards, scooters, rollerblades, or other similar rolling devices is prohibited on District property unless they are part of an organized physical education activity or other school-sponsored events. (Board of Education Article 524)

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