

Sparta Middle School

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2015-2016 ***STUDENT HANDBOOK***

District Mission

Empower all students to be lifetime learners who are responsible, productive citizens in a changing, global society.

PLC Mission

Sparta Schools exist to provide each student and teacher a diverse education in a safe, supportive environment that promotes responsibility, respect, and the focus to become a life-long learner.

District Philosophy

Sparta School District, in collaboration with community members, functions as key facilitators of learning and problem solving while enabling students to assume greater responsibility for their learning and behaviors. Sparta R-III Schools will provide an environment for all students to develop individual talents, knowledge and technological skills. Students will be prepared to make appropriate choices, participate effectively in vocational pursuits, and become responsible citizens of the twenty-first century.

This handbook belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____ STUDENT NO. _____

Handbook Index

<u>SUBJECT</u>	<u>PAGE #</u>
Welcome-----	3
Hallway Passport-----	4
School Calendar-----	6
Technology Usage Policy-----	7
Middle School Bell Schedule-----	8
Master Schedule-----	9
Counselor-----	10
Student Information-----	10
Drug Testing Policy-----	13
Medication Permission Form-----	18
Drills-----	20
Extracurricular Activities-----	20
Transportation-----	21
Bullying Policy-----	21
Discipline Policy-----	22
Code of Student Conduct-----	23
Federal Forms-----	28
Legal Policies-----	31

WELCOME

Welcome to the 2015-2016 school year. We hope that your summer has been enjoyable and gratifying. We challenge and encourage each of you to become an active participant in the classes and activities of SMS. Take advantage of every opportunity. Your active involvement will make your school year a rewarding one. This handbook has been provided as a vital part of your school information system. The intent of these policies and procedures are to insure a safe, orderly, and productive atmosphere for all students.

Mr. Rocky Valentine
Middle School Principal

Board of Education

Danny Joe Rains	Clay Loveland - President	Raymond Eaton
Dennis Lilly	Betty Braden	Keith Gimlin
	Keith Roller	

Handbook Agreement

I, _____ (student) have read the 2015-2016 Student Handbook and I understand the policies and procedures that I am responsible for following as a Sparta student.

Student Signature _____ Date _____

I, _____ (parent) have read the 2015-2016 Student Handbook and I understand the policies and procedures that I am responsible for following as a Sparta parent.

Parent Signature _____ Date _____

Hallway Passport - 1st Semester

	<i>Date</i>	<i>Time In/Out</i>	<i>Destination</i>	<i>Teacher</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Hallway Passport – 2nd Semester

	<i>Date</i>	<i>Time In/Out</i>	<i>Destination</i>	<i>Teacher</i>
1				
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4				
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9				
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12				
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14				
15				
16				
17				
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19				
20				
21				
22				

2015-2016 School Calendar

August	5, 6, 10, 11 12	Teacher Workdays First Day of School
September	7	Labor Day (No school)
October	9 22 23	End of 1 st Quarter No School Parent/Teacher Conference 12:30 – 7:00 PM No School
November	25-27	Thanksgiving Break (No school)
December	18 21-31	End of 2 nd Quarter Christmas Break (No school)
January	1, 4 4 5 18	No School – Christmas Break No School - Teacher In-service (8:00-3:30) (1 st Snow Makeup Day) Back in Session Martin Luther King, Jr. Day (No School) (2 nd Snow Makeup Day)
February	25 15	Parent/Teacher Conference (3:30-7:00) President’s Day (No School) (3 rd Snow Makeup Day)
March	4 7-11 25	End of 3 rd Quarter Spring Break (No School) No School Easter Break
April	11	No School- Teacher In-service (4 th Snow Day Makeup Day)
May	12 16	Last Day of School Teacher Workday

Snow Days Make-Up:

Day 1-	Jan 4	Day 6-	May 17
Day 2 -	Jan 18	Day 7-	May 18
Day 3 -	Feb 15	Day 8-	May 19
Day 4-	Apr 11	Day 9-	May 20
Day 5-	May 16	Day 10-	May 23

Technology Usage Policy

Abbreviated Version

The Sparta R-III School District recognizes the educational and professional value of electronics-based information technology. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of each student of the district. Use of the technology resources in a disruptive, inappropriate, or illegal manner impairs the district's mission, squanders resources, and will not be tolerated.

Use of district technology is a privilege, not a right. All district technology resources are considered school property. The district may examine all information stored on district technology resources at any time. A user does not have a legal expectation of privacy in any activities involving district technology resources. The district will monitor the on-line activities and operate a technology protection measure on all computers with Internet access, as required by law. The district's technology resources are not a public forum. The district may monitor employee and student technology usage. Any violation of district policy, regulations, or procedures may result in disciplinary action. Every person that uses the technology at Sparta R-III must have a signed User Agreement.

User Agreement

This signed agreement must remain in the planner. You may be asked to display this page to various teachers or administrators throughout the year. Students will not be able to use the district's technology resources until the student and parent sign the agreement form.

I, _____ a (n) student /parent /employee of the Sparta R-III School District have read the above Technology Usage Policy and understand the rules and regulations set forth and approved by the School Board. I understand the penalties for violating any portion of this policy are stated in the Code of Student Conduct in this handbook.

Student Signature

Parent Signature

Sparta School Song



**So here's dear ole' Sparta to you,
May we ever and always be true.**

**Proudly Her praises we sing,
Through all ages may they ring.**

**And all through the days we'll recall,
The School loved by us best of all.**

**So here's dear ole' Sparta to you,
And to Her colors always true we'll be forever.**

Middle School Bell Schedule

Monday Bell Schedule

First Bell	7:50 AM
Period 1	7:55 -- 8:45
Period 2	8:49 -- 9:39
Period 3	9:43 -- 10:33
Period 4	10:37 -- 11:27
Period 5	11:31 -- 12:21
Period 6	12:52 -- 1:42
Period 7	1:46 -- 2:36
5 th Lunch	10:40-11:05
6 th Lunch	11:27 – 11:54
7 th /8 th Lunch	12:21 – 12:48
<i>6th Grade 5th hour 11:58 starting bell</i>	

Tuesday-Friday Bell Schedule

First Bell	7:50 AM
Period 1	7:55 -- 8:45
Period 2	8:49 -- 9:39
Period 3	9:43 -- 10:33
Intervention	10:37 -- 11:02
Period 5	12:27 -- 1:17
Period 4	11:06 -- 11:56
Period 6	1:21 -- 2:11
Period 7	2:15 -- 3:05
5 th Lunch	10:50-11:40
6 th Lunch	11:02 – 11:29
7 th /8 th Lunch	11:56 – 12:23
<i>6th Grade 4th hour 11:33 starting bell</i>	

Arrival and Departure:

1. No student should arrive at school before 7:25 AM.
2. After arrival, students are not to leave school grounds without permission from the principal.
3. 5th and 6th grade students must remain in the cafeteria until the 7:50 AM bell.
4. 7th and 8th grade students must remain in the middle school gym until the 7:50 bell.
5. If students arrive at school after 7:55 AM, they must sign the late arrival log in the office. Students will be considered tardy if they are not in class at the beginning of the class period.
6. If students must leave before 3:05 PM, they will need a note from a parent or physician and the parent must sign the departure log in the office.
7. All students should be out of the building or in an assigned area with a teacher or coach by 3:10 PM.
8. All walkers and bicyclists must wait until the school buses have cleared the area before leaving campus.

Student Drop-off and Pick-up

Students who are brought to school and/or picked up from school need to meet their ride on the east side of the building at the cafeteria doors.

2015-2016 MIDDLE SCHOOL MASTER SCHEDULE

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
Baldwin	5 th Art	6 th Art	8 th Art	7 th Art	HS	HS	HS
Buist	8 th FACS	PLAN	HS	HS	HS	HS	HS
Call	SPED	SPED	SPED	SPED	SPED	SPED	SPED
Clark	6 th Math	PLAN	6 th Math	6 th Math	6 th Math	6 th Math	6 th Math
Clubb	SPED	SPED	SPED	SPED	SPED	SPED	SPED
Heinrichs	5 th Computers	8 th Computers	Elementary	Elementary	Elementary	Elementary	Elementary
DeLap	6 th Social Studies	PLAN	6 th Social Studies	6 th Social Studies	6 th Science	6 th Science	6 th Science
Loftis	6 th Reading	PLAN	6 th Reading	6 th Reading	6 th Language Arts	6 th Language Arts	6 th Language Arts
Jessen	PLAN	7 th Science	7 th Science	8 th Science	7 th Science	8 th Science	8 th Science
Kimball	PLAN	5 th Grade ELA	5 th Grade ELA	5 th Grade ELA	5 th Grade ELA	5 th Grade ELA	5 th Grade ELA
Lafferty	PLAN	5 th Math	5 th Math	5 th Math	5 th Math	5 th Math	5 th Math
M. Smith	PLAN	5 th Grade SCI/SS	5 th Grade SCI/SS	5 th Grade SCI/SS	5 th Grade SCI/SS	5 th Grade SCI/SS	5 th Grade SCI/SS
Loveland	PLAN	7 th Social Studies	8 th Social Studies	8 th Social Studies	8 th Social Studies	7 th Social Studies	7 th Social Studies
C. Smith	7 th Reading	7 th Reading	7 th Reading	PLAN	7 th Language Arts	7 th Language Arts	7 th Language Arts
Tipton	5 th Music	6 th Band	8 th Band	7 th Band	HS	HS	HS
Twente	7 th Math	PLAN	7 th Math	8 th Math	7 th Math	8 th Math	8 th Algebra
Wallace	5 th PE	8 th Health	8 th PE	8 th PE	HS	HS	PLAN
Queen	HS	HS	HS	PLAN	8 th Language Arts	8 th Language Arts	8 th Language Arts
Winkle	8 th Yearbook/8 th Yearbook	TECH	TECH	7 th Computers	TECH	HS	HS
Young	7 th /8 th Choir	8 th FLEX	Elementary	Elementary	Elementary	Elementary	Elementary

Positive Behavior Interventions & Support (PBIS):

School-wide positive behavior interventions and support is a system that is developed by a school for improving student behavior: It is used:

- with all students
- across all environments in school (classroom, lunchroom, restrooms, gymnasium, etc.)
- to help schools to create effective learning environments

School-wide positive behavior interventions and support is a planned way to meet the behavioral needs of students in a school.

COUNSELOR

The Missouri Comprehensive Guidance Program is adopted by the Sparta R-III Board of Education and implemented by the counselor. The components of the Sparta Guidance Program include:

- a curriculum which provides guidance content in a systematic way to all students
- individual planning
- responsive services and system support.

The counselor uses structured groups, consultation, guidance curriculum implementation, assessment, planning, individual and small group crisis and development counseling, referral, program management and coordination to meet the needs of the Sparta R-III School District.

STUDENT INFORMATION

Cell Phones/Electronics Devices:

At the 7th and 8th grade level, Cell phones and electronic devices are allowed before and after school and during lunch. If, during these times, they are used inappropriately, students will be subject to consequences as determined by the Code of Student Conduct. At all other times cell phones are not to be seen. If a student needs to communicate with a parent, there is a phone available for student use in the office.

At the 5th and 6th grade level, cell phones and electronic devices are not allowed during the school day unless special permission is granted. See Section IV. E in the Code of Student Conduct for consequences.

Attendance Policy:

To comply with the Missouri School Improvement Plan 5 (MSIP 5), our school must meet the 90/90 rule. The 90/90 rule states that 90% of the students must be present 90% of the time. Whenever a student is not present, is late to school, or leaves early; their attendance percentage decreases. It is important that parents/guardians notify the school when their child has been absent. This helps us with record keeping, **but it does not excuse the absence** for the State of Missouri. Below is our process for monitoring excessive absences:

Step 1=6 absences, letter home, school counselor intervention

Step 2=9 absences, letter home, compulsory notification, principal intervention

Step 3=12 absences, letter home, compulsory attendance notification, attendance plan

Step 4= 15 absences, letter home, parent/principal conference

Step 5= 18+ absences, letter home, contact Division of Family Services or other agencies

Tardy Policy: (All tardies are calculated per quarter)

A student is tardy when he/she is not in the room when the bell has stopped ringing. Teachers may define a tardy in more restrictive terms depending on the nature of the classroom. Such restrictions must be given to the student in the form of a policy statement the first week of classes. The tardy policy will be as follows:

1st Offense (3 Tardies): After School Detention

2nd Offense (5 Tardies): Detention, Saturday School, or ISS

3rd Offense (6 Tardies): Saturday School, ISS or OSS

Subsequent Offenses- Saturday School, ISS or OSS, at the discretion of the principal.

****Any missed ASD/ISS/OSS time without prior administration approval, will result in further disciplinary action.***

Make-up Work Policy:

Students will have one day per excused absence to make-up missing work. For example, if a student is absent on Monday, then missed assignments will be due on Wednesday. Students will be responsible for all make-up work.

Classification/Promotion of Students:

Promotion and classification of students in the Sparta R-III School District is at the semester. Those who have satisfactorily completed the 8th grade in an accredited school will be classified as 9th graders. The classification of transfer students will be determined by the evaluation of transcript and attendance records. Grades given at the first and third quarter carry no credit, but only indicate possible semester grades.

Changing Schedules:

Changes will be kept to a minimum and made by the counselor and/or principal only in cases where a change is beneficial for all parties involved.

Honor Roll and Academic Letter:

The Honor Roll will be calculated after each semester and will consist of students with a grade point average between 3.0 - 4.0 broken down into the following tiers:

Superintendent's Honor Roll	3.9 – 4.0
Principal's Honor Roll	3.5 – 3.89
Honor Roll	3.0 – 3.49

Students receiving an F on their grade card will be ineligible for the Honor Roll.

Intervention:

Students in grades 5-8 will have 25 minutes in an intervention setting. This time will be used to focus on supporting struggling students with an emphasis on Math, Science and Communication Arts. Student progress is evaluated every three-five weeks.

Visitors:

Visitors will not be allowed to attend classes with Sparta students. All visitors who want to speak with students or staff must do so in the office. The Sparta School District has a closed lunch policy, all students are expected to stay on campus throughout the entire day.

Communication with Parents:

Progress reports to parents will be issued every three weeks. Grade cards will be mailed to the home address at the end of each quarter (every nine weeks).

Additionally:

Sparta Spotlight	District newsletter that is published and distributed electronically periodically.
Lumen WebSIS	Mass notification system that calls parents in the event of school cancellations and other noteworthy circumstances.
Parent Portal	Online portal where parents can log-in and check on everything from grades to lunch card balances.
District Website	Monthly updates on everything from sports schedules to important calendar events as well as links to teacher webpages.

School Equipment:

Textbooks, lockers, desks, uniforms, etc. are the property of the Sparta School District. General searches of lockers can be conducted at any time without the presence of the student. Damage or destruction to any school item will result in reimbursement to the school district. The school belongs to the community of which we can all be proud, help us to keep it a clean, safe environment.

Book/Athletic Bags:

No bags will be stored in the hallway during the school day. Any bag used for carrying books, athletic equipment, etc. should be small enough to fit in the students' lockers or athletic lockers. Bags are not allowed in classrooms. If you have an item, such as an instrument or athletic equipment that will not fit in your locker, ask a sponsor or coach where you should store the item.

Administration of Medications at School:

The Sparta School Nurse may administer medication to students during school hours only when necessary to permit the student to attend school, and in compliance with the school policy. Medication is defined as all drugs, including prescription and over-the-counter medication.

To request medication be administered to your child, you must complete a form provided by the school nurse. Your request will only be valid for the medication and dates indicated in writing on the request form. Please simply send the amount of medication that is necessary to be taken at school. The school reserves the right to request that parents transport medication.

For long term or on-going medication, a written request from the physician/dentist is necessary.

All medication, prescription and over-the-counter, must be supplied in the original container which is properly marked. Your pharmacist can provide an additional container with proper labeling.

The school nurse may administer Tylenol at her discretion only with parent/guardian permission. No other medications will be provided by the school. The permission form included at registration must be signed to cover the administration of Tylenol. Only students who have obtained prior permission from the nurse or principal may

administer and/or carry their own medication. Asthma inhalers should be carried by the child or be with the classroom teacher.

SPARTA R-III SCHOOL DISTRICT EXTRACURRICULAR AND CO-CURRICULAR ACTIVITY STUDENT DRUG TESTING POLICY

The Sparta Board of Education recognizes that drug use is one of the most serious problems confronting schools and communities. In an effort to protect the health, safety and well-being of its students from illegal drug use and abuse or injuries resulting from the use of drugs, the Sparta R-III School District, adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities in grades 7-12.

Statement of Purpose and Intent

It is the desire of the Board of Education, administration, and staff that every student in the Sparta R-III School District refrain from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in grades 7-12 who violates this policy to participate in extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the Sparta R-III School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular and/or co-curricular activities at the Sparta R-III School District is a privilege. Accordingly, students in extracurricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and/or guardians and their school to set the highest possible example of conduct, which includes avoiding the use of illegal drugs.

Definitions – As used in this policy, certain terms have specific definitions as follows:

Co-curricular activities – activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

Extracurricular activities – activities that take place outside the regular course of study in school.

Drug Use Test – scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

Illegal Drugs – the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute or purchase under either federal or Missouri law.

Positive Test Result – when referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Reasonable Suspicion – A suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion.

DRUG TESTING PROCEDURE

Each student participating in extracurricular and/or co-curricular activities shall receive copies of the "Student Extracurricular and/or Co-Curricular Activities Drug Testing Policy" and "Student Extracurricular and/or Co-Curricular Activities Drug Testing

Consent" form which shall be read, signed, and dated by the student, parent and/or guardian. Students must turn in the consent form to the high school or junior high office prior to participation in any extracurricular and/or co-curricular activity. Any student who does not turn in the required forms prior to participation will not be eligible to participate in any extracurricular and/or co-curricular activity during the remainder of the school year, including the months of May through August when school may or may not be in session.

Transfer students who intend to participate in extracurricular and/or co-curricular activities have 20 school days from enrolling in the District to turn in to the high school or junior high office the Consent form. Once a transfer student turns in the form, he/she will be placed in the testing pool within one week. If the transfer student fails to turn in the form within the required 20-day period, he/she will not be eligible to participate in any extracurricular and/or co-curricular activity during the remainder of the school year.

Students in extracurricular and co-curricular groups to be drug tested include, but are not limited to the following: interscholastic sports, trapshooting, cheerleading, band, FFA, Family, Community and Career Leaders of America (FCCLA), Future Business Leaders of America (FBLA), BETA, academic teams, Science Club, Spanish Club, and students parking in the school parking lot. Student dances are not considered an extracurricular and/or co-curricular activity.

Procedure

Students will be required to provide urine samples as follows:

1. On a random selection basis during the regular school year, 10 students will be chosen approximately every month from a list of all students participating in extracurricular and/or co-curricular activities; and
2. At any time requested based on reasonable suspicion.

Any drug test required by the Sparta R-III School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Sparta R-III School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain or custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen will be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the specimen in a private restroom behind a closed door. The monitor will wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will thereafter verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained. If, during the drug testing procedure, a student delays urination beyond a reasonable period of time indicating an attempt to tamper with the specimen or otherwise interfere with the monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test-altering substance, the District may send the sample to the drug lab for more specific and accurate tests regardless of whether the initial test is negative. If the initial

drug test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the District may also choose a certain number of samples for a confirmation test. The second test will use the gas chromatography/mass spectrometry technique. A specimen will not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for presence of an illegal drug or its' metabolites. If the gas chromatography/mass spectrometry test for any student has a positive result, the laboratory will contact the parents or guardians and solicit any information on medication, which would create a positive test. A medical review officer will confirm the positive result and contact the principal with the results. Once a positive is determined, the student will become ineligible to practice, compete or participate in any extracurricular and/or co-curricular activity.

Appeal Procedure

Within five (5) working days of receipt of the positive test results, the principal will contact the Athletic Director, coach/sponsor, and/or other individual responsible for supervising the extracurricular and/or co-curricular activity who will then, within five(5) working days contact the student, the parent or custodial guardian to schedule a conference. The conference will be held within ten (10) working days of initial contact with the student and parent or custodial guardian. If the student, parent or custodial guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to further appeal the positive result.

If the conference is held, the principal will solicit any explanation of the positive result. If the student asserts that the positive test results are caused by other than consumption of an illegal drug, then the student, parent or custodial guardian will be given ten (10) working days from the date of the conference to present evidence to the principal. If the student fails to or refuses to present any evidence within the 10-day period, the student will be deemed to have waived any right to further appeal the positive result. The Sparta R-III School District will rely on the opinion of the laboratory, which performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug. The principal will make a decision within five (5) working days of presentation of the student's evidence.

This decision may be appealed in writing to the Sparta R-III School District's superintendent within five (5) working days. Failure to appeal to the superintendent waives any further right to appeal the positive test result. The procedure set forth under Policy JGD will be followed in the case of an appeal. The superintendent will make a written decision within five (5) working days. The decision of the superintendent may be appealed in writing to the Sparta R-III Board of Education within five (5) working days. Failure to appeal to the Board of Education waives any further right to appeal. The procedures set forth under Policy JGD will be followed in case of appeal. Initiating appeal procedure does suspend imposition of the restrictions listed below while the appeal process is ongoing. The results of the initial screening will be communicated to the student, parent or custodial guardian by personnel of the Sparta R-III School District within five (5) working days of testing.

Retest After Service of Suspension

A student who has tested positive and has served the required suspicion period will be required to undergo one or more additional drug-use test at the expense of the student, parent or custodial guardian to determine whether the student is no longer

using illegal drugs before he or she may rejoin an extracurricular and/or co-curricular activity.

Confidentiality

Test results shall be kept in confidential separate files separate from a student's other educational records and released to school personnel only on a "need-to-know" basis.

Violations

Any students who test positive in a drug-use test under this procedure shall be subject to the following restrictions: 1st Offense – School contacts student's parent or guardian for a meeting. The student will be suspended from extracurricular and co-curricular activities for twenty-eight (28) calendar days. The suspension will be reduced to ten (10) calendar days if the student showed proof of receiving drug counseling and agreed to a second drug test. 2nd Offense – The student will be suspended from participation in all extracurricular and co-curricular activities for twenty-eight calendar days (28), must have completed four (4) hours of substance abuse counseling, and must submit to monthly drug tests for three (3) consecutive months. 3rd Offense – The student will be suspended from extracurricular and co-curricular activities for the remainder of the school year or eighty-eight (88) calendar days, whichever is longer.

First Offense

1. The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, for twenty-eight calendar days (28). The suspension will be reduced to ten (10) calendar days if the student showed proof of receiving drug counseling and agreed to a second drug test. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled class time.

Second Offense

2. The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meeting, practices, performances, and competitions for twenty-eight calendar days(28), must have completed four (4) hours of substance abuse counseling, and must submit to monthly drug tests for three (3) consecutive months from the date of the initial report of the second offense as stated in this procedure.

Third Offense

3. The student shall be suspended from participation in all extracurricular and/or co-curricular activities including all meeting, practices, performances, and competitions for the remainder of the school year or eighty-eight (88) calendar days, whichever is longer from the date of the initial report of the third offense as stated in this procedure.

Refusal to Submit to Drug Use Test

Students who refuse to submit to a drug-use test authorized under this policy will be subject to the following restrictions: The student shall be ineligible to participate in any extracurricular and or co-curricular activities including all meetings, practices performances, competitions until such time that a drug-use test has been administered and passed. The cost of this retest shall be the obligation of the student, parent or custodial guardian. After the suspension period, the participating student shall again be subject to the Sparta R-III School District Drug Testing Policy. Any student who has a positive initial test and refuses to cooperate in arranging for a confirmation test will be treated as refusing to submit to testing.

Sparta Public School District-Student – Student Extracurricular Activity Drug Testing Consent, Citizenship Agreement, Eligibility Brochure, Concussion Info

• General Authorization Form – Drug Testing

-We have read and fully understand the Sparta Public School District’s “Student Drug Testing Policy”.

-We understand fully that the student’s safety and the safety of all other students depend upon each individual. We hereby agree to accept and abide by the standards, rules and regulations set forth by the Sparta Public School District’s “Student Drug Testing Policy”.

-We authorize the Sparta Public School District through a professional laboratory chosen by the district to conduct a drug test as set forth in the extracurricular activity drug testing policy. We further authorize the release of drug testing information/results to the Sparta Public School District.

-We also authorize the district to release to the drug testing laboratory the minimal student information necessary for the purpose of contacting parents and/or guardians with the results of the drug test.

• Citizenship Agreement

-I acknowledge that the information contained in the Sparta Citizenship Standards Handout has been made available to me. I understand that my participation in all activities sponsored by the Sparta Public School District is subject to the guidelines of this handout.

• Receipt of Eligibility Brochure

-I acknowledge that the MSHSAA Guide on “How to Maintain and Protect Your High School Eligibility” has been made available to me. I understand that my participation in all activities is dependent upon the eligibility standards outlined in this brochure and I agree to adhere to all the guidelines presented in order to maintain and protect my high school eligibility.

• Receipt of MSHSAA Materials on Concussion

-We have received and read the MSHSAA Materials on Concussion, which includes information on the definition of a concussion, symptoms of a concussion, what to do if you have a concussion, and how to prevent a concussion.

Student **LEGAL** Signature

Printed **LEGAL** Student Name

Parent or Guardian Signature

Student Grade

Address

City

_____/_____/_____
Date

Sport/Activity

STUDENT DRUG TESTING

The Sparta Board of Education recognizes that drug use is one of the most serious problems confronting schools and communities. In an effort to protect the health, safety and well-being of its students from illegal drug use and abuse or injuries resulting from the use of drugs, the Sparta R-III School District adopts the following policy for drug

testing of students participating in extracurricular and/or cocurricular activities in grades 7-12. The policy is also applicable to students with a valid parking permit to park on school property.

Participation in school sponsored extracurricular and/or cocurricular activities at the Sparta R-III School District is a privilege. Parking on school property is also a privilege. Accordingly, students in extracurricular and/or cocurricular activities carry a responsibility to themselves, their fellow students, their parents and/or guardians and their school to set the highest possible example of conduct, which includes avoiding the use of illegal drugs. Students that operate and park motor vehicles on school property also carry a responsibility to themselves and others to operate their vehicles in a safe manner.

Statement of Purpose and Intent

It is the desire of the Board of Education, administration and staff that every student in the Sparta R-III School District refrain from using, possessing or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in grades 7-12 who violates this policy to participate in extracurricular and/or co-curricular activities and/or any student that seeks to obtain/maintains a valid parking permit to park on school property. This policy is intended to supplement and complement all other policies, rules and regulations of the Sparta R-III School District regarding possession or use of illegal drugs.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 2003

Last Revised: 05/14/2009

Cross Refs: IGAEA, Teaching about Drugs, Alcohol and Tobacco
IGD, District-Sponsored Extracurricular Activities and Organizations

Legal Refs: U.S. Const., amend. IV

Board of Educ. of Ind. Sch. Dist. No. 92 of Pottawatomie County v. Earls, 536 U.S. 822 (2002)

Vernonia Sch. Dist. v. Acton, 515 U.S. 646 (1995)

Sparta Policy can be found online at

<http://policy.msbanet.org/sparta/showpolicy.php?file=JFCI-C.SPT 3/13/2013>

MEDICATION PERMISSION FORM

MUST BE FILLED OUT AND ON FILE WITH THE SCHOOL NURSE

Immunizations:

The school is required to maintain current shot records on all students. Students who have not received the proper immunizations will not be allowed to enroll or attend school.

Glass Containers/Food/Drinks:

Glass containers are prohibited on campus. No food is allowed outside the cafeteria. Students may carry a clear bottle of water with them during the school day. Machines will be turned on for student use during the lunch shifts. Empty cans should be placed in the recycle bins. Soda is not allowed outside of the cafeteria during school hours. Access to the soda machines will be denied if problems exist.

Steps to Follow When Absent From School or Leaving School Grounds:

1. Parents are requested to call the appropriate building office by 8 AM to report any student's absence.
2. Written documentation will be required from a parent, doctor/dentist office, or other professional office upon the students return to school.
3. Documentation and/or parent permission is required of all Sparta students regardless of age (i.e. students that turn 18).

Dress Code:

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. Dress and appearance must not present health or safety hazards, be indecent, disruptive, distracting or inappropriate for the classroom and/or school setting. The following rules shall apply:

1. Appropriate footwear shall be worn at all times.
2. Headgear (hats, headbands, etc.) is not to be worn or carried at school during the normal school day.
3. Teachers of specific classes, where safety or health is a factor, may require students to adjust hair and clothing or remove jewelry during that period.
4. Any clothing worn shall not have writing, pictures, or emblems that are obscene, derogatory, propagate tobacco, alcohol, drugs, or have suggestive comments.
5. All sharp objects (safety pins, spiked-items, pointed-body jewel, etc.) will not be allowed.
6. Halter tops, spaghetti-strapped sundresses, back-less top outfits, racing-back tank tops, or any clothing that would display a considerable amount of skin are not acceptable (i.e. low-cut necklines). All shirts must be long enough to meet slacks, skirts, or shorts, without exposing the mid-section when the student is standing as well as sitting.
7. Sleeveless shirts or tank tops must have at least a two-inch strap, not be cut too deeply on the sides, and the length of the shirt must extend to the waistband of the pants. A shirt underneath must accompany team jerseys and similar styles that are cut deeply on the sides.
8. Appropriate undergarments must be worn at all times. These garments must remain properly covered.
9. Tight fitting shorts such as bicycle pants or spandex shorts are not acceptable.
10. Ragged, cut-up jeans are not acceptable pants or shorts.
11. All clothing must be worn to the manufactures' intent.
12. Long coats (i.e. trench coats, dusters, or coveralls) cannot be worn during the school day.
13. Dresses, skirts, and shorts should demonstrate standards of modesty. The garment may be no shorter than 6 inches (the length of a dollar bill) above the students' knee.
14. The face and eyes must be visible at all times. The face and ears need to be free of any distracting piercing or markings. Sunglasses may not be worn unless prescribed by a physician.
15. No chains, loose straps, or dangling material will be allowed.

***Final decision as to the appropriateness of certain apparel will be at the discretion of the principal.**

Personal items such as money, jewelry, wallets, and purses are the responsibility of the student. Students are advised to keep all personal items at home or locked in a locker when in class.

DRILLS

Fire Procedures :

A series of short rings of the bells, followed by plain language of "Fire Drill", will serve as the fire alarm. Each room will be evacuated at once in accordance with the plan designed for that room. Pupils will follow the teacher quietly from the room in single file. DO NOT RUN! Each room is to remain in a group outside in a safety zone until the ALL CLEAR signal is given.

Storm Procedures:

A series of short rings of the bells, followed by plain language of "Storm Drill", will serve as the severe storm alarm. Students should be lead to the appropriate hallway as designated by the plan provided in each classroom area. Students need to face the wall and assume the covered position until the ALL CLEAR signal is given.

Earthquake Procedures:

A series of short rings of the bells, followed by plain language of "Earthquake Drill", will serve as the earthquake alarm. Students should quickly seek shelter underneath their desks if in classrooms or stand in doorways if in the halls during the drill. Students should remain in sheltered positions until the ALL CLEAR signal is given.

Extracurricular and Co-curricular Activities

Teams, groups, and organizations are a very important part of any school's curriculum. The values that can be learned from these activities above and beyond the normal school day can be invaluable. It should be understood that participation in these activities is a privilege and not a right. They can and will be taken away if improper conduct occurs.

Students involved in interscholastic competition must have read and signed, with their parents, the Sparta R-III Citizenship Policy and the Sparta R-III Drug Testing Policy. Students will be ineligible to participate in the first interscholastic practice and/or contest until these policies are turned in.

Sparta eligibility requirements for extracurricular/co-curricular activities:

- All participants must meet all MSHSAA criterion in addition to;
- Students must be passing in 5 of 7 classes at the quarter and 6 of 7 classes at the semester to remain eligible.
- If a student has three or more "F's" at the end of a 3-week grading period they will be ineligible until the grade has improved to passing. They will not be able to practice or participate in any contest during this time. Exemption for co-curricular classes (i.e. band, choir, vocational) - If the activity is directly related to the classroom instruction, then students will be allowed to participate as long as they are not failing that co-curricular course.

In order to participate in extracurricular or co-curricular activities, a student must have been in school at least ½ day the day of the activity or ½ day on Friday for weekend activities (½ day is 11:30am). The reason for the ½ day absence must be excused in

order to be eligible for participation in the activity, unless special arrangements have been made through the building principal. A student should not be repeatedly absent the day following an activity or action will be taken.

Students traveling on school sponsored trips will ride the bus to the event and return by the same means. Students may return by other means only with prior approval and permission from parents and the coach/sponsor or building principal.

The discipline code applies to any school sponsored activity. Students who are under any type of disciplinary suspension will not be allowed to participate or attend any school sponsored activities until the suspension or detention has been served.

TRANSPORTATION

Transportation Rules/Regulations:

In order to maintain good discipline and safety on our school buses, the students are asked to abide by the following rules and regulations.

1. The driver is in charge of students on the bus. Students must observe directions of the driver when riding and leaving the bus. This includes seating charts when necessary.
2. Students must be on time at stops; the bus cannot consistently wait beyond its' regular schedule for those who are tardy.
3. Students should never stand in the road while waiting for the bus.
4. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation.
5. Students must not at any time extend body parts or objects out of bus windows.
6. Students must not try to get on or off the bus or move within the bus from seat to seat while the bus is in motion.
7. Students are expected to keep the buses clean and dispose of any trash.
8. Any damage to the bus should be reported at once to the driver.
9. Lanes or turn-arounds must be kept open or bus drivers need not pick up children at the point of pickup until conditions have been corrected.
10. Students shall not get off the bus except at regular stops at home or at school. Exceptions must have parental permission.
11. Once a student arrives on campus, he or she is to remain until dismissed from school or signed out by a parent.

BULLYING POLICY

A Bullying Policy has been established to protect the learning environment for all students. Below is an action plan and consequences for addressing bullying in this school.

Definition of Bullying:

Any ongoing physical, verbal, or emotional mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on part of one or more other students.

Plan of Action:

- The student will be referred to administration using WeBSIS.
- Administration will investigate the situation by visiting with staff members, the student exhibiting bullying behavior, the victim (target), and/or witnesses separately.
- The administrator and counselor will meet with student(s) exhibiting bullying behavior independently in order to: a) discuss bullying behavior, b) review the bullying policy, c) discuss alternatives to bullying, and d) establish consequences.
- The administrator will document the incident and may notify parents.
- Administrative responses to bullying referrals will be determined by the guidelines set forth in the Code of Student Conduct. The administrator may also incorporate other courses of action including but not limited to: a) written and/or verbal apology to the victimized student(s), b) restitution for damages, c) loss of privileges, d) work detail, e) law enforcement contact, f) referral to an outside agency, and g) follow-up sessions with the bully and victim independently as needed.

Consequences:

See Code of Student Conduct: Section I, Rule H

The decision to supplement the Code of Student Conduct consequences with additional action is at the discretion of the administrator based upon the severity and/or frequency of the act.

DISCIPLINE POLICY

The responsibility of proper conduct lies with each individual student, not the teacher, principal, or parents. Individual decisions are made, and if wrong, responsibility for that action must be accepted. The discipline policy will serve as a guide for those who are unsure of proper behavior and will be an aid to improvement of the overall school climate. Corporal punishment will not be used by the Sparta R-3 School District.

Definitions (in order of severity):

Lunchroom Detention: The student will be assigned to an isolated area for the duration of his/her lunch period. There will be no communication to or from a student in lunchroom detention.

After-School Detention (ASD) or Before-School Detention (BSD): The student will remain after school from 3:05 PM until 4:00 PM or before school from 7:00 AM to 7:45 AM under the supervision of the principal or teacher. The student will work during the entire session and the student or parent is responsible for the child's transportation.

Saturday School: The student will serve detention from 8 AM-12 PM on the designated Saturday(s) under the supervision of a designated employee. All regular school day rules will apply. This will be used as an alternative to ISS.

In-School Suspension (ISS): The students are under the supervision of a teacher for a portion of the day. The student is ineligible for any extra-curricular practices or activities from the first morning of suspension until the end of the last day of suspension. Inappropriate behavior during this time will result in OSS.

Out-of-School Suspension (OSS): The student is to remain out of school. Extracurricular activities and attendance at any school function is prohibited. A parent/guardian must accompany the child upon re-entry to school. No participation points will be given during suspension.

The use of the aforementioned disciplinary measures does not preclude normal classroom management procedures. The policy that follows is a guide to be used for consistency and fair treatment of all students. Situations that disrupt the educational process, involve the safety of self or others, or are extremely severe in nature may warrant increased disciplinary measures at the discretion of school administration.

Penalties are meant to be progressive in nature and will eventually result in long-term suspension or expulsion if repeated. Violations by the same offender will be dealt with a progression of discipline measures (Lunch Detention, ASD/BSD, Sat. School, ISS (if used), OSS, and expulsion). In instances where civil or criminal laws are violated, the authorities may be summoned. School matters and legal matters will be handled separately as far as penalties for both are concerned. Students who are in ISS/OSS will not be allowed to participate in any school sponsored activities during the days that they are on suspension.

DUE PROCESS:

Students have the right to due process concerning disciplinary actions:

- (1) to be given oral and/or written notice of the charges against them.
- (2) to be given oral and/or written explanation of the facts which form the basis of the proposed disciplinary actions.
- (3) to be given the opportunity to present their version of the incident.
- (4) to appeal staff members decisions and actions to the building administration.

The appeal process for any situation is as follows; the individual teacher, building administrator, superintendent, Board of Education, and any further pertinent legal or educational agencies.

The following reference marks will be used throughout the Code of Student Conduct section of the handbook:

** Notice to law enforcement officials and documentation in the student's permanent discipline record to be forwarded to schools upon transfer.

** Possible documentation in the student's permanent discipline record to be forwarded to schools upon transfer.

CODE OF STUDENT CONDUCT

I. Violations Against Persons

A. Assault-Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

****1st OFFENSE:** Detention, ISS, 1-180 days OSS, or Expulsion. Restitution if appropriate

****SUBSEQUENT OFFENSES:** 1-180 days OSS or Expulsion. Restitution if appropriate

B. Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

****1st OFFENSE:** Principal/Student Conference, Detention, ISS, or 1-180 days OSS

****SUBSEQUENT OFFENSE:** ISS, 1-180 days OSS or Expulsion

C. Weapons-Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2), or 571.010,RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

****1st OFFENSE:** ISS, 1-180 days OSS, or Expulsion

****SUBSEQUENT OFFENSE:** 1-180 DAYS OSS or Expulsion

(Possession of a firearm/dangerous weapon at school will result in a minimum of 1 calendar year expulsion)

D. Verbal Abuse to Staff- Verbal, written or symbolic language or gesture directed at a staff member, which is disrespectful, rude, vulgar, defiant, or considered inappropriate to public settings.

****1st OFFENSE:** Principal/Student Conference, Detention, ISS, 1-10 days OSS

****SUBSEQUENT OFFENSE:** Detention, ISS, 1-180 Days OSS, or Expulsion

E. Physical Contact of School Personnel-inappropriate or threatening contact.

****1st OFFENSE:** 1-180 days of OSS/Expulsion

F. Verbal Harassment/Disparaging or Demeaning Language-Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin.

****1st OFFENSE:** Principal/Student Conf., Detention, ISS, 1-10 days OSS

****SUBSEQUENT OFFENSE:** Detention, ISS, 1-180 Days OSS, or Expulsion

G. Sexual Harassment

1. Use of verbal, written, or symbolic language that is sexually harassing

****1st OFFENSE:** Principal/Student Conf., Detention, ISS, 1-180 days OSS, or Expulsion

****SUBSEQUENT OFFENSES:** ISS, 1-180 Days OSS, or Expulsion

2. Physical contact that is sexually harassing

****1st OFFENSE:** ISS, 1-180 Days OSS, or Expulsion

****SUBSEQUENT OFFENSE:** 1-180 Days OSS, or Expulsion

H. Bullying- Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

****1st OFFENSE:** Detention, ISS, or 1-180 Days OSS

****SUBSEQUENT OFFENSES:** 1-180 Days OSS or Expulsion

I. Hazing- Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

****1st OFFENSES:** ISS or 1-180 Days OSS

****SUBSEQUENT OFFENSES:** 1-180 Days OSS or Expulsion

II. Violations Against Public Health and Safety

A. Possession of, and/or attendance while under the influence of, and/or consuming any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia.

****1st OFFENSE:** ISS or 1-180 Days OSS

****SUBSEQUENT OFFENSE:** 1-180 Days OSS or Expulsion

(Law enforcement officials will be contacted in any of these areas when warranted.)

B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia.

****1st OFFENSE:** 1-180 days OSS or Expulsion

****SUBSEQUENT OFFENSE:** 1-180 Days OSS or Expulsion

(Law enforcement officials will be contacted in any of these areas when warranted.)

C. Possession of tobacco products/paraphernalia (lighters/papers) on school grounds, bus or any school activity.

****1st OFFENSE:** Confiscate. Principal/Student Conf., Detention, or ISS

****SUBSEQUENT OFFENSE:** Confiscate. Detention, ISS, or 1-3 days OSS

(If school officials have reasonable suspicion of tobacco possession they may search a student in private for the tobacco products. A third party will witness this search.)

D. Use of any tobacco products on school grounds, bus or at any school activity.

****1st OFFENSE:** Confiscate. Principal/Student Conf., Detention, ISS, or 1-3 Days OSS

****SUBSEQUENT OFFENSE:** Confiscate. ISS or 1-10 Days OSS

E. Head Lice Control- All students found to have evidence of a live head lice infestation will be excluded from school attendance for 24 hours to allow for treatment. Upon return, the nurse will exam for live head lice. If live head lice are found, students will again be excluded for 24 hours for further treatment. Parents will be given written materials that explain the reasons for exclusion, methods to treat the infestation on the hair, and in the home. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits. A log will be kept and those children who have been excluded and returned to school will be reexamined in five days to insure that they remain free of infestation.

III. Violations Against Property

A. Extortion-Threatening or intimidating students for the purpose of obtaining money or something of value from them.

****1st OFFENSE:** Principal/Student Conference, Detention, ISS, or 1-10 Days OSS

****SUBSEQUENT OFFENSE:** ISS, 1-180 Days OSS, or Expulsion

B. Theft-Stealing or attempted theft or knowing possession of stolen property.

****1st OFFENSE:** Return property or Restitution. Principal/Student Conf., Detention, ISS, or 1-180 Days OSS

****SUBSEQUENT OFFENSE:** Return property or Restitution. 1-180 Days OSS, or Expulsion

C. Vandalism-Willful damage or the attempt to cause damage to property belonging to the school, staff, or students.

****1ST OFFENSE:** ISS, 1-180 Days OSS, or Expulsion

**SUBSEQUENT OFFENSE: 1-180 days OSS, or Expulsion

D. Damage to Staff Property, On or Off School Grounds

**1st OFFENSE: Restitution or 1-180 Days OSS

** 2ND OFFENSE: Restitution or Long-term Suspension or Expulsion

E. Arson - Starting or attempting to start a fire or causing or attempting to cause an explosion.

** 1st OFFENSE: Restitution if appropriate. Detention, ISS, 1-180 Days OSS, or Expulsion

**SUBSEQUENT OFFENSE: Restitution if appropriate. 1-180 Days OSS or Expulsion.

IV. Violations Against School Policy

A. Truancy - Being absent from school or class without the expressed consent of parent/guardian.

**1st OFFENSE: Principal/Student Conf., Detention, or 1-3 Days ISS

**SUBSEQUENT OFFENSE: Detention or 3-10 Days ISS

B. Leaving School Grounds After Arrival— Involves cases such as leaving campus after arriving in the mornings.

**1st OFFENSE: Lunch Detention (3 days)

**SUBSEQUENT OFFENSES: 1-10 days ISS

C. Tardiness- (See Tardy Policy on p. 11 of student handbook)

1st Offense (3 Tardies): Before/After School Detention or Lunch Detention

2nd Offense (5 Tardies): Detention, Saturday School, or ISS

3rd Offense (6 Tardies): Saturday School, ISS or OSS

Subsequent Offenses- Saturday School, ISS or OSS, at the discretion of the principal.

D. Cheating or Plagiarism

**1st OFFENSE: Loss of points on the assignment

**SUBSEQUENT OFFENSE: Loss of letter grade for the quarter, or 1-180 days OSS

E. Possession of Electronic Devices- Using, displaying or turning on phones, personal digital assistants, personal laptops or any other electronic communication devices under terms not defined on page 10 of the handbook is not allowed during the regular school day.

**1st OFFENSE: Confiscate, Principal/Student Conf., Detention, or ISS

**SUBSEQUENT OFFENSES: Confiscate, Principal/Student Conf., Detention, ISS, 1-180 Days OSS, or Expulsion

F. Inappropriate Dress

**1st OFFENSE: Student will correct dress to school policy

**SUBSEQUENT OFFENSES: Correct dress, Detention, or 1-10 days OSS

H. Bus Discipline Policy:

**1ST WRITTEN NOTICE- Warning notice describing incident to parent. If action is severe enough, the students may be suspended from riding the bus at any time.

**2ND WRITTEN NOTICE- A suspension from riding the bus a minimum of 10 days. The period will be in relation to the seriousness of the offense.

**3RD WRITTEN NOTICE- A suspension from riding the bus a minimum of 20 days.

Bus Vandalism – willful damage or the attempt to cause damage to a school bus; or leaving a school bus in disarray (i.e. trash, food, etc.)

Total number of days will be determined by the seriousness of the offense. Suspensions may carry over to the next school year. Further violations will result in increased suspensions to the point of expulsion from riding the bus.

I. Public Display of Affection

****1st OFFENSE:** Principal/Student Conf., Detention, ISS, or 1-180 Days OSS

****SUBSEQUENT OFFENSES:** Detention, ISS, 1-180 Days OSS, or Expulsion

J. Misbehavior at Activities

***1st OFFENSE:** No school activities (2 weeks)

***2nd OFFENSE:** No school activities (Semester)

***3rd OFFENSE:** No school activities (Rest of year)

Actions will also coincide with the appropriate disciplinary action.

K. False Alarms- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

****1st OFFENSE:** Restitution. Principal/Student Conf., Detention, ISS, 1-180 Days OSS, or Expulsion

****SUBSEQUENT OFFENSE:** Restitution. ISS, 1-180 days OSS, or Expulsion

V. Violations Against Good Order

A. Use of Inappropriate Language- **Verbal, written, pictorial, or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.**

****1st OFFENSE:** Principal/Student Conf., Detention, ISS, or 1-10 Days OSS

****SUBSEQUENT OFFENSES:** Detention, ISS, 1-180 Days OSS, or Expulsion

B. Insubordination –The refusal to follow rules and/or faculty and staff instructions.

****1st OFFENSE:** Principal/Student Conf., Detention, ISS, or 1-10 Days OSS

****SUBSEQUENT OFFENSES:** Detention, ISS, 1-180 Days OSS, or Expulsion

C. Disruptive Behavior

****1st OFFENSE:** Principal/Student Conf., Detention, ISS, or 1-10 Days OSS

****SUBSEQUENT OFFENSES:** Detention, ISS, 1-180 Days OSS, or Expulsion

D. Failure to Meet Conditions of Suspensions

****1st OFFENSE:** Verbal warning, Detention, ISS, 1-180 Days OSS, or Expulsion

****SUBSEQUENT OFFENSES:** Verbal warning, Detention, ISS, 1-180 Days OSS, or Expulsion

E. Technology Violations

- **Student using another person's identification.**

- **Modified files or data for another individual without prior consent**

****1st OFFENSE:** Restitution. Principal/Student conference, loss of user privileges, Detention, ISS, or 1-180 Days OSS

****2nd OFFENSE:** Restitution. Loss of user privileges, 1-180 Days OSS, or Expulsion

- **Use of the Internet for non-educational purposes.**

- **Accessing obscene, indecent, vulgar, or pornographic information as well as advertisements for products or services not permitted to minors.**
- **Access or disseminate insults, harassing statements, threats, or hate-propaganda**
- **Accessing non district-approved web-based email, messaging, or chat sessions.**

****1st OFFENSE:** Restitution. Principal/Student conference, loss of user privileges, Detention, ISS, or 1-180 Days OSS

****2nd OFFENSE:** Restitution. Loss of user privileges, 1-180 Days OSS, or Expulsion

- **Installation of non-district-approved software**
- **Unauthorized access (hacking) or introducing malicious code (viruses)**

****1st OFFENSE:** Restitution. Principal/Student conference, loss of user privileges, Detention, ISS, or 1-180 Days OSS

****2nd OFFENSE:** Restitution. Loss of user privileges, 1-180 Days OSS, or Expulsion

Due to Safe Schools Legislation the Sparta School District *is* required to compile and maintain records of any "serious violation" of the district policies. Records will be made available to district personnel with a need to know basis based upon their assigned duties and shall also be sent to any district a student subsequently attends. Serious violations might include any violation that is excessive, violent, involves substance possession or use and are threatening to the overall school climate.

EQUAL EDUCATIONAL OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability.

COMPLAINT PROCEDURE FOR DISTRICT AND FEDERAL PROGRAMS

Situations of concern to parents/guardians or the public may arise in the operation of the Sparta R-III Schools. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the principal, the superintendent or the Board. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. The following are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.

2. Unsettled matters from (1) above, or problems and questions concerning the school, should be directed to the principal.
3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public.

PUBLIC NOTICE

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The public school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairments and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The public school district assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The public school district assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The public school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours (8 a.m. – 4 p.m.) on days school is in session, in the office of the Superintendent of Schools.

This notice will be provided in native languages as appropriate.

SURROGATE PARENT PROGRAM

Pursuant to the requirements of State law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provisions of special education. For purposes of surrogate parent appointment, "parent" is defined as biological parent, guardian, or a person acting as a parent of a child including the State if the child is ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District. If you are interested in volunteering to serve as a surrogate parent more information can be obtained from the District's Director of Special Services.

FREE AND REDUCED-COST FOOD SERVICES

School officials will determine student eligibility based on guidelines established under the national school lunch program and state and federal law. Eligible students will be provided nutritionally acceptable meals, snacks and milk free or at a reduced cost if state and federal resources for school food programs are available.

DISCLOSURE OF DIRECTORY INFORMATION

Throughout the year there are times when the school district may release student directory information to newspapers for recognition, printing of athletic programs, or to requesting organizations such as educational institutions or the military. Student directory information can include name, address, telephone number, date of birth, honors and awards, dates of attendance, and height. Please read the Family Education Rights and Privacy Act below for more details. The school must be notified in writing if you do not want your child's directory information released. Be advised that a request to not release directory information will apply to every occasion when directory information is made public.

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records. Schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. FERPA allows schools to disclose, without consent, “directory” information such as a student’s name, telephone number, date of birth, honors and awards, dates of attendance, and height. Parents and eligible students have the right to request that the school not disclose directory information. A written request to not disclose directory information needs to be submitted to the school principal.
4. The right to file a complaint with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

LEGAL POLICIES

THE CUSTODY OF STUDENTS

Students shall not be released to the custody of anyone except their parents or legal guardians, or person(s) designated in writing by their parents or legal guardians.

INTERROGATIONS AND SEARCHES

The Sparta R-III School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school; students must be informed of their constitutional rights by the law officials, students may remain silent if they so desire, and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

SEARCHES BY SCHOOL PERSONNEL

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be conducted in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school with officer approval.

Occasionally a principal may find it necessary to call the law enforcement officials for assistance in handling a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

COMPULSORY ATTENDANCE LAW (Adopted 1991-92)

School attendance compulsory, who may be excused. Every parent, guardian or other person in this state having charge, control or custody of a child between the ages of seven and sixteen years shall cause the child to attend school regularly, public, private, parochial or parish, not less than the entire school term of the school with regular daily instructions during the usual school hours which shall, in the judgment of a court of competent jurisdiction be at least substantially equivalent to the instruction given

children of like age in the day schools in the locality in which the child resides; except that:

1. A child who, to the satisfaction of the superintendent of school of the district in which he resides, or if there is no superintendent then the chief school officer, is determined to be mentally or physically incapacitated may be excused from attendance at school for the full time required, or any part thereof: or
2. A child between fourteen and sixteen years of age may be excused from attendance at school for the full time required, or any part thereof, by the superintendent of schools of the district, or if there is none then by a court of competent jurisdiction, when legal employment has been obtained by the child and found to be desirable, and after the parents or guardian of the child have been advised of the pending action.

Penalty for violating compulsory attendance law suspended when - Any parent, guardian or other person having charge, control or custody of a child, who violates the provisions of sections 167.031 to 167.051 is guilty of a misdemeanor and punishable by a fine of not less than ten nor more than twenty-five dollars or by imprisonment in the county jail for not less than two nor more than ten days.

The fine or imprisonment or both, may be suspended and finally remitted by the court, with or without the payment of costs, at the discretion of the court, if the child is immediately placed and kept in regular attendance at school or is provided at home with the required instruction is proved subsequently to the satisfaction of the court. A certificate slating that the child is regularly attending school and properly attested by the superintendent, principal or person in charge of the school is prima facie evidence of the regular attendance by the child.

OFFICIALS TO ENFORCE COMPULSORY ATTENDANCE LAW

The state commissioner of education, superintendents of schools, school boards, county superintendents of public welfare, and every school attendance and probation officer shall enforce all laws relation to compulsory school attendance.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students or employee is strictly prohibited in the Sparta R-III School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no

adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an individual authorized by the Board will conduct an investigation. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with policy JHG, Reporting Child Abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure ACG at the appropriate level.

PROGRAMS FOR HOMELESS STUDENTS

The Sparta R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Sparta School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Sparta School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Sparta School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Sparta School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Handbook Agreement

I, _____ (student) have read the 2015-2016 Student Handbook and I understand the policies and procedures that I am responsible for following as a Sparta student.

Student Signature _____ Date _____

I, _____ (parent) have read the 2015-2016 Student Handbook and I understand the policies and procedures that I am responsible for following as a Sparta parent.

Parent Signature _____ Date _____

Technology Usage Policy

Abbreviated Version

The Sparta R-III School District recognizes the educational and professional value of electronics-based information technology. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of each student of the district. Use of the technology resources in a disruptive, inappropriate, or illegal manner impairs the district's mission, squanders resources, and will not be tolerated.

Use of district technology is a privilege, not a right. All district technology resources are considered school property. The district may examine all information stored on district technology resources at any time. A user does not have a legal expectation of privacy in any activities involving district technology resources. The district will monitor the on-line activities and operate a technology protection measure on all computers with Internet access, as required by law. The district's technology resources are not a public forum. The district may monitor employee and student technology usage. Any violation of district policy, regulations, or procedures may result in disciplinary action. Every person that uses the technology at Sparta R-III must have a signed User Agreement.

User Agreement

This signed agreement must remain in the planner. You may be asked to display this page to various teachers or administrators throughout the year. Students will not be able to use the district's technology resources until the student and parent sign the agreement form.

I, _____ a (n) student /parent /employee of the Sparta R-III School District have read the above Technology Usage Policy and understand the rules and regulations set forth and approved by the School Board. I understand the penalties for violating any portion of this policy are stated in the Code of Student Conduct in this handbook.

Student Signature

Parent Signature